LIFT

Community Action Agency, Inc.

Board of Directors Meeting

OCTOBER 10, 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, October 10, 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. Recognition of Carolyn Pool as the Elected Representative for the Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024)*

D. Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)

E. Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

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

G. Consideration, Discussion, and Vote to Approve August 2023 Financial Reports; Distribution of September 2023 Financials for November 2023 Consideration and Vote (*O.S. 8.7*)

H. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **$204,299**
1. Child Care Stabilization Grant Program Applications (Year 3, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program - ***$128,000***
2. 2023 Grant Application to Potts Family Foundation, Inc. - ***$10,000***
3. FY 2024 Retired and Senior Volunteer Program Grant Application (Continuation, Year 3) to AmeriCorps - ***$64,299***
4. National Initiatives Travel Application (Rural Advisory Council Convening) to NeighborWorks® America - ***$2,000***

I. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **$1,004,601**
1. 2023 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council - ***$44,383***
2. 2023 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC - ***$75,000***
3. FY 2023 Opioid Affected Youth Initiative Grant Award from U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention - ***$750,000***
4. FY 2024 Base Grant Award from Oklahoma CASA Association - ***$23,830***
5. SFY 2024 Community Action Agencies State Appropriated Funds for Head Start Award from Oklahoma Department of Commerce - ***$83,602***
6. FY 2023 Community Services Block Grant Award (3rd Allocation) from ODOC - ***$2,286*** (*Total Awarded: $ 236,730*)

7. National Initiatives Travel Award from NeighborWorks® America - ***$2,000***
8. Child Care Stabilization Grant Program Awards (Year 3/Quarter 1, ELC) from Choctaw Nation of Oklahoma - ***$21,000***
9. Food and Nutrition for Better Health Leadership Training Institute Award (Quarter 1) from National Healthy Start Association - ***$2,500***

J. Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the Following Items (*Oklahoma Statute Title 25 § 307(B)(1)*):

1. Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*O.S. 7.4)*
2. Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (*O.S. 7.5*)

K. Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened

L. Consideration, Discussion, and Vote to Approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*O.S. 7.4)*

M. Consideration, Discussion, and Vote to Approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director (*O.S. 7.5*)

N. Consideration, Discussion, and Vote to Approve LIFT Transit Title VI Program Plan (*O.S. 5.9*)

O. Consideration, Discussion, and Vote to Approve LIFT CAA Board of Directors Regular Meeting Dates for 2024 (*O.S. 5.5)*

P. Consideration, Discussion, and Vote to Approve Hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2024-2025 E-Rate Funding Year

Q. Consideration, Discussion, and Vote to Approve Head Start/Early Head Start/EHS-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy

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

S. Board Training (*O.S. 5.7*):
- Board Recruitment and Retention
- Low-Income Participation – Board Activities and Members

T. Appoint Transportation Advisory Council Member

U. 2023 Customer Satisfaction Report: 3rd Quarter (July – September) Results (*O.S. 1.3*)

V. Risk Assessment/Management Report (*O.S. 5.9*)

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

X. Recognition of October 2023 Employee of the Month:
Kayla Lemons, Cook – Head Start Program

Y. Recognition of Service Awards

Five Years: Allen Carroll, Construction Superintendent – Administration
Jonie Smith, Center Director – Early Head Start Program

Ten Years: Amy Craven, Assistant Director/Center Director/Lead Teacher – Early Learning Centers

Z. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Safe Place Healing Hearts Program No-Cost Extension Approval; Head Start Teacher Qualifications Waiver Approval; Domestic Violence Awareness Month Information (*O.S. 5.9*)

AA. 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*)

BB. Consideration, Discussion, and Vote to Adjourn

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

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

MINUTES
BOARD OF DIRECTORS MEETING
September 12, 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, September 12, 2023 at 10:10 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at https://liftca.org/board/.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (19 Board Members present, 7 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brad Burgett, Danny Cornish, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Sharon Johnson, Vickie Leathers, Kara Maness, Leah Savage, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Tina Foshee-Thomas, Patsy Guess, Jia Johnson, Trina Low, Sandra Meeks, and Wade Scott. LIFT CAA employees and visitors present at the meeting site were: Michelle Pulliam, Kinsey Cox, Rhonda Teague, Darla Galyon, Dawn McDaniel, Kathy James, W.F. Grammar, Sheree Ensley, Mattie McKee, Amber Duncan, Macy Self, Ernest McCarty, Rebecca (Reynolds) Porter, Stella Dennis, Jeannie McMillin, Darlene Wood, Ken McDaniel, Gary Teague Jr., Paige Smith, and Ayla Osmer.

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.

David Hawkins, Chairman, requested the Board's 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). A motion was made by Kevin Cory and seconded by William Smith to accept Tiffany Brockway as the appointed representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

David Hawkins, Chairman, requested the Board's 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). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to accept Trina Low as appointed representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

Board Member Kevin Cory was appointed to serve as Board Mentor for new Board Member Tiffany Brockway, and Board Member Brent Franks was appointed to serve as Board Mentor for new Board Member Trina Low (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on September 12, 2023 at 9:12 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 July 2023. The Committee was presented with the August 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 August 2023 Regular Meeting Minutes and the July 2023 Financial Reports; the August 2023 Financials were distributed for consideration and vote at the October 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by David Smith to approve the August 2023 Regular Meeting Minutes and the July 2023 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items G & H).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Outdoor Learning Environments Application to Oklahoma Partnership for School Readiness; if awarded, this grant project would provide outdoor play equipment and resources for the Early Learning Centers designed to foster learning in the great outdoors.
2. SFY 2024 Community Action Agencies State Appropriated Funds Application to Oklahoma Department of Commerce in the amount of $11,055; if awarded, this one-time allocation will be used to provide partial operational support for the LIFT CAA Housing Director (salary, fringe benefits, indirect costs). The Housing Director oversees numerous programs under the agency's housing umbrella that provides services and supports to low-income individuals and families.
3. SFY 2024 CAA State Appropriated Funds for Head Start Application to ODOC in the amount of $83,602; if awarded, these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.
4. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of $11,262.34; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.

5. 2023 Hometown Grant Application to T-Mobile in the amount of $50,000; if awarded, these funds will be used to support agency program operations and/or community projects.
6. Child and Adult Care Food Program Application (Head Start/Early Head Start) to Oklahoma Department of Education in the amount of $626,691.33; if awarded, funding will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack and lunch. Funding will also support food-related supplies and salaries for the Cooks.
7. CACFP Application (Early Learning Centers) to Oklahoma Department of Education in the amount of $198,588.40; if awarded, funding will be used to provide breakfast, lunch and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day.
8. CACFP Application to Oklahoma Department of Education in the amount of $1,248,004.74; if awarded, 168,004.74 will be used for program operations to include travel, provision of training and technical assistance and compliance/monitoring visits of daycare home providers. In addition, up to $1,080,000 will be used for food reimbursement claims filed by the participating home daycare providers.
9. FY 2023 Community Services Block Grant Application (3rd Allocation) to ODOC in the amount of $2,286; if awarded, these funds will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Andrea Henkel to approve the submission of resolutions and/or grant applications in the amount of $2,231,489.81 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Drug-Free Communities Support Program Grant Award (Continuation, Year 10) from Centers for Disease Control and Prevention in the amount of $125,000; this funding will be used to support the Choctaw County Drug-Free Communities Program during the fifth year of the five-year continuation grant period. During the grant year, staff will work closely with the Choctaw County Coalition, community, and local agencies to prevent and reduce substance use/abuse among youth in Choctaw County.
2. Oklahoma Early Childhood Program Grant Award (Year 18) from Community Action Project of Tulsa County in the amount of $181,239.68 (with $90,812.94 Match); a total of $272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

3. Technical and Management Assistance Contract Award – Region 2 (Base Year) from U.S. Department of Agriculture, Rural Development in the amount of $863,888.04; these funds will be used to provide technical and management assistance services to Self-Help Housing Grantees within Region 2 (South Central), comprised of the following 11 states: Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. With this funding, LIFT CAA will furnish all labor, management, supervision, quality control, facilities, equipment, materials, and services needed to perform the requirements of the contract during the initial seven-month Base Year (September 1, 2023 – March 31, 2024).
4. SFY 2024 CAA State Appropriated Funds Award from ODOC in the amount of $11,055; this allocation will be used to provide partial operational support for the LIFT CAA Housing Director (salary, fringe benefits, indirect costs). The Housing Director oversees numerous programs under the agency's housing umbrella that provides services and supports to low-income individuals and families.
5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory in the amount of $7,000; this funding extension subgrant will be used for the provision of mentoring program services and to support grant close-out activities during the amended period of January 1, 2023 to September 30, 2023. (Total Awarded: $49,000)
6. Rural Communities Opioid Response Program – Overdose Response Grant Award from Health Resources and Services Administration in the amount of $300,000; this one-year grant will fall under the direction of the agency's Tri-County Opioid Response Project, and will work to improve access to, capacity for, and sustainability of prevention, treatment, and recovery services for Substance Use Disorder in Choctaw, McCurtain, and Pushmataha Counties.
7. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount of $11,262.34; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
8. FY 2024 Enhancing Victim Services Contract Award from Oklahoma Office of Attorney General in the amount of $93,750; these funds will be used by LIFT's victim services programming for the purpose of supporting the establishment, maintenance, and expansion of programs to prevent incidents of family violence, domestic violence, and dating violence. Funding will also be used to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic or dating violence, sexual assault, or stalking, and their dependents, as well as to provide specialized services for children exposed to such crimes, underserved populations, and victims who are members of racial and ethnic minority populations.
9. FY 2023 Network Supplemental Grant Award from NeighborWorks® America in the amount of $10,000; these funds will support the costs associated with organizational capacity building activities and equity training.
10. WorkReady Oklahoma Employment Center Contract Award from Oklahoma Department of Human Services in the amount of $1,494,089; these funds will be used to create a WRO (WorkReady Oklahoma) Employment Training Center in Idabel, Oklahoma. The program would create five new positions and would serve more than 700 individuals over the course of five years. Services would involve training, coaching, and supportive services aimed at preparing individuals for employment. The total five-year contract award will total $7,102,664.

11. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 9, Head Start/Early Head Start) from OKDHS in the amount of $681,000; these funds for Cycle 9 will provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.
12. ARPA Child Care Stabilization Grant Awards (Cycle 9, ELC) from OKDHS in the amount of $140,500; these funds for Cycle 9 will provide key operating support to maintain child care services within the Early Learning Centers.

A motion was made by David Smith and seconded by Brad Burgett to approve acceptance of grants, contracts, and awards in the amount of $3,918,784.06 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve changes to Personnel Policy No. 900: Travel, contained within the LIFT CAA Personnel Policy Manual. McDaniel explained that recent revisions to the Personnel Policy Manual were approved at the August 2023 Board Meeting. However, there is certain language required by the Oklahoma Department of Commerce that must be included within the Travel Policy. This language clarifies that the agency will follow the U.S. General Services Administration's Federal Travel Regulations, except in cases where funding source requirements are more restrictive. Once approved, agency staff will be notified of the change to the policy via email announcement. Agency staff will receive a copy of the revised policy 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, which notes the change to Policy No. 900. A motion was made by Brent Franks and seconded by Debra Williams to approve the changes to Personnel Policy No. 900: Travel. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of Employee Benefit Plan Form 5500 (Plan Year 2022, Period: 4/1/2022–3/31/2023). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by William Smith and seconded by Kara Maness to approve submission of Employee Benefit Plan Form 5500 for Plan Year 2022. The roll call vote was: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve updates to the 2018–2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The Strategic Plan was developed to help guide the Head Start/Early Head Start/EHS-Child Care Programs during the five-year grant cycles. Each year, the plan is reviewed and updates are made as needed and to track progress made. The Strategic Plan has an outcomes-based focus to facilitate continuous improvement and monitoring of progress within the programs. Galyon explained that the Plan was updated in August 2023 to track progress towards meeting the Objectives and Outcomes. Galyon then described the Goals set for the programs and reasoning behind each, along with the associated Objectives, anticipated

Outcomes, and progress made with both during Year 5. A motion was made by Brad Burgett and seconded by Jordan Hill to approve updates to the 2018–2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2023-2024 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan outlines how the $59,260 (Head Start: $39,956 EHS: $19,304) allocated for training and technical assistance will be expended during the 2023-2024 program year. A motion was made by Brent Franks and seconded by William Smith to approve the 2023-2024 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2023-2024 School Year. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. This is an annual request to have the necessary staffing in place to oversee the process and perform necessary administration duties for the 2023-2024 school year. Additionally, the Agenda incorrectly listed "Mattie Ferguson" as one of the proposed E-Rate Purchasing Agents instead of "Mattie McKee". A motion was made by Jordan Hill and seconded by Debra Williams to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie (Ferguson) McKee (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2023-2024 School Year. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided a Board Training/Programmatic Report over program compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (Organizational Standards 5.7 and 5.9). CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardian as its filtering programs. These programs check for bad subjects, profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA's Head Start/EHS/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized

disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Rebecca (Reynolds) Porter, Executive Director, provided an update on the Board Self-Assessment (Organizational Standard 5.7). The agency is required to conduct the Board Member Self-Assessment every two years. Board Members essentially "rate" themselves in a series of questions related to the Board and its functioning. As the Self-Assessment was last conducted in 2021, it is time again to begin the process. The Self-Assessment will be distributed to the Board (via email) within the coming weeks for completion; there will be a 30-day window to complete the assessment. The findings of the Self-Assessment will then be reported to the Board. Based on the responses, the Board Training Committee will develop a plan to raise capacity in areas identified as needs by Board Members.

Sheree Ensley, Fiscal Officer, provided a Board Training over LIFT CAA Finances (Organizational Standard 5.7). The training covered the following topics: Community Services Block Grant Organizational Standards – Fiscal Management; Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions; and Interpreting Financial Statements.

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

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, 15 of 26 Board Members have provided a monetary donation to the agency during 2023. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2023, the agency is eligible to apply for funding in 2024.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). 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 ninth meeting, held on September

12, 2023 at 9:45 a.m., Advisory Council members were briefed on the service results so far. Members discussed potential candidates to fill the vacant Choctaw County seat on the Advisory Council, which will be appointed by the Chairman at the October 2023 Board of Directors Meeting. Advisory council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the August 15, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Ken McDaniel (Maintenance Technician, Head Start/EHS/EHS-Child Care Programs) and Gary Teague Jr. (Maintenance Technician, Head Start/EHS/EHS-Child Care Programs) as the September 2023 Employees of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Krislisa Priddy (Caregiver, Early Learning Centers), Darlene Wood (Human Resources Specialist, Administration); Fifteen Years – Ashley Read (Center Director, Early Learning Centers); and Twenty-Five Years – Karla Luginbill (Director, Retired and Senior Volunteer 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); Weatherization Program Thank You Card; and AmeriCorps Seniors RSVP Recognition Events (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Jim Bob Sullivan to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item AA).

The Regular Meeting adjourned at 11:13 a.m.

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Brad Burgett, Secretary/Treasurer

CALL TO ORDER: 10:10am

				K. Cory	W. Smith	B. Burgett	J.B. Sullivan	K. Maness	D. Smith	B. Burgett	A. Henkel	D. Smith	B. Burgett
	September 12, 2023	**Present**	**Absent**	C		D		G&H		I		J	
				Y	N	Y	N	Y	N	Y	N	Y	N
1	Tami Barnes		✓										
2	Tiffany Brockway	✓				✓		✓		✓		✓	
3	Brad Burgett	✓		✓		✓		✓		✓		✓	
4	Danny Cornish	✓		✓		✓		✓		✓		✓	
5	Kevin Cory	✓		✓		✓		✓		✓		✓	
6	Tina Foshee-Thomas		✓										
7	Brent Franks	✓		✓		✓		✓		✓		✓	
8	Patsy Guess		✓										
9	Andrea Henkel	✓		✓		✓		✓		✓		✓	
10	Jordan Hill	✓		✓		✓		✓		✓		✓	
11	Jia Johnson		✓										
12	Sharon Johnson	✓		✓		✓		✓		✓		✓	
13	Vickie Leathers	✓		✓		✓		✓		✓		✓	
14	Trina Low		✓										
15	Kara Maness	✓		✓		✓		✓		✓		✓	
16	Sandra Meeks		✓										
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													

B. FRANKS | D. WILLIAMS | W. SMITH | K. MANESS | B. BURGETT | J. HILL | B. FRANKS | W. SMITH | J. HILL | D. WILLIAMS

	September 12, 2023	Present	Absent	K			L			M			N			O		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	Danny Cornish	✓		✓			✓			✓			✓			✓		
5	Kevin Cory	✓		✓			✓			✓			✓			✓		
6	Tina Foshee-Thomas		✓															
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill	✓		✓			✓			✓			✓			✓		
11	Jia Johnson		✓															
12	Sharon Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓			✓			✓			✓		
14	Trina Low		✓															
15	Kara Maness	✓		✓			✓			✓			✓			✓		
16	Sandra Meeks		✓															
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																		

B. BURGETT J.B. SULLIVAN

	September 12, 2023	Present	Absent	AA														
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓														
3	Brad Burgett	✓		✓														
4	Danny Cornish	✓		✓														
5	Kevin Cory	✓		✓														
6	Tina Foshee-Thomas		✓															
7	Brent Franks	✓		✓														
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓														
10	Jordan Hill	✓		✓														
11	Jia Johnson		✓															
12	Sharon Johnson	✓		✓														
13	Vickie Leathers	✓		✓														
14	Trina Low		✓															
15	Kara Maness	✓		✓														
16	Sandra Meeks		✓															
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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(3)

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Sep 2023

FINANCIAL ROW	AMOUNT (AS OF SEP 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	$8,390,053.07	$8,413,383.22	($23,330.15)	-0.28%
1020 - Payroll Account	$998,566.80	$1,753.85	$996,812.95	56,835.70%
1021 - First United Accounts Payable	$774,985.42	$6,250.82	$768,734.60	12,298.14%
1022 - First United TH Reserve	$137,506.03	$131,955.09	$5,550.94	4.21%
1023 - First United General Escrow	$107,198.96	$113,538.59	($6,339.63)	-5.58%
1024 - First United Marina License	$240.73	$240.46	$0.27	0.11%
1025 - First United Deposit (PayPal)	$2,435.13	$2,016.44	$418.69	20.76%
1026 - First United SBA Revolving Loan	$33,016.10	$33,016.10	$0.00	0.00%
1027 - First United SBA Loan Loss Reserve	$15,152.32	$15,152.32	$0.00	0.00%
1028 - First United Unrestricted Funds CD	$815,029.94	$815,029.94	$0.00	0.00%
1030 - Shamrock Bank - Clayton	$1,831.04	$1,823.39	$7.65	0.42%
1040 - Petty Cash	$410.00	$410.00	$0.00	0.00%
1050 - McCurtain County National Bank	$1,803.31	$26,015.47	($24,212.16)	-93.07%
Total - 1000 - Cash	**$11,278,228.85**	**$9,560,585.69**	**$1,717,643.16**	**17.97%**
Total Bank	**$11,278,228.85**	**$9,560,585.69**	**$1,717,643.16**	**17.97%**
Accounts Receivable	**$3,179,002.55**	**$1,418,313.85**	**$1,760,688.70**	**124.14%**
Other Current Asset				
1400 - Other assets	**$25,341.46**	**$24,618.06**	**$723.40**	**2.94%**
1500 - Investments	**$507,850.39**	**$507,453.03**	**$397.36**	**0.08%**
NS097 - Interfund Due to /Due from	$161,651.45	($109,231.26)	$270,882.71	-247.99%
Payroll Float	$14,680.21	$0.00	$14,680.21	0.00%
Total Other Current Asset	**$709,523.51**	**$422,839.83**	**$286,683.68**	**67.80%**
Total Current Assets	**$15,166,754.91**	**$11,401,739.37**	**$3,765,015.54**	**33.02%**
Fixed Assets				
1600 - Fixed operating assets				
1610 - Land	$345,647.21	$345,647.21	$0.00	0.00%
1620 - Buildings	$6,463,324.18	$6,463,324.18	$0.00	0.00%
1630 - Leasehold Improvements	$2,123,010.79	$2,123,010.79	$0.00	0.00%
1640 - Computers & Equipment over $5,000	$910,706.64	$910,706.64	$0.00	0.00%
1650 - Vehicles	$4,000,373.21	$4,000,373.21	$0.00	0.00%
Total - 1600 - Fixed operating assets	**$13,843,062.03**	**$13,843,062.03**	**$0.00**	**0.00%**
1700 - Accum deprec - fixed operating assets	**($7,647,526.96)**	**($7,647,526.96)**	**$0.00**	**0.00%**
Total Fixed Assets	**$6,195,535.07**	**$6,195,535.07**	**$0.00**	**0.00%**
Total ASSETS	**$21,362,289.98**	**$17,597,274.44**	**$3,765,015.54**	**21.40%**
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	**$87,420.46**	**$101,181.34**	**($13,760.88)**	**-13.60%**
Total Accounts Payable	**$87,420.46**	**$101,181.34**	**($13,760.88)**	**-13.60%**

FINANCIAL ROW	AMOUNT (AS OF SEP 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
Other Current Liability				
2100 - Accrued liabilities	**$1,469,839.44**	**$389,263.62**	**$1,080,575.82**	**277.59%**
2400 - Refundable Advances	**$21,973.72**	**$3,956.00**	**$18,017.72**	**455.45%**
Total Other Current Liability	**$1,491,813.16**	**$393,219.62**	**$1,098,593.54**	**279.38%**
Total Current Liabilities	**$1,579,233.62**	**$494,400.96**	**$1,084,832.66**	**219.42%**
Long Term Liabilities				
2700 - Long-term notes & loans payable	**$5,505.48**	**$9,545.47**	**($4,039.99)**	**-42.32%**
Total Long Term Liabilities	**$5,505.48**	**$9,545.47**	**($4,039.99)**	**-42.32%**
Equity	**$19,777,550.88**	**$17,093,328.01**	**$2,684,222.87**	**15.70%**
Total Liabilities & Equity	**$21,362,289.98**	**$17,597,274.44**	**$3,765,015.54**	**21.40%**

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

FINANCIAL ROW	AMOUNT (JAN 2023 - SEP 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	**$23,332.41**	**$69,049.56**	**($45,717.15)**	**-66.21%**
4100 - Inkind Revenue	**$873,258.64**	**$1,291,033.69**	**($417,775.05)**	**-32.36%**
4200 - Miscellaneous Revenue	**$3,582,089.10**	**$2,004,891.58**	**$1,577,197.52**	**78.67%**
4400 - State Revenue	**$722,169.52**	**$4,736,034.31**	**($4,013,864.79)**	**-84.75%**
4500 - Federal Revenue	**$11,652,292.13**	**$23,224,715.37**	**($11,572,423.24)**	**-49.83%**
4900 - Recoveries from Programs	**$2,719,698.08**	**$3,119,843.96**	**($400,145.88)**	**-12.83%**
5000 - Rental Revenue	**$483,362.42**	**$636,571.50**	**($153,209.08)**	**-24.07%**
5100 - Program Fee Revenue	**$1,319,800.15**	**$2,082,811.45**	**($763,011.30)**	**-36.63%**
5300 - Interest and Dividends	**$86,150.04**	**$1,010,047.11**	**($923,897.07)**	**-91.47%**
5400 - Revenue from other sources	**$687,806.59**	**$1,156,674.32**	**($468,867.73)**	**-40.54%**
5800 - Special Event Expense	**$6,220.33**	**$0.00**	**$6,220.33**	**0.00%**
Total - Income	**$22,156,179.41**	**$39,331,672.85**	**($17,175,493.44)**	**-43.67%**
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	**$22,156,179.41**	**$39,329,612.13**	**($17,173,432.72)**	**-43.67%**
Expense				
7000 - Grants, contracts, & direct assistance	**$860,856.60**	**$2,008,078.68**	**($1,147,222.08)**	**-57.13%**
7200 - Salaries & related expenses				
7200 - Salaries & related expenses	$3,599.94	$0.00	$3,599.94	0.00%
7210 - Officers & directors salaries	$51,140.17	$0.00	$51,140.17	0.00%
7220 - Salaries & wages - other	$6,378,069.57	$13,963,723.62	($7,585,654.05)	-54.32%
7230 - Pension plan contributions	$406,573.33	$197,208.81	$209,364.52	106.16%
7240 - Employee benefits - not pension	$865,317.88	$1,112,913.85	($247,595.97)	-22.25%
7250 - Payroll taxes, etc.	$510,082.89	$2,643,406.63	($2,133,323.74)	-80.70%
7260 - Stipends (AmeriCorps & YB)	$0.00	$265,497.70	($265,497.70)	-100.00%
7265 - Stipend Fringe (AmeriCorps & YB)	$0.00	$6,931.13	($6,931.13)	-100.00%
Total - 7200 - Salaries & related expenses	**$8,214,783.78**	**$18,189,681.74**	**($9,974,897.96)**	**-54.84%**
7300 - Indirect Cost Pool Expense	**$1,331,570.62**	**$2,796,846.95**	**($1,465,276.33)**	**-52.39%**
7500 - Contract/Consultant Services	**$1,141,243.51**	**$1,155,284.95**	**($14,041.44)**	**-1.22%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$436,615.09	$1,477,813.04	($1,041,197.95)	-70.46%
8120 - Other/Maint Supplies	$63,239.82	$723,283.92	($660,044.10)	-91.26%
8130 - Telephone & Internet	$171,707.06	$356,500.10	($184,793.04)	-51.84%
8140 - Postage & shipping	$8,635.22	$17,808.20	($9,172.98)	-51.51%
8150 - Medical/Dental Supplies	$54,084.05	$63,435.01	($9,350.96)	-14.74%
8160 - Events/Meeting Expense	$21,262.69	$69,838.93	($48,576.24)	-69.55%
8165 - SPECAIL EVENT/CHRISTMAS IN THE PARK	$0.00	$6,577.97	($6,577.97)	-100.00%
8170 - Printing & copying	$57,738.64	$87,501.03	($29,762.39)	-34.01%
8180 - Fatherhood	$500.00	$590.97	($90.97)	-15.39%
8190 - WX Materials	$30,239.86	$66,000.20	($35,760.34)	-54.18%
Total - 8100 - Non personnel expenses	**$844,022.43**	**$2,869,349.37**	**($2,025,326.94)**	**-70.58%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$137,818.00	$335,428.64	($197,610.64)	-58.91%
8215 - Equipment Lease	$3,640.26	$682.70	$2,957.56	433.22%

FINANCIAL ROW	AMOUNT (JAN 2023 - SEP 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
8220 - Electric	$208,884.95	$365,609.64	($156,724.69)	-42.87%
8225 - Water	$43,069.67	$60,260.25	($17,190.58)	-28.53%
8230 - Trash	$30,062.97	$17,191.60	$12,871.37	74.87%
8235 - Sewer	$24,519.34	$4,013.51	$20,505.83	510.92%
8240 - Natural Gas	$17,765.22	$7,684.11	$10,081.11	131.19%
8250 - Equip & Over $5000.00 (Inv Items)	$439,056.53	$400,775.64	$38,280.89	9.55%
8255 - WX Tools & Equipment	$23,333.47	$1,084.17	$22,249.30	2,052.20%
8260 - Repair/Maint for Building/Equip	$429,947.06	$797,163.24	($367,216.18)	-46.07%
8265 - Construction Rehab & Renovation	$65,037.19	$376,041.70	($311,004.51)	-82.70%
8270 - Deprec & amort - allowable	$1,303.23	$0.00	$1,303.23	0.00%
8290 - Construction Leverage	$259,388.91	$43,225.82	$216,163.09	500.08%
Total - 8200 - Facility & equipment expenses	**$1,683,826.80**	**$2,409,161.02**	**($725,334.22)**	**-30.11%**
8300 - Travel & meetings expenses	**$473,104.34**	**$1,284,462.43**	**($811,358.09)**	**-63.17%**
8400 - Insurance Expense	$1,644,099.15	$2,018,236.29	($374,137.14)	-18.54%
8600 - Business expenses	**$8,063.62**	**$650.00**	**$7,413.62**	**1,140.56%**
8700 - Food Expenses	**$1,148,817.63**	**$1,676,290.87**	**($527,473.24)**	**-31.47%**
8800 - In-Kind Expenses	**$873,608.64**	**$1,198,713.48**	**($325,104.84)**	**-27.12%**
Total - Expense	**$18,223,997.12**	**$35,606,755.78**	**($17,382,758.66)**	**-48.82%**
Net Ordinary Income	**$3,932,182.29**	**$3,722,856.35**	**$209,325.94**	**5.62%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense	**$1,262,812.94**	**$1,877,214.36**	**($614,401.42)**	**-32.73%**
Total - Other Expense	**$1,262,812.94**	**$1,877,214.36**	**($614,401.42)**	**-32.73%**
Net Other Income	**($1,262,812.94)**	**($1,877,214.36)**	**$614,401.42**	**-32.73%**
Net Income	**$2,669,369.35**	**$1,845,641.99**	**$823,727.36**	**44.63%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Sep 2023

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	$8,390,053.07
1020 - Payroll Account	$998,566.80
1021 - First United Accounts Payable	$774,985.42
1022 - First United TH Reserve	$137,506.03
1023 - First United General Escrow	$107,198.96
1024 - First United Marina License	$240.73
1025 - First United Deposit (PayPal)	$2,435.13
1026 - First United SBA Revolving Loan	$33,016.10
1027 - First United SBA Loan Loss Reserve	$15,152.32
1028 - First United Unrestricted Funds CD	$815,029.94
1030 - Shamrock Bank - Clayton	$1,831.04
1040 - Petty Cash	$410.00
1050 - McCurtain County National Bank	$1,803.31
Total - 1000 - Cash	**$11,278,228.85**
Total Bank	**$11,278,228.85**
Accounts Receivable	
1100 - Receivables	**$1,808,364.02**
1300 - Other receivables	
1320 - Notes/loans receivable	$425,808.08
1321 - Loans Receivable from Belmont	$155,719.48
1322 - Loans Receivable from Clayton	$195,065.53
1323 - Loans Receivable rom Kiamichi	$115,276.90
1324 - Loans Receivable from SOCDC	$422,001.57
1325 - Reserve for Loan Loss	$909.36
1326 - Loans Receivable from Rouleau House	$55,857.61
Total - 1300 - Other receivables	**$1,370,638.53**
Total Accounts Receivable	**$3,179,002.55**
Other Current Asset	
1400 - Other assets	**$25,341.46**
1500 - Investments	**$507,850.39**
NS097 - Interfund Due to /Due from	$161,651.45
Payroll Float	$14,680.21
Total Other Current Asset	**$709,523.51**
Total Current Assets	**$15,166,754.91**
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	$345,647.21
1620 - Buildings	$6,463,324.18
1630 - Leasehold Improvements	$2,123,010.79
1640 - Computers & Equipment over $5,000	$910,706.64
1650 - Vehicles	$4,000,373.21
Total - 1600 - Fixed operating assets	**$13,843,062.03**
1700 - Accum deprec - fixed operating assets	**($7,647,526.96)**
Total Fixed Assets	**$6,195,535.07**
Total ASSETS	**$21,362,289.98**
Liabilities & Equity	
Current Liabilities	**$1,579,233.62**
Long Term Liabilities	**$5,505.48**

FINANCIAL ROW	AMOUNT
Equity	$19,777,550.98
Total Liabilities & Equity	**$21,362,289.98**

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	$2,669,369.35
Adjustments to Net Income	
Accounts Receivable	($1,760,688.70)
Other Current Asset	($286,286.32)
Accounts Payable	($13,760.88)
Sales Tax Payable	$16,382.72
Other Current Liabilities	$1,082,210.82
Total Adjustments to Net Income	**($962,142.36)**
Total Operating Activities	**$1,707,226.99**
Financing Activities	
Long Term Liabilities	($4,039.99)
Other Equity	$14,853.52
Total Financing Activities	**$10,813.53**
Net Change in Cash for Period	**$1,718,040.52**
Cash at Beginning of Period	**$9,547,317.40**
Cash at End of Period	**$11,265,357.92**

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 -		$2,055.18	$81,301.99	$37,457,545.83
Federal Grants	$853,638.25	$933,818.15	$8,700,476.14	$898,430.89
Program Revenue	$158,336.24	$324,356.33	$1,779,607.25	$1,881,671.62
Federal Pass Through	$290,289.13	$351,926.00	$2,617,863.00	$12,009.44
Recoveries	$297,063.60	$358,765.58	$2,591,087.72	($67,351.22)
Non Federal	$86,158.02	$744,238.89	$3,528,136.64	($1,372,510.54)
Federal Contract	$114,205.56	$122,725.75	$1,020,922.44	$411,145.13
State Pass Through	$130,488.55	$109,220.25	$1,168,567.46	$59,615.43
State Grants	$2,265.95	$379.17	$279,960.92	$17,484.10
Apartment Revenue	$16,589.00	$16,589.00	$121,996.00	
Transit Contract	$16,939.84	$3,869.60	$78,356.23	
State Contracts	$8,549.50	$7,019.45	$69,904.28	$6,362.17
Transit Fares	$6,225.65	$4,701.10	$53,513.31	
Management Fees	$2,137.30	$2,677.51	$20,013.23	$25,684.36
Transfer Revenue			$40,336.79	
Corporate/Business/Foundation			$12,030.67	
Interest			$7,564.23	
Miscellaneous	$0.81	$0.83	$2,394.07	$770.00
Other Contract Revenue				$815.64
Total	**$1,982,887.40**	**$2,982,342.79**	**$22,174,032.37**	**$39,331,672.85**

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 -	$1,121,999.26	$1,371,645.82	$10,905,692.38	$35,102,593.51
Fundraising			$19.28	
Management & General (Admin)				
RSVP	$1,784.81	$1,538.10	$7,514.02	
T&MA	$5,613.77		$5,613.77	
VOCA	$3,272.89	$1,525.11	$75,139.27	$28,878.78
Housing	$34,801.19	$34,743.42	$273,234.04	$74,991.23
Transit			$85,629.23	($614.06)
Mentoring	$3,371.78	$3,628.22	$30,239.03	
Apartments	$1,895.21	$7,017.60	$64,338.51	$44,103.81
Head Start	$173,360.41	$139,992.98	$1,948,234.59	$172,911.18
Healthy Start	$5,526.74	$8,508.15	$61,022.47	
Administration	$6,385.32	$3,693.12	$358,649.24	
Early Head Start	$43,594.05	$48,345.93	$510,052.17	$171,989.11
Community Services	($371.00)	$1,152.59	($209.79)	($1,084.65)
CACFP - Daycare Homes	$2,986.69	$3,320.36	$43,533.58	$33,105.82
Drug Free Communities	$0.00	$0.00	$22,268.49	$16,438.46
Early Learning Centers	$2,413.62	$2,414.85	$29,158.00	$17,998.08
Early Head Start Child Care	$78,345.06	$120,060.32	$772,175.42	$431,634.24
Total - Management & General (Admin)	**$362,980.54**	**$375,940.75**	**$4,286,592.04**	**$990,352.00**
Total	**$1,484,979.80**	**$1,747,586.57**	**$15,192,303.70**	**$36,092,945.51**

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**	**$23,332.41**	**$1,667.59**	**93.33%**
4100 - Inkind Revenue	**$952,223.51**	**$873,258.64**	**$78,964.87**	**91.71%**
4200 - Miscellaneous Revenue	**$28,311.00**	**$3,582,089.10**	**($3,553,778.10)**	**12,652.64%**
4400 - State Revenue	**$2,289,909.74**	**$722,169.52**	**$1,567,740.22**	**31.54%**
4500 - Federal Revenue	**$27,378,354.27**	**$11,652,292.13**	**$15,726,062.14**	**42.56%**
4900 - Recoveries from Programs	**$1,677,332.00**	**$2,719,817.08**	**($1,042,485.08)**	**162.15%**
5000 - Rental Revenue	**$0.00**	**$498,613.42**	**($498,613.42)**	**0.00%**
5100 - Program Fee Revenue	**$450,250.00**	**$1,322,214.93**	**($871,964.93)**	**293.66%**
5300 - Interest and Dividends	**$500.04**	**$86,573.48**	**($86,073.44)**	**17,313.31%**
5400 - Revenue from other sources	**$105,397.92**	**$687,806.59**	**($582,408.67)**	**652.58%**
5800 - Special Event Expense	**$0.00**	**$6,220.33**	**($6,220.33)**	**0.00%**
Total - Income	**$32,907,278.48**	**$22,174,387.63**	**$10,732,890.85**	**67.38%**
Gross Profit	**$32,907,278.48**	**$22,174,387.63**	**$10,732,890.85**	**67.38%**
Expense				
7000 - Grants, contracts, & direct assistance	**$178,085.00**	**$860,856.60**	**($682,771.60)**	**483.40%**
7200 - Salaries & related expenses	**$16,800,525.10**	**$8,672,590.18**	**$8,127,934.92**	**51.62%**
7300 - Indirect Cost Pool Expense	**$2,796,808.23**	**$1,412,440.02**	**$1,384,368.21**	**50.50%**
7500 - Contract/Consultant Services	**$2,519,425.96**	**$1,147,804.51**	**$1,371,621.45**	**45.56%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$1,181,189.30	$437,816.08	$743,373.22	37.07%
8120 - Other/Maint Supplies	$532,136.14	$63,239.82	$468,896.32	11.88%
8130 - Telephone & Internet	$226,126.12	$174,896.54	$51,229.58	77.34%
8140 - Postage & shipping	$34,660.73	$8,635.22	$26,025.51	24.91%
8150 - Medical/Dental Supplies	$98,773.00	$54,084.05	$44,688.95	54.76%
8160 - Events/Meeting Expense	$155,277.16	$21,262.69	$134,014.47	13.69%
8170 - Printing & copying	$105,105.06	$57,878.67	$47,226.39	55.07%
8180 - Fatherhood	$9,000.00	$500.00	$8,500.00	5.56%
8190 - WX Materials	$79,268.39	$30,239.86	$49,028.53	38.15%
Total - 8100 - Non personnel expenses	**$2,421,535.90**	**$848,552.93**	**$1,572,982.97**	**35.04%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$309,083.26	$137,818.00	$171,265.26	44.59%
8215 - Equipment Lease	$0.00	$3,640.26	($3,640.26)	0.00%
8220 - Electric	$132,794.52	$209,529.12	($76,734.60)	157.78%
8225 - Water	$25,590.04	$43,321.11	($17,731.07)	169.29%
8230 - Trash	$14,081.96	$31,875.74	($17,793.78)	226.36%
8235 - Sewer	$8,800.00	$24,534.95	($15,734.95)	278.81%
8240 - Natural Gas	$4,499.96	$17,765.22	($13,265.26)	394.79%
8250 - Equip & Over $5000.00 (Inv Items)	$1,135,186.19	$439,056.53	$696,129.66	38.68%
8255 - WX Tools & Equipment	$9,999.96	$23,333.47	($13,333.51)	233.34%
8260 - Repair/Maint for Building/Equip	$617,469.81	$435,245.18	$182,224.63	70.49%
8265 - Construction Rehab & Renovation	$800,993.00	$65,037.19	$735,955.81	8.12%
8270 - Deprec & amort - allowable	$0.00	$1,303.23	($1,303.23)	0.00%
8290 - Construction Leverage	$0.00	$259,388.91	($259,388.91)	0.00%
Total - 8200 - Facility & equipment expenses	**$3,058,498.70**	**$1,691,848.91**	**$1,366,649.79**	**55.32%**
8300 - Travel & meetings expenses	**$1,845,604.06**	**$474,957.88**	**$1,370,646.18**	**25.73%**
8400 - Insurance Expense	$253,676.84	$1,653,393.22	($1,399,716.38)	651.77%
8600 - Business expenses	**$0.00**	**$8,063.62**	**($8,063.62)**	**0.00%**
8700 - Food Expenses	**$94,970.00**	**$1,150,067.87**	**($1,055,097.87)**	**1,210.98%**

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8800 - In-Kind Expenses	$788,545.94	$873,608.64	($85,062.70)	110.79%
Total - Expense	$30,757,675.73	$18,794,184.38	$11,963,491.35	61.10%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$2,437,086.16	$1,264,634.58	$1,172,451.58	51.89%
Total - Other Expense	$2,437,086.16	$1,264,634.58	$1,172,451.58	51.89%
Net Income	($287,483.41)	$2,115,568.67	($2,403,052.08)	-735.89%

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

Financial Row	10 Operating				
			Administration	Building Funds	Total
	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	$1,079.00	$0.00	$8,028.69	$0.00	$8,028.69
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$994,599.50	$0.00	$1,865.57	$25.00	$1,890.57
4400 - State Revenue	$921.25	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$89,983.26	$0.00	$95,601.78	$0.00	$95,601.78
4900 - Recoveries from Programs	$59,359.81	$358.17	$2,660,099.10	$0.00	$2,660,457.27
5000 - Rental Revenue	$12,729.00	$0.00	$0.00	$172,139.50	$172,139.50
5100 - Program Fee Revenue	$23,228.81	$0.00	($150.00)	$0.00	($150.00)
5300 - Interest and Dividends	$989.59	$0.00	$23,619.54	$1,236.02	$24,855.56
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	$1,245,681.31	$358.17	$3,197,064.68	$173,400.52	$3,370,823.37
Expense					
7000 - Grants, contracts, & direct assistance	$4,048.37	$0.00	$335,934.39	$0.00	$335,934.39
7200 - Salaries & related expenses	($2,735,860.49)	$383,047.66	$1,005,392.06	$0.00	$1,388,439.72
7300 - Indirect Cost Pool Expense	($448,440.37)	$4,147.00	$3,864.06	$0.00	$8,011.06
7500 - Contract/Consultant Services	$66,058.65	$34,800.00	$126,523.23	$69,822.26	$231,145.49
8100 - Non personnel expenses					
8110 - Office/Teaching Supplies	$14,405.29	$0.00	$20,590.12	$3,511.44	$24,101.56
8120 - Other/Maint Supplies	$771.68	$69.30	$29,425.47	$6,670.50	$36,165.27
8130 - Telephone & Internet	$11,959.07	$61.28	$10,615.37	$1,009.23	$11,685.88
8140 - Postage & shipping	$0.00	$0.00	$4,149.43	$0.00	$4,149.43
8150 - Medical/Dental Supplies	$0.00	$0.00	$0.00	$0.00	$0.00
8160 - Events/Meeting Expense	$30.78	$0.00	$675.69	$0.00	$675.69
8170 - Printing & copying	$3,755.20	($1,522.24)	$3,239.16	$2,028.98	$3,745.90
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	$31,128.93	($1,391.66)	$68,695.24	$13,220.15	$80,523.73
8200 - Facility & equipment expenses					
8210 - Space Lease	$675.71	$3,966.00	$28,644.00	$0.00	$32,610.00
8215 - Equipment Lease	$959.64	$0.00	$2,680.62	$0.00	$2,680.62
8220 - Electric	$0.00	$378.77	($1,683.72)	$55,279.78	$53,974.83
8225 - Water	$0.00	$85.02	$0.00	$3,790.31	$3,875.33
8230 - Trash	$5,760.03	$0.00	$0.00	$5,233.31	$5,233.31
8235 - Sewer	$0.00	$46.50	$0.00	$2,195.61	$2,242.11
8240 - Natural Gas	$0.00	$0.00	$0.00	$9,569.87	$9,569.87
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	$22,299.71	$0.00	$230.54	$31,967.59	$32,198.13
8265 - Construction Rehab & Renovation	$3,199.28	$0.00	$0.00	$7,624.87	$7,624.87
8270 - Deprec & amort - allowable	$0.00	$0.00	($9,000.00)	$10,000.00	$1,000.00
8290 - Construction Leverage	$21,631.83	$0.00	$0.00	$0.00	$0.00
Total - 8200 - Facility & equipment expenses	$296,394.19	$4,476.29	$20,871.44	$135,661.34	$161,009.07
8300 - Travel & meetings expenses	$14,616.95	$303.91	$55,043.92	$1,376.17	$56,724.00
8400 - Insurance Expense	$13,403.24	$954.00	$1,096,900.35	$49,023.87	$1,146,878.22
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	$9,103.83	$106.26	$7,367.86	$5.81	$7,479.93
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	($2,749,546.70)	$426,443.46	$2,720,592.55	$269,109.60	$3,416,145.61
Net Ordinary Income	$3,995,228.01	($426,085.29)	$476,472.13	($95,709.08)	($45,322.24)
Other Income and Expenses					
Other Expense	$117,710.10	$11,411.48	$144,469.91	$1,092.41	$156,973.80

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 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	$2,486.92	$0.00	$0.00	$94,949.78	$562,826.40	$679,079.65
4200 - Miscellaneous Revenue	$0.00	$0.00	$461,453.20	$1,708,209.53	$0.00	$29,057.60	$2,251,584.07
4400 - State Revenue	$0.00	$0.00	$0.00	$63,303.10	$115,097.05	$26,073.79	$204,473.94
4500 - Federal Revenue	$820,027.69	$1,274,184.00	$43,558.46	$229,328.55	$752,299.00	$2,873,544.00	$6,180,518.06
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	$538,712.30	$0.00	$0.00	$0.00	$541,240.60
5300 - Interest and Dividends	$0.00	$0.00	$8,487.83	$14,768.47	$0.00	$0.00	$23,278.17
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	$820,027.69	$1,276,670.92	$1,052,211.79	$2,015,609.65	$962,345.83	$3,491,501.79	#REF!
Expense							
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$75,001.60	$404,190.17	$639,697.44	$440,772.08	$569,152.58	$1,789,235.49	$5,259,335.81
7300 - Indirect Cost Pool Expense	$14,813.48	$79,618.34	$104,258.91	$70,195.19	$110,392.57	$333,441.24	$952,936.34
7500 - Contract/Consultant Services	$4,188.64	$503,671.43	$2,345.96	$19,062.82	$7,085.81	$36,573.07	$619,078.67
8100 - Non personnel expenses							
8110 - Office/Teaching Supplies	$990.52	$72,084.87	$46,882.32	$77,485.02	$23,756.88	$76,001.07	$297,200.68
8120 - Other/Maint Supplies	$0.00	$4,375.26	$99.97	$20,825.81	$2,077.62	$12,227.82	$39,606.48
8130 - Telephone & Internet	$157.37	$3,261.90	$8,120.52	$11,624.32	$4,421.92	$32,413.91	$59,999.94
8140 - Postage & shipping	$668.41	$309.44	$4.53	$30.86	$137.74	$541.32	$1,692.30
8150 - Medical/Dental Supplies	$0.00	$12,942.35	$0.00	$0.00	$4,939.46	$13,499.30	$31,381.11
8160 - Events/Meeting Expense	$0.00	$974.50	$3,060.59	$378.91	$430.22	$1,705.77	$6,549.99
8170 - Printing & copying	$313.22	$7,277.84	$831.79	$0.00	$3,711.11	$14,640.79	$26,774.75
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	$2,129.52	$101,226.16	$58,999.72	$110,344.92	$39,474.95	$151,029.98	$463,205.25
8200 - Facility & equipment expenses							$0.00
8210 - Space Lease	$3,366.00	$316.78	$990.00	$235.00	$126.82	$2,300.69	$7,335.29
8215 - Equipment Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8220 - Electric	$0.00	$7,190.32	$9,365.67	$1,773.36	$2,980.81	$33,298.86	$54,609.02
8225 - Water	$0.00	$211.91	$539.02	$12.87	$123.57	$4,119.57	$5,006.94
8230 - Trash	$0.00	$731.42	$1,247.77	$822.16	$773.25	$7,024.89	$10,599.49
8235 - Sewer	$0.00	$102.59	$645.88	$15.91	$175.54	$2,985.48	$3,925.40
8240 - Natural Gas	$0.00	$668.56	$940.51	$420.87	$667.05	$2,579.00	$5,275.99
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	$8,451.50	$9,624.61	$22,148.42	$18,021.00	$75,118.13	$133,363.66
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	$3,366.00	$17,673.08	$23,353.46	$25,428.59	$22,868.04	$127,426.62	$220,115.79
8300 - Travel & meetings expenses	$15,747.71	$12,736.72	$6,106.63	$4,446.71	$4,064.98	$24,837.26	$70,836.54
8400 - Insurance Expense	$0.00	$10,539.66	$16,653.62	$0.00	$14,777.84	$60,020.52	$101,991.64
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	$554,444.48	$49.95	$78,152.92	$163,787.66	$17,879.67	$145,441.75	$1,127,475.18
8800 - In-Kind Expenses	$0.00	$2,486.92	$0.00	$0.00	$94,949.78	$563,176.40	$679,429.65
Total - Expense	$669,691.43	$1,132,192.43	$929,568.66	$834,037.97	$880,646.22	$3,231,182.33	$7,677,319.04
Net Ordinary Income	$150,336.26	$144,478.49	$122,643.13	$1,181,571.68	$81,699.61	$260,319.46	$1,941,048.63
Other Income and Expenses							
Other Expense	$542.57	$228,039.10	$7,025.10	$49,342.80	$31,596.69	$124,822.43	$454,777.17

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

Financial Row	30 Community Service																
		CASA	Community Services	Drug Free Communities	Emergency Services			Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	RX	Safe Place Healing Hearts	Second Chance	VOCA	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	EFSP Amount	Total Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																	
Income																	
4000 - Contribution Revenue	$0.00	$85.00	$0.00	$0.00	$50.00	$0.00	$50.00	$0.00	$30.00	$0.00	$12,770.00	$0.00	$0.00	$0.00	$0.00	$1,125.00	$14,060.00
4100 - Inkind Revenue	$0.00	$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	$0.00	$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	$22,968.93	$4,438.32	$1,152.29	$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	$128,850.49
4500 - Federal Revenue	$10,795.00	$0.00	$10,000.00	$59,135.00	$7,400.00	$8,904.00	$16,304.00	$946,327.00	$42,000.00	$228,867.00	$45,022.00	$0.00	$210,600.41	$134,591.97	$96,043.77	$287,519.00	$2,087,205.15
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	$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	$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	$0.00
5300 - Interest and Dividends	$36.15	$154.61	$5.55	$79.38	$31.30	$2.57	$33.87	$10.38	$119.03	$12.37	$17.50	$0.00	$0.00	$12.37	$338.35	$18.44	$838.00
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	$0.00
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,430.33	$0.00	$0.00	$0.00	$0.00	$1,790.00	$6,220.33
Total - Income	$33,800.08	$12,347.93	$11,157.84	$66,329.75	$7,481.30	$8,906.57	$16,387.87	$948,337.38	$49,649.03	$233,879.37	$77,239.83	$6,540.95	$210,600.41	$139,604.34	$190,132.12	$290,452.44	$2,286,459.34
Expense																	
7000 - Grants, contracts, & direct assistance	$4,830.66	$224.27	$2,356.12	$0.00	$8,134.43	$3,393.72	$11,528.15	$0.00	$0.00	$0.00	$0.00	$0.00	$72,814.41	$0.00	$937.30	$93.00	$92,783.91
7200 - Salaries & related expenses	$481,924.40	$0.00	$949.65	$37,510.46	$0.00	$0.00	$0.00	$507,536.45	$22,803.08	$153,390.60	$41,042.38	$3,193.72	$113,348.85	$89,198.53	$90,615.77	$145,070.61	$1,686,584.50
7300 - Indirect Cost Pool Expense	$86,072.52	$0.00	$202.94	$7,021.03	$0.00	$0.00	$0.00	$98,423.42	$5,337.75	$30,823.00	$8,907.54	$644.84	$22,479.20	$18,105.68	$15,650.84	$29,030.09	$322,698.85
7500 - Contract/Consultant Services	$35,783.47	$308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$47,654.00	$119.46	$32.98	$0.00	$0.00	$9,298.61	$9,850.00	$0.00	($22,750.00)	$80,296.52
8100 - Non personnel expenses																	
8110 - Office/Teaching Supplies	$16,778.88	$0.00	$0.00	$1,715.53	$0.00	$0.00	$0.00	$22,398.97	$403.94	$1,347.21	$119.70	$422.76	($8,647.61)	$4,108.45	$0.00	$4,070.19	$42,718.02
8120 - Other/Maint Supplies	$618.91	$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	$245.93	($34,767.90)
8130 - Telephone & Internet	$12,068.93	$433.53	$0.00	$91.92	$0.00	$0.00	$0.00	$5,549.09	$249.27	$190.73	$1,487.43	$0.00	($7,401.63)	$193.05	$153.42	$0.00	$13,015.74
8140 - Postage & shipping	$0.00	$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	$230.94	$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	$22,702.94
8160 - Events/Meeting Expense	$962.01	$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	$13,457.77
8170 - Printing & copying	$7,809.53	$0.00	$0.00	$0.12	$0.00	$0.00	$0.00	$11,022.45	$0.00	$0.00	$23.67	$0.00	$69.25	$4,071.40	$0.00	$428.33	$23,424.75
8180 - Fatherhood	$0.00	$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	$0.00
Total - 8100 - Non personnel expenses	$38,469.20	$1,933.53	$0.00	$1,961.86	$0.00	$0.00	$0.00	$51,876.17	$8,051.72	$16,113.72	$1,630.80	$422.76	($51,671.21)	$8,372.90	$153.42	$4,807.45	$82,122.32
8200 - Facility & equipment expenses																	
8210 - Space Lease	$2,196.00	$1,872.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,600.00	$614.00	$5,985.00	$2,151.00	$0.00	$4,822.07	$3,330.00	$1,664.93	$9,000.00	$52,235.00
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	$0.00
8220 - Electric	$2,152.62	$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)	($296.24)
8225 - Water	$446.91	$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)	$223.54
8230 - Trash	$393.35	$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)	($76.02)
8235 - Sewer	$88.55	$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)	$0.00
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	$0.00
8250 - Equip & Over $5000.00 (Inv Items)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($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	$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	$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	$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	$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	$0.00
Total - 8200 - Facility & equipment expenses	$5,277.43	$1,872.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,600.00	$614.00	$5,985.00	$2,376.00	$0.00	$1,860.26	$3,330.00	$1,664.93	$5,913.90	$49,493.52
8300 - Travel & meetings expenses	$8,900.61	$668.06	$0.00	$15,788.15	$0.00	$0.00	$0.00	$41,583.05	$1,302.87	$7,399.60	$2,186.35	$238.45	$5,166.82	$16,688.42	$4,104.99	$13,194.58	$117,221.95
8400 - Insurance Expense	$0.00	$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	$0.00
8700 - Food Expenses	$0.00	$0.00	$0.00	$196.46	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,247.37	$0.00	$0.00	$0.00	$0.00	$22.08	$5,465.91
8800 - In-Kind Expenses	$0.00	$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	$661,258.29	$5,005.86	$3,508.71	$69,593.33	$8,134.43	$3,393.72	$11,528.15	$767,805.09	$38,228.88	$213,744.90	$63,268.64	$4,499.77	$173,296.94	$145,545.53	$113,127.25	$179,610.71	$2,450,022.05
Net Ordinary Income	($627,458.21)	$7,342.07	$7,649.13	($3,263.58)	($653.13)	$5,512.85	$4,859.72	$180,532.29	$11,420.15	$20,134.47	$13,971.19	$2,041.18	$37,303.47	($5,941.19)	$77,004.87	$110,841.73	($163,562.71)
Other Income and Expenses																	
Other Expense	$14,873.66	($1,240.81)	$930.00	$152.27	$0.00	$0.00	$0.00	$121,747.87	$1,436.56	$16,627.77	$5,606.70	$0.00	$4,875.72	$2,382.75	$0.00	$87,431.55	$254,824.04

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

Financial Row	40 Housing Department							
		Apartments	Construction	HUD Apartments (Lift)	Housing	Self Help Housing	TMA	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00	$121.72	$0.00	$0.00	$121.72
4100 - Inkind Revenue	$0.00	$26,373.28	$162,643.23	$0.00	($1,952.89)	$0.00	$0.00	$187,063.62
4200 - Miscellaneous Revenue	$13,225.46	$162.00	$0.00	$0.00	$155,827.07	$0.00	$0.00	$169,214.53
4400 - State Revenue	$7,515.00	$0.00	$0.00	$0.00	$7,622.85	$0.00	$0.00	$15,137.85
4500 - Federal Revenue	$38,816.36	$165,492.66	$382,187.19	$0.00	$484,674.03	$490,135.00	$1,020,227.64	$2,581,532.88
4900 - Recoveries from Programs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000 - Rental Revenue	$9,766.00	$303,978.92	$0.00	$0.00	$0.00	$0.00	$0.00	$313,744.92
5100 - Program Fee Revenue	$6,167.84	$5,099.71	$848.06	$17,801.25	$90,905.96	$0.00	$0.00	$120,822.82
5300 - Interest and Dividends	$115,780.00	($112,959.19)	$1,770.03	$0.00	$7,741.24	$0.00	$938.83	$13,270.91
5400 - Revenue from other sources	$0.00	$9,550.00	$0.00	$0.00	$198,143.30	$0.00	$0.00	$207,693.30
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$191,270.66	$397,697.38	$547,448.51	$17,801.25	$943,083.28	$490,135.00	$1,021,166.47	$3,608,602.55
Expense								
7000 - Grants, contracts, & direct assistance	$126,902.00	($119,719.00)	$0.00	$0.00	$81,321.03	$0.00	$333,000.00	$421,504.03
7200 - Salaries & related expenses	$352,952.35	$35,964.23	$253,194.63	$5,319.93	$272,553.65	$342,007.37	$441,804.13	$1,703,796.29
7300 - Indirect Cost Pool Expense	$63,878.86	$7,469.47	$47,783.66	$4,613.34	$38,557.18	$68,111.85	$87,641.84	$318,056.20
7500 - Contract/Consultant Services	$4,520.08	$30,853.80	$13,091.50	$0.00	$20,146.15	$18.11	$219.87	$68,849.51
8100 - Non personnel expenses								
8110 - Office/Teaching Supplies	$7,376.68	$870.68	$0.00	$0.00	$13,230.72	$2,199.10	$11,566.92	$35,244.10
8120 - Other/Maint Supplies	$0.00	$1,586.73	$4,512.46	$0.00	$499.04	$68.88	$788.03	$7,455.14
8130 - Telephone & Internet	$14,865.46	$2,091.00	$0.00	$0.00	$5,741.55	$2,756.15	$5,109.91	$30,564.07
8140 - Postage & shipping	$0.00	$184.62	$0.00	($25.28)	$483.49	$645.50	$282.85	$1,571.18
8150 - Medical/Dental Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8160 - Events/Meeting Expense	$0.00	$0.00	$0.00	$0.00	$75.90	$0.00	$0.00	$75.90
8170 - Printing & copying	($1,209.83)	$0.00	$0.00	$0.00	$645.87	$0.00	$0.07	($563.89)
8180 - Fatherhood	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8190 - WX Materials	$270.76	$0.00	$21,083.95	$0.00	$8,678.24	$0.00	$0.00	$30,032.95
Total - 8100 - Non personnel expenses	$21,303.07	$4,733.03	$25,596.41	($25.28)	$29,354.81	$5,669.63	$17,747.78	$104,379.45
8200 - Facility & equipment expenses								
8210 - Space Lease	$1,026.00	$0.00	$0.00	$0.00	$9,682.00	$14,499.00	$9,945.00	$35,152.00
8215 - Equipment Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8220 - Electric	$14,734.73	$1,188.70	$0.00	$0.00	$195.16	$144.03	$0.00	$16,262.62
8225 - Water	$24,786.13	$1,567.34	$0.00	$0.00	$0.00	$0.00	$0.00	$26,353.47
8230 - Trash	$4,042.78	$733.63	$525.00	$148.08	$19.00	$0.00	$0.00	$5,468.49
8235 - Sewer	$15,777.28	$810.38	$0.00	$0.00	$0.00	$0.00	$0.00	$16,587.66
8240 - Natural Gas	$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	$28,000.00	$50,000.00	$0.00	$42,427.22	$1,362.13	$0.00	$121,789.35
8255 - WX Tools & Equipment	$59.93	$0.00	$181.90	$0.00	$23,091.64	$0.00	$0.00	$23,333.47
8260 - Repair/Maint for Building/Equip	$46,911.28	$97,904.03	$15,611.82	$0.01	$364.79	$998.20	$1,088.99	$162,879.12
8265 - Construction Rehab & Renovation	$0.00	$19,788.48	$33,333.75	$0.00	$1,090.81	$0.00	$0.00	$54,213.04
8270 - Deprec & amort - allowable	$0.00	$303.23	$0.00	$0.00	$0.00	$0.00	$0.00	$303.23
8290 - Construction Leverage	$0.00	$121,737.48	$116,019.60	$0.00	$0.00	$0.00	$0.00	$237,757.08
Total - 8200 - Facility & equipment expenses	$107,338.13	$272,033.27	$215,672.07	$148.09	$76,870.62	$17,003.36	$11,033.99	$700,099.53
8300 - Travel & meetings expenses	$8,250.32	$6,148.38	$7,211.22	($426.19)	$21,457.72	$16,122.12	$43,417.84	$102,181.41
8400 - Insurance Expense	$0.00	$141,250.23	$0.00	($252.82)	$16,061.32	$147.00	$0.00	$157,205.73
8600 - Business expenses	$0.00	$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	$0.00	$543.02	$0.00	$0.00	$543.02
8800 - In-Kind Expenses	$0.00	$26,373.28	$162,643.23	$0.00	($1,952.89)	$0.00	$0.00	$187,063.62
Total - Expense	$685,144.81	$413,170.31	$725,192.72	$9,377.07	$554,912.61	$449,079.44	$934,865.45	$3,771,742.41
Net Ordinary Income	($493,874.15)	($15,472.93)	($177,744.21)	$8,424.18	$388,170.67	$41,055.56	$86,301.02	($163,139.86)
Other Income and Expenses								
Other Expense	$44,491.67	$11,111.95	$44,775.05	$168.00	$104,679.45	$3,928.09	$15,057.76	$224,211.97

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

Financial Row	50 Transportation		
		Transit	Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	$0.00	$0.00	$0.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$121,982.43	$121,982.43
4400 - State Revenue	$284,319.00	$0.00	$284,319.00
4500 - Federal Revenue	$0.00	$567,451.00	$567,451.00
4900 - Recoveries from Programs	$0.00	$0.00	$0.00
5000 - Rental Revenue	$0.00	$0.00	$0.00
5100 - Program Fee Revenue	$247.00	$290,909.02	$291,156.02
5300 - Interest and Dividends	$0.00	$1,110.02	$1,110.02
5400 - Revenue from other sources	$0.00	$6,585.90	$6,585.90
5800 - Special Event Expense	$0.00	$0.00	$0.00
Total - Income	$284,566.00	$988,038.37	$1,272,604.37
Expense			
7000 - Grants, contracts, & direct assistance	$0.00	$6,585.90	$6,585.90
7200 - Salaries & related expenses	$300,626.69	$690,536.54	$991,163.23
7300 - Indirect Cost Pool Expense	$54,811.96	$133,160.23	$187,972.19
7500 - Contract/Consultant Services	$270.24	$21,039.98	$21,310.22
8100 - Non personnel expenses			
8110 - Office/Teaching Supplies	$301.27	$6,395.00	$6,696.27
8120 - Other/Maint Supplies	$0.00	$737.75	$737.75
8130 - Telephone & Internet	$6,628.72	$23,630.98	$30,259.70
8140 - Postage & shipping	$0.00	$91.74	$91.74
8150 - Medical/Dental Supplies	$0.00	$0.00	$0.00
8160 - Events/Meeting Expense	$0.00	$472.56	$472.56
8170 - Printing & copying	$475.00	$180.68	$655.68
8180 - Fatherhood	$0.00	$0.00	$0.00
8190 - WX Materials	$0.00	$0.00	$0.00
Total - 8100 - Non personnel expenses	$7,404.99	$31,508.71	$38,913.70
8200 - Facility & equipment expenses			
8210 - Space Lease	$0.00	$9,810.00	$9,810.00
8215 - Equipment Lease	$0.00	$0.00	$0.00
8220 - Electric	$4,853.23	$7,841.65	$12,694.88
8225 - Water	$0.00	$1,456.74	$1,456.74
8230 - Trash	$0.00	$1,117.89	$1,117.89
8235 - Sewer	$0.00	$826.00	$826.00
8240 - Natural Gas	$2,088.96	$533.18	$2,622.14
8250 - Equip & Over $5000.00 (Inv Items)	$0.00	$68,361.00	$68,361.00
8255 - WX Tools & Equipment	$0.00	$0.00	$0.00
8260 - Repair/Maint for Building/Equip	$298.12	$6,656.62	$6,954.74
8265 - Construction Rehab & Renovation	$0.00	$0.00	$0.00
8270 - Deprec & amort - allowable	$0.00	$0.00	$0.00
8290 - Construction Leverage	$0.00	$0.00	$0.00
Total - 8200 - Facility & equipment expenses	$7,240.31	$96,603.08	$103,843.39
8300 - Travel & meetings expenses	$4,557.75	$97,824.19	$102,381.94
8400 - Insurance Expense	$0.00	$141,960.62	$141,960.62
8600 - Business expenses	$0.00	$0.00	$0.00
8700 - Food Expenses	$0.00	$0.00	$0.00
8800 - In-Kind Expenses	$0.00	$0.00	$0.00
Total - Expense	$374,911.94	$1,219,219.25	$1,594,131.19
Net Ordinary Income	($90,345.94)	($231,180.88)	($321,526.82)
Other Income and Expenses			
Other Expense	$0.00	$13,781.77	$13,781.77

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

Financial Row	60 Economic Development						
	Amount	Economic Development/ Lending Amount	Amount	Clayton Lake Amount	Hugo Lake Amount	Raymond Gary Amount	Total Amount
Ordinary Income/Expense							
Income							
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$43.00	$43.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$0.00	$120.00	$528.00	$0.00	$648.00
4400 - State Revenue	$4,752.50	$0.00	$0.00	$38,020.00	$0.00	$45,694.49	$83,714.49
4500 - Federal Revenue	$0.00	$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	$0.00
5000 - Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5100 - Program Fee Revenue	$1,409.68	$23,663.85	($18.29)	$25,145.78	$227,671.41	$68,044.25	$320,843.15
5300 - Interest and Dividends	$706.32	$17,898.02	$0.00	$0.00	$3,134.19	$492.70	$3,626.89
5400 - Revenue from other sources	$233.35	$0.00	$204.00	$0.00	$2,298.95	$0.00	$2,502.95
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$7,101.85	$91,561.87	$185.71	$63,285.78	$233,632.55	$114,274.44	$411,378.48
Expense							
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$191,414.62	$4,550.62	$0.00	$45,652.24	$79,345.23	$58,168.41	$183,165.88
7300 - Indirect Cost Pool Expense	$35,091.35	$948.22	$0.00	$8,992.31	$14,975.72	$11,198.15	$35,166.18
7500 - Contract/Consultant Services	$7,379.35	$0.00	$0.00	$0.00	$48,041.10	$5,645.00	$53,686.10
8100 - Non personnel expenses							
8110 - Office/Teaching Supplies	$1,206.68	$0.00	$0.00	($33.70)	$404.68	$111.66	$482.64
8120 - Other/Maint Supplies	$1,179.13	$0.00	$0.00	$953.72	$9,960.23	$1,124.42	$12,038.37
8130 - Telephone & Internet	$5,678.75	$0.00	$0.00	$397.79	$4,239.31	$1,703.82	$6,340.92
8140 - Postage & shipping	$0.00	$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	$0.00
8160 - Events/Meeting Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8170 - Printing & copying	$0.00	$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	$0.00
8190 - WX Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - 8100 - Non personnel expenses	$8,064.56	$0.00	$0.00	$1,317.81	$14,612.99	$3,076.98	$19,007.78
8200 - Facility & equipment expenses							
8210 - Space Lease	$0.00	$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	$0.00
8220 - Electric	$52,395.35	$0.00	$0.00	$0.00	$2,878.32	$5,673.43	$8,551.75
8225 - Water	$3,732.81	$0.00	$0.00	$136.36	$0.00	$854.60	$990.96
8230 - Trash	$766.00	$0.00	$0.00	$957.50	$366.80	$548.08	$1,872.38
8235 - Sewer	$0.00	$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	$0.00
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	$16,868.73	$0.00	$0.00	$13,618.01	$26,590.91	$7,730.59	$47,939.51
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	$73,762.89	$0.00	$0.00	$14,711.87	$29,836.03	$14,806.70	$59,354.60
8300 - Travel & meetings expenses	$4,209.55	$0.00	$0.00	$1,198.38	$3,832.32	$1,754.84	$6,785.54
8400 - Insurance Expense	$0.00	$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	$0.00
8700 - Food Expenses	$0.00	$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	$0.00
Total - Expense	$319,922.32	$5,498.84	$0.00	$76,348.87	$262,917.31	$103,614.47	$442,880.65
Net Ordinary Income	($312,820.47)	$86,063.03	$185.71	($13,063.09)	($29,284.76)	$10,659.97	($31,502.17)
Other Income and Expenses							
Other Expense	$1,347.32	$0.00	$0.00	$3,667.31	$29,321.95	$8,019.15	$41,008.41

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
September 1, 2023 - September 30, 2023
Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	$12,200.98
DAVISON FUELS & OIL, LLC	$12,093.03
HOME DEPOT BRC/GECF	$7,509.93
TCM BANK NA	$53,775.66
WAL-MART COMMUNITY BRC	$1,511.73
Total	**$87,091.33**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Report
September 1, 2023 - September 30, 2023

PROGRAM	CONTRACT/CONSULTANT SERVICES			FACILITY & EQUIPMENT EXPENSES			FOOD EXPENSES				GRANTS, CONTRACTS, & DIRECT ASSISTANCE			NON PERSONNEL EXPENSES							OTHER EXPENSE				
	Contract Services	Partner Contracts	Total	Electric	Repair/Maint for Building/Equip	Total	Food Nutrition Cost	Non - Food, Nutrition Cost	Other Food Expense	Total	Awards & grants - individuals	VICTIM ASSISTANCE	Total	Events/Meeting Expense	Office/Teaching Supplies	Other/Maint Supplies	Printing & copying	Telephone & Internet	Total	Advertising & Community Sponsorships	Computer & Software Related Expenses	Fees/Dues	Other Expenses	Recognition	Training & TTA
	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	$5,000.00		$5,000.00		$193.59	$193.59			$521.12	$521.12			$0.00	$156.22	$5,265.15	$24.13	$978.60		$6,424.10		$4,523.68	$934.84		$461.35	$1,099.00
Apartments			$0.00		$519.60	$519.60				$0.00			$0.00		$41.80			$140.28	$182.08			$93.10			
Early Head Start			$0.00			$0.00			$220.58	$220.58			$0.00		$751.48				$751.48	$454.14		$658.97			$297.64
Early Head Start Child Care			$0.00			$0.00				$0.00			$0.00		$76.80				$76.80	$1,134.79		$552.42			$1,937.73
Early Learning Centers			$0.00			$0.00	$302.92	$63.00	$329.12	$695.04			$0.00	$300.72	$2,012.79				$2,313.51			$636.50			$40.00
Emergency Services			$0.00			$0.00				$0.00	$92.83		$92.83						$0.00						
Head Start			$0.00		$559.41	$559.41		$1,709.79	$144.88	$1,854.67			$0.00		$152.23				$152.23	$2,118.33		$292.24			$5,850.34
Healthy Start			$0.00			$0.00				$0.00			$0.00						$0.00						$1,392.11
Housing			$0.00			$0.00			$207.50	$207.50			$0.00		$170.87				$170.87		$22.99	$85.00			$4,062.28
Mentoring		$119.46	$119.46			$0.00				$0.00			$0.00						$0.00						
RSVP			$0.00			$0.00			$45.08	$45.08			$0.00						$0.00					$72.39	
Safe Place Healing Hearts		$115.44	$115.44			$0.00				$0.00		$464.40	$464.40						$0.00						
Second Chance			$0.00			$0.00				$0.00			$0.00						$0.00						
State Park Operations			$0.00	$186.34	$182.25	$368.59				$0.00			$0.00					$604.60	$604.60		$1,759.99				
T&MA			$0.00			$0.00				$0.00			$0.00		$1,077.58				$1,077.58		$2,791.45				$3,000.00
Transit			$0.00			$0.00				$0.00			$0.00			$478.46			$478.46						$150.00
Youth Build		$2,000.00	$2,000.00			$0.00				$0.00			$0.00						$0.00				$268.01		$83.97
Total	$5,000.00	$2,234.90	$7,234.90	$186.34	$1,454.85	$1,641.19	$302.92	$1,772.79	$1,468.28	$3,543.99	$92.83	$464.40	$557.23	$456.94	$9,548.70	$502.59	$978.60	$744.88	$12,231.71	$3,707.26	$9,098.11	$3,253.07	$268.01	$533.74	$17,913.07

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

HS

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$549,702.44**	**($549,702.44)**	**0.00%**
4200 - Miscellaneous Revenue	**$0.00**	**$29,057.60**	**($29,057.60)**	**0.00%**
4500 - Federal Revenue	**$3,510,751.00**	**$2,870,538.00**	**$640,213.00**	**81.76%**
Total - Income	**$3,510,751.00**	**$3,449,298.04**	**$61,452.96**	**98.25%**
Gross Profit	**$3,510,751.00**	**$3,449,298.04**	**$61,452.96**	**98.25%**
Expense				
7200 - Salaries & related expenses	**$2,366,104.96**	**$1,926,103.52**	**$440,001.44**	**81.40%**
7300 - Indirect Cost Pool Expense	**$486,606.00**	**$357,571.11**	**$129,034.89**	**73.48%**
7500 - Contract/Consultant Services	**$46,700.00**	**$46,271.86**	**$428.14**	**99.08%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$13,250.00	$84,594.74	($71,344.74)	638.45%
8120 - Other/Maint Supplies	$0.00	$12,227.82	($12,227.82)	0.00%
8130 - Telephone & Internet	$17,500.00	$37,605.17	($20,105.17)	214.89%
8140 - Postage & shipping	$660.00	$572.18	$87.82	86.69%
8150 - Medical/Dental Supplies	$0.00	$13,499.30	($13,499.30)	0.00%
8160 - Events/Meeting Expense	$0.00	$1,705.77	($1,705.77)	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**	**$164,845.77**	**($130,935.77)**	**486.13%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$2,621.40	($2,621.40)	0.00%
8220 - Electric	$5,500.00	$38,790.98	($33,290.98)	705.29%
8225 - Water	$4,500.00	$4,243.02	$256.98	94.29%
8230 - Trash	$2,500.00	$7,912.44	($5,412.44)	316.50%
8235 - Sewer	$2,500.00	$3,086.89	($586.89)	123.48%
8240 - Natural Gas	$2,500.00	$2,999.87	($499.87)	119.99%
8260 - Repair/Maint for Building/Equip	$14,208.00	$80,318.85	($66,110.85)	565.31%
Total - 8200 - Facility & equipment expenses	**$31,708.00**	**$139,973.45**	**($108,265.45)**	**441.45%**
8300 - Travel & meetings expenses	**$51,400.00**	**$27,757.04**	**$23,642.96**	**54.00%**
8400 - Insurance Expense	$23,500.00	$60,020.52	($36,520.52)	255.41%
8700 - Food Expenses	**$46,800.00**	**$155,909.79**	**($109,109.79)**	**333.14%**
8800 - In-Kind Expenses	**$0.00**	**$550,052.44**	**($550,052.44)**	**0.00%**
Total - Expense	**$3,086,728.96**	**$3,428,505.50**	**($341,776.54)**	**111.07%**
Other Income and Expenses				
Other Expense	**$40,822.00**	**$134,338.25**	**($93,516.25)**	**329.08%**
Net Income	**$383,200.04**	**($113,545.71)**	**$496,745.75**	**-29.63%**

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

EHS

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$58,551.12**	**($58,551.12)**	**0.00%**
4500 - Federal Revenue	**$999,189.00**	**$752,299.00**	**$246,890.00**	**75.29%**
Total - Income	**$999,189.00**	**$810,850.12**	**$188,338.88**	**81.15%**
Gross Profit	**$999,189.00**	**$810,850.12**	**$188,338.88**	**81.15%**
Expense				
7200 - Salaries & related expenses	**$698,436.12**	**$523,727.33**	**$174,708.79**	**74.99%**
7300 - Indirect Cost Pool Expense	**$121,515.00**	**$96,537.87**	**$24,977.13**	**79.45%**
7500 - Contract/Consultant Services	**$2,500.00**	**$7,820.81**	**($5,320.81)**	**312.83%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$31,840.00	$23,492.78	$8,347.22	73.78%
8120 - Other/Maint Supplies	$0.00	$2,077.62	($2,077.62)	0.00%
8130 - Telephone & Internet	$10,000.00	$5,259.00	$4,741.00	52.59%
8140 - Postage & shipping	$0.00	$137.74	($137.74)	0.00%
8150 - Medical/Dental Supplies	$2,500.00	$4,939.46	($2,439.46)	197.58%
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**	**$40,047.93**	**$5,792.07**	**87.36%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$126.82	($126.82)	0.00%
8220 - Electric	$12,000.00	$10,219.31	$1,780.69	85.16%
8225 - Water	$1,000.00	$1,363.02	($363.02)	136.30%
8230 - Trash	$1,000.00	$1,801.06	($801.06)	180.11%
8235 - Sewer	$1,000.00	$870.76	$129.24	87.08%
8240 - Natural Gas	$500.00	$964.27	($464.27)	192.85%
8260 - Repair/Maint for Building/Equip	$27,000.00	$8,826.18	$18,173.82	32.69%
Total - 8200 - Facility & equipment expenses	**$42,500.00**	**$24,171.42**	**$18,328.58**	**56.87%**
8300 - Travel & meetings expenses	**$9,028.00**	**$4,120.65**	**$4,907.35**	**45.64%**
8400 - Insurance Expense	$13,500.00	$14,777.84	($1,277.84)	109.47%
8700 - Food Expenses	**$22,070.00**	**$21,096.47**	**$973.53**	**95.59%**
8800 - In-Kind Expenses	**$0.00**	**$58,551.12**	**($58,551.12)**	**0.00%**
Total - Expense	**$955,389.12**	**$790,851.44**	**$164,537.68**	**82.78%**
Other Income and Expenses				
Other Expense	**$24,496.00**	**$31,794.04**	**($7,298.04)**	**129.79%**
Net Income	**$19,303.88**	**($11,795.36)**	**$31,099.24**	**-61.10%**

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

EHSCC

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$536.41**	**($536.41)**	**0.00%**
4500 - Federal Revenue	**$2,216,745.00**	**$202,324.00**	**$2,014,421.00**	**9.13%**
Total - Income	**$2,216,745.00**	**$202,860.41**	**$2,013,884.59**	**9.15%**
Gross Profit	**$2,216,745.00**	**$202,860.41**	**$2,013,884.59**	**9.15%**
Expense				
7200 - Salaries & related expenses	**$610,157.00**	**$93,999.15**	**$516,157.85**	**15.41%**
7300 - Indirect Cost Pool Expense	**$123,968.00**	**$19,116.20**	**$104,851.80**	**15.42%**
7500 - Contract/Consultant Services	**$1,016,075.00**	**$71,094.78**	**$944,980.22**	**7.00%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$64,000.00	$39,957.34	$24,042.66	62.43%
8120 - Other/Maint Supplies	$5,000.00	$0.00	$5,000.00	0.00%
8130 - Telephone & Internet	$14,400.00	$714.84	$13,685.16	4.96%
8140 - Postage & shipping	$0.00	$33.88	($33.88)	0.00%
8150 - Medical/Dental Supplies	$1,000.00	$471.49	$528.51	47.15%
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**	**$41,824.04**	**$59,575.96**	**41.25%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$91.82	($91.82)	0.00%
8220 - Electric	$720.00	$1,518.86	($798.86)	210.95%
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	$19.99	$480.01	4.00%
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	$1,491.55	$45,758.45	3.16%
Total - 8200 - Facility & equipment expenses	**$171,692.00**	**$3,122.22**	**$168,569.78**	**1.82%**
8300 - Travel & meetings expenses	**$17,750.00**	**$1,327.80**	**$16,422.20**	**7.48%**
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**	**$536.41**	**($536.41)**	**0.00%**
Total - Expense	**$2,050,342.00**	**$231,070.55**	**$1,819,271.45**	**11.27%**
Other Income and Expenses				
Other Expense	**$168,403.00**	**$25,712.42**	**$142,690.58**	**15.27%**
Net Income	**($2,000.00)**	**($53,922.56)**	**$51,922.56**	**2,696.13%**

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

Child Care Program Grant FAQ

FY 2024

The American Rescue Plan Act was signed into law in March 2021, providing Oklahoma with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID1 9 pandemic. These federal funds have specific rules and requirements that must be followed.

The Choctaw Nation Child Care Assistance Program will use these federal stimulus funds to begin the Child Care Stabilization Grant Program. Below are answers to frequently asked questions about the funding.

1 - Who is administering these funds?

The Choctaw Nation Child Care Assistance program will administer the Child Care Stabilization Grant Program.

2 - What types of child care programs are eligible for the Child Care Stabilization Grant Program?

Child Care program types eligible for funds include:

- Non-Licensed (Relative Providers) Contracted with Choctaw Nation Child Care Assistance
- Licensed Family Child Care Homes Contracted with Choctaw Nation Child Care Assistance
- Licensed Child Care Centers Contracted with Choctaw Nation Child Care Assistance

In addition, the above eligible programs must be in good standing throughout the grant period with Choctaw Nation Child Care Assistance. This means the program must not have been:

- The subject of a current or past finding of fraud
- Prohibited from receiving public funds under Oklahoma Statutes
- Under revocation or under temporary or immediate suspension (if licensed with OKDHS)

3 - How do I apply for the Child Care Stabilization Grant Program?

Eligible providers who were operating and serving children at the time of grant application submission, will remain open and operating during the grant periods and remain in good standing with Choctaw Nation Child Care Assistance and OKDHS (if licensed family child care home or center) will be eligible to apply. The grant application can be mailed or emailed upon request, if one has not already been received. Please contact ethompson@choctawnation.com with any questions regarding the application.

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

4 - What information and documentation is needed to be eligible to receive these funds?

Providers are required to fill out an application and answer all required questions included in the application and provide signature and date located on second page of the application.

5 - What is required of eligible child care providers who accept these funds?

Eligible providers must certify in the application to:

- Being open and serving children during the grant periods (see questions 8 and 9 regarding allowable exceptions
- Implementing policies, when open and providing services, that are in line with guidance and orders from corresponding state, tribal and local authorities and, to the greatest extent possible, implementing policies in line with guidance from the Centers for Disease and Prevention (available at www.cdc. gov/coronavirus/2019-ncov
- Paying staff at least the same amount in weekly wages and maintaining the same benefits (such as health insurance and retirement, if applicable)
- Providing relief from copayments and tuition payments for the families enrolled in their program, to the extent possible, and prioritize such relief for families struggling to make either type of payment, and if a provider is unable to provide relief for all families enrolled in the program, prioritizing relief for families most in need

Child Care providers must agree not to involuntarily furlough or lay off employees

6- What can funds be used for?

Child Care providers must agree to use the funds for one or more of the following purposes:

- Personnel costs, benefits, premium pay and employee recruitment and retention
- Rent or mortgage payments, utilities, facilities maintenance and improvements or insurance
- Personal protective equipment, cleaning and sanitation supplies and services or training
- Professional development related to health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees
- Reimbursement for any of the uses above, paid between March 2020 and the date of application to address losses incurred during the COVID-19 pandemic

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

7 - What are the funding cycles?

Funding cycles are listed on the bottom of the application. If you need a copy of the application, please email ethompson@choctawnation.com to request a copy.

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

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

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

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

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

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

10 - Can I apply for a grant online?

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

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

11 - What are the funding amounts?

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

12 - Will there be additional grants available to providers outside of the stabilization grants?

Yes. The Choctaw Nation Child Care Assistance Improvement Grant Program will remain in place.

13 - Will the Child Care Stabilization Grant funding be considered income when I file my 2022 taxes?

Yes. Child Care Stabilization Grant funds are considered income by the IRS. Providers are encouraged to consult with an accountant or tax expert to fully understand the tax implications of this funding.

14 - How will I receive the grant awards?

Upon approval, payments will be mailed by the Choctaw Nation. See question 7 for a list of the application and funding cycles to better understand when you may receive payments.

15 - What if information about my program (address, ownership, authorized agent) changes after I submit my application?

You will need to contact Choctaw Nation Child Care Assistance to update the information as soon as the changes occur. Additionally, if a program is contemplating status changes that may affect their eligibility, they should refer to questions 8 and 9 of this document.

16 - What if my check is lost, stolen or damaged?

For assistance, please contact Choctaw Nation Child Care Assistance at ethompson@choctawnation.com

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

17 - Do Child Care Providers who receive these funds must operate at their full licensed capacity to receive these funds?

No. Providers do not have to operate at their full licensed capacity to receive these funds. In fact, implementing health and safety recommendations to prevent the spread of COVID-19 may limit the ability of some providers to operate at full licensed capacity.

18 - Can child care providers charge fees if they receive these funds?

Child care providers receiving these funds my charge standard fees to families attending their program.

****HOWEVER, providers may NOT require child care subsidy copayments from families whose children attend their program, for as long as the provider receives stabilization grants through the Choctaw Nation Child Care Assistance Stabilization Grant Program.*

19 - Will child care providers be required to submit receipts to prove how funds were spent?

No. Programs are not required to submit receipts of how the funds were spent. However, programs are required to maintain documentation of how the funds were spent and submit these records at the end of each quarter to ethompson@choctawnation.com.

20 - What are the consequences for a provider who applied for and accepted these funds not meeting the funding requirements?

If there is an indication that a provider has failed to meet Child Care Stabilization Grant Program requirements, it may result in discontinuation of future grant payments, recoupment of payments already made and/or referral to the Office of Inspector General for additional action.

21 - When must the funds be used by?

Programs are encouraged to prioritize use of these funds for costs incurred during the grant periods. Additionally, programs are allowed to use the funds as reimbursement for any of the approved uses listed in question 6, that were paid between March 2020 and the date of the grant period application to address losses incurred during the COVID-19 pandemic.

22 - Under any circumstances will I have to pay these funds back?

These funds do not constitute a loan and child care providers who comply with funding requirements will not be required to pay them back.

Child Care Stabilization Grants Help is on the way

Office of Child Care

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

23 - Are child care providers who received a Paycheck Protection Program loan or an Economic Injury Disaster loan (or any other federal Small Business Administration loan) still eligible for these funds?

Yes.

24 - I still have questions and I am not finding answers in this FAQ. Where do I send my questions?

Please email ethompson@choctawnation.com

Your LOI is approved and we invite you to submit a full proposal

Potts Family Foundation <administrator@grantinterface.com>

Mon 9/25/2023 11:26 AM

To:Kathy James <kathy.james@liftca.org>

Dear Kathy,

Congratulations! We have reviewed your LOI and would like to invite you to submit a full application for Families Learning Together request as outlined in your LOI.

There is sufficient interest in your program(s) that we would like more information to evaluate whether your program(s) meet the Foundation's highest funding priorities. Please be advised, however, that this invitation to submit a full proposal does not imply a guarantee of funding.

Please log on to the Foundation's online grant system, to access the full application. The full application will be accessible on your dashboard. Please note our deadline of **October 18**. We encourage you to complete your application (it is only a few questions) early so we will have time to ask questions ahead of putting together materials for the full board to review.

Call or email Cassady if you have any questions.

We look forward to reviewing your grant proposal.

Sincerely,
Potts Family Foundation

What would grant dollars be used to support?*

Potts Family Foundation supports, among other things, operational and overhead costs. This question is to help us as we do evaluation work. Check all that apply. (There is not a wrong answer, so please do not overthink this.)

Overhead/operational costs for our organization
A specific program
Matching opportunity

Focus Area and/or Program Area*

Please select the focus area(s) and/or program area(s) that best reflect your request. Click here to read a thorough description of each option.

Early Literacy, Numeracy, and SEL
Affordable, High Quality Child Care
Evidence Based Family Support Services
Raising Resilient Oklahoma

Amount Requested*

$10,000.00

Total Project Budget*

If your request is for operational support, please list your **2023 expense budget** amount here.

$6,563,488.00

Project Description*

Briefly--**in one or two short paragraphs**--describe how this grant will improve your ability to do your work and how you hope to help those you serve with these funds.

LIFT CAA is requesting $10,000 in grant funding from the Potts Family Foundation to support operations of its Head Start, Early Head Start, EHS-Child Care Partnership, and Help Me Grow Oklahoma programming. Head Start, EHS, and EHS-CC promote the mental, social, emotional, and physical development of children served within early child care centers, building a strong foundation for school readiness. LIFT CAA received funding from the Potts Family Foundation in 2020 to develop the Families Learning Together Project for these three programs, which supports learning within the home environment and parent-child bonding. In 2021, LIFT CAA received funding from the Potts Family Foundation to continue these efforts as well as support HMG Oklahoma and its transition under the umbrella of these three programs. HMG Oklahoma promotes cross-sector collaboration to build efficient and effective early childhood systems that mitigate the impact of adversity and support protective factors among families, so that all children can grow, develop, and thrive. HMG Oklahoma is comprised of four interdependent core components: a Centralized Access Point to assist families and professionals in connecting children to appropriate community-based programs/services; Family and Community Outreach to support education, advance developmental promotion, and grow awareness of the system/services offered; Child Health Care Provider Outreach to support early detection, intervention, and medical home involvement; and Data Collection to support evaluation, gap identification, advocacy, and quality improvement. Funding would be used to continue these efforts, supporting staffing for HMG Oklahoma, expansion of efforts, and purchase of resources (e.g. books, counting manipulatives, etc.) to further the Families Learning Together initiative. With this operational and program support, the funding would also serve a third purpose, as much-needed non-Federal program match (of the $1,000,000+ required).

Funding Entity: **AmeriCorps**
Funding Opportunity: **FY 2024 Retired and Senior Volunteer Program Grant Application (Continuation, Year 3)**
Amount Requested: **$64,299**
Agency Program: **AmeriCorps Seniors RSVP**

The Retired and Senior Volunteer Program, also known as RSVP, has been operating in Choctaw, Pushmataha, and McCurtain counties since 1973. RSVP channels the talents and energies of people age 55 and over who would like to be of service in their community. There are no restrictions based on education, income, or experience; RSVP participants are given the choice of volunteer activities that suit their interests, talents, and time. RSVP volunteers serve in various capacities, including, but not limited to, nutrition/food support, transportation, companionship, health outreach, and resource development. In addition, RSVP participants are eligible for reimbursement of expenses such as transportation and meals while volunteering, and are protected by medical indemnity and life insurance as well.

The primary focus area of the program is Healthy Futures. At the end of the current three-year grant cycle, AmeriCorps Seniors volunteers will be responsible for the following anticipated outcomes: improved capacity for independent living among older adults and individuals with disabilities, increased health knowledge and food security among community residents, and enhanced capacity of area entities to support program delivery and address community needs. There are 287 active RSVP volunteers serving 42 worksites in the tri-county area.

With the Board's approval, we are requesting $64,299 in grant funding from AmeriCorps. This amount will fund a large portion of the Retired and Senior Volunteer Program for one year, during Year 3 of the current three-year grant period. Expenses covered through this grant amount will include program personnel salaries, fringe benefits, indirect costs, travel, supplies, volunteer support expenses, and other programmatic costs.

The grant application is due October 26, 2023.

Funding Entity: NeighborWorks America
Funding Opportunity: Rural Initiatives Rural Advisory Council
Funding Amount: $2,000
Purpose: Travel Stipend to attend RAC meeting

LIFT CAA's Executive Director, Becky Porter, is a member of NeighborWorks America's Rural Initiative Rural Advisory Council. The purpose of this council is to create vibrant rural communities by delivering a range of essential services through 116 network organizations who have opted in as members of the Rural Initiative. With approximately 20 percent of the nation's population and 80 percent of the land classified as rural, empowering rural-serving organizations is a clear national imperative. When rural communities thrive, the whole country benefits.
In 2001, the Rural Advisory Committee (RAC) adopted a mission statement for the Rural Initiative -

"*The NeighborWorks Rural Initiative promotes, supports and enhances comprehensive rural community development – a mix of affordable housing, economic development, and other locally determined strategies that strengthen and revitalize rural communities."*

Since its beginning in 2001, the Rural Initiative has grown in several areas, and it is in recognition of this evolution that we are aligning the RAC charter to reflect these changes:

• The Initiative has grown from 37 members in 2007 to 116 in 2021
• The average rural member profile is larger: by service area, program scale and diversity
• The current programmatic focus for the Initiative includes a commitment to addressing persistent poverty, increasing diverse sources of capital, expanding training resources, and providing network organizations support in understanding the innovative housing and community development opportunities, including the potential for manufactured housing in alleviating acute affordable housing needs.

These funds from NeighborWorks will be used for travel costs to attend the Rural Advisory Council meeting to be held during the Housing Assistance Council meeting in Washington D.C. in October of 2023. This grant provides a $2,000 stipend to assist with travel costs to attend the Rural Advisory Council meeting and stay for the Housing Assistance Council National Rural Housing Conference for the remainder of the week

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My Home | My Applications | My Financials | My Programmatic Reports

My Training Materials | My Organization(s) | My Profile | Logout

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Back

Document Information: 2023-VOCA-LIFT CAA-097

Details

You are here: > DAC Application Menu > Forms Menu

AWARD NOTICE

AWARD NOTICE
District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103

Organization:	LIFT Community Action Agency, Inc.	**SUBGRANT NO:**	2023-VOCA-LIFT CAA-097
PHONE:	(580) 326-3351	**Project Name:**	LIFT CASA
FAX:	(580) 326-2305	**START DATE:**	10/1/2023
		END DATE:	9/30/2024
Federal ID Number:	73-0772321	**DAC CONTACT:**	(405) 264-5008 or VOCAhelp@dac.state.ok.us
UEI Number:	XL9DVU1YDGU2		
CFDA:	16.575		
		Program Director:	
Grant Amount:	$44,383	Doris Long	
Match Amount:	$0		

Special Conditions: Due to the reduction in funding, Goals & Objectives and Budget must be modified before the first draw-down. The subgrantee will submit all reports on time and understands that failure to do so may jeopardize future funding and/or result in grant suspension up to forfeiture of funds for the remainder of the grant year. Personnel will aid victims in applying for Victims Compensation. Advocates employed less than 12 months with no formal victims services training or education will attend trauma-informed domestic violence training (VAT) online or equivalent within 6 months of hiring and upload verification in OKGrants. Non-attorney victim services advocates will comply with any continuing education requirements. If no requirement exists, advocates will attend training every 3 years with documentation uploaded in OKGrants.

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

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

Name of Authorizing Official **Date**

David Hawkins *

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

Navigation Links

Status Page Name Note Created By Last Modified By

STATE OF OKLAHOMA

OKGRANTS

My Home | My Applications | My Financials | My Programmatic Reports

My Training Materials | My Organization(s) | My Profile | Logout

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Back

Document Information: 2023-VOCA-LIFT CAA-097

Details

You are here: > DAC Application Menu > Forms Menu > Award

VOCA AWARD BUDGET SUMMARY

Awarded Amount: **$44,383**
Required Match: **$0**

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

1

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	$23,230	$0	$23,230	$0	
Benefits	$7,924	$0	$7,924	$0	
Contractors & Consultants	$0	$0	$0	$0	
Travel	$4,716	$0	$4,716	$0	
Equipment	$0	$0	$0	$0	
Facilities, Equipment Rental and Leases	$0	$0	$0	$0	
Supplies & Operating	$2,640	$0	$2,640	$0	
Other	$530	$0	$530	$0	
Indirect Costs	$5,343		$5,343		
Volunteer Time		$0		$0	
TOTALS	**$44,383**	**$0**	**$44,383**	**$0**	

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Award Packet Instructions		Russell, Samuel 9/26/2023 11:04:44 AM	Russell, Samuel 9/26/2023 11:05:36 AM
	Award Packet Checklist			
	VOCA Award Budget Summary		Long, Doris 9/8/2023 2:53:37 PM	
	Award Notice			
	Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)			
	Determination of Suitability to Interact with Participating Minors in Grant Funded Project - VOCA			
	Certification Of Equal Employment Opportunity Plan			

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OKGRANTS

My Home | My Applications | My Financials | My Programmatic Reports

My Training Materials | My Organization(s) | My Profile | Logout

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Back

Document Information: 2023-VOCA-LIFT CAA-098

Details

You are here: > DAC Application Menu > Forms Menu

AWARD NOTICE

AWARD NOTICE
District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103

Organization:	LIFT Community Action Agency, Inc.	**SUBGRANT NO:**	2023-VOCA-LIFT CAA-098
PHONE:	(580) 326-3351	**Project Name:**	Victim Advocacy Services
FAX:	(580) 326-2305	**START DATE:**	10/1/2023
		END DATE:	9/30/2024
Federal ID Number:	73-0772321	**DAC CONTACT:**	(405) 264-5008 or VOCAhelp@dac.state.ok.us
UEI Number:	XL9DVU1YDGU2		
CFDA:	16.575		
		Program Director:	
Grant Amount:	$75,000	Doris Long	
Match Amount:	$0		

Special Conditions: Due to the reduction in funding, Goals & Objectives and Budget must be modified before the first draw-down. The subgrantee will submit all reports on time and understands that failure to do so may jeopardize future funding and/or result in grant suspension up to forfeiture of funds for the remainder of the grant year. Personnel will aid victims in applying for Victims Compensation. Advocates employed less than 12 months with no formal victims services training or education will attend trauma-informed domestic violence training (VAT) online or equivalent within 6 months of hiring and upload verification in OKGrants. Non-attorney victim services advocates will comply with any continuing education requirements. If no requirement exists, advocates will attend training every 3 years with documentation uploaded in OKGrants.

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

Name of Authorizing Official **Date**

David Hawkins *

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

Navigation Links

Status Page Name Note Created By Last Modified By

Document Information: 2023-VOCA-LIFT CAA-098

Details

VOCA AWARD BUDGET SUMMARY

Awarded Amount: **$75,000**
Required Match: **$0**

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

1

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	$49,228	$0	$47,737	$0	
Benefits	$16,792	$0	$16,283	$0	
Contractors & Consultants	$0	$0	$0	$0	
Travel	$2,948	$0	$0	$0	
Equipment	$0	$0	$0	$0	
Facilities, Equipment Rental and Leases	$0	$0	$0	$0	
Supplies & Operating	$1,668	$0	$0	$0	
Other	$3,212	$0	$0	$0	
Indirect Costs	$11,322		$10,980		
Volunteer Time		$0		$0	
TOTALS	**$85,170**	**$0**	**$75,000**	**$0**	

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Award Packet Instructions		Russell, Samuel 9/26/2023 11:06:02 AM	Russell, Samuel 9/26/2023 11:06:16 AM
	Award Packet Checklist			
	VOCA Award Budget Summary		Long, Doris 9/8/2023 2:55:43 PM	
	Award Notice			
	Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)			
	Determination of Suitability to Interact with Participating Minors in Grant Funded Project - VOCA			
	Certification Of Equal Employment Opportunity Plan			

Department of Justice (DOJ)

Office of Justice Programs

Office of Juvenile Justice Delinquency Prevention

Washington, D.C. 20531

Name and Address of Recipient:	LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST
City, State and Zip:	HUGO, OK 74743
Recipient UEI:	XL9DVU1YDGU2
Project Title: Better Choices: Better Futures	**Award Number:** 15PJDP-23-GG-02153-JJOP
Solicitation Title: OJJDP FY 2023 Opioid Affected Youth Initiative	
Federal Award Amount: $750,000.00	**Federal Award Date:** 9/14/23
Awarding Agency:	Office of Justice Programs Office of Juvenile Justice Delinquency Prevention
Funding Instrument Type:	Grant
Opportunity Category: D **Assistance Listing:** 16.842 - Opioid Affected Youth Initiative	
Project Period Start Date: 10/1/23	**Project Period End Date:** 9/30/26
Budget Period Start Date: 10/1/23	**Budget Period End Date**: 9/30/26

Project Description:

LIFT Community Action Agency, Inc. proposes to develop a program of services for youth and families impacted by opioids and/or substance use within Choctaw, McCurtain, and Pushmataha Counties in southeast Oklahoma. The initiative will (1) implement coordinated prevention and intervention responses that work together to identify and address needs/challenges stemming from opioid and other substance misuse impacting youth, families (parents/ primary caregivers, pregnant and postpartum women), and communities; (2) reduce the involvement of children, youth, and their families in the foster care system due to opioid and other substance misuse; (3) implement integrated services to support parents and children together through treatment and recovery; and (4) support the juvenile and criminal justice systems in addressing the needs of children/youth who are or have been impacted by opioids and other substance misuse.

Budget and Associated Documentation

	Year 1	Year 2	Year 3
Personnel	$108,668	$119,700	$125,685
Fringe Benefits	$37,067	$40,830	$42,871
Travel	$10,484	$7,074	$7,074
Equipment	$0	$0	$0
Supplies	$16,276	$1,680	$1,680
Construction	$0	$0	$0
SubAwards	$0	$0	$0
Procurement Contracts	$0	$0	$0
Other Costs	$46,265	$46,665	$44,865
Total Direct Costs	$218,760	$215,949	$222,175
Indirect Costs	$28,580	$31,481	$33,055
Total Project Costs	$247,340	$247,430	$255,230
Federal	$247,340	$247,430	$255,230
Non-Federal	$0	$0	$0

Budget Totals

	Total	Percentage
Total Project Cost	——	
Federal Funds	$750,000	100.00%
Non-Federal Amount	$0	0.00%
Match Amount	$0	0.00%
Program Income	$0	0.00%

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CONTRACT FOR SERVICES
No. 1118 BASE

This Contract for Services (the "Agreement") is made and entered into on **October 1, 2023**, by Oklahoma CASA Association, Inc., an Oklahoma nonprofit corporation ("Oklahoma CASA"), and **LIFT CASA** ("Local Program"), collectively referred to as "Parties" and individually as a "Party."

WHEREAS, Oklahoma CASA is a member organization which provides funding, technical assistance, training, and networking opportunities to local CASA programs throughout Oklahoma. The Local Program is a Court-Appointed Special Advocate Program, as defined in Title X of the Oklahoma Statutes which fulfills the public purposes of recruiting, screening, training, assigning, supervising, and supporting volunteers to serve as guardians' ad litem for abused or neglected children in the court system (the "Charitable Purpose"); and

WHEREAS, Oklahoma CASA wishes to further the Charitable Purpose by contracting with the Local Program to provide the support and training necessary for volunteers to serve as guardians' ad litem for abused or neglected children in the court system in the Local Program's geographical area; and,

WHEREAS, the Local Program desires to provide the Services in the Local Program's geographical area, subject to the terms and conditions herein.

NOW THEREFORE, In consideration of the mutual promises set forth in this Agreement, and other good and valuable consideration, the parties agree as follows:

1. **Services.** Oklahoma CASA hereby engages the Local Program, and the Local Program hereby accepts such engagement, as an independent contractor to provide Services on the terms and conditions set forth in this Agreement.

    a) Services Provided by Local Program. The Local Program shall provide Oklahoma CASA with the Services set forth in this Section 1(a). The Local Program shall:

        i. Conduct programming that fulfills the Charitable Purpose;
        ii. Establish and maintain financial records and accounts which document the use and expenditure of all funds received under this Agreement.
        iii. Maintain funding source accounts (i.e. VOCA, OCASAA, United Way, unrestricted) within the organization's overall accounting system reflecting beginning balance, expenses, deposits, and ending balance. Records reflecting fund based accounting shall be provided as requested and made available for inspection pursuant to Section 8 of this Agreement;
        iv. Comply with the standards set forth in the Memorandum of Understanding for Membership and Funding pursuant to Section 6 of this Agreement;
        v. Comply with the National CASA Standards;
        vi. Ensure all volunteers, staff, and Board members are screened in accordance with National and Oklahoma CASA Standards.
        vii. Ensure each court-appointed special advocate completes a training program in compliance with nationally documented Court-Appointed Special Advocate standards and is approved by the Local Program prior to being assigned a case. Local Program shall submit documentation of training to Oklahoma CASA upon its request;
        viii. Provide evidence of proper payroll tax withholdings to Oklahoma CASA;
        ix. Submit to Oklahoma CASA a report of its financial performance prepared by an

independent certified public accountant approved by the governing body of the Local Program pursuant to Section 4 of this Agreement;

x. Maintain the Optima Database with all outcomes measurement reports, on a continual basis pursuant to Section 5 of this Agreement;
xi. Comply with random desk audits by Oklahoma CASA, which may include requests for documentation regarding governance, fiscal accountability, and overall organizational performance (the "Organizational Assessment") pursuant to Section 7 of this Agreement;
xii. Undergo annual quality assurance/performance reviews and review of expenses incurred under this Agreement;
xiii. Notify Oklahoma CASA at least 30 days' prior to any change in the Local Program's address or telephone number;
xiv. Notify Oklahoma CASA of any change in the chief executive officer and provide documentation that the Board of Directors, in order to fulfill its responsibility to the organization, conducted a due diligent search for the most qualified candidate; and,
xv. Provide a minimum of two (2) pre-service volunteer training sessions during the contract period and be able to provide documentation of recruitment for each training.

b) Oklahoma CASA shall not control the manner or means by which the Local Program or the Local Program's employees perform the Services.

c) Unless otherwise set forth in Section 2, the Local Program shall furnish, at the Local Program's own expense, the equipment, supplies, and other materials used to perform the Services.

2. Compensation for Services. As full compensation for the Services and the rights granted to the Local Program in this Agreement, Oklahoma CASA shall reimburse the Local Program in accordance with the terms and conditions of this Section 2.

a) Monthly Reimbursement. Oklahoma CASA shall reimburse the Local Program monthly. Local programs will be notified of total monthly funds available to be reimbursed for October, 2023 by October 10, 2023. This amount will include a base funding amount of **$1000.00** per month, **$333.33** per month as determined by the multicounty stipend, and a case reimbursement **$33.50** per case served by volunteers during September, 2023. This This basis for funding will continue for each subsequent month during the contract period.

b) Optima Reimbursement. Oklahoma CASA shall invoice Local program for the annual Optima subscription. Upon payment, Local Program will include the expense in the request for reimbursement and be reimbursed accordingly.

c) Contingencies for Funding if Applicable: (see attached)

d) Reimbursable Expenses. Oklahoma CASA shall reimburse the Local Program in the following categories up to the Monthly Fee, as approved:

i. Personnel
ii. Supplies and Operating Expenses

e) Requests for Reimbursement. The Local Program shall file electronic requests for reimbursement on a monthly basis using the login information provided by Oklahoma CASA.

The requests for reimbursement will include the total monthly expenses for each category of approved items or services set forth in Section 2(a). Requests for reimbursement are due on the 6th day of the month immediately following the month in which the expenses were incurred.

f) Backup. Backup for expenditures through this agreement must be uploaded into the program's shared Dropbox for the FY 2024 grant period. Backup shall include copies of all invoices and expenditures and monthly report demonstrating use of fund based accounting.

g) Limited Carry Forward of Monthly Reimbursement. Limited carry forward is 1/12th of estimated funding based on average number of cases served during prior year as provided upon application for funds. If the allowable expenses incurred in a given month are less than the Monthly Disbursement, the Local Program may carry forward its unused balance to the next month. However, the Local Program may not carry forward more than **$1985.83** (the "Limited Carry Forward") unless it receives prior written approval from Oklahoma CASA.

h) Suspension or Termination of Reimbursement. Oklahoma CASA may refuse to provide or temporarily suspend distribution of the Monthly Disbursement should any of the following occur:

i. If the Local Program does not meet the eligibility for funding criteria, including maintaining services of a minimum of 15 cases.
ii. If a request for reimbursement is more than 60 days delinquent.
iii. If data in the Optima Database is more than 60 days delinquent.
iv. If the funds have been spent outside of the Charitable Purpose.
v. If the Local Program is not a member in good standing with Oklahoma CASA.
vi. If the Local Program breaches any provision of this Agreement, including, but not limited to, failure to comply with reporting and/or training requirements listed herein.

i) Reimbursement Conditional upon Availability of Funding. Payment of the Monthly Fee shall be conditional upon Oklahoma CASA's available funding. Availability of funds is based on projected court fees for the upcoming year. Oklahoma CASA may reduce the Monthly Fee at the sole discretion of Oklahoma CASA.

j) Training**.** In addition to payment of the Monthly Fee, Oklahoma CASA shall use its best efforts, including, without limitation, providing training, technical support, and other resources, to assist the Local Program in using best practices for nonprofit management and increasing the number of CASA volunteers and the number of children being served during the term of this Agreement, including the following:

i. all new Executive or Program Directors must complete, in their first year of employment or upon first availability, all sessions of the Directors Best Practices Series Training;
ii. all Board Members must individually complete the three (3) required online board trainings provided through Oklahoma CASA, unless otherwise approved by Oklahoma CASA; the program must maintain documentation that each board member completed the training, which will consist of a statement, signed and dated by each individual board member upon completion of the training which is part of their permanent board file;
iii. all Executive or Program Directors, advocate supervisory staff and staff who train advocates must attend a session of the Disproportionality/Racial Bias Workshop

within one (1) year of hire unless otherwise approved by Oklahoma CASA; and,

iv. All program staff members facilitating advocate training must attend and successfully complete the Training of Facilitator training provided by Oklahoma CASA.

3. **Administrative Fee.** The Local Program will pay Oklahoma CASA an administrative fee in the amount of six percent (6%) of estimated funding provided to each program upon application. Administrative Fee shall cover the cost of administering the funds for the Local Program and other services provided by Oklahoma CASA under this Agreement. The Local Program may not pay the Administrative Fee from funds it receives from Oklahoma CASA. Oklahoma CASA may terminate this Agreement if the Local Program has not paid the Administrative Fee by the end of the then-current term.

4. **Financial Performance Report**
The Local Program shall obtain a report of its financial performance prepared by an independent certified public accountant approved by the Local Program's governing body (the "Independent CPA.") The report must be completed and submitted to Oklahoma CASA within six months after the end of the Local Program's fiscal year.

a) The specific level of review required is based on the Local Program's annual expenditures, as set forth below:

i. Local Programs with expenditures in excess of $500,000 shall obtain an Independent CPA to conduct an audit.
ii. Local Programs with expenditures between $250,000 and $499,000 shall obtain an Independent CPA to conduct a financial review.
iii. Local Programs with expenditures less than $250,000 shall obtain an Independent CPA to conduct a compilation.

b) Each Local program shall obtain a full audit prepared by an Independent CPA no less than every 3 years.

c) The Local Program shall ensure the Independent CPA includes in his or her review all monies received by the Local Program, whether from Oklahoma CASA or another source, and a review of internal controls.

5. **Demonstration of Financial Management Practices.** The Local Program shall demonstrate adherence to sound financial management practices and provide the following:

Category	**Requirements**	**Frequency**
Separation of Duties	Financial policies	annually
	Sufficient internal controls by position Involving 3 individuals	annually
	Signed internal controls form	annually
Fund based accounting	MOU with external bookkeeper/CPA	annually
	Backup upload for reimbursement	monthly

6. **Outcome Reporting.** The Local Program shall regularly and continually maintain and update the Optima Database. Data for the previous month shall be complete and updated by the seventh (7^{th}) day of the next month. The Local Program shall participate in all aspects of outcomes measurement

data collection, including, but not limited to child surveys, judge surveys, volunteer surveys, volunteer contacts, recommendations, professional changes, hearing information, all community inquiries ("How You Heard" in Optima), etc.

7. **Oklahoma CASA Standards.** Oklahoma CASA shall provide to the Local Program a copy of the Memorandum of Understanding for Membership and Funding prior to or at the commencement of the term of this Agreement. Oklahoma CASA shall provide any changes to the Memorandum of Understanding for Membership and funding to the Local Program within thirty (30) days of the changes being adopted.

8. **Organizational Assessment.** If the local program is found to be operating below 70% capacity as a result of under-utilizing existing staff positions for two consecutive years, the local program may be subject to an organizational assessment conducted by Oklahoma CASA, if applicable.

9. **Inspection and Retention of Records.** The Local Program shall make available to Oklahoma CASA and any state or federal agency authorized by law all records relating to this Agreement for the purposes of inspecting and copying the records. The Local Program shall retain all records related to this Agreement for a period of seven years after the expiration of this Agreement, or until all audit and litigation matters resulting from this Agreement are resolved, whichever time period is longer.

10. **Relationship of the Parties.** The Local Program is an independent contractor of Oklahoma CASA, and this Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the Local Program and Oklahoma CASA for any purpose. Neither Party has the authority (and neither Party shall hold itself out as having authority) to bind the other Party and neither Party shall make any agreements or representations on the others' behalf.

    Without limiting this Section 9, the Local Program will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans offered by Oklahoma CASA to its employees, and Oklahoma CASA will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers' compensation insurance on the Local Program's behalf. The Local Program shall be responsible for, and shall indemnify Oklahoma CASA against all such taxes or contributions, including penalties and interest. Any persons employed or engaged by the Local Program in connection with the performance of the Services shall be the Local Program's employees or contractors and the Local Program shall be fully responsible for them and indemnify Oklahoma CASA against any claims made by or on behalf of any such employee or contractor

11. **Intellectual Property Rights.** Oklahoma CASA is and will be the sole and exclusive owner of all right, title, and interest throughout the world in and to all the results and proceeds of any materials, including training and oversight materials, provided to the Local Program pursuant to this Agreement, including all patents, copyrights, trademarks (together with the goodwill symbolized thereby), trade secrets, know-how, and other confidential or proprietary information, and other intellectual property rights (collectively "Intellectual Property Rights") therein.

12. **Confidentiality.** The Local Program may have access to information that is treated as confidential and proprietary by Oklahoma CASA

    a) Definition of Confidential Information. Confidential Information includes, without limitation the existence and terms of this Agreement, trade secrets, technology, and information pertaining to business operations and strategies, customers, donors, pricing, marketing,

finances, sourcing, personnel, or operations of Oklahoma CASA, its affiliates, or their suppliers or customers, in each case whether spoken, written, printed, electronic, or in any other form or medium. Confidential Information shall not include information that is or becomes generally available to the public other than through your breach of this Agreement or is communicated a Local Program by a third party that had no confidentiality obligations with respect to such information.

b) Treatment of Confidential Information. The Local Program agrees to treat all Confidential Information as strictly confidential, not to disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of Oklahoma CASA in each instance, and not to use any Confidential Information for any purpose except as required in the performance of the Services. The Local Program shall notify Oklahoma CASA immediately in the event the Local Program becomes aware of any loss or disclosure of any Confidential Information.

Nothing herein shall be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation, or order. The Local Program agrees to provide written notice of any such order to an authorized officer of Oklahoma CASA immediately upon receiving such order, but in any event sufficiently in advance of making any disclosure to permit Oklahoma CASA to contest the order or seek confidentiality protections, as determined in Oklahoma CASA's sole discretion.

13. **Term.** The term of this Agreement shall begin on **October 1, 2023** and shall continue until **September 30, 2024**, unless otherwise terminated pursuant to Section 13 of this Agreement.

14. **Termination.** Either Party may terminate this Agreement without cause upon 30 days written notice to the other Party.

a) Termination for Cause. Oklahoma CASA may terminate this Agreement for cause if the Local Program fails in any material respect to comply with any provision of this Agreement, and the failure continues for a period of 30 days after Oklahoma CASA gives notice to the Local Program setting forth the alleged breach.

b) Effect of Termination. The Local Program shall not be entitled to reimbursement of any expenses incurred after termination of this Agreement. The Local Program shall not be entitled to reimbursement of any expenses incurred after termination of this Agreement or if at any time the local program falls out of compliance with the terms of this Agreement, including, but not limited to, failure to provide requested documentation through random desk audits

15. **Representations and Warranties.**

a) Local Program Representations and Warranties. The Local Program represents and warrants to Oklahoma CASA that:

i. the Local Program has the right to enter into this Agreement, to grant the rights granted herein, and to perform fully all of the Local Program's obligations in this Agreement;
ii. the Local Program entering into this Agreement with Oklahoma CASA and

performance of the Services do not and will not conflict with or result in any breach or default under any other agreement to which the Local Program is subject;

iii. the Local Program affirms that all information, documentation, and representations submitted or made in connection with this Agreement are true and correct to the best of its knowledge; the Local Program affirms that neither the Local Program's board members, officers, members, employees, volunteers, nor anyone subject to the Local Program's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of Oklahoma CASA, the Office of the Attorney General, or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Agreement;

iv. no portion of the funds provided to the Local Program under this Agreement shall be used for any political activity or to further the election or defeat of any candidate for public office; no portion of the funds shall be used for lobbying activities or fundraising; and,

v. the Local Program is in compliance with all applicable federal, state, and local laws, and all licenses, certifications, and regulations.

b) Oklahoma CASA Representations and Warranties. Oklahoma CASA hereby represents and warrants to the Local Program that:

i. Oklahoma CASA has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; and,

ii. the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action.

16. **Indemnification.** The Parties shall indemnify and hold harmless the other Party and its directors, officers, members, employees, volunteers, agents, and affiliates from and against any and all liability, including reasonable attorney's fees, that may arise in connection with the failure by either Party to perform its obligations in accordance with this Agreement or arising out of or caused by negligent or intentional acts or omissions of either Party or any director, officer, member, employee, volunteer, agent, or affiliate of either Party.

17. **Assignment.** The Local Program shall not assign any rights, or delegate or subcontract any obligations, under this Agreement. Assignment in violation of the foregoing shall be deemed null and void.

18. **Governing Law, Jurisdiction, and Venue.** This Agreement and all related documents including all schedules attached hereto, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Oklahoma (including its statutes of limitations), without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Oklahoma. Venue shall be in Oklahoma County, Oklahoma.

19. **Miscellaneous.**

a) Entire Agreement. This Agreement, together with any other documents incorporated herein by reference and related exhibits and schedules, constitutes the sole and entire agreement of the Parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

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b) Amendments. This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party hereto, and any of the terms thereof may be waived, only by a written document signed by each party to this Agreement or, in the case of waiver, by the party or parties waiving compliance.

c) Invalidity. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

d) Execution. This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

No funds will be disbursed to the Local Program until this Agreement is signed by both the Local Program's authorized official and Oklahoma CASA's Chief Executive Officer and returned to the Oklahoma CASA office.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

LOCAL PROGRAM:

LIFT CASA
Name of Local Program
Rebecca Porter

Federal Identification Number

DocuSigned by:
Rebecca Porter (Reynolds) 9/21/2023
B18F5F62D9124B8...
Executive Director (sign) Date

OKLAHOMA CASA:

OKLAHOMA CASA ASSOCIATION, INC.

DocuSigned by:
By: Sheryl L Marseilles
C59749D49EAE491...
Name: Sheryl Marseilles
Title: Chief Executive Officer

LIFT Community Action, Inc. CAAHS-2024-LIFT CAA-00290

Contract Part I: 19232 SAF/CAA-HS 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:	19232 SAF/CAA-HS 24
Contract Amount:	$83,602.00
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
Hugo, 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
9/18/2023
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE
Marshall Vogts
Signature of Authorized ODOC Official
9/19/2023
Date

LIFT Community Action, Inc. CSBG-2023-LIFT CAA-00129

Contract Part I: 18806 CSBG 23

FAIN #: 2301OKCOSR UEI #: 0 FEI #: 730772321

CONTRACT - MODIFICATION
PART I
SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT COMMUNITY ACTION AGENCY INC
Contract Title:	ODOC Community Services Block Grant
Contract Number:	18806 CSBG 23
Federal Amount:	$236,730.00
Match Amount:	$0
Contract Amount:	$236,730.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	35.68
Grant Award Amount - This Action:	$236,730.00
Total Committed:	$236,730.00
Total Obligated:	$236,730.00
Source:	U.S. Department of Health and Human Services Community Services Block Grant Act of 1981, as amended. (42 USC§§9901, et seq.; P.L. 97-35, Title VI, Subtitle B). Catalog of Federal Domestic Assistance (CFDA) Number 93.569
Project Funding Period:	January 1, 2023 through September 30, 2024
Federal Award Period:	October 1, 2022 through September 30, 2024

Summary of Project

FY2023 Community Service Block Grant

Budget Summary

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

LIFT Community Action, Inc. CSBG-2023-LIFT CAA-00129

Contract Part I: 18806 CSBG 23

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT COMMUNITY ACTION AGENCY INC
Oklahoma Department of Commerce	209 N 4th St
900 North Stiles	Hugo, Oklahoma 74743
Oklahoma City, OK 73104-3234	
AGREEMENT COMPONENTS:	Part I - Summary and Signatures
	Part II - Terms and Conditions
	Certification Regarding Lobbying

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

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

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

Executed by:	Executed by:
LIFT COMMUNITY ACTION AGENCY INC	Oklahoma Department of Commerce
Sheree Ensley	
	Marshall Vogts
Signature of Authorized Official	Signature of Authorized ODOC Official
9/27/2023	6/6/2023
Date	Date

NeighborWorks® America
INVESTMENT AND GRANT FUNDS LETTER
September 18, 2023

Neighborhood Reinvestment Corporation, doing business as NeighborWorks® America ("NeighborWorks® America") hereby authorizes the award of the following grant funds payable to the NeighborWorks organization named below ("the NeighborWorks Organization"), pursuant to the terms and conditions stated in the *Investment and Grant Agreement*. These grant funds are federal funds.

LIFT COMMUNITY ACTION AGENCY, INC.

Unrestricted Grant Funds provided by this Investment and Grant Letter	$ 2,000.00
Restricted Until First Use grant funds provided by this Investment and Grant Letter	$ 0.00
Restricted Until Donor Release grant funds provided by this Investment and Grant Letter	$ 0.00
TOTAL	**$ 2,000.00**

The following terms and conditions shall govern the disbursement and expenditure of these Grant Funds:

Definitions.

a. ***"Restricted Until Donor Release"*** refers to grant funds held in perpetuity, used in accordance with the eligible purposes outlined at Section III to build assets for the NeighborWorks Organization and the community in which the NeighborWorks Organization operates. These funds are not to be used for non-capitalizable purposes such as paying day-to-day expenses of the NeighborWorks Organization. Under FASB ASU 2016-14, these funds are considered net assets with donor restrictions, invested in perpetuity. Previously, the NeighborWorks America Investment and Grant Agreement referred to these funds as "Permanently Restricted Capital Funds."

b. ***"Restricted Until First Use"*** refers to grant funds that are restricted until used in accordance with an eligible purpose outlined at Section III. These funds are not to be used for non-capitalizable purposes such as paying the day-to-day expenses of the NeighborWorks Organization. Under FASB ASU 2016-14, these funds are considered net assets with donor restrictions, subject to expenditure for a specified purpose (capitalizable real estate or lending activities).

c. **"*Unrestricted Grant Funds*"** are unrestricted in nature and used to further the NeighborWorks Organization mission, including non-capitalizable expenses. Under FASB ASU 2016-14, these funds are considered net assets without donor restriction. Previously, the NeighborWorks America Investment and Grant Agreement referred to these funds as "Expendable Grant Funds."

Federal Award Identification.

a. NeighborWorks Organization name: LIFT Community Action Agency, Inc.
b. NeighborWorks Organization PCode: 8251
c. Resource Opportunity: Network Supplemental Request Internal FY23
d. Application number(s): R-SUPINT-2023-73298
e. Award date: September 18, 2023
f. Amount of federal funds obligated by this *Investment and Grant Funds Letter*: $ 2,000.00

g. Federal award project description: *This grant is an award to carry out community development programming in accordance with the enabling legislation of the Neighborhood Reinvestment Corporation, P.L 95-557.*
h. Funding source: *Federal Appropriation*
i. Date of appropriation: *December 29, 2022*
j. Federal Public Law Number (PL#) and Name: *Public Law # 117-328; Name - US Department of Treasury, NeighborWorks America*
k. Is this award for R&D?: *This grant is not awarded for the purpose of Research and Development.*
l. Award type: *Fixed amount award (direct and indirect cost rates are not applicable).*

The NeighborWorks Organization must – consistent with Section II(D) of the *Investment and Grant Agreement* – comply with OMB's Uniform Guidance at 2 CFR 200, including with regards to disallowed costs. For guidance on financial accounting and reports, please refer to the *Investment and Grant Agreement* and the *Guidance for the Conduct of Audits*, posted on the Member Site.

Acceptance.

By accepting these grant funds (either through check endorsement, automated clearing house "ACH" deposit, or use of the funds in any manner), the NeighborWorks Organization agrees to comply with the terms and conditions stated in the *Investment and Grant Agreement* entered into by the NeighborWorks Organization and NeighborWorks America. This *Investment and Grant Funds Letter* presumes acceptance of the award subject to all terms and conditions stated here and in the *Investment and Grant Agreement*. Any conflicting terms, additional terms, or waivers of these terms proposed by the NeighborWorks Organization are rejected unless expressly agreed to in writing by NeighborWorks America.

Sincerely,

Kathryn Watts, Senior Vice President, Field Operations
Neighborhood Reinvestment Corporation, dba NeighborWorks® America

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 3 (1st Quarter):

Antlers Early Learning Center: $7,000

Idabel Early Learning Center: $7,000

Hugo Early Learning Center: $7,000

1st Quarter Total: $21,000

CNO Payment Remittance Advice

10/04/2023

From Payer	Choctaw Nation of Oklahoma 1802 Chukka Hina Durant Oklahoma US 74701	**Supplier or Party To Payee**	LIFT COMMUNITY ACTION AGENCY INC LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST Hugo OK US 74743

Remittance Detail

Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB10170021100123	477 ARPA STABIL. GRANT ANTLERS OCT. - DEC. 2023	10/01/2023	USD	7,000.00	0.00	0.00	7,000.00
AB10170023100123	477 ARPA STABIL. GRANT HUGO OCT.- DEC. 2023	10/01/2023	USD	7,000.00	0.00	0.00	7,000.00
AB10170024100123	477 ARPA STABIL. GRANT IDABEL OCT.- DEC. 2023	10/01/2023	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	21,000.00

NATIONAL HEALTHY START ASSOCIATION

SUB-RECEPIENT AGREEMENT

1. This contract is made and entered into between the National Healthy Start Association (NHSA) and Lift Community Action Agency, Lift Healthy Start hereafter referred to as Contractor. The term of this contract shall be from **June 1, 2023, to March 31, 2024.**

2. **ENGAGEMENT OF SERVICES:** NHSA hereby engages the Contractor, and the Contractor hereby accepts engagement, to perform the work set forth in the attached Scope of Work, which is incorporated by reference and made a part of this Agreement ("Services").

3. **COMPENSATION**: The Contractor shall be compensated for Services performed under this Agreement as detailed in the attached Scope of Work. Upon completion of the Services, any funds from the USDA grant not used to support the FAN project will be returned. Payment will be made 30 days after receipt and approval of invoices submitted every other month by *the Contractor*. **See SOW General Compensation and Reporting Requirement.**

4. **RELATIONSHIP**: Contractor relationship with NHSA is that of an independent contractor, and nothing in this Agreement is intended to, or shall be construed to, create a partnership, agency, joint venture, employment, or similar relationship. Neither party may speak nor act on behalf of the other, nor legally commit the other.

   Notwithstanding any terms or provisions contained in this Agreement to the contrary, NHSA and the Contractor agree that Contractor shall comply with the terms contained in **the Grant Terms and Conditions as agreed upon between USDA and NHSA, CFDA 10.902 Grant #** NR233A750012C003 **(the "Grant"), which are attached hereto as Attachment 1**. In the event of any inconsistency between the provisions of this agreement and USDA Grant, the USDA Grant shall control**. See Grant Terms and Conditions.**

5. **ASSIGNMENT:** Except as otherwise expressly provided herein, neither party may assign, transfer, or otherwise dispose of this Agreement to any other person, firm, organization, corporation, governmental body, or any other entity, absent the written agreement of both parties to this Agreement. Upon the agreement of both parties, permitting Contractor to assigns duties under this Agreement to other parties, Contractor is responsible for financial reimbursement to assigned other parties. In such event, Contractor remains responsible for the completion of the Services. Other parties the Contractor chooses to work with do not acquire any rights against NHSA.

6. **PROPERTY RIGHTS:** Upon termination of this Agreement for any reason, NHSA shall have the right, without further obligation to Contractor, to use the results of Services in any manner it deems appropriate, including, without limitation, editing, altering and revising the results of Services, as long as the original author is cited on all written materials and representations for work completed and submitted in conjunction with this project.

   Notwithstanding the forgoing, should the Services incorporate pre-existing materials owned by Contractor, Contractor shall retain all ownership rights to the materials, and NHSA shall have a perpetual, irrevocable, royalty-free license to utilize the pre-existing materials as incorporated in any work product or deliverable which may be developed as part of the Services ("Work Product").

   Without limiting the foregoing, NHSA shall have access to the Work Product at any time during the term of this

NATIONAL HEALTHY START ASSOCIATION

Agreement.

7. **CONFIDENTIALITY:** All NHSA information not available to the public, financial data, employee, client, and project information provided to the Contractor for purposes of providing Services under this Agreement shall be the property of NHSA. Such information is confidential and shall not be disclosed without prior written consent of NHSA. The Contractor agrees to keep confidential and privileged all information included in the FAN application, information provided by NHSA or produced by the FAN project and will not share with third parties without the written permission of the NHSA CEO. Breach of confidentiality are grounds for termination of contract.

8. **DISSEMINATION AND PUBLICATION**: Contractor agrees not to publish or disseminate any information resulting from any stage of the FAN work without prior written approval from the NHSA CEO. NHSA retains all rights, titles, data, research, reports, interests, and intellectual property produced as a result of the FAN Project.

9 **EXCLUDED PROVIDER REPRESENTATION AND WARRANTY**: NHSA and independent Contractor (or the "Parties") represent and warrant that they have not been, nor any employee, agent or representative participating under the terms of this Agreement are (i) currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f) (the "Federal healthcare programs"); (ii) convicted of a criminal offense related to the provision of health care items or services, but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal health care programs, and (iii) under investigation or otherwise aware of any circumstances which may result in being excluded from participation in any Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and each party shall immediately notify the other party of any change in the status of the representation and warranty set forth in this section. If either party becomes excluded from Federal health care program participation, this Agreement may be terminated immediately, for cause, by the other party. If any employee, agent or representative of either party becomes excluded from Federal health care program participation, such individual shall be removed from participating in this Agreement immediately. Failure by either party to remove such excluded individual immediately shall provide the other party the right to terminate this Agreement immediately for cause.

10 **TERMINATION:** NHSA may terminate this Agreement in the event of breach of Contractor's obligation under this Agreement. Termination of the Services by NHSA for cause, disqualification, loss of licenses to provide Services or upon fifteen (15) days prior written notice by NHSA. Contractor may terminate this Agreement in the event of breach of NHSA obligation under this Agreement, for cause, disqualification, loss of licenses to provide Services, or upon fifteen (15) days prior written notice by Contractor.

11 **MISCELLANEOUS:** This Agreement shall be governed by Maryland law where NHSA is incorporated.

12 **NOTICES:** Any notice required or permitted to be given to Contractor under this Agreement shall be sufficient if in writing, emailed or delivered to the mailing address provided by the Contractor.

13 **INDEMNIFICATION: :** To the maximum extent allowed by law, the parties will defend, indemnify and hold harmless one another and their respective and its directors, officers, employees, and agents (collectively, the "Indemnitees"), from and against any and all claims, losses, damages, suits, fees, judgments, costs and expenses (collectively referred to as "Claims"), including attorneys' fees incurred in responding to such Claims, that the Indemnitees may

NATIONAL HEALTHY START ASSOCIATION

suffer or incur arising out of or in connection with: (a) breach of warranty or damages due to the respective party's negligence or willful misconduct; (b) any allegation that the Indemnitees' use of any goods or services (including without limitation any Work Product) created for or provided to the respective party in connection with this Agreement constitutes an infringement, contributory infringement or violation of any patent, copyright, trade secret, trademark, or other third party intellectual property right or a misappropriation of a trade secret or other personal rights of a third party; (c) any breach by Contractor or NHSA of its: (i) confidentiality obligations; (ii) obligations to comply with laws; (iii) obligation to pay any compensation, fees, salary, bonuses, mandatory or fringe employee benefits, social security, taxes or other withholdings which are alleged to be owed in respect of any personnel or contractors of Contractor or NHSA (d) any personal injury (including death) or damage to property resulting from the respective party's personnel or its agents' acts or omissions; and (e) Contractor's introduction of any unauthorized material, including without limitation, a "computer virus" or other contaminant into the respective party's environment. The respective parties may settle, at their sole expense, any Claim for which the relevant party is responsible under this Section; such settlement shall not limit, unduly interfere, or otherwise adversely affect either Party's obligations under this Agreement or impose any additional liability or obligation on the affected Party. If NHSA is unable to the Services (including without limitation any Work Product) because of a Claim that such use constitutes an infringement, contributory infringement or violation of any patent, copyright, trade secret, trademark, or other third party intellectual property right, provided that such infringement, contributory infringement or violation of any patent, copyright, trade secret, trademark or other third party intellectual property right is not attributable to actions by NHSA, Contractor will, at its expense: (1) procure for NHSA the right to continue using such Services (including without limitation any Work Product) or (2) replace or modify such Services so that it becomes non-infringing. If neither option is available to Contractor through the use of commercially reasonable efforts, Contractor and NHSA will negotiate continued use of the Services by NHSA, and refund of fees paid for previous Services.

This Agreement is the sole and entire agreement between the parties relating to the Services provided by Lift Community Action Agency, Lift Healthy Start to NHSA, and supersedes all prior understandings, agreements, and documentation between the parties. This Agreement may be amended only by an instrument executed by the authorized representative of both parties. Every provision of this Agreement is intended to be severable. If any terms or provisions of this Agreement is illegal or invalid for any reason, the illegality or invalidity shall not affect the legality or validity of remainder of the Agreement and all other provisions of the Agreement shall remain in full force and effect. This Agreement shall be interpreted in accordance with the substantive law of the Commonwealth of Maryland.

In **WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed and delivered as the date and year stated below. The undersigned individuals represent and warrant that they are expressly and duly authorized by their respective entities or agencies to execute this Agreement and to legally bind their respective entities or agencies as set forth in this Agreement.

Attachments included in the Agreement:

- **Grant terms and conditions**
- **Scope of Work**
- **Project Budget**
- **Budget justification**

NATIONAL HEALTHY START ASSOCIATION

	Lift Community Action Agency, Lift Healthy Start
_____	RPorter
Signature	Signature
Deborah L. Frazier, CEO	Rebecca Porter
Name and Title	Name and Title
_____	8/3/23
Date	Date

INVOICE

Organization Name: LIFT CAA Healthy Start
Organization Address: 209 N 4th Hugo Oklahoma 7

CURRENT BILLING PERIOD: 6/1/2023 to 7/31/2023
INVOICE DATE: 8/3/20
INOICE # 1

Bill To:
National Healthy Start Association (NHSA)

Attn: Deborah Frazier
Awilson@nationalhealthystart.org

For: Food and Nutrition (FAN) Better Health Leadership Training Institute

Budget Period: 6/1/2023 to 3/31/2024

DESCRIPTION				
Per Contract	**Current Period**	**Project to Date**	**Total Budget**	**Remaining Budget**
Salaries	0		0	0
Meetings	0		0	0
Supplies	2200.00	2200.00	8800.00	6600.00
Collaborative Partners	300.00	300.00	1200.00	900.00
Other Expenditures	0	0	0	0
TOTAL DUE	2500.0C	2500.0C	10000.C	7500.00

Certification:
I certify that our books, records, and documents are sufficient to certify the nature and extent of all direct and indirect costs incurred in the performance of the Assigned Work, as required by the Subrecipient Agreement and state and federal law.

Signature: Title

Make all checks payable to:
If you have any questions concerning this invoice, contact:

LIFT Community Action Agency,

Inc. LIFT CAA Transit

Title VI Program

Date filed with ODOT Transit Division Programs:

(August 30th, 2023)

Table of Contents

A. Introduction 1
B. Agency Information 2
C. Notice to the Public 5
D. Procedure for Filing a Title VI Complaint 6
E. Monitoring Title VI Complaints, Investigations, Lawsuits *and* Documenting Evidence of Agency Staff Title VI Training 8
F. Public Participation Plan 9
G. Language Assistance Plan 13
H. Advisory Bodies 18
I. Subrecipient Assistance 19
J. Subrecipient Monitoring 20
K. Equity Analysis of Facilities 21
L. System-Wide Service Standards and Policies 23
ATTACHMENTS 24
Attachment 1 – Agency Information ..... a
Attachment 2 – Title VI Complaint Form ..... b
Attachment 3 - Title VI Self-Survey Form c

A. Introduction

LIFT Community Action Agency, Inc.'s Transit Program agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq*., and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

LIFT Community Action Agency, Inc.'s Transit Program assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. **LIFT Community Action Agency, Inc.'s Transit** Program further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

LIFT Community Action Agency, Inc.'s Transit Program meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including **LIFT CAA Transit** and its third-party contractors by promoting actions that:

A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.

B. Identify and address, as appropriate, disproportionally high and adverse effects of programs and activities on minority populations and low-income populations.

C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.

D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.

E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

B. Agency Information

1. Mission of LIFT COMMUNITY Action Agency, Inc.

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

2. History of LIFT CAA Transit Program

LIFT CAA Transit is a rural public transportation system that was established by LIFT Community Action Agency, Inc. in 1983. Public demand/response routes operate Monday through Friday within the city limits of Hugo, Antlers, Broken Bow, Clayton and Idabel. These routes operate from 8:00 a.m. to 4:30 p.m. LIFT CAA Transit's fleet of vehicles include mini-vans, center- aisle buses and multi-function school activity buses. These vehicles are assigned to the five dispatch locations within the three counties according to the number of employees staffed and the trip volume generated from the respective location. Ninety-two percent (92%) of the overall fleet is ADA accessible.

LIFT Transit currently has 15 full-time drivers and 1 part-time driver. With office and support staff, there is a total of 26 employees within the transit program. A percentage of full-time drivers receive training to obtain a CDL license. Training for all transit employees includes drug and alcohol misuse/abuse, defensive driving, CPR/First Aid and Passenger Assistance and Sensitivity Awareness.

LIFT Transit continues to provide service for eligible Medicaid recipients who are able to access non-emergency medical transportation through the program called Sooner Ride. LIFT Transit also continues a partnership with the Department of Human Services to assist eligible TANF clients with transportation to and from educational facilities and/or work sites.

Communications are accomplished through the use of two-way radios and cellular phones. Toll-free numbers are available for contact with the Hugo, Idabel, and Antlers offices. Customers activate our transit service by contacting the call center located in their area. The dispatcher enters the request onto a daily call log and then dispatches the call to the available driver.

Customers utilize the services of LIFT CAA Transit for a variety of reasons. Some use the service for recreational purposes such as shopping or social gatherings. Others gain access to employment or medical treatment locally or to more distant points. Another group depends on our services for connections to the urban areas.

The fact that so many different kinds of people use our transit services shows the diversity and flexibility we have developed over the years. We plan for future growth by retaining experienced personnel and replacing the aging units in our vehicle fleet. We continue to explore options for expanding existing routes and developing new routes.

3. Regional Profile (regional population; growth projection)

Total Population

A total of 56,310 people live in the 4,016.68 square mile report area defined for this assessment according to the U.S. Census Bureau American Community Survey 2017-21 5-year estimates. The population density for this area, estimated at 14 persons per square mile, is less than the national average population density of 93 persons per square mile.

Report Area	Total Population	Total Land Area (Square Miles)	Population Density (Per Square Mile)
Report Location	56,310	4,016.68	14
Choctaw County, OK	14,307	770.38	19
McCurtain County, OK	31,112	1,850.77	17
Pushmataha County, OK	10,891	1,395.54	8
Oklahoma	3,948,136	68,596.51	58
United States	329,725,481	3,533,041.03	93

As can be seen from the table above, there are a total of 56,310 individuals living within the LIFT CAA Transit service area. The entire service area encompasses more than 4000 square miles.

4. Population served (in relation to regional population)

The population served by the LIFT CAA Transit program for local on-demand rides includes the City of Hugo in Choctaw County, the Cities of Idabel and Broken Bow in McCurtain County and the Cities of Antlers and Clayton in Pushmataha county.

The population for these communities are:

- 4,973 – Hugo
- 6,732– Idabel
- 4,103 – Broken Bow
- 2203– Antlers
- 639 – Clayton

The total population to be served through local on-demand response is 18,470 or 33% of the overall service area population.

5. Service area

Local on-demand service area includes the Cities of Hugo (Choctaw County); Idabel and Broken Bow (McCurtain County); Antlers and Clayton (Pushmataha County).

Map and Description of Service Area

LIFT Community Action Agency, Inc.

Primary Service Counties (Oklahoma): Choctaw County, McCurtain County, Pushmataha County



6. Governing body make-up (include terms of office)

LIFT CAA's Tri-partite Governing Board is comprised of 27 members. The makeup includes equal representation from three sectors which include nine Public, nine Private and nine low-income representatives. Board members seats are up for renewal every three years with the exception of officers which must change every three years. The officer positions include Chair, Vice Chair and Secretary/Treasurer. Board members must reside in the county from which they represent.

C. Notice to the Public

NOTIFYING the PUBLIC of RIGHTS UNDER TITLE VI

LIFT Community Action Agency, Inc. Transit

- The **LIFT Community Action Agency, Inc.'s Transit** Program operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **LIFT Community Action Agency, Inc.'s Transit** Program For more information on the **LIFT Community Action Agency, Inc.'s Transit** Program civil rights program, and procedures to file a complaint, contact 580-326-8176, (TDD/TTY #7-1-1); email jeannie.mcmillin@liftca.org ; or visit our administrative office at 209 N. 4th Street, Hugo, OK. 74743
- A complainant may file a complaint directly with the Oklahoma Department of Transportation by filing a complaint with the Civil Rights Division, Attention: Civil Rights Division Manager, 200 NE 21st Street, Room 1C5, Oklahoma City, OK 73105-3204.

Si necesita información en otro idioma, por favor contacte
Dawn McDaniel@ 580-326-3351

The Title VI Notice to the Public on how/where to file a complaint is located on every active transit vehicle in LIFT CAA's Transit fleet. The procedures and form is also accessible on the agency's website. Title VI Rights and the process for filing a complaint is also posted at each of the four dispatch locations (Hugo, Antlers, Idabel and Broken Bow Oklahoma). More information as well as the actual procedures and form are located on the following pages.

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of **LIFT Community Action Agency, Inc.** programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by **LIFT Community Action Agency, Inc.** may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form (see sample below).** Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website www.liftca.org and in public areas of our agency.

You may download the **LIFT Community Action Agency, Inc.** Title VI Complaint Form at https://liftca.org/wp-content/uploads/2021/10/Title-VI-Complaint-Procedures-and-Form-pdf-fillable.pdf or request a copy by writing to **LIFT Community Action Agency, Inc. 209 N 4th Street, Hugo, OK. 74743**. Information on how to file a Title VI complaint may also be obtained by calling **LIFT CAA at 580-326-8176 or 580-326-3351**.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to:

LIFT Community Action Agency, Inc.
Rebecca Porter, Executive Director
209 N 4th Street
Hugo, OK. 74743

COMPLAINT ACCEPTANCE: **LIFT Community Action Agency, Inc.** will process complaints that are complete.

Once a completed Title VI Complaint Form is received, **LIFT Community Action Agency, Inc** will review it to determine **LIFT Community Action Agency, Inc.** has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by **LIFT Community Action Agency, Inc**.

INVESTIGATIONS: **LIFT Community Action Agency, Inc.** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, LIFT CAA's **Title VI Coordinator, Jeannie McMillin** may contact the complainant.

Unless a longer period is specified by the **Title VI Coordinator**, the complainant will have ten (10) days from the date of the letter to send requested information to **LIFT Community Action Agency, Inc.** investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with **LIFT Community Action Agency Inc.'s** determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. **LIFT Community Action Agency, Inc.** will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, **LIFT Community Action Agency, Inc.** will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact **Jeannie McMillin, Transit Director** at **209 N. 4th Street, Hugo, OK. 74743** or at **580-326-8176.**

E. Monitoring Title VI Complaints, Investigations, Lawsuits *and* Documenting Evidence of Agency Staff Title VI Training

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in **LIFT Community Action Agency's Transit Program** complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

Agency Title VI Complaint Log

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

Documenting Evidence of Agency Staff Title VI Training

LIFT Community Action Agency's Transit Program staff is given Title VI training, and agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees and program applicants?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

F. Public Participation Plan

Goal

The goal of the Public Participation Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency's mission, establishes goals, and approves the budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency, and are encouraged to be active in the agency's public participation process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Employers
- Partner agencies

Elements of the Public Participation Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

1. **Public Notice**
    a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.
2. **Public Engagement Process/Outreach Efforts:**
    a. Public meetings
    b. Open houses
    c. Rider forums
    d. Rider outreach
    e. Public hearings
    f. Focus groups
    g. Surveys
    h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

    Events such as public meetings and/or open houses are held at schools, churches, libraries and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.
3. **Public Comment**
    a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
    b. Comments are accepted through various means:
        i. Dedicated email address.
        ii. Website.
        iii. Regular mail.
        iv. Forms using survey tool for compilation.
        v. Videotaping.
        vi. Phone calls to Customer Service Center [phone]
4. **Response to Public Input**

    All public comments are provided to the Board of Directors prior to decision making. A publicly available summary report is compiled, including all individual comments.

Title VI Outreach Best Practices

LIFT Community Action Agency, Inc. Transit Program ensures all outreach strategies, communications and public involvement efforts comply with Title VI. **LIFT Community Action Agency, Inc. Transit Program** Public Participation Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced

communication tactics, **LIFT Community Action Agency, Inc. Transit Program** provides the following:

a. Public notices published in non-English publications (if available).
b. Title VI non-discrimination notice on agency's website.
c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

2023-2026 Title VI Program Public Participation Process

LIFT Community Action Agency, Inc. Transit Program has conducted a Public Participation Process for the 2023-2026 Title VI Program. This process includes Community Meetings to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

LIFT Community Action Agency, Inc. Transit Program has provided briefings to the Board of Directors and Advisory Bodies.

LIFT Community Action Agency, Inc. Transit Program has conducted a 30 day public comment period to provide opportunities for feedback on the 2023-2026 Title VI Program.

Comments are accepted during the public outreach period via:

a. Email
b. Mail
c. Phone
d. In person
e. Survey tool ***(agency option)***

Summary of 2023-2026 Public Outreach Efforts

1. Planning and Development - Describe how your organization will involve or has involved the public in the planning and development of the rural public transportation program.

PUBLIC INVOLVEMENT
Three public forums were held in March, 2023. These meetings were held at locations in all three counties of operation. The first public forum was held at Antlers, OK (Pushmataha County) on March 21, 2023 at 10:00 a.m. The second public forum was held in Idabel, OK (McCurtain County) on March 22, 2023 at 10:00 a.m. The third public forum was held in Hugo, OK (Choctaw County) on March 23, 2022 at 10:00 a.m. Notices were sent to social service organizations prior to the meeting dates. Fliers were passed out to the general public prior to each meeting. Free transportation was provided for any public residents who wished to attend. Invitations were also extended to the tribal organizations in the areas of operation.

Invitations were also sent to the Department of Humans Services staff. No one but LIFT Transit staff attended the meetings.

2. Public Notices - Which process will your agency use to afford the public an opportunity to comment on your transit services? *(Please select one only)*

☒ Publish legal notices ☐ Hold Public Hearings

Include dates and locations

a. Provide the Proofs of Publications as attachments to this application.

3. Public Forums – Provide a short narrative of your agency's plans to hold at least two public/open forums during the program year, include dates and locations.

PUBLIC FORUMS
We will hold two virtual public forums within the program year. The first virtual forum will be held in January, 2024 and the second one will be held in April, 2024.

G. Language Assistance Plan

LIFT Community Action Agency, Inc. Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address **LIFT Community Action Agency, Inc.'s** responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English

Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Service Area Description:

Local on-demand service area includes the Cities of Hugo (Choctaw County); Idabel and Broken Bow (McCurtain County); Antlers and Clayton (Pushmataha County).

LIFT Community Action Agency, Inc. has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by **LIFT Community Action Agency, Inc.**. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, **LIFT Community Action Agency, Inc.** undertook the **four-factor LEP analysis** which considers the following factors:

Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the **LIFT Community Action Agency, Inc.** service area are proficient in the English language. Based on 2010 Census data, **[9.3%]** of the population five years of age and older speak English "less than very well" – a definition of limited English proficiency

	LEP Population in TRANSIT AGENCY Service Area						
Population 5 years and over by language spoken at home and ability to speak English	**Antlers, Ok**	**Clayton OK**	**Broken Bow Oklahoma**	**Hugo, Oklahoma**	**Idabel, Oklahoma**	**Service Area Total**	**Percentage of Population 5 Years and Older**
TOTAL Population	2203	639	4103	4973	6732	18,650	
Population 5 Years and Over	2157	578	3910	4758	6250	17,653	95%
Speak English "less than very well"	0%	0.7%	4.1%	.9%	3.7%	9.40%	
Spanish	31	5	215	152	353	756	.04%
Speak English "less than very well"	1.4%	.9%	1.3%	.9%	2%	6.5%	
Other Indo-European	12	0	0	14	112	138	.01%
Speak English "less than very well"	0%	0%	0%	0%	.1%	.1%	
Asian and Pacific Island	11	4	209	0	133	357	.02%
Speak English "less than very well"	0.5%	.7%	2.9%	0%	1.6%	5.70%	
All Other	31	4	76	61	46	218	.01%
Speak English "less than very well"	0%	.7%	1.9%	0%	0%	2.60%	

2. Frequency of Contact by LEP Persons with **LIFT Community Action Agency, Inc.** Transit Services:

The **LIFT Community Action Agency, Inc. Transit** staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, **LIFT Community Action Agency, Inc. Transit** has, on average**, no requests** for an interpreter. **LIFT Community Action Agency, Inc. Transit** averages 3,680 phone calls per month.

LEP Staff Survey Form

LIFT Community Action Agency, Inc. is studying the language assistance needs of its riders so that we can better communicate with them if needed.

1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them?

   DAILY WEEKLY MONTHLY LESS THAN MONTHLY

2. What languages do these passengers speak?
3. What languages (other than English) do you understand or speak?
4. Would you be willing to serve as a translator when needed?

Frequency of Contact with LEP Persons	
Frequency	**Language Spoken by LEP Persons**
Daily	
Weekly	
Monthly	
Less frequently than monthly	

3. The importance of programs, activities or services provided by **LIFT Community Action Agency, Inc.** to LEP persons:

Outreach activities, summarized in **LIFT Community Action Agency, Inc.'s** Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain under-standing of the needs of the LEP population, and the manner (if at all) needs are addressed.

Outside Organization LEP Survey

Organization: _____

1. What language assistance needs are encountered?
2. What languages are spoken by persons with language assistance needs?
3. What language assistance efforts are you undertaking to assist persons with language assistance needs?

4. When necessary, can we use these services?

4. <u>The resources available to **LIFT Community Action Agency, Inc.** and overall cost to provide LEP assistance</u>:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, translators can be provided.
2. Language identification flashcards.
3. Written translations of vital documents (identified via safe harbor provision)
4. One-on-one assistance through outreach efforts.
5. Website information.
6. To the extent feasible, assign bilingual staff for community events, public hearings and Board of Directors meetings and on the customer service phone lines.

<u>As applicable</u>: Based on our demographic analysis (Factor 1) **LIFT Community Action Agency, Inc.** has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated "vital documents" by language group(s).

LIFT Community Action Agency, Inc. will provide assistance and direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to **LIFT Community Action Agency, Inc.** staff:

1. Information on **LIFT Community Action Agency, Inc.** Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of **LIFT Community Action Agency, Inc.'s** Title VI Plan requirement.

LIFT Community Action Agency, Inc. will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the **LIFT Community Action Agency, Inc.** service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.

5. Determine whether **LIFT Community Action Agency, Inc.** financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether **LIFT Community Action Agency, Inc.** has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning **LIFT Community Action Agency, Inc.'s** failure to meet the needs of LEP individual.

LIFT CAA POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

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

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

LIFT Community Action Agency, Inc. will conduct a regular review of the language access needs of our client population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

LIFT Community Action Agency, Inc. will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at www.lep.gov) or posters to determine the language. In addition, when records are kept of past interactions with clients/residents or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

Dawn McDaniel, Human Resources Director, 580-326-3351 is responsible for:
(a) Maintaining an accurate and current list showing interpreter services including technology;

Dawn McDaniel will assist in operating the online translation program in order to communicate with individuals who have limited English proficiency.
Dawn McDaniel
209 N. 4th St.
Hugo, Oklahoma 74743
580-326-3351

8:00 AM to 12:00 PM, 12:30 PM to 4:30 PM
http://translate.google.com/

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

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

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

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

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

Children and other clients will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

(a) When translation of vital documents is needed, LIFT Community Action Agency, Inc. will submit documents for translation into frequently-encountered languages to http://translate.google.com/ **.** Original documents being submitted for translation will be in final form with updated and accurate information.

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

(c) LIFT Community Action Agency, Inc. may set benchmarks for translation of vital documents into additional languages over time.

4. PROVIDING NOTICE TO LEP PERSONS

LIFT Community Action Agency, Inc. will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. This will be done by translating this document using http://translate.google.com/ left click "…..translate a document" as needed. At a minimum, notices/signs will be posted at main points of entry and at location bulletin boards.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

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

H. Advisory Bodies

Table Depicting Membership of Committees, Councils, By Race

Advisory Body	Caucasian	Latino	African American	Asian American	Native American	Total
LIFT Governing Board of Directors (27 Members (1 vacancy)	15	1	4	1	5	100% (96% of seats filled as of August 30, 2023)

Description of efforts made to encourage minority participation on committees:

LIFT Community Action Agency, Inc.

Description of established procedures for low-income individuals and their representatives, or low-income organizations that consider themselves to be inadequately represented on the Board, to petition for adequate representation:

Representation of the Low-Income Sector of LIFT Community Action Agency, Inc.'s By-laws describes the overall process for low-income representation including the procedures for individuals/organizations that consider themselves to be inadequately represented on the board and how to petition for adequate representation. Below is an excerpt from the agency bylaws addressing this topic:

> *In the event that a community organization or representative group of the low-income, including, but not limited to, the minority low-income, the elderly low-income or the rural low-income, feel themselves inadequately represented on the Board, they may petition for adequate representation on the Board by following the procedure hereinafter set out.*

A low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the Board may submit a petition for representation to the Chairman who shall present the petition to the Directors at the next Board meeting. In the case of unincorporated organizations or interests, the petition must be signed by at least 25 individuals, unless the Chairman determines that it is appropriate to waive this requirement in a particular case. The petitioning individual or organization shall be given an opportunity to be heard at a meeting of the Board, upon such reasonable terms as the Directors shall determine. A written statement of the Board's action on the petition shall be provided to the petitioning individual or group and a copy of the statement shall be sent to the appropriate government funding sources as required by law or procedure in effect from time to time. Should it decide to provide representation to the petitioning organization or interest, the Board shall take any actions necessary to provide that representation while ensuring that the Board's composition meets the requirements of the federal Community Services Block Grant Act and any other applicable laws or regulations.

I. Subrecipient Assistance

Subrecipient Assistance -= This is not applicable to LIFT CAA Transit Program

OPTION A

LIFT Community Action Agency, Inc. Transit Program does not have any subrecipients.

OPTION B

Primary recipients should provide subrecipients:

- Sample public notices, Title VI complaint procedures, and the recipient's Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient.
- Direction regarding obtaining demographic information of population served by subrecipients.
- Technical assistance.
- Reviews of Title VI Programs; follow-up as necessary.

J. Subrecipient Monitoring

Subrecipient Monitoring – Not Applicable as LIFT CAA Transit Program does not have any subrecipients.

OPTION A

LIFT Community Action Agency, Inc. Transit Program does not have any subrecipients.

OPTION B

Primary recipients must monitor subrecipients.

- Non-compliant subrecipient means primary recipient is also non-compliant.

Primary recipients shall:

- Document process for ensuring all subrecipients are complying with the general and specific requirements.
- Collect and review subrecipients' Title VI Programs.
- At FTA's request, the primary recipient shall request that subrecipients who provide transportation services verify that their level and quality of service is equitably provided.

K. Equity Analysis of Facilities

OPTION A

LIFT Community Action Agency, Inc. has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

OPTION B1

LIFT Community Action Agency, Inc. performed an equity analysis of [a new facility] [new facilities] per Title VI regulations.

LIFT Community Action Agency, Inc. developed demographic data and mapped minority/ low-income levels as a proportion to overall population. Similarly, **LIFT Community Action Agency, Inc.** mapped current locations of residences and businesses in the proposed facilities locations.

Demographic data and mapping
Guidance may be obtained from regional Metropolitan Planning Organization.

Regarding the location of applicable projects, no persons were displaced from their residences and/or businesses on the basis of race, color, or national origin.

OPTION B2

LIFT Community Action Agency, Inc. performed an equity analysis of **[a new facility] [new facilities]** per Title VI regulations.

LIFT Community Action Agency, Inc. developed demographic data and mapped minority/low-income levels as a proportion to overall population. Similarly, **LIFT Community Action Agency, Inc.** mapped current locations of residences and businesses in the proposed facilities locations.

Demographic data and mapping
Guidance may be obtained from regional Metropolitan Planning Organization.

Regarding the location of applicable projects, the "two-test" exercise was conducted and it was determined that the facility [facilities] could proceed, despite disparate impact, due to a "substantial legitimate justification" to meet a goal that is integral to the agency's institutional mission. In addition, no comparable effective alternative location(s) would result in less disparate impact.

For Fixed Route Transit Providers

(The remaining two chapters apply to all fixed route providers, including those that do not meet volume threshold)

L. System-Wide Service Standards and Policies

Template for System-Wide Service Standards (1. 2. 3. 4.)

is presented in detail in

FTA Circular 4702.1B, Appendix G.

Template for System-Wide Service Policies (1. 2.)

is presented in detail in FTA Circular 4702.1B Appendix H.

ATTACHMENTS

Attachment 1 – Agency Information

LIFT CAA Transit is a rural public transportation system that was established by LIFT Community Action Agency, Inc. in 1983. Public demand/response routes operate Monday through Friday within the city limits of Hugo, Antlers, Broken Bow, Clayton and Idabel. These routes operate from 8:00 a.m. to 4:30 p.m. LIFT CAA Transit's fleet of vehicles include mini-vans, center- aisle buses and multi-function school activity buses. These vehicles are assigned to the five dispatch locations within the three counties according to the number of employees staffed and the trip volume generated from the respective location. Ninety-two percent (92%) of the overall fleet is ADA accessible.

Map and Description of Service Area

LIFT Community Action Agency, Inc.

Primary Service Counties (Oklahoma): Choctaw County, McCurtain County, Pushmataha County



Governing body make-up (include terms of office)

LIFT CAA's Tri-partite Governing Board is comprised of 27 members. The makeup includes equal representation from three sectors which include nine Public, nine Private and nine low-income representatives. Board members seats are up for renewal every three years with the exception of officers which must change every three years. The officer positions include Chair, Vice Chair and Secretary/Treasurer. Board members must reside in the county from which they represent.

Attachment 2 - Title VI Complaint Form

Title VI Complaint Procedures

LIFT Transit

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by LIFT Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. LIFT Transit investigates complaints received no more than 180 days after the alleged incident. LIFT Transit will process complaints that are complete.

Once the complaint is received, LIFT Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

LIFT Transit has 60 days to investigate the complaint. If more information is needed to resolve the case, LIFT Transit may contact the complainant. The complainant has 7 business days from the date of the letter to send requested information to the transit director. If the transit director is not contacted by the complainant or does not receive the additional information within 7 business days, LIFT Transit can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the transit director reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, D.C. 20590.

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

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

LIFT Community Action Agency, Inc.
dba LIFT Transit
Attn: Jeannie McMillin, Transit Director
209 North 4th Street, Hugo, OK 74743
(580) 326-8176

Please print clearly:

Name:

Address:

City, State, Zip Code:

Telephone Number: home cell

Person discriminated against:

Address of person discriminated against:

City, State, Zip Code:

Please check off why you believe the discrimination occurred:

- ☐ Race or color
- ☐ National origin
- ☐ Income
- ☐ Other

What was the date of the alleged discrimination?

Where did the alleged discrimination take place?

Please describe the circumstances as you saw it:

Please list any and all witness' names and telephone numbers:

What type of corrective action would you like to see taken?

Please attach documents you have which support the allegation.

Date and sign this form and send it to the LIFT Transit Director (address listed on page 1)

_____
Your Signature

_____
Print Your Name

_____
Date

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

Attachment 3 - Title VI Self-Survey Form

TITLE VI SELF-SURVEY		
Name of Program:		
Date Filed with ODOT/Transit Programs Division:		
Survey Date:		
Period Covered:		
A. Summary of complaints:		
B. Number of complaints for the period:		
C. Number of complaints voluntarily unresolved:		
D. Number of complaints currently unresolved:		
E. Attach a summary of any type of complaint and provide:		
• Name of complainant:		
• Race:		
• Allegation:		
• Findings:		
• Corrective Action:		
• Identify any policy/procedure changes made as a result of the complaint:		
• Provide the date history: *(date complaint received through resolution)*		
Distribution of Title VI Information		
1. Are new employees made aware of the Title VI responsibilities pertaining to their specific duties?	YES _____	NO _____

2. Do new employees receive this information via employee orientation?	YES _____	NO _____
3. Is Title VI information provided to all employees and program applicants?	YES _____	NO _____
4. Is Title VI information prominently displayed in the organization and on relevant program materials?	YES _____	NO _____
5. Identify any improvements you have implemented since the last self-survey to support Title VI communication to employees and program applicants:		
6. Identify any improvements you plan to implement before the next self-survey to support Title VI communication to employees and program applicants:		
7. Identify any problems encountered with Title VI compliance, and discuss possible remedies:		
Signature:		
Title:		
Date:		

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

BOARD OF DIRECTORS 2024 MEETING DATES

DATE	LOCATION	TIME
January 9, 2024	1005 South 5th St. Hugo, OK	10:00 AM
February 13, 2024	1005 South 5th St. Hugo, OK	10:00 AM
March 12, 2024	1005 South 5th St. Hugo, OK	10:00 AM
April 9, 2024	1005 South 5th St. Hugo, OK	10:00 AM
May 14, 2024	1005 South 5th St. Hugo, OK	10:00 AM
June 11, 2024	1005 South 5th St. Hugo, OK	10:00 AM
July 9, 2024	1005 South 5th St. Hugo, OK	10:00 AM
August 13, 2024	1005 South 5th St. Hugo, OK	10:00 AM
September 10, 2024	1005 South 5th St. Hugo, OK	10:00 AM
October 8, 2024	1005 South 5th St. Hugo, OK	10:00 AM
November 12, 2024	1005 South 5th St. Hugo, OK	10:00 AM
December 10, 2024	1005 South 5th St. Hugo, OK	10:00 AM

_____ _____

Rebecca Reynolds, Executive Director Date

Filed at the office of the clerk at_____AM/PM on_____

Signed:_____ _____

County Clerk Date

KELLOGG & SOVEREIGN CONSULTING

Professional E-Rate Management Services – Fee Schedule
Little Dixie C.A.A. Head Start, Hugo, OK

Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2024-25

This letter is to confirm that **Little Dixie C.A.A. Head Start** will exercise the renewal option as stated on the April 2022 Master Services Agreement, "Term of this agreement shall be effective from date of execution of this agreement through June 30, 2023, with up to four (4) subsequent twelve-month renewals subject to mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification".

☑ **1st Auto renewal, FUNDING YEAR: 2024-2025**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR Three Percent (3%) of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2024 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2024 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2024 (07/01/2024-06/30/2025)

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	$4,513.60	January 2024
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	$850.00	March 2024
	Pre and Post Funding for C2 Services	3% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2023 – JUNE 30, 2024

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	**Check YES to request**
Annual cost $ 1,570.00 – billed January 2024 OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at $175/hour	☐ **YES** ☐ **NO**

Payment terms are net 30 days. Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

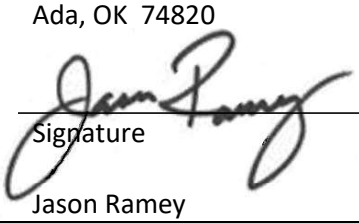
K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee ECF funding will be received as a result of this contractual agreement.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR: **Little Dixie C.A.A. Head Start** 209 N. 4th Hugo , OK 74743	FOR: **Kellogg & Sovereign Consulting** 1400 Hoppe Blvd, Suite D Ada, OK 74820
Signature	 Signature
Printed Name	Jason Ramey Printed Name
Title	CEO Title
Date	April 12, 2023 Date

POLICY COUNCIL
OPERATING PROCEDURES

ARTICLE I
NAME

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

ARTICLE II
PURPOSE

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

1. Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures 642 (c)(2)(D)(i)-(vii)

   (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
   (ii) Program recruitment, selection, and enrollment priorities.
   (ii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
   iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
   (v) Bylaws for the operation of the policy council.
   (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
   (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
   (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

2. Serve as a link to the Parent Committees, grantees, public and private organizations, and the communities they serve.
3. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start, EHS-CC and Head Start, and to encourage their participation in the program.

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

ARTICLE III
MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV
OFFICERS

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

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

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

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

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

Section V: Vice-Chairperson

The vice-chairperson shall perform the following duties:

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

Section VI: Secretary

The secretary shall perform the following duties:

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

Section VII: Minutes

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

ARTICLE V
Committees

Section I

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

Section II

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

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

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

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

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

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

ARTICLE VI
Policy Council Meetings

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

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

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

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

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

ARTICLE VII
Amendments

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

IMPASSE POLICY

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

1. Hiring or dismissing the Head Start/EHS/EHS-CC Director and/or Staff member(s);

2. Preparing request for funds and proposed work programs prior to submission to the Administration for Children and Families (ACF); and

3. Making major changes in budget and work programs while the program is in operation.

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

Governing Board/Policy Council
Conflict Resolution/Impasse Procedure

A. Impasse occurs when the Grantee Board of Directors proposes one or more of the following and the Policy Council does not approve at a scheduled Policy Council meeting:

1. Establish goals of program and develop ways to meet them within Administration for Children and Families (ACF) Guidelines.

2. Determine delegate agencies and areas in the community in which Head Start/EHS/EHS-CC programs will operate.

3. Develop plans to use all available community resources in the program.

4. Establish criteria for selection of children within applicable laws and ACF guidelines.

5. Determine the composition of the appropriate Policy Council and the method for setting it up.

6. Determine what services should be provided from the Central Office.

7. Determine the Head Start/EHS/EHS-CC personnel policies for grantee agency.

8. Hire or dismiss the Head Start/EHS/EHS-CC Director and/or any staff member.

9. Prepare request for funds and proposed work program prior to sending to ACF.

10. Make major changes in budget and work program while program is in operation.

11. Make major changes in budget and work program while program is in operation.

12. Provide information needed for pre-review to ACF.

B. Impasse occurs when the Policy Council proposes the above mentioned items and the Grantee Board does not agree by the time of the next regularly scheduled Board meeting. The Policy Council is afforded an equal and reciprocal opportunity to initiate all impasse procedures.

C. Impasse occurs when the Policy Council establishes a method of hearing and resolving community complaints about the program and the Grantee Board does not agree by the time of the next regularly scheduled Policy Council meeting.

Preliminary Procedures

1. After informal discussions, if the Grantee Board believes the Policy Council will not approve a decision and the Grantee Board wish to formalize the approval process, they should notify the Policy Council in writing. The notice shall contain a statement of the reasons in support of the proposed decision or action.

2. Within 10 days after receipt of the notice, the Policy Council shall hold a special meeting for consideration of the Grantee Board proposed decision or action.

3. Immediately after the special meeting, the Policy Council shall notify the Grantee Board in writing of its approval or disapproval of the proposed decision or action. If the notice is of disapproval, it shall contain a statement of the reason.

4. In the event of a disapproval, and if the Grantee Board desires further consideration of the matter, they shall initiate a meeting with the Policy Council for the purpose of attempting to resolve their differences.

5. If, after these efforts, the Grantee Board and Policy Council are unable to reach agreement, a conference committee will be convened consisting of two members from each body for purpose of resolving the differences.

6. If, after these efforts, the Grantee Board and the Policy Council are unable to reach agreement, the proposed decision or action shall not be taken; in that case, the Grantee Board must invoke the arbitration procedures if it is unable to abide by the decision of the Policy Council.

Arbitration Procedure

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

1. Arbitration Panel Composition

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

2. Notice or Arbitration

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

   (A) A statement of the issue on which the Grantee Board and the Policy Council are at impasse.

   b. The name and address of the person the Grantee Board has designated as a member of the arbitration panel.

   c. A request that the Policy Council designate a member of the arbitration panel within fourteen (14) days of the receipt of the notice and instruct him/her to communicate immediately with the person designated by the Grantee Board for the purpose of selecting the third member of the panel; and,

   d. The Grantee Board shall send a copy of the notice to the Head Start Regional Office.

3. Failure to Designate Arbiter

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

4. Preliminary Matters

   a. The Arbitration Panel shall schedule the arbitration hearing within a reasonable time but not more than 20 days after the designation of a third arbiter.

   b. The hearing shall be held in the locality of the Head Start agency, but not at the agency, at a place fixed by the Arbitration Panel with consideration for the convenience of the parties.

   c. The Grantee Board and the Policy Council are the parties to the arbitration hearing.

   d. The Grantee Board shall assume any expenses entailed by the arbitration and, together with the Policy Council, shall provide clerical and other support as needed, to be shared equally.

5. Proceedings

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

   The proceedings of the arbitration panel shall consist of:

   a. Oral presentation of the Policy Council's position, including minority views, if there are any.

   b. Oral presentations of the Grantee Board's position, including minority views, if there are any.

   c. Response by both parties to such questions as the panel wishes to ask.

   d. Informal cross examination of each party by the other, within the limits allowed by the panel.

   e. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel

   f. If the panel needs additional material such as budget statements, Head Start regulations or other materials of that nature, the Grantee Board has the duty to provide the panel with such documents. The policy Council may also present similar materials if it so desires.

6. Standard of Conduct

   a. Both parties are obligated to act in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall be reported to the Regional Office and shall result in a default judgment against the party guilty of it.

   b. Refusal to comply with directions, continued use of delaying tactics by any person at the hearing, or other obstructive tactics shall constitute grounds for immediate exclusion of such person from the hearing by the chairperson.

   c. Any decision on compromise reached must adhere to all appropriate Federal regulations and policies regarding the administration and operation of the Head Start program.

7. Compromise

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

8. Post hearing Procedures and Decisions

   a. The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meeting. Copies shall be sent promptly to the grantee, the Policy Council, the Regional Office, the Grantee Board and the Executive Director.

   b. The final decision shall be binding on both parties and there shall be no appeal.

AGENCY IMPASSE POLICY STATEMENT

Name:_____Grantee Agency

Name:_____Grantee Agency Executive Director

Chairperson_____Governing Board

Chairperson_____Policy Council

	Governing Board	Policy Council
Members:	_____	_____
	_____	_____
	_____	_____

Step One - Negotiation

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

Step Two - Mediation

The voluntary mediation of the impasse issue.

Step Three - Arbitration

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

Board Members Signatures	Governing Board	Policy Council
	_____	_____
	_____	_____
	_____	_____

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Building Better Communities Through Effective Nonprofits

RECRUITING & RETAINING TRIPARTITE BOARDS

Jerry Wright
Director of Consulting
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(405) 463-6886, ext. 214

Tripartite Board Defined

U.S. Code Title 42, Chapter 106, Section 9910

- 1/3 elected officials (or, 1/3 appointive public officials or their representatives)
- 1/3 persons democratically chosen, representative of low-income individuals and families in the neighborhood served
- 1/3 business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served
  - Block grants

Board Matrix

- Public officials (representatives)
- Low-income individuals & families
  (... in the neighborhood)
- Business, industry, labor, religious, law enforcement, education, others



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Background

Since 1968, local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies.

Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.



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Roles & Responsibilities of a Tripartite Board

Tripartite boards "fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities."



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Uniqueness of Tripartite Boards

- Diverse group from the community
- Different opinions about solutions
- Need for "healthy conflict"
- Difficulty in finding the needed diversity



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Commonalities with every other Board of Directors

- Fiduciary responsibilities
- Community impact
- Casting vision and measuring program outcomes
- Needed rotation of board members



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Govern = To Steer

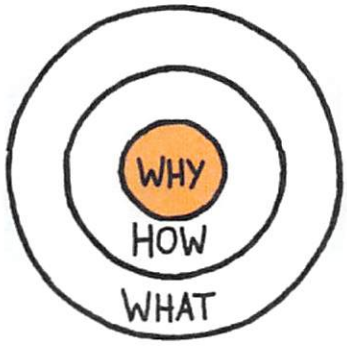
The board is the legal guardian of the organization and is responsible for the organization's current and future welfare.

Governance is the board's legal authority to exercise power and authority over an organization on behalf of the community it serves.



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Your Mission: to make a difference in someone's life or in the world



What
Every organization on the planet knows WHAT they do. These are products they sell or the services they offer.

How
Some organizations know HOW they do it. These are the things that make them special or set them apart from their competition.

Why
Very few organizations know WHY they do what they do. WHY is not about making money. That is a result. It's a purpose, cause, or belief. It's the very reason your organization exists.

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Legal Duties

01 Duty of Care
Care for the organization the way a "normally prudent person" would care for another, like power of attorney. Know what is going on.

02 Duty of Loyalty
Remain loyal to the mission. Keep the interests of the organization first and support the decisions made by the board. Monitor conflicts of interest.

03 Duty of Obedience
Honor all laws: federal, state, and those you set for yourself in your bylaws.

04 Duty of Transparency
Conduct business "in the light" and make 990s publically available. Publish an annual report and clear channels for the public to contact your organization.

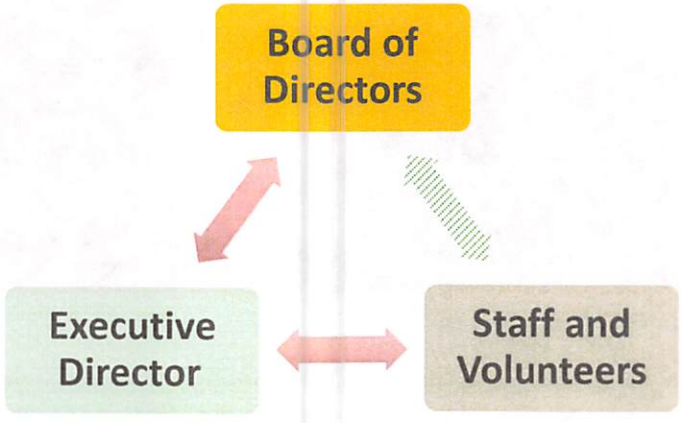
Board members must exercise care in all dealings, including the careful oversight of the financial matters, reading of minutes, and decisions that are of concern to the organization. The mission is bigger than any individual member's interest in the success of the mission. Obedience to the organization's central purposes must guide all decisions.

Boards Manage Two Things

- Themselves
- The Executive Director

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Leadership in a Nonprofit



"Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence."

– Harvard Business School quoted by Cheryl Sandburg, *Lean In.*

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Tasks of a Board

PLANNING

- Mission, vision & values
- Strategic planning
- Budget
- Desired results

MONITORING

- Financial status – approve budget, ensure resources, audit
- Salary scale and review
- Evaluation – program logic model

BOARD GOV. & POLICY

- Executive oversight
- Board recruitment
- Policies for the org & the board
- Bylaws

FUNDRAISING & EXTERNAL RELATIONS

- Ambassador & Advocate
- Asker
- Giver – a charitable gift that is a stretch gift for you

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Board Member Recruitment



Board Member Prospects

What skills and characteristics are you looking for in board members?

Board Matrix

How would this tool aid your recruitment focus?

Recruitment Strategy

What bases do you cover well? Which base could you spend more time on?

Engagement

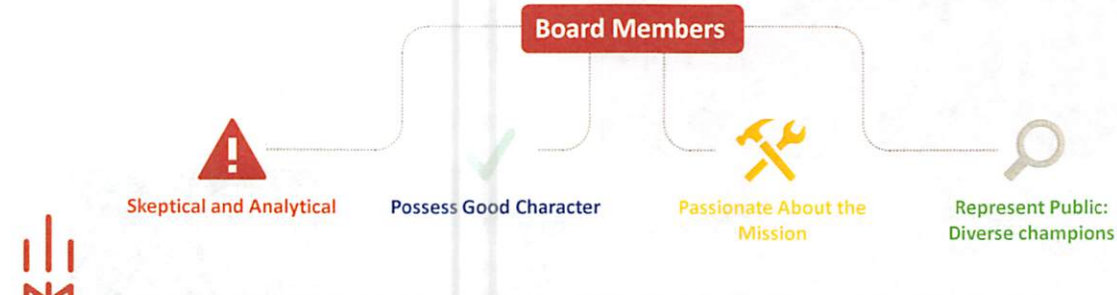
What should be on your board member letter of engagement? Who monitors and holds members accountable?

Involve Board Members

Give board members opportunity to "walk the walk." Make it easy.

4 Essential Characteristics

For Board Members



Board members must ask the questions that ensure that the public's investment is being used to support the mission. They should possess good character: dependable, reliable, considerate, attentive, loyal, patient. **Board work is always done as a team**, so it's very important that the members work together well. Members should be passionate about the mission, even if they are personally connected to the leaders of the organization, which is what helps them stay engaged in tough times and care about the outcomes. They represent the diversity in the public and are champions of the organization in the community.

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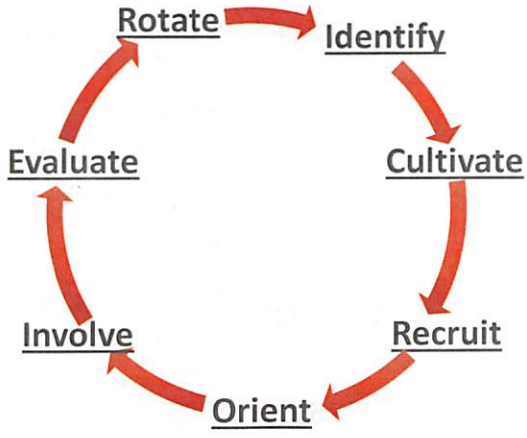
Keeping A Good Board

The Care and Feeding of a High-Functioning Board



Care for your board by caring for the members by being intentional about their preparation for service and engagement throughout the year. **Strong boards don't just happen**, they take careful development. Governance and executive committees can provide the management of the board's structure and development.

Board Recruiting Cycle



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Identify

- Use a Board Grid to create strategy
- Collect names from Board Members, Executive Director

Board of Directors' Matrix

Skills and Experience	John Connelly	Ivan Cubeta	Gail Crook Barnett	Dominic D'Addezio	Thomas P Haynes	Edward De Raffele	Robert Brown	Anne Dunn	Scott Ward	Luther Hajek	Thomas Kemper	Irene Marsden	Arthur Sarnoff	Hugh Short	Gordon Thiessen
Financial Services															
Senior Executive															
CEO/CFO															
Legal															
Information Technology															
Marketing															
Government/Public Sector															
Other For Profit Directorships															
Financially Knowledgeable															
Financial Expert															
Large Corporation															
Multi-Country Asia															

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Materials to Share with Potential Board Members

- Annual reports and Bylaws
- Brochures
- Board rosters
- Newsletters
- Publications and programs list
- Schedule of board meetings
- Annual calendar
- Roles and responsibilities of the board
- Expectations of board members
- Brief written history of the organization
- Current case statement
- Committee job descriptions
- Schedules of committee meetings
- Recent press clippings
- Website information



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Orientation: Tell Your 3 Stories

- Past Story
  - History of the organization: Mission and Vision
  - Major Milestones, accomplishments, struggles, victories
  - 1-5 yr trends
- Present Story
  - Current staff and programs
  - Financial reports, bylaws, organizational structure, minutes from last meeting, roles and responsibilities of board members
  - Property and facilities
- Future Story
  - Growth projections
  - Strategic Plan



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Orientation Check-list

- When do you have your orientation?
- What has worked for your organization?
- How do you tell the 3 stories?
- How do you use technology (digital stories, videos)?
- What could you add to strengthen your orientation?
- Is it a one-time event? Or something that stretches all year?



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Engaging Board Members

- Be prepared to devote time, attention to new board members and be honest in discussing the issues.
- Use good facilitation: adopt guidelines for healthy conflict, invite differences of opinion in meetings.
- Engage new members in meaningful activities based on their skills, talents, and interests.
- Develop effective communication processes for quick information dissemination and responses.



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Evaluation

- Formal Tools:
  - Individual Self-Assessments
  - Board Surveys
  - Evaluations for meetings
- Informal Tools:
  - Conversation
  - Small-group discussion/conversation
  - Feedback in any form: email, written, verbal

"Look to the future. Turn what has been done into a better path. If you are a leader, the question must always be: how will we be better for it?"
-- Wilma ManKiller, first woman chief of the Cherokee Nation.



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Rotate

"There is a need to recognize the importance of nonprofits to the vitality of the community in which they operate and to recognize the importance of effective boards to these nonprofits. Nonprofits themselves, and their boards, must assist this process by rethinking old assumptions about who should or could serve effectively on their boards and about how people can be identified, developed, and recruited."

- Benjamin R. Shute, Corporate Secretary, Rockefeller Brothers Fund.



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Removing an Ineffective Board Member

- Term Limits
- Personal Intervention
- Removal or Impeachment



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Questions?

Oklahoma Center for Nonprofits

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Category One: Consumer Input and Involvement

1.1 The organization demonstrates low-income individuals' participation in its activities.

A. Guidance on the Definition and Intent of the Standard

This standard is meant to ensure that CAAs fulfill the mission of CSBG as outlined in the CSBG Reauthorization Act with regards to Maximum Feasible Participation. Section 672(D) points out that a CAA will achieve its goals through the "*maximum participation of residents of low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities.*" Community Action understands that in order for low-income people to become self-sufficient, they must have the resources to build their connections and relationships that support self-sufficiency. This is why Goal 3 of the Six National Goals calls for low-income people to own a stake in their community, where they feel empowered to address the roots of poverty in their neighborhood. Inclusion in the activities of the CAA to offer a range of services and community revitalization efforts would help build the social network of low-income individuals in order to reach empowerment and self-sufficiency. CSBG Information Memorandum 82 specifically outlines the recruitment and participation of low-income individuals and families as well as their representatives in order to ensure that the voices of those currently living in the geographic service area are heard throughout the development, planning, implementation, and evaluation process.

There are additional reasons this standard was included in the CSBG Organizational Standards. This Standard helps ensure:

- **Continued focus on maximum feasible participation.** The intention of this standard is to go beyond involvement of low-income people and their representatives on the Board of Directors to include them in a wider range of organizational activities. The voice of low-income people should be represented in the role of governance, daily programming activities, and other processes such as strategic planning and the community assessment. This could include the engagement of low-income community members on advisory bodies, councils, and in volunteer service. By demonstrating broad participation in activities, agencies around the country will empower low-income residents to be personally self-sufficient and build sustainable communities.
- **Clear understanding of the needs and resources that exist in the community.** Through the inclusion of low-income people in organizational activities, the knowledge and experience of living in the local community and understanding the issues of poverty will aid the assessment and planning processes of the organization to analyze and address the causes and conditions of poverty more efficiently and effectively.

B. Guidance on Compliance and Documentation

The review team should always begin the process of documenting compliance with the Organizational Standards by reviewing all available guidance from the State CSBG Lead Agency on the interpretation of the standard and required documentation. The review team should also review any State requirements for the involvement of low-income individuals in organizational activities. Participation of the low-income community is at the foundation of a Community Action Agency, thus review would not be at a single point in time but continually evaluated. Participation numbers and outputs could be collected on an annual basis, but many CAAs collect this information on a quarterly or monthly basis. Specific issues the review team should consider that may affect compliance with Standard 1.1 include:

- **The agency *serves* the low-income community but does not engage low-income individuals in its activities.** It is important to note that providing services to low-income people does not qualify as including low-income individuals in agency activities. Low-income individuals can participate in the development of services, in the needs assessment process, offer assistance for events, or serve on advisory bodies, to name a few options, but receipt of services alone does not meet the intention of the Standard.
- **Low-income participation in agency activities is limited to representatives of the low-income community.** While the CSBG Act allows for representatives of low-income people to serve on the governing board, if an agency utilizes this option then board service could not be utilized for compliance with this standard. An agency would need to document low-income participation in some other capacity. If an agency had actual low-income individuals as part of their tripartite board structure, then this standard would be met. However, the recommendation is for additional involvement of low-income people beyond board service, which might include opportunities such as volunteering or serving on an advisory body.
- **Demonstration of low-income participation in the past, but not current participation.** The intention of this standard is to have ongoing participation of low-income people in the agency's activities. Low-income involvement in a one-time organizational activity such as a fundraiser or community meeting would supplement other documentation, but the intent of the Standard is to show the involvement of low-income individuals in numerous and preferably long term agency activities. While the State CSBG Lead Agency will have to determine the timeframe that is required to demonstrate participation, agencies should document the participation of the low-income community in its current or recent activities wherever possible.

There are a number of types of documentation that an agency could utilize to demonstrate participation of low-income individuals in organizational activities that include:

- Participation lists, group documents, and minutes from agency advisory bodies;
- Volunteer recruitment materials, and tracking/sign-in documents or accompanying forms
- Board recruitment documents, including solicitation materials, and final board membership list;
- Board minutes documenting conversations about recruitment and the involvement of low-income individuals in activities;

Source: Community Action Partnership
Technical Assistance Guide - Category 1 Consumer Input & Involvement

C. Beyond Compliance: Benchmarking Organizational Performance

In assessing how well an agency involves low-income individuals in its activities, it is important to look at organizational processes in general as well as the specific level of involvement. Agencies can look to other organizations in their community that serve low-income neighborhoods and other CAAs in the region or state to identify promising practices. Other questions to consider in assessing how well the agency implements this standard include:

- **Does the agency have a clear strategy for recruiting low-income individuals to the Board of Directors?** Low-income representation on the board of a CAA is foundational to the CSBG Act and aligned with the goal of maximum feasible participation. Having a clearly outlined strategy or policy to reach out to low-income community members for recruitment onto the board will ensure that representation is achieved. Specifically, soliciting low-income individuals in the geographic service area of the agency would further allow for the local voice to be heard. Keeping track of solicitation and recruitment efforts over time may also be helpful in documenting these efforts and monitoring success of various methods.
- **Does the agency directly engage the low-income community in opportunities for agency participation?** Ideally, an agency would advertise opportunities for regularly volunteering with program activities in its low-income geographic service area. The best method is through relationship building with groups and organizations in low-income communities at community events and gatherings where low-income community members are present. In order to reach a wider range of local low-income individuals and families, multiple methods of advertisement may need to be utilized – including online advertisements, mailings, flyers, notices to current and past clients, and social media and website announcements. With this broad strategy, the agency is giving ample opportunity for diverse participation of low-income people in activities of the agency year-round.
- **Does the agency leverage its programs to encourage participation by its customers?** An agency can recruit its customers to participate in its activities through such methods as: scheduling focus groups to gather feedback on services, organizing a group of Head Start parents to serve as volunteers, or recruiting customers to serve on committees and advisory bodies.
- **Does the agency provide capacity-building support to low-income community members?** The intention behind involving low-income individuals in the activities and planning efforts of the agency is to build the social capital of individuals to have the resources to become self-sufficient. Providing opportunities for low-income individuals to attend trainings, facilitate meetings, build relationships with staff and diverse stakeholders in the community builds the leadership skills and social network of the individual.

Source: Community Action Partnership
Technical Assistance Guide - Category 1 Consumer Input & Involvement

Item U

CUSTOMER SATISFACTION

Lift Community Action Agency

JULY- SEPTEMBER 2023

What is the Customer Satisfaction Survey?

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



CUSTOMER QUOTES

VERY INFORMATIVE-GOOD INTERACTION WITH TEAM

PROFESSIONALISM, EFFICIENT, FRIENDLY AND PERSONNEL

THE MEN WERE VERY PROFESSIONAL AND KIND THEY WORKED VERY HARD.

Satisfaction Level

100%

SATISFIED

Surveys Completed

31 surveys

Demographics

21 FEMALE

10 MALE

3%	AFRICAN AMERICAN
77%	CAUCASAIN
13%	AMERICAN INDIAN
7%	OTHER

31-50	32%
18 - 30	19%
51 - 65	26%
66 ABOVE	23%

Counties Represented

Choctaw County	26%
McCurtain County	16%
Pushmataha County	42%
Other	16%

Programs Represented

26% APARTMENTS

23% EMERGENCY ASSISTANCE

12% OTHER

39% HOUSING

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

September 19, 2023
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, September 19, 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 10:35 a.m. by Darla Galyon, HS/EHS/EHS-CC Director in the absence of the chairperson. A quorum was met. Members present were Tonya Cheatwood; Clayton II, Kiley Acker; Hugo II, Lindsey Kent; Idabel III, Allie Blake Williams; Soper II, Consuelo Splawn and Clinton Crawley, Community Representatives.

HS/EHS/EHS-CC staff present included: Darla Galyon, HS/EHS/EHS-CC Director; Jordan Mack, HS/EHS/EHS-CC Assistant Director; Mattie McKee, HS/EHS/EHS-CC Assistant Director; Ronda Spear, Health Assistant Specialist; Lauren Barger, Nutrition Specialist; Johonna House, Nutrition Assistant; 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; and Tori Williams, Health Specialist

Consideration, Discussion and Vote to Accept the minutes from the August 15, 2023: Copies of the minutes were provided to the council for review. Lindsey Kent made a motion to approve the minutes as written, and Clinton Crawley seconded the motion. The motion carried.

Presentation of Certificates for 2022-2023 Policy Council Members: Darla Galyon, HS/EHS/EHS-CC Director thanked the members for their dedication and presented each with a Certificate of Appreciation.

Presentation of Certificate for 2022-2023 Chairperson: The chairperson was not in attendance and her certificate will be mailed to her. Darla Galyon, HS/EHS/EHS-CC Director thanked the outgoing Policy Council Chairperson for her dedication for the 2022-2023 school year.

Consideration and Vote to accept new Policy Council members for 2023-2024 school year as recommended by each Center Parent Committee to replace existing Policy Council Members: Lindsey Kent made a motion to accept and Tonya Cheatwood seconded the motion. The motion carried.

2023-2024 Policy Council Members present were: Amber Bacon; Boswell I, Teaha Crow; Boswell II, Key'Osha Jones; Cabbage Patch, Dixie Hurlburt; Horace Mann II, Titeuna Mitchell; Horace Mann III, Kaytlin Carter; Hugo II, Kiley Acker; Hugo IV, Harli Phillips; Hugo ELC, Lindsey Kent; Idabel III, Amber Moose; Valliant, Patsy Guess, Consuelo Splawn and Clinton Crawley; Community Representatives.

Nomination and Election of the following officers: Policy Council Chairperson, Vice-Chairperson and Secretary for the 2023-2024 School Year: Darla Galyon, HS/EHS/EHS-CC Director explained the roles and responsibilities of each position and then asked for nominations/volunteers: Lindsey Kent, Representative from Idabel III volunteered for Chairperson. Key'Osha Jones, Representative from Cabbage Patch volunteered for Vice-Chairperson. Titeuna Mitchell Representative from Horace Mann III and Amber Moose Representative from Valliant I volunteered for Secretary. There was vote for the Secretary Position and Titeuna Mitchell received the majority of votes and with that Clinton Crawley made a motion to approve Lindsey Kent and Key'Osha Jones as the 2023-2024 Policy Council Chairperson and Vic-Chairperson. Motion carried. Teayha Crow made a motion to approve Titeuna Mitchell as the Secretary and Lindsey Kent seconded the motion. The motion carried.

Consideration and Vote to keep as is or change Policy Council Meeting Date/Times for the 2023-2024 School year: After reviewing and discussing the 2023-2024 School Calendars a motion was made by Lindsey Kent to keep the Policy Council meeting dates/times the same with the exception of no meeting at this time is scheduled for December 2023, but could later be scheduled if needed, Clinton Crawley seconded the motion. The motion was carried.

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

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Petrina Henson-Antlers I & II Substitute, Summaer McCary-Substitute, Karla Roberts-Substitute, LaJuan Austin-Idabel Head Start Bus Monitor/Janitor, Hellen Kirkpatrick-Substitute, Marlen Aguero-Substitute, Tammie Fewell from Antlers I Teacher to Antlers I Substitute, Rhonda Mack from Antlers II Teacher Aide to Antlers I Teacher, Courtesy Watson from Brokne Bow ELC Substitute to Broken Bow Head Start Special Needs Aide, Kaycee Moore from Substitute to Forest Grove I Teacher Aide, Whitney Bills from Hugo EHS Caregiver to OECP Family Advocate, Ceara Sales from Hugo ELC Caregiver to Hugo EHS Caregiver, and Heather Provence from Hugo EHS Cook to Hugo EHS Caregiver, 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. Lindsey Kent made a motion to approve and Amber Bacon seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Submittal of the SFY 2024 CAA State Appropriated Head Start Funds Application to Oklahoma Department of Commerce in the amount of $83,602: Darla Galyon, HS/EHS/EHS-CC Director explained to the council that these funds go toward Head Start/Early Head Start Teacher Salaries and is a supplement grant for the programs. Harli Phillips made a motion to approve submittal and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Submittal of the Head Start/Early Head Start Child and Adult Care Food Program (CACFP) Application to Oklahoma Dept. of Education in the amount of $626,691.33: Darla Galyon, HS/EHS/EHS-CC Director explained to the council 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 program. Lindsey Kent made a motion to approve submittal and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion, and Vote to approve the Submittal of the Head Start/Early Head Start Revised Carryover Requests for Head Start/Early Head Start and Early Head Start-Child Care Programs: Darla Galyon, HS/EHS/EHS-CC Program Director first provided status updates on the Carryover Applications submitted for the programs. She also explained that in the original Carryover Applications, Retention Incentives were proposed to complement existing practices to stabilize the HS/EHS/EHS-CC workforce, promote recruitment, and help maintain consistency of staffing. Following issuance of guidance regarding competitive bonuses and other retention practices from the Office of Head Start, program leadership developed a formal policy for such expenses. Unfortunately, due to the timing of the agency's approval of the Staff Wellness, Retention, and Incentive Compensation Policy, the proposed Retention Incentives were unallowable under the Carryover applications as the original program funding was received prior to approval of the policy. Therefore, it will be necessary to submit new applications to carry over the funding originally intended for staff Retention Incentives, which equates to $189,405 for Head Start, $40,595 for Early Head Start, and $90,656 for EHS-Child Care. This funding will instead be proposed to provide for staff salary increases, center and playground supplies/resources, and staff wellness and retention supports. Patsy Guess made a motion to approve submittal and it was seconded by Harli Phillips to approve the revised Carryover Requests as presented for the Head Start/Early Head Start and Early Head Start-Child Care Programs. Motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of the Oklahoma Early Childhood Program (OECP) Grant Award (Year 18: 7/1/23 – 6/30/24) from Community Action Project (CAP) of Tulsa County, Inc. in the amount of $181,239.68 (Match: $90,812.94): Darla Galyon, HS/EHS/EHS-CC Director stated that the Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT Community Action Agency's Early Head Start and Early Head Start-CC Programs. This grant provides the agency's birth to

age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards. Lindsey Kent made a motion to approve and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of the American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 9, Head Start/Early Head Start) from OKDHS in the amount of $681,000: Mattie McKee, HS/EHS/EHS-CC Assistant Director explained what this grant entails and what the money can be used for in the final cycle. Harli Phillips made a motion to approve and Teayah Crow seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Update to the 2018-2023 HS/EHS/EHS-CC Strategic Plan: Jordan Mack, HS/EHS-CC Assistant Director provided copies and an overview of the Strategic Plan. Mrs. Mack shared with the council the process in developing the plan, it is a 5-year plan, and how the goals were set and time line in which the goals are to be completed. Goals have been completed and new goals have been added to replace those completed. Harli Phillips made a motion to approve and Patsy Guess seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve 2023-2024 Head Start/Early Head Start Training and Technical Assistance Plan: Mattie McKee, HS/EHS/EHS-CC Assistant Director provided a copy of the plan along with an overview on how the plan was developed stating that items on the plan are required training for all HS/EHS/EHS-CC staff. Teayah Crow made a motion to approve and Titeuna Mitchell seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Darla Galyon (HS/EHS/EHS-CC Program Director) and Mattie McKee (HS/EHS/EHS-CC Asst. Director) as the E-Rate Purchasing Agents for the 2023-2024 School Year: Mattie McKee explained what E-Rate is and what the E-Rate funds are used for. Mrs. McKee stated that this authorization for E-Rate allows herself and Darla Galyon to be the Purchasing Agents and sign forms and to make changes where needed. Harli Phillips made a motion to approve and Patsy Guess seconded the motion. The motion carried.

Discussion Concerning Compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness: Mattie McKee, HS/EHS/EHS-CC Assistant Director presented information on CIPA and Internet safety and filtering software required by E-Rate within Head Start/EHS/EHS-CC Classrooms.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed July, 2023 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the July, 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. Harli Phillips made a motion to accept and Clinton Crawley seconded the motion. The motion carried.

Presentation of August, 2023 Financial Statements and Credit Card Distribution Reports: Darla Galyon provided a copy and overview of the August, 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 October 17, 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, 9/19/2023 258 children have been enrolled in the Head Start classrooms. Head Start was not in session in July, therefore there is no attendance report. Early Head Start currently has 42 children enrolled and attendance for July, 2023 was 78.4%. Early Head Start-CC currently has 115 children enrolled and attendance for July, 2023 was 84.6%. 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 September 12, 2023 and gave an overview of the agenda, which was attached for review and that all HS/EHS/EHS-CC items were approved.

Data Analysis-Jordan Mack- Jordan Mack gave an overview of the data assessed for August, 2023.

USDA Meals and Snack Report-Lauren Barger, Lauren Barger, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for August, 2023.

OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.

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

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

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

Volunteers to serve on Finance Committee, HSAC, FCPAC & School Readiness Committee-Darla Galyon, Tori Williams, Taryn Creasman & Susie Mashburn: Darla Galyon explained to the council the function of each committee, the duties they would have and how often each committee meets. She then asked for volunteers to serve on the committees. The following members volunteered to serve on the committees:

Finance Committee
Amber Moose
Harli Phillips
Lindsey Kent
Titeuna Mitchell
Clinton Crawley

Health Services Advisory Committee
Harli Phillips
Amber Moose
Titeuna Mitchell
Key'Osha Jones

Family & Community Engagement Committee
Harli Phillips
Amber Moose

School Readiness
Harli Phillips
Amber Moose

Titeuna Mitchell
Key'Osha Jones

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

There being no other business to come before the board, Harli Phillips made a motion to adjourn and Amber Moose seconded the motion. The motion carried and the meeting ended at 12:11 p.m.

_____

Lindsey Kent-Chairperson
Key'Osha Jones-Vice-Chairperson
Titeuna Mitchell-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: October 2, 2023

Name of Person being nominated for Employee of the Month: Kayla Lemons

Name of Person submitting the nomination: Teresa Phelps

X	Is a hard worker	No matter what I asked or the agency has asked of her has she not done
X	Respects others	It is a very rare sight to see Kayla in a bad mood or have a negative about someone
X	Is on time	Is here every day on time and sometimes stays over to help me if needed
X	Is organized	Kayla has her area organized and clean that was one thing the health inspector touched on
X	Keeps a positive attitude	Sometimes I go into the kitchen to see her for reassurrence when its a rough day
X	Encourages other people	Yes very positive easy to talk to gives new perspective on situations
X	Is willing to help others	Always ready to help out in anyway she can
X	Makes a good first impression	Yes when she is introduced to our parents at enrollments everyone just likes her
X	Follows all workplace rules	Yes sometimes has to remind me that we can't stand on that to hang anything
X	Uses resources wisely	Yes that are available to her
X	Has good work attendance	Here everyday very rarely calls out
X	Represents the agency well	Oh yes so excited to get her LIFT shirts and wears them all the time
X	Is a loyal employee	Most definitely for everything she has done-YES
X	Handles crisis well	She rolls with whatever goes on and we get through it
X	Goes above and beyond the call of duty	OH YES please read below
X	Works well with others (team player)	Always very very positive

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 Helps me with my wild decorations and ideas for my class

x Likes to learn new things Kayla is open to whatever is thrown at her

x Is a good listener When I need to bounce an idea off her she is very attentive and gives great feed back

x Communicates well Yes interacts with the class during meals and kids just love her

x Dependable Is always here has hardly called in at all

x Respectful, considerate of others I have yet to see her rude to anybody inside or outside the classroom

x Safety conscious Yes

x Good problem solving skills Yes always looking how to make this easier going between two centers

x Other Just an amazing person

x Other Very happy, positive, helpful, and energentic

x Other Amazing

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

Kayla was a parent of one of my students 4 years ago and is now going on her 2nd year with me as a Cook. It can be hard being a new Cook but she does well and has taken on the duty of a second center and does an amazing job. Kayla has never complained about cooking for our center and for the Valliant center. Kayla prepares their breakfast, runs it to them and comes back to make our breakfast and then starts lunch and does the process all over again. On certain days she has has to go back to the Valliant center to do their cleaning due to not enough staff. Kayla is just such a hard worker, steps into the classroom and helps anywhere that is needed, will run my eom paperwork to the office, and she does it all with such a positive attitude which is amazing. Our agency is truly blessed to have an employee who goes way above her duties to help out, I know I am truly blessed to have her as a coworker and now as a friend. I truly believe she deserves this.

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
October 2023

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of September there were 43 children, age birth to 3, that were provided services in the Early Head Start centers and 98 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 256 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 September, the nutrition team participated in a CACFP virtual boot camp webinar this month, where we learned about food groups and component breakdowns, the training was very knowledgeable. We are looking to fill HEHS, Valliant HS and Broken Broken Bow 3 cook positions. 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. We are ending our fiscal year for the CACFP this month. We are starting to get things ready to start our CACFP kitchen checks come October.

Health

During the month of September 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. Two CPR classes were held. We continue to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus on a daily basis. 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. Went to a Child Plus training last week and found out some new info that I will be implementing throughout the year.

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 September, the Professional Development Specialist is very pleased to announce that four staff members attained their goal of acquiring their Child Development Associate Credential. The staff worked very hard and diligently to obtain their CDA, which is a nationally recognized credential.

The Professional Development Specialist scheduled CPR/First Aid class taught by LIFT CPR Instructors Tori Williams/Taryn Creasman/Ronda Spear, where five 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 three newly hired LIFT HS/EHS/EHS-CC 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 September.

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.

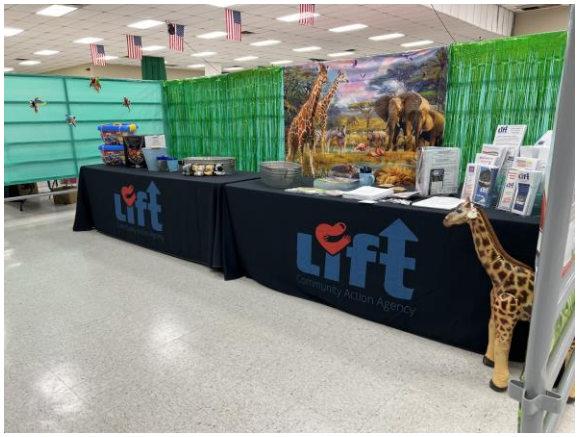
Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level. In the month of July, seven students have completed transition activities.

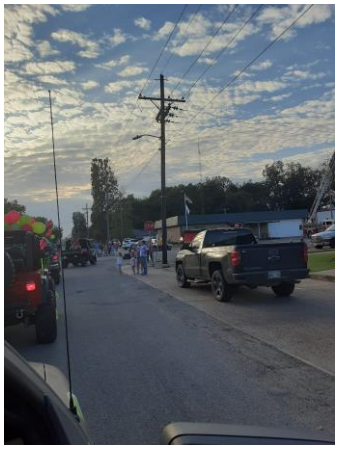
Recruitment/Outreach

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

- **Safe Kids Car Seat Event**
    - Provided each car that attended the event a Parent Information Bag. It included information over Head Start, Early Head Start and Early Head Start-Child Care.
    - 

- **Choctaw County Fair**
    - Our LIFT CAA administration set up a booth at the Choctaw County Fair. Our program signed up for a timeslot to allow us to engage with the community. Information about Head Start, Early Head Start and Early Head Start- Child Care was provided, along with flyers recruiting possible applicants for our available positions.

- 

- **Rattan Rodeo Parade-Pushmataha County**
  - Rhonda Mack, our Antlers Head Start teacher, participated in the Rattan Rodeo Parade to promote our program.
- **Watermelon Festival Parade- McCurtain County**
  - The Town of Valliant holds an annual Watermelon Festival and a parade each year. We participated in the parade to promote all three of our programs.
  - 
- **Provided Angie's with additional kid menus**
  - Updated and revamped our info area on the kid menu
  - 

- **LIFT Healthy Start Infant Mortality Awareness Walk**
  - Provided promotional materials at the event.
- **Local High School Football programs**
  - We continue to be featured 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. These ads will be featured throughout the football season.

- **Community Involvement**
  - Attended monthly coalition/partner meetings to discuss local events and learn about resources in our community
- **Help Me Grow Newsletter**
  - Email blast for September newsletter
  - 

- **Updated regarding LIFT Head Start/Early Head Start Facebook Page**
  - We are experiencing technical difficulties with our Facebook page. This is one of the main tools we use to spread information and awareness about our program. Unfortunately, we are still waiting for assistance from Facebook to resolve the situation. We are currently utilizing our Help Me Grow Oklahoma Facebook page and the LIFT Community Action Agency main Facebook page to continue to market our program.
- **Help Me Grow Facebook Page**
  - Flyer posted promoting all programs



    - 19 shares
    - Post Impressions: 3,508
    - Post Reach: 3,444
    - Engagement: 168

        - This post also had 11 shares on the LIFT Community Action Agency main Facebook page.
    - Flyer posted promoting available jobs
        - 

        - 24 shares
        - Post Impressions: 3,488
        - Post Reach: 3,099
        - Engagement: 363
        - This post also had 29 shares on the LIFT Community Action Agency main Facebook page.
    - The overall September data for the Help Me Grow Oklahoma Facebook page:
        - 15 new page likes
        - Facebook Reach: 6,068
        - We will be working to increase activity on this page and build our following.
- **September Radio Ad:**
    - Attention: Choctaw, McCurtain and Pushmataha Counties! It's not too late to submit your application for Head Start, Early Head Start or Head Start ChildcareOur mission is to help prepare children to be kindergarten-ready! Full day, pre-school 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

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 button** on each ECLKC page to see its Spanish translation.

News from OHS

- First National Center to Support Mental Health Services in the Child Welfare System (email)
- Head Start Recruitment Flyer (email)
  - Available in Spanish (español)
- HHS Awards $8.1M to Fund the Third Cohort of the Diaper Distribution Pilot (email)
- How to Use the Español Button on the ECLKC (email)
  - Available in Spanish (español)
- Major Expansion of the Tribal Home Visiting Program (email)
- Moving Onward and Upward into a New Program Year (vlog)
  - Available in Spanish (español)
- Office of Head Start FY24 Monitoring Kickoff (video)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- Practice-Based Coaching Survey and Resources (email)
  - Available in Spanish (español)

Health, Behavioral Health, and Safety

- Health Manager Orientation Guide
  - Head Start Programs and Health Services
    - Program Planning
    - Professional Development for Health Managers
    - Regulations and Guidance
    - The Role of Health Services in Head Start Programs
    - What Is a Health Manager?
  - Health Services Management
    - Building a Health Team
    - Head Start Health Services Year-at-a-Glance
    - Health Education
    - Promotion, Prevention, Early Identification, and Intervention Activities
    - Understanding Social Determinants of Health and Health Equity
    - Working with a Trauma-informed Lens
  - Infection Control
    - Diapering and Toileting
    - Disaster Preparedness Plans for Health Epidemics and Pandemics
    - Exclusion for Illness
    - Hand Hygiene
    - Healthy Air

    - Reporting Illness to Local Public Health Authorities
    - Safe and Effective Cleaning, Sanitizing, and Disinfecting
    - Sharing Information About Infection Control
    - Standard Precautions
    - The Daily Health Check
- Medication Administration
    - Administering Medication
    - Identification, Communication, and Documentation of Medications
    - Individual Health Care Plans
    - Medication Administration Considerations for Infants, Toddlers, and Preschoolers
    - Medication Administration Procedures
    - Medication Administration Training
    - Storage and Disposal of Medications
- Mental Health and Wellness
    - Building Trauma-informed Services
    - Depression
    - Engaging Community Partners to Support Mental Health
    - Infant and Early Childhood Mental Health Consultation
    - Sharing Information About Mental Health and Wellness
    - Social and Emotional Developmental Milestones
    - Substance Use
- Oral Health
    - Follow-up Oral Health Care
    - Oral Health Considerations for Infants and Toddlers
    - Oral Health Considerations for Pregnant People
    - Oral Health Promotion and Disease Prevention
    - Oral Health Status
    - Oral Injury Prevention and First Aid
    - Sharing Information About Oral Health
    - Traumatic Experiences and Oral Health
- Physical Health
    - Child Passenger Safety in Motor Vehicles
    - Common Childhood Illnesses
    - Culture of Safety and Active Supervision
    - Developmental Screenings
    - Immunizations
    - Medical Homes and Well-Child Checkups
    - Physical Health Considerations for Infants and Toddlers
    - Safe Indoor Environments
    - Safe Outdoor Environments
    - Safety and Unintentional Injury Prevention
    - School Bus Safety Practices
    - Sharing Information About Physical Health
    - Vision and Hearing Screenings
- Recordkeeping and Reporting
    - Health Record Management
    - Health Reporting
    - Sharing Information About Recordkeeping and Reporting
- Safety and Unintentional Injury Prevention Considerations for Infants and Toddlers
    - Sharing Information About Safety
- Brush Up on Oral Health Series: New Tip Sheets Available (email)
- Strategies for Wellness and Social Connection from the U.S. Surgeon General (video)

Professional Development

- Equity Courses on the iPD

Program Management and Fiscal Operations

- Address Program Needs with Talent Acquisition Strategies (video)

Newsletters

- Disabilities Services Newsletter Issue No. 71
- Resources to Make You Smile! Issue No. 31
  - Available in Spanish (español)
- Sesame Street in Communities Issue No. 24
  - Available in Spanish (español)
- Small Bites Issue No. 10
  - Available in Spanish (español)
- Workforce Wednesday

Subscribe now to get all your favorite newsletters direct to your inbox.

Head Start Careers

- Center Manager *Biddeford/Saco, ME*
- Head Start Recruiting and Outreach Coordinator *Oneonta, NY*
- Staff Development Coordinator *Watsonville, CA*

Find more **Head Start program employment opportunities** in the ECLKC Job Center.

Upcoming Events for October

- Monday, Oct. 2: MyPeers Orientation
- Wednesday, Oct. 4
  - Exploring Fall Foods: Recipes and More!
  - Getting Up to Date with Childhood Immunizations
- Thursday, Oct. 5: Joyful and Engaging Environments for Infants and Toddlers
- Wednesday, Oct. 11: Emergency Planning and Preparation
- Thursday, Oct. 12: Overview of the CDA® Credentialing Process: Prepare, Apply, Demonstrate
- Wednesday, Oct. 18: Tools and Strategies for Better Organizational Health Literacy
- Thursday, Oct. 19: Understanding Economic Abuse as a Form of Domestic Violence
- Friday, Oct. 20: CDA Exam Special Accommodations
- Monday, Oct. 23: Infant and Early Childhood Mental Health Consultation National Office Hours
- Tuesday, Oct. 24: CDA Credentialing System for Home Visitors
- Thursday, Oct. 26: MyPeers Orientation

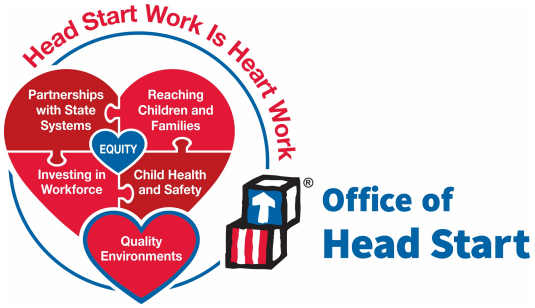
Visit the ECLKC for a full list of **upcoming events**.

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

Head Start Work Is Heart Work: OHS Priorities

eclkc.ohs.acf.hhs.gov/about-us/article/head-start-work-heart-work-ohs-priorities

The Office of Head Start (OHS) continually works toward our mission for eligible children and families to receive high-quality services in safe and healthy settings to prepare children for school and life. OHS (Office of Head Start) has five national priority areas to support this mission, described below. At the center of each is an unwavering commitment to **equity, inclusion, and belonging**.



Fundamental to this commitment is the belief that all children, families, staff, and communities — including those adversely impacted by persistent poverty, racism, and bias — should have the opportunity to thrive and reach their full potential. OHS (Office of Head Start) endeavors to ensure all Head Start and Early Head Start programs advance and promote equity. This ideal includes a Head Start workforce that is representative of the communities served, as well as programs that intentionally embed the language, culture, and lived experiences of enrolled children and families in their systems and services. Each program's leadership is key to this effort. They create conditions favorable for a program culture that facilitates opportunities for staff, families, and community partners to have safe spaces for open dialogue about equity, and to develop actionable strategies that promote belonging and address bias in program systems and services. More than ever, equity is the foundation of the Head Start program and a lens that informs each of our priorities.

Child Health and Safety

Reduce or eliminate children's risk of exposure to harm and hazards.

OHS (Office of Head Start) expects that each child served in Head Start and Early Head Start programs is properly safeguarded. As a major part of many communities where vulnerable children and families live, Head Start programs will be a safe space for them to thrive. For decades, Head Start programs have served as familiar and welcoming places for children and families. OHS (Office of Head Start) will ensure that programs remain safe environments that children and families can trust for the critical services they need to support their success.

Partnerships with State Systems

Expand Head Start programs' capacity to coordinate services with state systems and national programs.

As the needs of children and families are becoming more complex, OHS (Office of Head Start) is prioritizing the coordination of Head Start services with state systems and national programs to strengthen outcomes for children birth to age 5 and their families. We will leverage the resources of Head Start Collaboration Offices (HSCOs) across the country to strengthen partnerships with school systems that lead to the developmentally appropriate alignment of curriculum, assessment, and instruction through Early Head Start and Head Start and across the early elementary grades. We will further leverage the HSCO (Head Start Collaboration Office)s to facilitate partnerships with schools to support successful transitions to kindergarten and to provide inclusive and responsive services for children with special needs. OHS (Office of Head Start) will also broker stronger relationships with child welfare programs and work to strengthen cross-collaborations with other programs administered by the Administration for Children and Families to provide integrated services for eligible children and families.

Reaching Children and Families

Ensuring that Head Start resources are targeted to children, families, and communities of greatest need.

The children and families most in need of Head Start services may also be the hardest to recruit and enroll in the program. Lingering effects of the pandemic have disproportionately affected people with the lowest incomes, including increasing the number of children and families experiencing homelessness.

OHS (Office of Head Start) is pursuing several strategies to help grant recipients consistently reach children and families who would benefit most from the program. This includes incentivizing innovative approaches to meeting the evolving needs of children and families eligible for Head Start and Early Head Start services through our grant-making process. We will issue regular guidance on special populations eligible for Head Start services — including children in foster care placement and families receiving public assistance — as well as clarify the requirements of the McKinney-Vento Homeless Assistance Act and how to actualize 45 CFR §1302.15(c) of the Head Start Program Performance Standards. In addition, OHS (Office of Head Start) will expand its technical assistance presence to further build programs' capacities to identify and prioritize children and families experiencing homelessness for enrollment.

Investing in the Workforce

Supporting a highly-skilled workforce with competitive pay, benefits, and access to supports for staff wellness.

OHS (Office of Head Start) is committed to building and sustaining a strong and representative workforce across the Head Start system that delivers high-quality customer service experiences, effective program administration, and one that is fully equipped to support the needs of all children and families served. We will develop a workforce built for the 21st century that is responsive to the persistent effect of staffing shortages and that strategically positions Head Start to compete with other industries. This includes cultivating talent amongst enrolled parents as well as members of the community through investments made in their ability to access training, development, and attainment of credentials.

We will work with programs to implement policies and procedures and devote resources that support staff wellness, professional development for staff to improve skills and practices, and opportunities to expand their roles in the program and field. Our objective is to create a workplace culture across the Head Start system in which staff view their roles in the context of a career pathway.

Quality Environments

Strengthening the key components of infrastructure that assist Head Start programs with operating most effectively.

OHS (Office of Head Start) will work with Head Start programs to build a solid foundation of strong systems to support quality outcomes for children and families. To ensure Head Start services are delivered at the highest level of quality, programs will establish healthy fiscal, human resources, data and evaluation, technology, and facilities and learning environments.

Read more:

Early childhood workforce, Equity
, About Us

Last Updated: September 18, 2023

Give your child a HEAD START!

You might be eligible for free, high-quality preschool and early education for your child!

Head Start is a federally funded program that provides free services to support **preschool and early learning and development, health, and well-being** for families that meet certain criteria and have children from birth to age 5, as well as individuals who are pregnant. Your Head Start program may offer additional services beyond those listed below.

What is Provided?

Pregnancy Services

We connect families with community resources that provide support with accessing food, housing, mental health services, and other resources

Early Care & Education

We provide free, full-day* preschool and early education for children from birth to age 5

**at least six hours per day*



Nutrition Services

We provide healthy meals for children and access to nutrition supports for families

Health & Wellness

We provide health screenings for children (including medical, dental, hearing, and vision) and support families with establishing ongoing medical and dental homes

Parenting Support & Engagement

We partner with families to help them reach their own self-sufficiency goals, and we provide parenting support based on an evidence-based curriculum

How do I Sign Up?

Check if you qualify and find a Head Start center near you by scanning the QR code to the right or by going to https://eclkc.ohs.acf.hhs.gov/center-locator.

Head Start prioritizes services for families with lower incomes, children with special needs, families experiencing homelessness or engaged in the foster care system, families receiving public assistance, and other families depending on circumstances and availability.

You can also call 1-866-763-6481 (toll-free) from 8 AM – 6 PM ET Monday through Friday or email HeadStart@eclkc.info with any questions.

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

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

Month	Breakfast	Lunch	Snack	Monthly Total
September-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
September-23	3070	3091	4006	10167
YEARLY TOTALS	26214	26767	34879	87,860

August 2023 HEAD START TIME & ATTENDANCE REPORT

As of 8/31/23	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		12	12			0	12	0		12		2	95.8%
Antlers 2			0			0	0	0		0			
Battiest		8	8			0	8	0		8		13	87.4%
Boswell 1		10	10		1	1	9	1	8/23/2023	10		16	93.1%
Boswell 2		10	10			0	10	0		10		16	92.0%
Broken Bow 1		14	14			0	14	0		14		16	89.7%
Broken Bow 3		11	11			0	11	0		11		16	93.3%
Clayton 1		11	11			0	11	0		11		16	90.6%
Clayton 2		9	9			0	9	0		9		16	90.9%
Forest Grove 1		11	11			0	11	0		11		12	84.2%
Forest Grove 2		13	13			0	13	0		13		12	93.1%
Fort Towson		7	7			0	7	0		7		16	96.6%
Haworth		9	9			0	9	0		9		8	90.2%
Horace Mann 1		10	10			0	10	0		10		14	93.0%
Horace Mann 2		13	13			0	13	0		13		14	94.7%
Horace Mann 3		10	10		1	1	9	1	8/24/2023	10		14	91.7%
Hugo 2		5	5			0	5	0		5		14	89.9%
Hugo 4		8	8			0	8	0		8		14	94.9%
Idabel 1		10	10			0	10	0		10		14	87.0%
Idabel 2			0			0	0	0		0			
Idabel 3		13	13		1	1	12	1	8/18/2023	13		14	92.6%
Rattan 1		12	12			0	12	0		12		17	91.5%
Rattan 2		3	3			0	3	0		3		17	92.2%
Rattan 3		7	7		1	1	6	1	8/24/2023	7		17	94.6%
Soper 1		10	10		1	1	9	1	8/14/2023	10		16	95.0%
Soper 2		20	20			0	20	0		20		16	93.6%
Valliant 1			0			0	0	0		0			
Valliant 2		13	13			0	13	0		13		16	95.4%
TOTALS	0	259	259	0	5	5	254	5		259	0		92.2%

August 2023 Pre-K TIME & ATTENDANCE REPORT

As of 8/31/23	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		

August 2023 EHS Time and Attendance

As of 8/31/23	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	43	4	47	19	5	24	23	1	5	8/11/2023	23	85.5%	2 of these drops are transfers to another center
Hugo	21	4	25	10	4	14	11	1	4	8/24/2023	23	85.8%	
Idabel	21	2	23	9	6	15	8	1	6	8/18/2023	20	79.2%	1 of these drops are transfer to another center
TOTALS	**85**	**10**	**95**	**38**	**15**	**53**	**42**	**3**	**15**			**84.3%**	Total dropped is 12

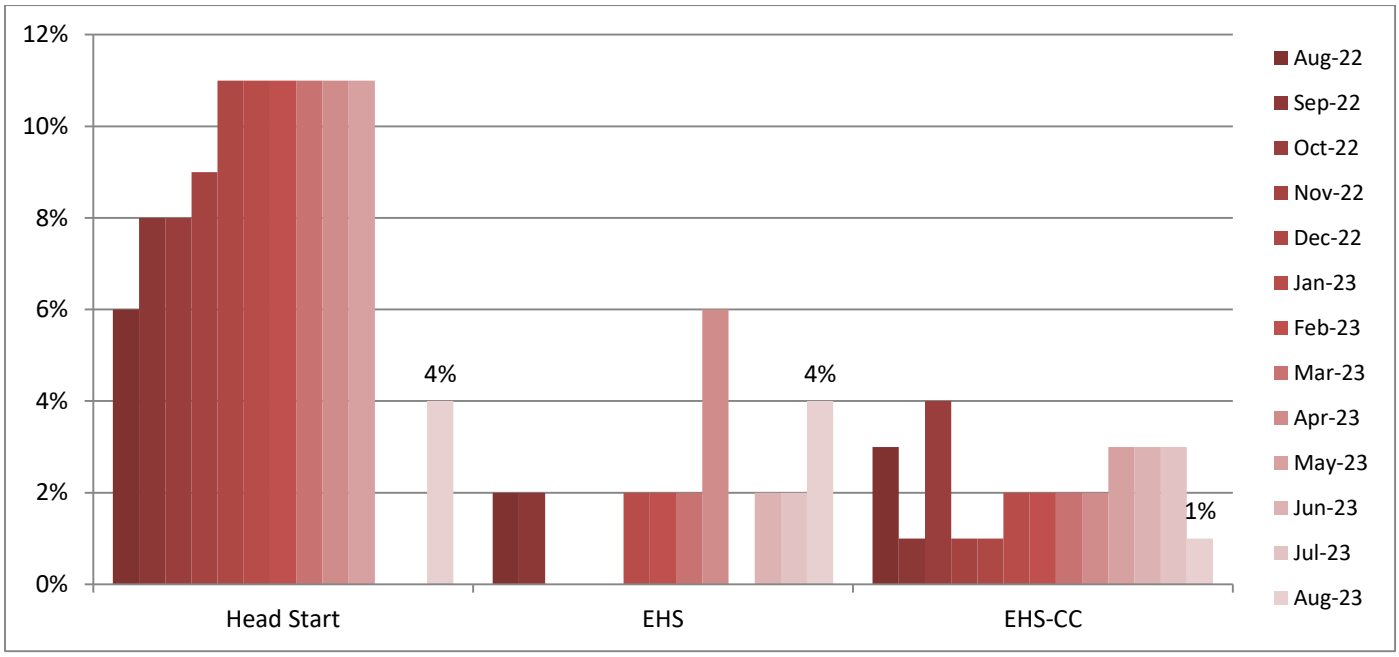
August 2023 EHS-CC Time and Attendance

As of 8/31/23	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	3	17	6	3	9	8		3	8/3/2023	23	87.9%	
ELC-Broken Bow	36	2	38	18	4	22	16		4	8/9/2023	23	84.5%	
ELC-Hugo	13	3	16	6	3	9	7		3	8/11/2023	23	83.2%	
ELC-Idabel	31	1	32	17	5	22	10	2	5	8/9/2023	22	71.3%	1 of the drops is a transfer to another center
Cabbage Patch	29		29	9	3	12	17	5	3	8/11/2023	23	92.2%	
The LearningTree	65	1	66	25	7	32	34	2	7	8/11/2023	23	86.5%	
TOTALS	188	10	198	81	25	106	92	9	25			85.4%	Total dropped is 24

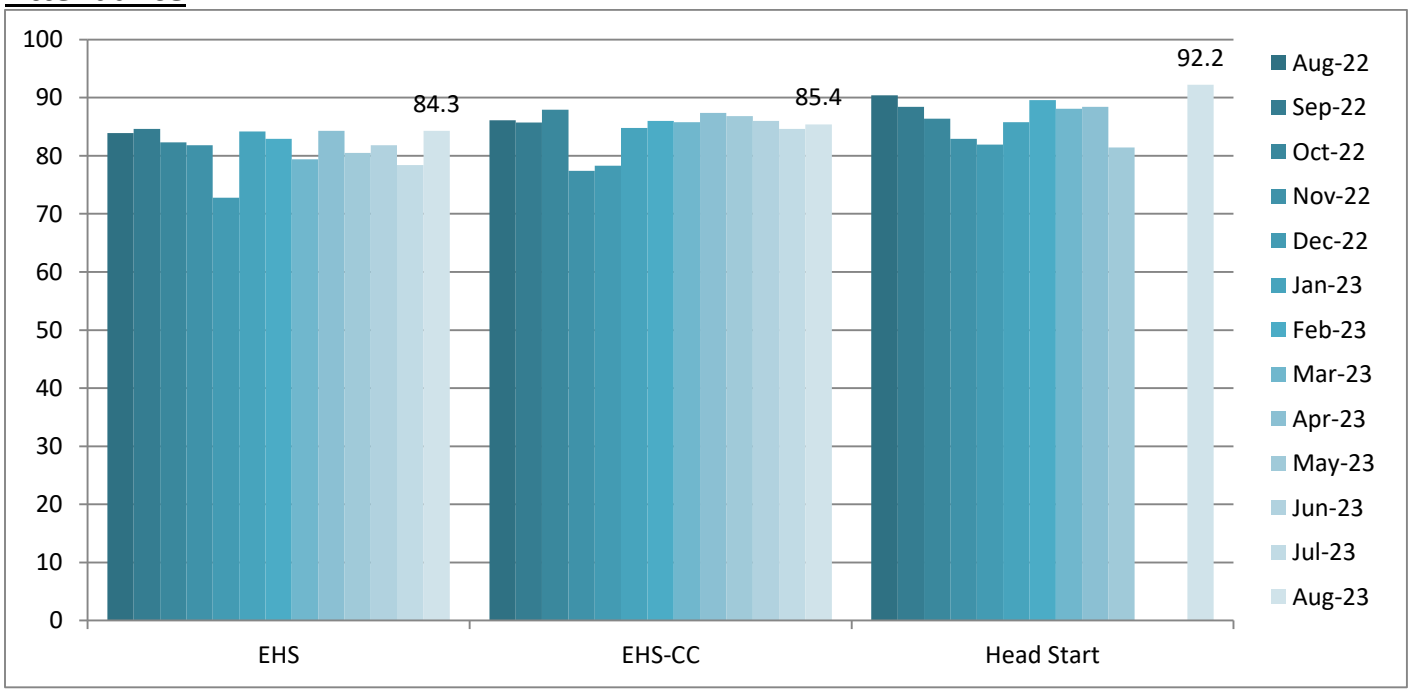
Data Analysis Report Summary
August 2023

Disabilities

IEP/IFSP –

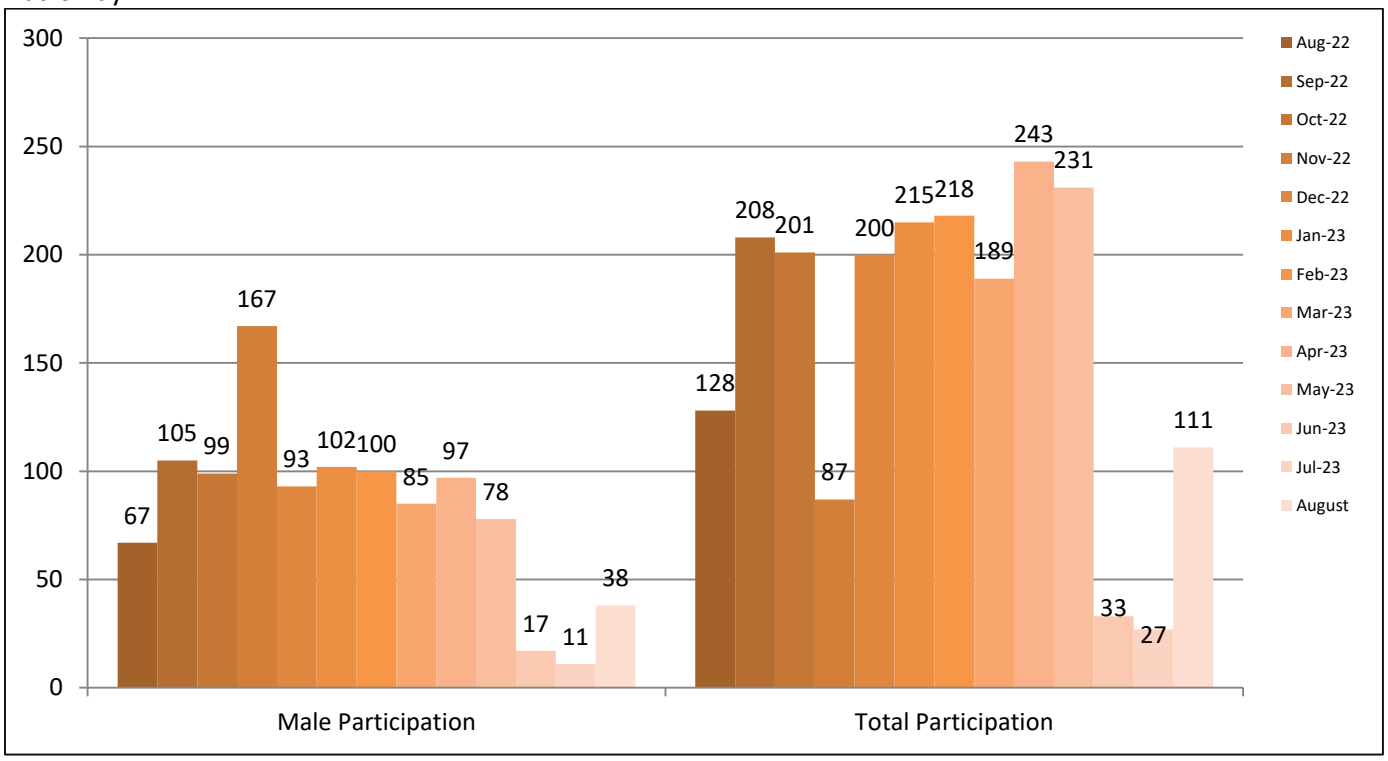


Attendance

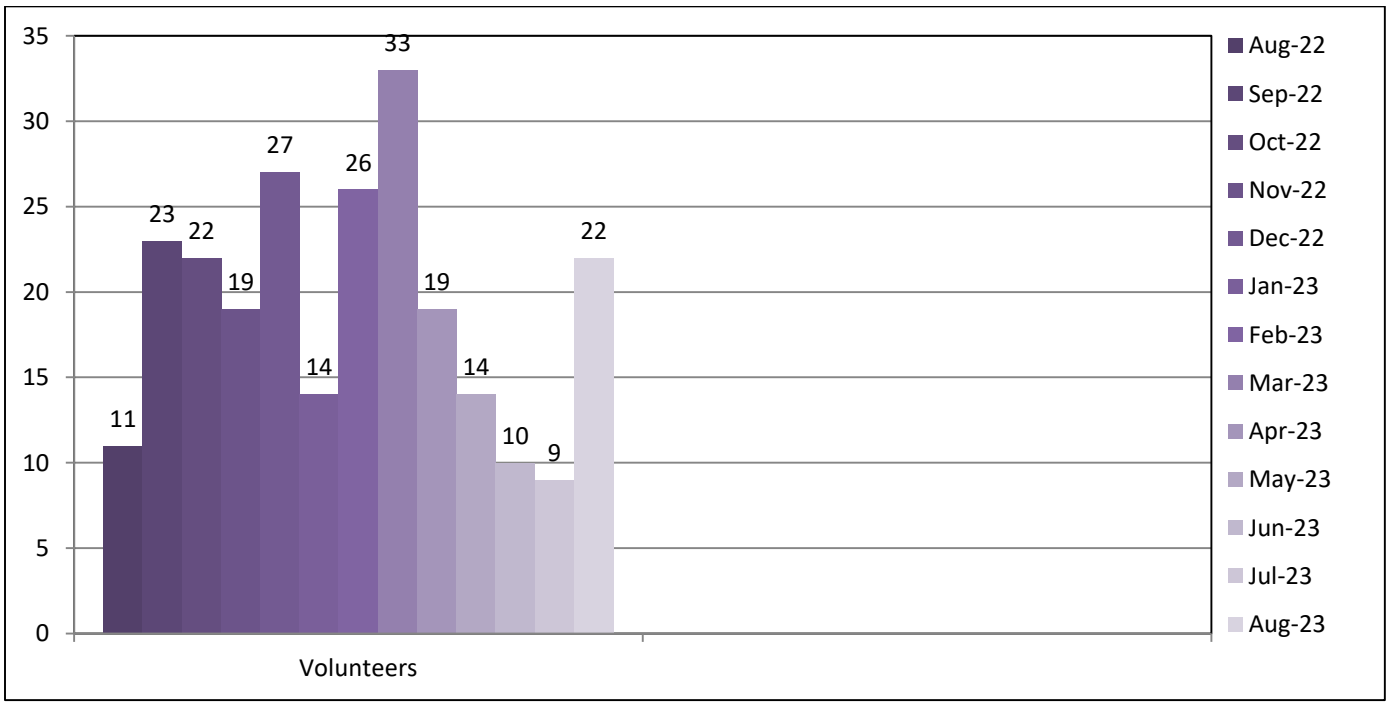


Family & Community Engagement

Dad's Day



Parents Ready to Read



ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start, 1301 Young Street, Room 937, Dallas, TX 75202 www.eclkc.ohs.acf.hhs.gov

9/28/2023

David Hawkins, Board Chairperson
Little Dixie Community Action Agency, Inc.
209 N 4th St
Hugo, OK 74743-3809

RE: Grant No. 06CH010743

Dear Mr. Hawkins:

We have reviewed your request to waive staff qualification requirements described in the Head Start Act of 2007 (42 USC 9801 et.sec.) for one center-based teacher.

Your request has been found consistent with the regulatory requirements and waiver has been approved for a three-year period for the following center-based teacher. The expiration date is provided for your convenience.

Walker, Sahvanna 10/01/2026

It is the grantee's responsibility to ensure teachers maintain an active CDA credential that is appropriate to the age of children being served in center-based programs or a State-awarded certificate for preschool teachers that meets or exceeds the requirements for a CDA credential. Approved waivers remain valid as long as the teachers meet and maintain eligibility criteria, including the appropriate current CDA or State-awarded certificate and enrollment in a degree program.

If you have any questions, please contact your Program Specialist, Kobena Arthur at 214-767-8859 or email at kobena.arthur@acf.hhs.gov.

Sincerely,

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

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

THE OKLAHOMAN
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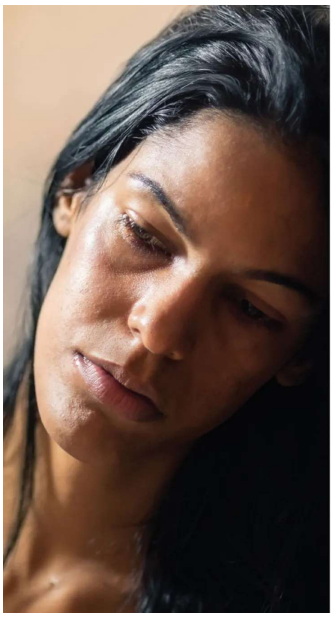
Recent studies ranked Oklahoma No. 1 in cases of domestic violence and second behind Alaska for the number of women murdered by men. Today's Grading Oklahoma looks at the state's domestic violence status by the numbers.



In the United States, an estimated **10 million** people experience domestic violence every year.



About **49%** of Oklahoma women | **41%** of Oklahoma men experience domestic violence in their lifetimes, including intimate partner physical violence, intimate partner rape, or intimate partner stalking. Source: National Coalition Against Domestic Violence



Oklahoma ranks 2nd in the U.S. for the number of women killed by men in single-victim, single-offender homicides.

Source:National Coalition

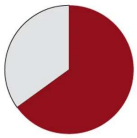


1 in 4 women | 1 in 9 men
in the U.S. experience domestic violence resulting in injury, PTSD, contraction of STDs, etc.
Source: National Coalition Against Domes-

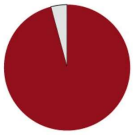


Source: Oklahoma Domestic Violence Fatality Review

Children age 5 years and younger consistently represent the largest age group of children killed in domestic violence-related incidents in Oklahoma



65% of all murder-suicides involve an intimate partner.

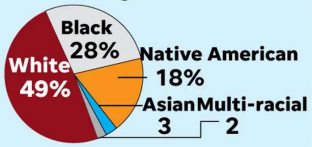


96% of the victims of these crimes are female.

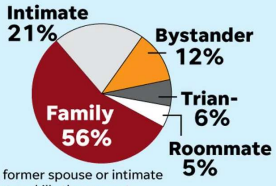
Source: Oklahoma Domestic Violence Fatality Review

Domestic violence homicides

Victims by race



Homicide relation type



*A former spouse or intimate partner kills the current spouse or intimate partner



On a single day, Oklahoma domestic violence programs reported serving

948 adult and child victims of domestic violence.

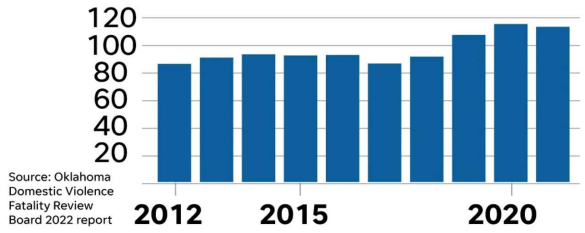
During this same 24-hour period,

203 Hotline calls were received, averaging 9 contacts per hour.

58 requests for services were unmet due to lack of resources.

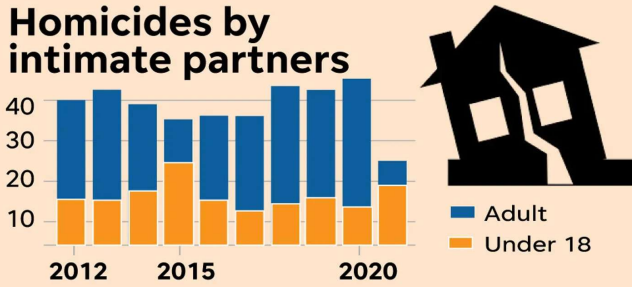
Source: National Coalition Against Viiolence 2020 report

Total homicides in Oklahoma



Source: Oklahoma Domestic Violence Fatality Review Board 2022 report

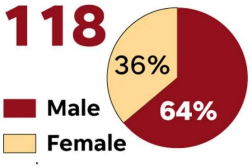
Homicides by intimate partners



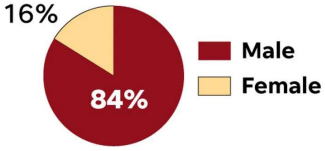


Homicide victims in Oklahoma

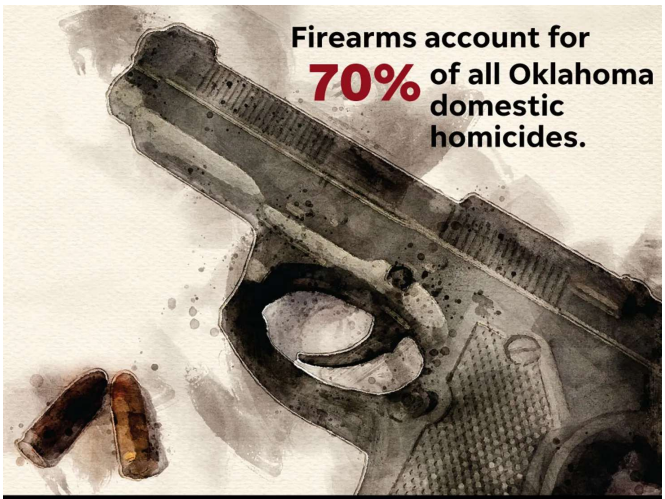
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Homicide perpetrators in Oklahoma



Source: Oklahoma Domestic Violence Fatality Review Board 2022 report



Homicide-suicide victims comprised 20% of all domestic violence related homicide victims.

FOR 24-HOUR HELP



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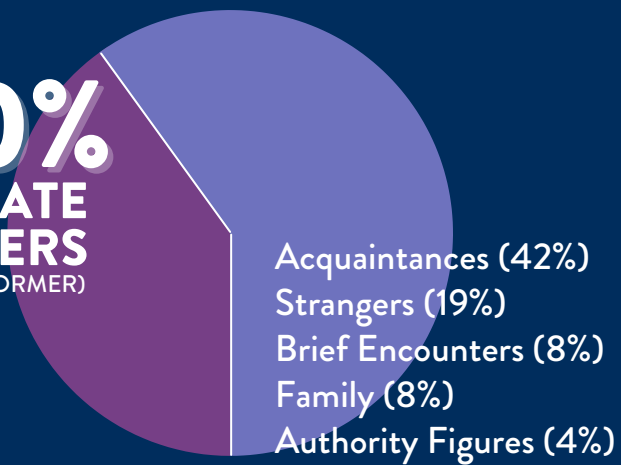
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SPARC STALKING PREVENTION, AWARENESS, AND RESOURCE CENTER

STALKING & DOMESTIC VIOLENCE

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

STALKING OFFENDERS[1]



2 YEARS

is the average duration of intimate partner stalking.[2]

Victims of intimate partner stalking have



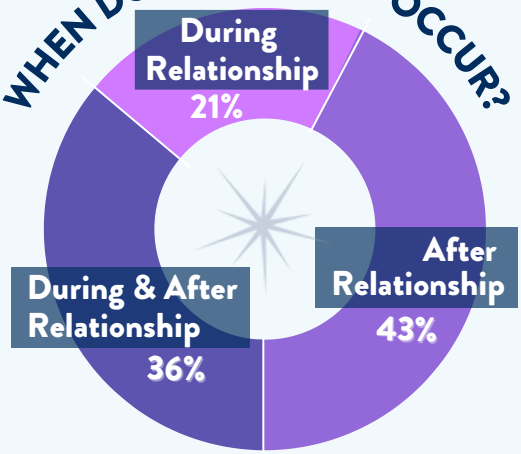
MORE SEPARATION ATTEMPTS

than victims of intimate partner violence alone.[4]

85% of attempted 76% of completed INTIMATE PARTNER FEMICIDES[3]

were preceded by **stalking** in the prior year

WHEN DOES STALKING OCCUR?[6]



Stalking can occur before, during, and/or after a relationship.

BOTH STALKING[1] & INTIMATE PARTNER VIOLENCE[5] ARE PREVALENT



1 in 3 women



1 in 4 women



1 in 6 men

experience stalking in their lifetimes



1 in 10 men

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

Citations

1 Smith, S.G., Basile, K.C., & Kresnow, M. (2022). The National Intimate Partner and Sexual Violence Survey (NISVS): 2016/2017 Report on Stalking. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.
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4 Sheridan, L. & Davies, G.M. (2006). Violence and the Prior Victim-Stalker Relationship. Criminal Behaviour and Mental Health 11(2): 102-116.
5 Smith, S.G., Zhang, X., Basile, K.C., Merrick, M.T., Wang, J., Kresnow, M., & Chen, J. (2018). The National Intimate Partner and Sexual Violence Survey (NISVS): 2015 Data Brief. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.
6 Tjaden, P. & Thoennes, N. (1998). Stalking in America: Findings from the National Violence Against Women Survey (NCJ#169592). Washington, DC: National Institute of Justice Centers for Disease Control and Prevention.