LIFT

Community Action Agency, Inc.

Board of Directors Meeting

FEBRUARY 13, 2024 • 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, February 13, 2024 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

A. Call to Order and Invocation

B. Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests

C. Consideration, Discussion, and Vote to Accept Jeffery Lucas as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 January 2024 Regular Meeting Minutes (*OS 5.5*)

G. Consideration, Discussion, and Vote to Approve December 2023 Financial Reports; Distribution of January 2024 Financials for March 2024 Consideration and Vote (*OS 8.7*)

H. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **$1,601,601.68**
1. FY 2024 YouthBuild Program Grant Application to U.S. Department of Labor, Employment and Training Administration - ***$1,219,000***
2. FY 2024 Community Services Block Grant Application (1st & 2nd Allocations) to Oklahoma Department of Commerce/Community Development - ***$81,979***
3. FY 2023/2024 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program
4. 2024 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council - ***$44,383***
5. 2024 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC - ***$75,000***
6. Oklahoma Early Childhood Program Grant Application (Year 19) to Community Action Project of Tulsa County & Signing of Provider Agreement - ***$181,239.68*** (*Match: $90,812.94*)

I. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **$37,750**
1. FY 2024 Training Grant Award from NeighborWorks® America - ***$5,750***
2. Child Care Stabilization Grant Program Awards (Year 3/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma - ***$32,000***

J. Consideration, Discussion, and Vote to Re-Appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer

K. Consideration, Discussion, and Vote to Approve LIFT CAA Equal Opportunity Policy Statement

L. Consideration, Discussion, and Vote to Approve 2024 LIFT CAA Affirmative Action Plan (*OS 5.7 & 5.9*)

M. Consideration, Discussion, and Vote to Approve FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America

N. Consideration, Discussion, and Vote to Approve 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System

O. Consideration, Discussion, and Vote to Approve Subrecipient Monitoring Policy and Procedures

P. Board Training: Analysis Report over CSBG Annual Report and Results Oriented Management and Accountability (ROMA) Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (*OS 9.1–9.4*)

Q. Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (*OS 9.3*)

R. Board Training: Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2024 Planning Logic Models (*OS 5.7*)

S. Board Training/Programmatic Report: Quarterly (October – December 2023) and Year-to-Date Housing Production as Reported to NeighborWorks® America (*OS 5.7 & 5.9*)

T. Policy Council Report (*OS 2.1 & 5.9*)

U. Recognition of February 2024 Employee of the Month:
Jennifer Gordon, Community Response and Recovery Specialist – Tri-County Opioid Response Project

V. Recognition of Service Award
Five Years: Jami Reich, Director – Choctaw County YouthBuild Program

W. Other Reports/Announcements/Correspondence: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Teen Dating Violence Awareness and Prevention Month; Work Ready Idabel Ribbon Cutting Ceremony (*OS 5.9*)

X. 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*)

Y. 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
January 9, 2024
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, January 9, 2024 at 10:09 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at https://liftca.org/board/.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Sharon Johnson, Kara Maness, Sandra Meeks, Carolyn Pool, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Brad Burgett, Kevin Cory, Patsy Guess, Jordan Hill, Jia Johnson, Vickie Leathers, Trina Low, and Leah Thomas. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, W.F. Grammar, Darla Galyon, Doris Long, DeeDee Atwood, Branden Billy, Tonya Finley, Johnny Moffitt, Brittany Bailey, Jordan Mack, Macy Self, Sheree Ensley, Rebecca (Reynolds) Porter, Mattie McKee, Brandon McDaniel, and Kathy James.

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.

The Board recognized William Smith as the elected representative for Kiamichi Opportunities, Inc., a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026).

The Board recognized Vicky Wade as the elected representative for Gracefully Yours Foundation of Broken Bow, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Tami Barnes as appointed representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Kara

Maness and seconded by Carolyn Pool to accept Tami Barnes as appointed representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Sandra Meeks as appointed representative for the Broken Bow Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Andrea Henkel and seconded by Wade Scott to accept Sandra Meeks as appointed representative for the Broken Bow Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Consuelo Splawn as appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Jim Bob Sullivan and seconded by Kara Maness to accept Consuelo Splawn as appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on January 9, 2024 at 9:15 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 November 2023. The Committee was presented with the December 2023 Financial Reports (pre-closing) 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 December 2023 Regular Meeting Minutes and the November 2023 Financial Reports; the December 2023 Financials were distributed for consideration and vote at the February 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Andrea Henkel to approve the December 2023 Regular Meeting Minutes and the November 2023 Financial Reports. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items I & J).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2024 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation in the amount of $20,000; if awarded, funding will be used by the AmeriCorps Seniors Retired and Senior Volunteer Program to implement strategies and activities within program stations to positively influence healthy behaviors and empower rural citizens to improve and better manage their health. This will be accomplished through preventive health education programming and screenings as well as wellness activities that

promote the integration of healthy lifestyle choices, physical activity and good nutrition into daily routines.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Carolyn Pool to approve the submission of resolutions and/or grant applications in the amount of $20,000 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2023 Grant Award from Potts Family Foundation, Inc. in the amount of $10,000; these funds will be used for operational support of the agency's Head Start, Early Head Start, EHS-Child Care, and Help Me Grow programming, which promote resilience and help mitigate adverse childhood experiences prevalent among the children served.

A motion was made by Vicky Wade and seconded by Andrea Henkel to approve acceptance of grants, contracts, and awards in the amount of $10,000 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Rebecca (Reynolds) Porter, Executive Director, and Kathy James, Senior Program Planner, provided training over Board Member Duties, Roles, and Responsibilities as well as Community Services Block Grant Information Memorandum #82 Tripartite Boards. The Board Training first included a review and discussion of the Powers, Responsibilities, and Role of the Board, as well as the Role of the Tripartite Board, presented by Porter. James then reviewed CSBG Information Memorandum #82 Tripartite Boards. Using excerpts from LIFT CAA's Amended By-Laws and "Board Roles and Responsibilities: Nonprofit Community Action Agencies" (training material created by Community Action Program Legal Services, Inc. [CAPLAW] and the Community Action Partnership), the role of the Tripartite Board and key roles/responsibilities were also reviewed and discussed further. In addition, documents required for each LIFT CAA Governing Board Member were distributed: Code of Conduct, Conflict of Interest Policies/Certification, Board Member Job Descriptions, Demographic/Disclosure Questionnaire, Child Abuse and Neglect Information System Search Form, and By-Laws/Addendum and Attestation. James conducted a review and discussion of the documents; Board Members completed the documents, which were then collected. Porter also reviewed the Amended and Restated By-Laws/Addendum (as provided) with the Board, for attestation of review/receipt. These required documents, which will be checked for compliance during the next Oklahoma Department of Commerce Monitoring Review, will be kept securely on file at LIFT CAA's Administrative Office, located at 209 N. 4th Street in Hugo, Oklahoma. This item corresponds with Organizational Standards 5.4, 5.6, 5.7, and 5.8.

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. Porter explained that this is an annual authorization. A motion was made by Andrea Henkel and seconded by Kara Maness to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. The roll call vote

was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Rebecca (Reynolds) Porter, Executive Director, provided the Board with a training over the LIFT CAA 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. The Self-Assessment was distributed to the Board for completion in September and October of 2023, with a 73% participation rate. The top five highest scored areas of performance (in order) focused on Board Meetings, Impact, Financial Oversight, Chief Executive Partnership & Oversight, and Program Oversight. In relation to other Boards assessed and benchmarking performance, LIFT CAA's Board of Directors rated higher than the national average on all scores, which shows a positive correlation with existing orientation and training efforts. After reviewing the results and facilitating discussion, Porter explained that the Board Training Committee will use these results to develop a two-year action plan to raise capacity in areas identified as needs by Board Members.

Doris Long, Victim and Youth Services Director, and Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the LIFT CAA Victim Services Programs and Evaluation (Organizational Standards 5.7 and 5.9). This training and evaluation is a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. Long introduced the staff of the programs and provided the Board with an overview of domestic and dating violence, sexual assault, and stalking. James reviewed the Victim Services Programs Policies and Procedures Manual, stand-alone policies and standards of conduct, which provide the basis for operations of the programs. The Manual was developed in accordance with the standards and criteria set forth in the Oklahoma Administrative Code, Title 75, Chapters 1 and 15, as well as information included on the DVSA Certification Review Forms and guidance from the Oklahoma Office of the Attorney General. James also reviewed the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (Oklahoma Administrative Code § 75:15-1-1.1), which is based upon voluntary services and individual self-determination. The approved Philosophy of service provision and Victim Services Programs Policies and Procedures Manual is made available to the community, staff, volunteers, and clients. James reviewed the programs and services (for each component) under the Victim Services Program Certification, which include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), Safe Place Healing Hearts Too (est. 2021), and Victim Advocacy Services (est. 2015). James then reviewed the rules, standards, and criteria followed by these programs to ensure the multicultural needs of clients are met. She reviewed confidentiality standards/practices within the programs (including verbal confidentiality and client records); LIFT CAA's Victim Services Programs comply with both State and Federal laws governing confidentiality and any exceptions to those laws. James explained client rights and grievance procedures, as well as legal and ethical issues faced by the Victim Services Programs. Additionally, program staff have undergone a great deal of training to help understand the complexities of domestic violence, sexual assault, and stalking, as well as the laws and ethics that impact this work. The programs also have a great network of partners that provide technical assistance when needed. James then reviewed the generalized goals for each program (initially

approved by the Board in March 2019), consistent with the existing goals and activities/work being conducted. Long then presented the Program Evaluation and explained that an evaluation of LIFT CAA's Victim Programs' services, facilities, and policies and procedures is conducted each year. This assessment helps to identify special populations of victims who are underserved or have special needs. The annual Evaluation utilizes information derived from client service data, staff evaluations, the Advocacy and Supportive Services Feedback Form (Evaluation Template), surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.). The evaluation data is submitted to the Board for review and approval each year. Long then provided an evaluation report for the Victim Services Programs for the period of July 1, 2022 to June 30, 2023. During this period, the programs served a combined total of 628 victims. Primary and secondary victims by type of crime included: 90 adult physical assault, 14 adult sexual assault, 3 bullying, 64 child physical abuse or neglect, 14 child sexual abuse/assault, 406 domestic, dating or family violence, 36 stalking/harassment, and 1 robbery. Each of these crimes were perpetrated against individuals in the service area (some clients had multiple categories of victimization). Of the 628 victims served, 97% were female and 3% were male. The majority of victims served were between the ages of 25-59 (72%), with 16% who were age 18-24. In addition, 7% of victims served had a disability. Clients of LIFT CAA's victim services programs were provided with emotional support, advocacy, emergency assistance, referrals, court accompaniment, and follow-up services as appropriate, in addition to comprehensive case management. Along with core program services, clients also received emergency food, medication, housing, and/or transportation assistance. Furthermore, 30 children within the CASA Program had their cases closed during the performance period, achieving reunification or safe placement. Based on program assessment of services and victims served/feedback, special populations of victims who are underserved or have special needs include victims of assault and those individuals with a disability. Client and partner interviews were conducted to evaluate the services provided. Of the program clients surveyed, 90% said the assistance they received was "very helpful" while 10% rated services as "helpful". Additionally, 90% of clients reported they knew more ways to plan for their safety and 96% reported they were more hopeful about their future. Most importantly, 100% of clients would recommend the programs. Furthermore, 100% of partners strongly agree they are satisfied with the programs, and find the programs to be helpful, to have increased their knowledge, and to have enhanced/improved their efforts and service to victims. With regards to evaluation of facilities, there were no issues found during the period of performance. All policies and procedures concerning the Victims Services Programs were reviewed during the performance period. Changes were made to the Language Access Plan and Restrictions on Smoking in Facilities Policy, which were updated to reflect current operations, agency, and personnel changes. These changes were approved by the Board of Directors in August 2023. No other changes were made to the policies and procedures.

Doris Long, Victim and Youth Services Director, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Evaluation. A motion was made by Brent Franks and seconded by William Smith to approve the LIFT CAA Victim Services Programs Evaluation. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, presented the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and

Training Plan to the Board. Galyon detailed each section of the Capacity Screener and explained the components of the Training Plan.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan. A motion was made by Brent Franks and seconded by Debra Williams to approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report over Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Bailey also distributed the 2024-2025 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Board review. She explained the ERSEA process and Point System along with the reasoning behind or basis for each part of the ERSEA Policies and Procedures. Board Members were asked to submit any comments or proposed changes to the policies/procedures by January 31, 2024.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2023 LIFT CAA Customer Satisfaction Report for the 4th Quarter (October – December) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 4th Quarter, a total of 16 surveys were collected. Of those, 62% were from Choctaw County, 25% from Pushmataha County, and 13% from McCurtain County. The programs represented during the 4th Quarter included Apartments and Housing. Of those responding, 100% were satisfied with regards to satisfaction level for agency services received.

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

Rebecca (Reynolds) Porter, Executive Director, recognized Kimberly Wright (Program Manager, Work Ready Idabel) as the January 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Rhonda Teague (Planning Director, Administration) for Twenty-Five Years of Service.

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); Oklahoma CASA Association Notification; 2023 Holiday Food Basket Report; 2023 Salvation Army Red Kettle Campaign Report; and National Stalking

Awareness Month information (Organizational Standard 5.9). In total, 47 food baskets were distributed to needy families in the tri-county service area during the holiday season (27 Thanksgiving, 20 Christmas).

There being no other business to come before the Board, a motion was made by Andrea Henkel and seconded by Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item AA).

The Regular Meeting adjourned at 11:58 a.m.

_____

Brad Burgett, Secretary/Treasurer

K. MANESS | C. POOL | A. HENKEL | W. SCOTT | J.B. SULLIVAN | K. MANESS | K. MANESS | A. HENKEL | J.B. SULLIVAN | C. POOL

	January 9, 2024	Present	Absent	E			F			G			I&J			K		
				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	Kevin Cory		✓															
5	Brent Franks	✓		✓			✓			✓			✓			✓		
6	Kristi Graham	✓		✓			✓			✓			✓			✓		
7	Patsy Guess		✓															
8	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill		✓															
10	Jia Johnson		✓															
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers		✓															
13	Trina Low		✓															
14	Kara Maness	✓		✓			✓			✓			✓			✓		
15	Sandra Meeks	✓		✓						✓			✓			✓		
16	Carolyn Pool	✓		✓			✓			✓			✓			✓		
17	Wade Scott	✓		✓			✓			✓			✓			✓		
18	David Smith	✓		✓			✓			✓			✓			✓		
19	William Smith	✓		✓			✓			✓			✓			✓		
20	Consuelo Splawn	✓		✓			✓						✓			✓		
21	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
22	Leah Thomas		✓															
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			·		✓	✓		
26	David Hawkins	✓																
27																		

CALL TO ORDER: 10:09am

(1)

				V. WADE	A. HENKEL		A. HENKEL	K. MANESS		B. FRANKS	W. SMITH		B. FRANKS	D. WILLIAMS		A. HENKEL	B. FRANKS	
	January 9, 2024	**Present**	**Absent**	L			N			Q			S			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	Kevin Cory		✓															
5	Brent Franks	✓		✓			✓			✓			✓			✓		
6	Kristi Graham	✓		✓			✓			✓			✓			✓		
7	Patsy Guess		✓															
8	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill		✓															
10	Jia Johnson		✓															
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers		✓															
13	Trina Low		✓															
14	Kara Maness	✓		✓			✓			✓			•			✓		
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool	✓		✓			✓			✓			✓			✓		
17	Wade Scott	✓		✓			✓			✓			✓			✓		
18	David Smith	✓		✓			✓			✓			✓			✓		
19	William Smith	✓		✓			✓			✓			✓			✓		
20	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
21	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
22	Leah Thomas		✓															
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

ADJOURN:
11:58 am

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

FINANCIAL ROW	AMOUNT (AS OF ADJUST 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	$9,896,508.98	$8,413,383.22	$1,483,125.76	17.63%
1020 - Payroll Account	$91,890.82	$1,753.85	$90,136.97	5,139.38%
1021 - First United Accounts Payable	$185,010.66	$6,250.82	$178,759.84	2,859.78%
1022 - First United TH Reserve	$139,439.77	$131,955.09	$7,484.68	5.67%
1023 - First United General Escrow	$159,540.20	$113,538.59	$46,001.61	40.52%
1024 - First United Marina License	$240.82	$240.46	$0.36	0.15%
1025 - First United Deposit (PayPal)	$2,115.20	$2,016.44	$98.76	4.90%
1026 - First United SBA Revolving Loan	$0.00	$33,016.10	($33,016.10)	-100.00%
1027 - First United SBA Loan Loss Reserve	$0.00	$15,152.32	($15,152.32)	-100.00%
1028 - First United Unrestricted Funds CD	$822,783.89	$815,029.94	$7,753.95	0.95%
1030 - Shamrock Bank - Clayton	$1,835.61	$1,823.39	$12.22	0.67%
1040 - Petty Cash	$410.00	$410.00	$0.00	0.00%
1050 - McCurtain County National Bank	$49,224.53	$26,015.47	$23,209.06	89.21%
Total - 1000 - Cash	**$11,349,000.48**	**$9,560,585.69**	**$1,788,414.79**	**18.71%**
Total Bank	**$11,349,000.48**	**$9,560,585.69**	**$1,788,414.79**	**18.71%**
Accounts Receivable				
1100 - Receivables				
1110 - Accounts Receivable	$1,587,853.95	$71,901.60	$1,515,952.35	2,108.37%
1120 - Due From (A/R)	$310,774.66	$0.00	$310,774.66	0.00%
Total - 1100 - Receivables	**$1,898,628.61**	**$71,901.60**	**$1,826,727.01**	**2,540.59%**
1300 - Other receivables				
1320 - Notes/loans receivable	$335,515.82	$425,808.08	($90,292.26)	-21.20%
1321 - Loans Receivable from Belmont	$162,809.48	$138,180.48	$24,629.00	17.82%
1322 - Loans Receivable from Clayton	$202,957.53	$192,896.53	$10,061.00	5.22%
1323 - Loans Receivable rom Kiamichi	$123,563.90	$108,305.90	$15,258.00	14.09%
1324 - Loans Receivable from SOCDC	$422,001.57	$422,001.57	$0.00	0.00%
1325 - Reserve for Loan Loss	$909.36	$909.36	$0.00	0.00%
1326 - Loans Receivable from Rouleau House	$51,909.76	$58,109.09	($6,199.33)	-10.67%
Total - 1300 - Other receivables	**$1,299,667.42**	**$1,346,211.01**	**($46,543.59)**	**-3.46%**
Total Accounts Receivable	**$3,198,296.03**	**$1,418,112.61**	**$1,780,183.42**	**125.53%**
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	$51,246.22	$24,618.06	$26,628.16	108.17%
Total - 1400 - Other assets	**$51,246.22**	**$24,618.06**	**$26,628.16**	**108.17%**
1500 - Investments				
1530 - Property/Lots held for Sale	$520,721.32	$520,721.32	$0.00	0.00%
1599 - Undeposited Funds	$2,621.15	($13,067.05)	$15,688.20	-120.06%

FINANCIAL ROW	AMOUNT (AS OF ADJUST 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
Total - 1500 - Investments	**$523,342.47**	**$507,654.27**	**$15,688.20**	**3.09%**
NS097 - Interfund Due to /Due from	($0.01)	($109,231.26)	$109,231.25	-100.00%
Total Other Current Asset	**$574,588.68**	**$423,041.07**	**$151,547.61**	**35.82%**
Total Current Assets	**$15,121,885.19**	**$11,401,739.37**	**$3,720,145.82**	**32.63%**
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				
1725 - Accum deprec - building	($5,594,074.69)	($5,594,074.69)	$0.00	0.00%
1735 - Accum amort - leasehold improvements	($2,053,452.27)	($2,053,452.27)	$0.00	0.00%
1740 - Accum. Amortization Leases	($35,447.22)	$0.00	($35,447.22)	0.00%
Total - 1700 - Accum deprec - fixed operating assets	**($7,682,974.18)**	**($7,647,526.96)**	**($35,447.22)**	**0.46%**
Total Fixed Assets	**$6,160,087.85**	**$6,195,535.07**	**($35,447.22)**	**-0.57%**
Other Assets				
1800 - Other Assets				
1810 - Right to Use Asset - Leases	$49,288.52	$0.00	$49,288.52	0.00%
Total - 1800 - Other Assets	**$49,288.52**	**$0.00**	**$49,288.52**	**0.00%**
Total Other Assets	**$49,288.52**	**$0.00**	**$49,288.52**	**0.00%**
Total ASSETS	**$21,331,261.56**	**$17,597,274.44**	**$3,733,987.12**	**21.22%**
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables				
2010 - AP Accrued monthly	($19,289.58)	$101,418.93	($120,708.51)	-119.02%
Total - 2000 - Payables	**($19,289.58)**	**$101,418.93**	**($120,708.51)**	**-119.02%**
Total Accounts Payable	**($19,289.58)**	**$101,418.93**	**($120,708.51)**	**-119.02%**
Other Current Liability				
2100 - Accrued liabilities				
2105 - Accrued Expense Payables	$577,318.94	$0.00	$577,318.94	0.00%
2110 - Wages Payable	$352,669.53	$0.00	$352,669.53	0.00%
2120 - Accrued Employee Benefits	$312,530.75	$387,903.92	($75,373.17)	-19.43%
2130 - Accrued payroll taxes	$30,053.14	$0.00	$30,053.14	0.00%
2135 - Indirect Payable	$76,297.76	$0.00	$76,297.76	0.00%
2150 - Home Loan Escrow Accounts	($580.61)	$1,359.70	($1,940.31)	-142.70%
2160 - Due to (Liab)	$15,858.25	$0.00	$15,858.25	0.00%
2180 - Accrued Payroll Deductions	($7,601.21)	$0.00	($7,601.21)	0.00%
Total - 2100 - Accrued liabilities	**$1,356,546.55**	**$389,263.62**	**$967,282.93**	**248.49%**
2400 - Refundable Advances				
2450 - Apartment Sec Deposits Payable	$27,110.50	$3,956.00	$23,154.50	585.30%
Total - 2400 - Refundable Advances	**$27,110.50**	**$3,956.00**	**$23,154.50**	**585.30%**
Total Other Current Liability	**$1,383,657.05**	**$393,219.62**	**$990,437.43**	**251.88%**
Total Current Liabilities	**$1,364,367.47**	**$494,638.55**	**$869,728.92**	**175.83%**
Long Term Liabilities				
2700 - Long-term notes & loans payable				

FINANCIAL ROW	AMOUNT (AS OF ADJUST 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
2770 - Long-term liabilities - Mower Loan	$4,100.28	$9,545.47	($5,445.19)	-57.04%
2780 - Lease liability	$34,139.72	$0.00	$34,139.72	0.00%
Total - 2700 - Long-term notes & loans payable	**$38,240.00**	**$9,545.47**	**$28,694.53**	**300.61%**
Total Long Term Liabilities	**$38,240.00**	**$9,545.47**	**$28,694.53**	**300.61%**
Equity				
3000 - Net Assets	($12,712.37)	($12,712.37)	$0.00	0.00%
3500 - Opening Balance	$0.00	($16,684.48)	$16,684.48	-100.00%
Retained Earnings	$17,004,069.86	$15,182,054.49	$1,822,015.37	12.00%
Net Income	$2,937,296.60	$1,940,432.78	$996,863.82	51.37%
Total Equity	**$19,928,654.09**	**$17,093,090.42**	**$2,835,563.67**	**16.59%**
Total Liabilities & Equity	**$21,331,261.56**	**$17,597,274.44**	**$3,733,987.12**	**21.22%**

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

FINANCIAL ROW	AMOUNT (JAN 2023 - ADJUST 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
CP5000 - CP REVENUE				
CP5120 - CP TENANT RENT REV	$33,680.00	$30,483.00	$3,197.00	10.49%
CP5121 - CP TENANT SUBSIDY REV	$10,382.00	$10,974.00	($592.00)	-5.39%
Total - CP5000 - CP REVENUE	**$44,062.00**	**$41,457.00**	**$2,605.00**	**6.28%**
CP5400 - CP FINANCIAL REVENUE				
CP5410 - CP OPERT ACCT INTEREST REVENUE	$29.16	$27.57	$1.59	5.77%
CP5430 - CP RESIDUAL ACCT INT REV	$27.00	$26.72	$0.28	1.05%
CP5440 - CP RESERVE ACCT INTREST REV	$262.89	$371.58	($108.69)	-29.25%
CP5490 - CP ESCROW ACCT INTEREST REV	$123.18	$123.91	($0.73)	-0.59%
Total - CP5400 - CP FINANCIAL REVENUE	**$442.23**	**$549.78**	**($107.55)**	**-19.56%**
CP5900 - CP OTHER REVENUE				
CP5910 - CP LAUNDRY & VENDING REVENUE	$191.00	$114.00	$77.00	67.54%
CP5930 - CP INTEREST REV FOR SEC DEP ACCT	($24.36)	$0.00	($24.36)	0.00%
CP5940 - CP SPACE REVENUE	$3,300.00	$0.00	$3,300.00	0.00%
CP5990 - CP FORFEITED DEPOSITS	$1,067.38	$3,600.00	($2,532.62)	-70.35%
Total - CP5900 - CP OTHER REVENUE	**$4,534.02**	**$3,714.00**	**$820.02**	**22.08%**
CP9000 - CP TRANSFER IN/OUT INCOME	$2,580.38	$19,460.45	($16,880.07)	-86.74%
Total - Income	**$51,618.63**	**$65,181.23**	**($13,562.60)**	**-20.81%**
Gross Profit	**$51,618.63**	**$65,181.23**	**($13,562.60)**	**-20.81%**
Expense				
CP6000 - CP EXPENSES				
CP6200 - CP ADMINISTRATION EXPENSES				
CP6210 - CP ADVERTISING EXP	$1,030.47	$2,196.15	($1,165.68)	-53.08%
CP6250 - CP BACKGROUND CKS/MISC FEES	$175.00	$164.83	$10.17	6.17%
CP6311 - CP OFFICE EXPENSES	$213.07	$264.36	($51.29)	-19.40%
CP6320 - CP MANAGEMENT FEES	$5,302.89	$5,080.48	$222.41	4.38%
CP6330 - CP MANAGER SALARIES EXPENSE	$3,118.84	$3,461.28	($342.44)	-9.89%
CP6331 - CP CLERK SALARIES EXP	$1,559.60	$1,697.52	($137.92)	-8.12%
CP6350 - CP AUDIT EXPENSE	$8,500.00	$4,250.00	$4,250.00	100.00%
CP6351 - CP BOOKEEPING/ACCOUNTING EXPENSE	$642.00	$630.00	$12.00	1.90%
CP6390 - CP MISC ADMIN EXPENSES	$74.38	$0.00	$74.38	0.00%
Total - CP6200 - CP ADMINISTRATION EXPENSES	**$20,616.25**	**$17,744.62**	**$2,871.63**	**16.18%**
CP6400 - CP UTILITY EXPENSES				
CP6450 - CP ELECTRIC EXPENSE	$740.60	$1,365.43	($624.83)	-45.76%
CP6451 - CP WATER EXPENSE	$2,516.60	$2,026.67	$489.93	24.17%
CP6453 - CP SEWAR EXPENSE	$1,022.63	$667.62	$355.01	53.18%
Total - CP6400 - CP UTILITY EXPENSES	**$4,279.83**	**$4,059.72**	**$220.11**	**5.42%**
CP6500 - CP OPERATING & MAINT EXPENSE				
CP6510 - CP PAYROLL EXPENSE	$3,370.53	$7,636.42	($4,265.89)	-55.86%
CP6520 - CP CONTRACT EXPENSE	$5,440.00	$0.00	$5,440.00	0.00%
CP6525 - CP GARBAGE & TRASH EXPENSE	$744.48	$947.52	($203.04)	-21.43%
CP6546 - CP HEATING/COOLING REPAIR/MAINT	$1,230.00	$2,900.00	($1,670.00)	-57.59%

FINANCIAL ROW	AMOUNT (JAN 2023 - ADJUST 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
CP6590 - CP MISC OPERATING/MAINT EXPENSE	$8,481.42	$28,091.93	($19,610.51)	-69.81%
Total - CP6500 - CP OPERATING & MAINT EXPENSE	**$19,266.43**	**$39,575.87**	**($20,309.44)**	**-51.32%**
Total - CP6000 - CP EXPENSES	**$44,162.51**	**$61,380.21**	**($17,217.70)**	**-28.05%**
CP6600 - CP DEPRECIATION EXPENSE	$0.00	$19,429.00	($19,429.00)	-100.00%
CP6700 - CP TAXES & INUSRANCE EXP				
CP6720 - CP PROPERTY & LIABILITY INURANCE EXP	$16,952.48	$19,480.57	($2,528.09)	-12.98%
CP6721 - CP FIDELITY BOND INSURANCE EXP	$0.00	$298.00	($298.00)	-100.00%
CP6723 - CP MANAGER HEALTH INS & OTHER EMPLOYEE BENEFITS	$1,141.80	$1,133.08	$8.72	0.77%
CP6724 - CP CLERK HEALTH INS & OTHER EMPLOYEE BENEFITS	$465.40	$558.64	($93.24)	-16.69%
CP6790 - CP MISC TAX, LICENSES, PERMITS & INSURANCE EXP	$1,315.15	$0.00	$1,315.15	0.00%
Total - CP6700 - CP TAXES & INUSRANCE EXP	**$19,874.83**	**$21,470.29**	**($1,595.46)**	**-7.43%**
CP9001 - CP TRANSFER IN/OUT EXPENSE	$2,580.38	$19,460.45	($16,880.07)	-86.74%
Total - Expense	**$66,617.72**	**$121,739.95**	**($55,122.23)**	**-45.28%**
Net Ordinary Income	**($14,999.09)**	**($56,558.72)**	**$41,559.63**	**-73.48%**
Net Income	**($14,999.09)**	**($56,558.72)**	**$41,559.63**	**-73.48%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Cash Flow Statement
Dec 2022, Adjust 2022, Jan 2023

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	$2,618,908.00
Adjustments to Net Income	
Accounts Receivable	$658,879.36
Other Current Asset	$15,163.78
Accounts Payable	($416,869.33)
Sales Tax Payable	($6,293.78)
Other Current Liabilities	$229,834.02
Total Adjustments to Net Income	**$480,714.05**
Total Operating Activities	**$3,099,622.05**
Financing Activities	
Long Term Liabilities	$60,953.25
Opening Balance Equity	($65,172.83)
Other Equity	$628,873.65
Total Financing Activities	**$624,654.07**
Net Change in Cash for Period	**$3,724,276.12**
Cash at Beginning of Period	**$6,716,695.46**
Cash at End of Period	**$10,440,971.58**

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

FINANCIAL ROW	- UNASSIGNED -	CAPITAL	FUNDRAISING	MANAGEMENT & GENERAL (ADMIN)	OTHER	PROGRAM SERVICES	*TOTAL*
	Amount	Amount	Amount	Amount	Amount	Amount	*Amount*
ASSETS							
Current Assets							
Bank							
1000 - Cash							
1010 - Checking Account	$20,319,895.77	($16,525.67)	$430.74	($8,997,856.49)	($98.53)	($1,409,336.84)	$9,896,508.98
1020 - Payroll Account	$57,124.95	$0.00	$0.00	$30,545.80	$0.00	$4,220.07	$91,890.82
1021 - First United Accounts Payable	$185,364.40	$0.00	$0.00	($3,204.00)	$0.00	$2,850.26	$185,010.66
1022 - First United TH Reserve	$139,341.24	$0.00	$0.00	$0.00	$98.53	$0.00	$139,439.77
1023 - First United General Escrow	$159,540.20	$0.00	$0.00	$0.00	$0.00	$0.00	$159,540.20
1024 - First United Marina License	$240.82	$0.00	$0.00	$0.00	$0.00	$0.00	$240.82
1025 - First United Deposit (PayPal)	$1,581.72	$0.00	$533.48	$0.00	$0.00	$0.00	$2,115.20
1028 - First United Unrestricted Funds CD	$822,783.89	$0.00	$0.00	$0.00	$0.00	$0.00	$822,783.89
1030 - Shamrock Bank - Clayton	$1,835.61	$0.00	$0.00	$0.00	$0.00	$0.00	$1,835.61
1040 - Petty Cash	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00
1050 - McCurtain County National Bank	$61,472.06	$0.00	$0.00	$0.00	$0.00	($12,247.53)	$49,224.53
Total - 1000 - Cash	**$21,749,590.66**	**($16,525.67)**	**$964.22**	**($8,970,514.69)**	**$0.00**	**($1,414,514.04)**	**$11,349,000.48**
Total Bank	**$21,749,590.66**	**($16,525.67)**	**$964.22**	**($8,970,514.69)**	**$0.00**	**($1,414,514.04)**	**$11,349,000.48**
Accounts Receivable							
1100 - Receivables							
1110 - Accounts Receivable	$1,083,919.40	$0.00	$0.00	$503,011.95	$0.00	$922.60	$1,587,853.95
1120 - Due From (A/R)	$385,980.45	$0.00	$0.00	$73,403.54	$0.00	($148,609.33)	$310,774.66
Total - 1100 - Receivables	**$1,469,899.85**	**$0.00**	**$0.00**	**$576,415.49**	**$0.00**	**($147,686.73)**	**$1,898,628.61**
1300 - Other receivables							
1320 - Notes/loans receivable	$335,515.82	$0.00	$0.00	$0.00	$0.00	$0.00	$335,515.82
1321 - Loans Receivable from Belmont	$162,809.48	$0.00	$0.00	$0.00	$0.00	$0.00	$162,809.48
1322 - Loans Receivable from Clayton	$202,957.53	$0.00	$0.00	$0.00	$0.00	$0.00	$202,957.53
1323 - Loans Receivable rom Kiamichi	$123,563.90	$0.00	$0.00	$0.00	$0.00	$0.00	$123,563.90
1324 - Loans Receivable from SOCDC	$422,001.57	$0.00	$0.00	$0.00	$0.00	$0.00	$422,001.57
1325 - Reserve for Loan Loss	$909.36	$0.00	$0.00	$0.00	$0.00	$0.00	$909.36
1326 - Loans Receivable from	$51,909.76	$0.00	$0.00	$0.00	$0.00	$0.00	$51,909.76

FINANCIAL ROW	- UNASSIGNED -	CAPITAL	FUNDRAISING	MANAGEMENT & GENERAL (ADMIN)	OTHER	PROGRAM SERVICES	*TOTAL*
	Amount	Amount	Amount	Amount	Amount	Amount	*Amount*
Rouleau House							
Total - 1300 - Other receivables	**$1,299,667.42**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,299,667.42**
Total Accounts Receivable	**$2,769,567.27**	**$0.00**	**$0.00**	**$576,415.49**	**$0.00**	**($147,686.73)**	**$3,198,296.03**
Other Current Asset							
1400 - Other assets							
1450 - Prepaid Expenses	$51,246.22	$0.00	$0.00	$0.00	$0.00	$0.00	$51,246.22
Total - 1400 - Other assets	**$51,246.22**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$51,246.22**
1500 - Investments							
1530 - Property/Lots held for Sale	$520,721.32	$0.00	$0.00	$0.00	$0.00	$0.00	$520,721.32
1599 - Undeposited Funds	($47,812.03)	$0.00	$0.00	$68,671.28	$0.00	($18,238.10)	$2,621.15
Total - 1500 - Investments	**$472,909.29**	**$0.00**	**$0.00**	**$68,671.28**	**$0.00**	**($18,238.10)**	**$523,342.47**
NS097 - Interfund Due to /Due from	$497,814.87	$0.00	$0.00	($428,240.73)	$0.00	($69,574.15)	($0.01)
Payroll Float	($2,724,551.52)	$0.00	$0.00	$2,379,777.83	$0.00	$344,773.69	$0.00
Total Other Current Asset	**($1,702,581.14)**	**$0.00**	**$0.00**	**$2,020,208.38**	**$0.00**	**$256,961.44**	**$574,588.68**
Total Current Assets	**$22,816,576.79**	**($16,525.67)**	**$964.22**	**($6,373,890.82)**	**$0.00**	**($1,305,239.33)**	**$15,121,885.19**
Fixed Assets							
1600 - Fixed operating assets							
1610 - Land	$345,647.21	$0.00	$0.00	$0.00	$0.00	$0.00	$345,647.21
1620 - Buildings	$6,463,324.18	$0.00	$0.00	$0.00	$0.00	$0.00	$6,463,324.18
1630 - Leasehold Improvements	$2,123,010.79	$0.00	$0.00	$0.00	$0.00	$0.00	$2,123,010.79
1640 - Computers & Equipment over $5,000	$910,706.64	$0.00	$0.00	$0.00	$0.00	$0.00	$910,706.64
1650 - Vehicles	$4,000,373.21	$0.00	$0.00	$0.00	$0.00	$0.00	$4,000,373.21
Total - 1600 - Fixed operating assets	**$13,843,062.03**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$13,843,062.03**
1700 - Accum deprec - fixed operating assets							
1725 - Accum deprec - building	($5,594,074.69)	$0.00	$0.00	$0.00	$0.00	$0.00	($5,594,074.69)
1735 - Accum amort - leasehold improvements	($2,053,452.27)	$0.00	$0.00	$0.00	$0.00	$0.00	($2,053,452.27)
1740 - Accum. Amortization Leases	$0.00	$0.00	$0.00	($35,447.22)	$0.00	$0.00	($35,447.22)
Total - 1700 - Accum deprec - fixed operating assets	**($7,647,526.96)**	**$0.00**	**$0.00**	**($35,447.22)**	**$0.00**	**$0.00**	**($7,682,974.18)**
Total Fixed Assets	**$6,195,535.07**	**$0.00**	**$0.00**	**($35,447.22)**	**$0.00**	**$0.00**	**$6,160,087.85**
Other Assets							
1800 - Other Assets							
1810 - Right to Use Asset - Leases	$0.00	$0.00	$0.00	$49,288.52	$0.00	$0.00	$49,288.52
Total - 1800 - Other Assets	**$0.00**	**$0.00**	**$0.00**	**$49,288.52**	**$0.00**	**$0.00**	**$49,288.52**
Total Other Assets	**$0.00**	**$0.00**	**$0.00**	**$49,288.52**	**$0.00**	**$0.00**	**$49,288.52**
Total ASSETS	**$29,012,111.86**	**($16,525.67)**	**$964.22**	**($6,360,049.52)**	**$0.00**	**($1,305,239.33)**	**$21,331,261.56**
Liabilities & Equity							
Current Liabilities							

FINANCIAL ROW	- UNASSIGNED -	CAPITAL	FUNDRAISING	MANAGEMENT & GENERAL (ADMIN)	OTHER	PROGRAM SERVICES	*TOTAL*
	Amount	Amount	Amount	Amount	Amount	Amount	*Amount*
Accounts Payable							
2000 - Payables							
2010 - AP Accrued monthly	($26,610.09)	$0.00	($35.23)	$475.46	$0.00	$6,880.28	($19,289.58)
Total - 2000 - Payables	**($26,610.09)**	**$0.00**	**($35.23)**	**$475.46**	**$0.00**	**$6,880.28**	**($19,289.58)**
Total Accounts Payable	**($26,610.09)**	**$0.00**	**($35.23)**	**$475.46**	**$0.00**	**$6,880.28**	**($19,289.58)**
Other Current Liability							
2100 - Accrued liabilities							
2105 - Accrued Expense Payables	$277,819.33	$0.00	$0.00	$220,278.42	$0.00	$79,221.19	$577,318.94
2110 - Wages Payable	$148,395.61	$0.00	$0.00	$106,895.48	$0.00	$97,378.44	$352,669.53
2120 - Accrued Employee Benefits	$1,940,509.91	$0.00	$0.00	($1,437,882.77)	$0.00	($190,096.39)	$312,530.75
2130 - Accrued payroll taxes	$837,349.05	$0.00	$0.00	($727,571.71)	$0.00	($79,724.20)	$30,053.14
2135 - Indirect Payable	$39,033.33	$0.00	$0.00	$16,477.66	$0.00	$20,786.77	$76,297.76
2150 - Home Loan Escrow Accounts	($580.61)	$0.00	$0.00	$0.00	$0.00	$0.00	($580.61)
2160 - Due to (Liab)	$38,046.77	$0.00	$0.00	$10,930.72	$0.00	($33,119.24)	$15,858.25
2180 - Accrued Payroll Deductions	$69,900.09	$0.00	$0.00	($72,665.27)	$0.00	($4,836.03)	($7,601.21)
Total - 2100 - Accrued liabilities	**$3,350,473.48**	**$0.00**	**$0.00**	**($1,883,537.47)**	**$0.00**	**($110,389.46)**	**$1,356,546.55**
2400 - Refundable Advances							
2450 - Apartment Sec Deposits Payable	$28,441.50	$0.00	$0.00	$750.00	$0.00	($2,081.00)	$27,110.50
Total - 2400 - Refundable Advances	**$28,441.50**	**$0.00**	**$0.00**	**$750.00**	**$0.00**	**($2,081.00)**	**$27,110.50**
Total Other Current Liability	**$3,378,914.98**	**$0.00**	**$0.00**	**($1,882,787.47)**	**$0.00**	**($112,470.46)**	**$1,383,657.05**
Total Current Liabilities	**$3,352,304.89**	**$0.00**	**($35.23)**	**($1,882,312.01)**	**$0.00**	**($105,590.18)**	**$1,364,367.47**
Long Term Liabilities							
2700 - Long-term notes & loans payable							
2770 - Long-term liabilities - Mower Loan	$4,100.28	$0.00	$0.00	$0.00	$0.00	$0.00	$4,100.28
2780 - Lease liability	$0.00	$0.00	$0.00	$34,139.72	$0.00	$0.00	$34,139.72
Total - 2700 - Long-term notes & loans payable	**$4,100.28**	**$0.00**	**$0.00**	**$34,139.72**	**$0.00**	**$0.00**	**$38,240.00**
Total Long Term Liabilities	**$4,100.28**	**$0.00**	**$0.00**	**$34,139.72**	**$0.00**	**$0.00**	**$38,240.00**
Equity							
3000 - Net Assets	($12,712.37)	$0.00	$0.00	$0.00	$0.00	$0.00	($12,712.37)
Retained Earnings	$18,509,306.23	($16,525.67)	$0.00	($616,213.83)	$0.00	($872,496.87)	$17,004,069.86
Net Income	$6,777,081.96	$0.00	$999.45	($3,569,483.91)	$0.00	($271,300.90)	$2,937,296.60
Total Equity	**$25,273,675.82**	**($16,525.67)**	**$999.45**	**($4,185,697.74)**	**$0.00**	**($1,143,797.77)**	**$19,928,654.09**
Total Liabilities & Equity	**$28,630,080.99**	**($16,525.67)**	**$964.22**	**($6,033,870.03)**	**$0.00**	**($1,249,387.95)**	**$21,331,261.56**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Grant Financial Report
From Jan 2023 to Adjust 2023
Options: Activity Only

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Income				
Income				
4000 - Contribution Revenue				
4010 - Donations	$0.00	$13,349.12	($13,349.12)	0.00%
4020 - Corporate/Business	$13,000.00	$15,819.60	($2,819.60)	121.69%
4030 - Foundation/Trust Revenue	$12,000.00	$10,000.00	$2,000.00	83.33%
4040 - Other Donations/Contributions	$0.00	$3,699.10	($3,699.10)	0.00%
Total - 4000 - Contribution Revenue	**$25,000.00**	**$42,867.82**	**($17,867.82)**	**171.47%**
4100 - Inkind Revenue				
4110 - In Kind Revenue	$952,223.51	$1,268,433.18	($316,209.67)	133.21%
Total - 4100 - Inkind Revenue	**$952,223.51**	**$1,268,433.18**	**($316,209.67)**	**133.21%**
4200 - Miscellaneous Revenue				
4210 - Stabilization Revenue	$0.00	$2,007,000.00	($2,007,000.00)	0.00%
4220 - Other Grant/Contract Revenue	$0.00	$1,176,280.93	($1,176,280.93)	0.00%
4250 - MISC/OTHER REV	$28,311.00	$746,799.91	($718,488.91)	2,637.84%
Total - 4200 - Miscellaneous Revenue	**$28,311.00**	**$3,930,080.84**	**($3,901,769.84)**	**13,881.82%**
4400 - State Revenue				
4410 - State Grants	$247,649.74	$338,974.19	($91,324.45)	136.88%
4420 - State Contracts	$1,729,985.00	$327,602.38	$1,402,382.62	18.94%
4430 - State Pass Through	$312,275.00	$558,730.64	($246,455.64)	178.92%
Total - 4400 - State Revenue	**$2,289,909.74**	**$1,225,307.21**	**$1,064,602.53**	**53.51%**
4500 - Federal Revenue				
4510 - Federal Grants	$18,486,459.96	$11,102,027.32	$7,384,432.64	60.05%
4520 - Federal Contracts	$5,132,678.87	$1,446,992.69	$3,685,686.18	28.19%
4530 - Federal Pass Through	$4,192,302.18	$4,396,871.29	($204,569.11)	104.88%
Total - 4500 - Federal Revenue	**$27,811,441.01**	**$16,945,891.30**	**$10,865,549.71**	**60.93%**
4900 - Recoveries from Programs				
4910 - Indirect Revenue from Programs	$1,677,332.00	$1,937,600.47	($260,268.47)	115.52%
4920 - EBP (Fringe)	$0.00	$1,693,643.95	($1,693,643.95)	0.00%
Total - 4900 - Recoveries from Programs	**$1,677,332.00**	**$3,631,244.42**	**($1,953,912.42)**	**216.49%**
5000 - Rental Revenue				
5010 - Apartment Rent	$0.00	$380,794.42	($380,794.42)	0.00%
5020 - Space Cost Rev	$0.00	$252,913.58	($252,913.58)	0.00%
Total - 5000 - Rental Revenue	**$0.00**	**$633,708.00**	**($633,708.00)**	**0.00%**
5100 - Program Fee Revenue				
5110 - Apt Fees/Late Fees	$0.00	$6,840.82	($6,840.82)	0.00%
5120 - Park Revenue - Taxable	$350,250.04	$406,678.61	($56,428.57)	116.11%
5130 - Park Revenue - Not Taxable	$0.00	$35,924.05	($35,924.05)	0.00%
5150 - Child Care Co-Pays	$0.00	$71,446.80	($71,446.80)	0.00%
5160 - Transit Fares	$99,999.96	$84,295.60	$15,704.36	84.30%
5170 - Sooner Ride Fares	$0.00	$267,761.82	($267,761.82)	0.00%
5175 - KEDDO Transit Contract	$0.00	$33,419.76	($33,419.76)	0.00%
5180 - Housing Fees	$0.00	$141,626.92	($141,626.92)	0.00%
5190 - Subsidy Revenue	$0.00	$667,286.90	($667,286.90)	0.00%
5195 - Management Fee Revenue	$0.00	$26,595.03	($26,595.03)	0.00%
Total - 5100 - Program Fee Revenue	**$450,250.00**	**$1,741,876.31**	**($1,291,626.31)**	**386.87%**
5300 - Interest and Dividends				
5310 - Bank Interest Earned	$500.04	$108,301.17	($107,801.13)	21,658.50%
5330 - Loan Interest	$0.00	$20,653.50	($20,653.50)	0.00%
5340 - Insurance Escrow	$0.00	$48,090.00	($48,090.00)	0.00%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Total - 5300 - Interest and Dividends	**$500.04**	**$177,044.67**	**($176,544.63)**	**35,406.10%**
5400 - Revenue from other sources				
5410 - Fuel Sales - Gross	$0.00	$2,579.95	($2,579.95)	0.00%
5420 - Store Sales - Gross	$0.00	$318.43	($318.43)	0.00%
5430 - CSBG Program Support	$0.00	$40,000.00	($40,000.00)	0.00%
5450 - Lot/Property Sale	$0.00	$242,500.00	($242,500.00)	0.00%
5490 - Transfer In/Out (920)	$105,397.92	$1,567,072.08	($1,461,674.16)	1,486.81%
Total - 5400 - Revenue from other sources	**$105,397.92**	**$1,852,470.46**	**($1,747,072.54)**	**1,757.60%**
5800 - Special Event Expense				
5810 - Raffle Fundraising	$0.00	$8,575.33	($8,575.33)	0.00%
5820 - Other Events or Gift Revenue	$0.00	$220.00	($220.00)	0.00%
Total - 5800 - Special Event Expense	**$0.00**	**$8,795.33**	**($8,795.33)**	**0.00%**
Total - Income	**$33,340,365.22**	**$31,457,719.54**	**$1,882,645.68**	**94.35%**
Total Income	**$33,340,365.22**	**$31,457,719.54**	**$1,882,645.68**	**94.35%**
Expense				
Expense				
7000 - Grants, contracts, & direct assistance				
7010 - Contracts - program-related	$72,243.00	$86,586.00	($14,343.00)	119.85%
7040 - Direct Assistance - Other	$0.00	$1,400.80	($1,400.80)	0.00%
7050 - Direct Assistance - Utilities	$10,924.00	$11,185.74	($261.74)	102.40%
7051 - Direct Assistance - Rental	$5,923.00	$28,364.80	($22,441.80)	478.89%
7060 - Transfer In/Out Expense	$0.00	$1,600,777.88	($1,600,777.88)	0.00%
7095 - VICTIM ASSISTANCE	$88,995.00	$56,825.93	$32,169.07	63.85%
Total - 7000 - Grants, contracts, & direct assistance	**$178,085.00**	**$1,785,141.15**	**($1,607,056.15)**	**1,002.41%**
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$13,258,052.08	$9,073,039.85	$4,185,012.23	68.43%
7230 - Pension plan contributions	$1,131,067.98	$574,231.07	$556,836.91	50.77%
7240 - Employee benefits - not pension	$1,986,301.89	$1,229,032.32	$757,269.57	61.88%
7250 - Payroll taxes, etc.	$1,055,104.36	$717,480.72	$337,623.64	68.00%
Total - 7200 - Salaries & related expenses	**$17,430,526.31**	**$11,593,783.96**	**$5,836,742.35**	**66.51%**
7300 - Indirect Cost Pool Expense				
7310 - Indirect Expense	$2,837,560.30	$1,908,665.77	$928,894.53	67.26%
Total - 7300 - Indirect Cost Pool Expense	**$2,837,560.30**	**$1,908,665.77**	**$928,894.53**	**67.26%**
7500 - Contract/Consultant Services				
7520 - Accounting fees	$0.00	$51,294.00	($51,294.00)	0.00%
7540 - Professional Services	$6,800.04	$0.00	$6,800.04	0.00%
7550 - Contract Services	$440,051.32	$822,839.77	($382,788.45)	186.99%
7560 - Partner Contracts	$2,083,677.00	$941,893.72	$1,141,783.28	45.20%
Total - 7500 - Contract/Consultant Services	**$2,530,528.36**	**$1,816,027.49**	**$714,500.87**	**71.76%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$1,190,563.63	$637,563.25	$553,000.38	53.55%
8120 - Other/Maint Supplies	$514,310.14	$82,586.50	$431,723.64	16.06%
8130 - Telephone & Internet	$199,626.12	$236,989.07	($37,362.95)	118.72%
8140 - Postage & shipping	$35,163.98	$12,263.91	$22,900.07	34.88%
8150 - Medical/Dental Supplies	$96,273.00	$58,200.43	$38,072.57	60.45%
8160 - Events/Meeting Expense	$155,277.16	$36,331.46	$118,945.70	23.40%
8170 - Printing & copying	$104,605.06	$72,011.21	$32,593.85	68.84%
8180 - Fatherhood	$11,500.00	$500.00	$11,000.00	4.35%
8190 - WX Materials	$120,870.79	$40,721.08	$80,149.71	33.69%
Total - 8100 - Non personnel expenses	**$2,428,189.88**	**$1,177,166.91**	**$1,251,022.97**	**48.48%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$313,571.26	$193,214.00	$120,357.26	61.62%
8215 - Equipment Lease	$0.00	$34,430.06	($34,430.06)	0.00%
8220 - Electric	$175,794.52	$280,698.07	($104,903.55)	159.67%
8225 - Water	$20,090.04	$58,889.36	($38,799.32)	293.13%
8230 - Trash	$12,081.96	$42,430.91	($30,348.95)	351.19%
8235 - Sewer	$5,300.00	$33,638.81	($28,338.81)	634.69%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8240 - Natural Gas	$1,499.96	$21,565.27	($20,065.31)	1,437.72%
8245 - FURNITURE, APPLIANCES & EQUIPMENT - NOT CAPITALIZED	$0.00	$1,004.85	($1,004.85)	0.00%
8250 - Equip & Over $5000.00 (Inv Items)	$994,781.19	$528,610.09	$466,171.10	53.14%
8255 - WX Tools & Equipment	$9,999.96	$41,855.51	($31,855.55)	418.56%
8260 - Repair/Maint for Building/Equip	$850,149.81	$1,077,434.56	($227,284.75)	126.73%
8265 - Construction Rehab & Renovation	$800,993.00	$318,872.65	$482,120.35	39.81%
8270 - Deprec & amort - allowable	$0.00	$55,357.23	($55,357.23)	0.00%
8290 - Construction Leverage	$0.00	$176,513.46	($176,513.46)	0.00%
Total - 8200 - Facility & equipment expenses	**$3,184,261.70**	**$2,864,514.83**	**$319,746.87**	**89.96%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$554,797.97	$189,487.24	$365,310.73	34.15%
8320 - Out of Area Travel	$971,404.56	$236,841.77	$734,562.79	24.38%
8330 - Fuel Cost	$110,100.08	$119,424.41	($9,324.33)	108.47%
8335 - Vehicle Repair & Maint	$53,999.92	$84,507.24	($30,507.32)	156.50%
8340 - Child Transportation Exp	$12,516.00	$1,858.69	$10,657.31	14.85%
8350 - Non Reimb Travel	$141,185.53	$3,447.65	$137,737.88	2.44%
Total - 8300 - Travel & meetings expenses	**$1,844,004.06**	**$635,567.00**	**$1,208,437.06**	**34.47%**
8400 - Insurance Expense	$255,176.84	$2,052,548.78	($1,797,371.94)	804.36%
8600 - Business expenses				
8650 - Taxes - other	$0.00	$8,063.62	($8,063.62)	0.00%
Total - 8600 - Business expenses	**$0.00**	**$8,063.62**	**($8,063.62)**	**0.00%**
8700 - Food Expenses				
8710 - Food Nutrition Cost	$68,870.00	$567,420.28	($498,550.28)	823.90%
8720 - Non -Food, Nutrition Cost	$0.00	$28,296.09	($28,296.09)	0.00%
8730 - Other Food Expense	$26,100.00	$1,096,623.00	($1,070,523.00)	4,201.62%
Total - 8700 - Food Expenses	**$94,970.00**	**$1,692,339.37**	**($1,597,369.37)**	**1,781.97%**
8800 - In-Kind Expenses				
8810 - In-Kind Professional Services	$0.00	$25,564.87	($25,564.87)	0.00%
8820 - In-Kind Supplies	$250.00	$0.00	$250.00	0.00%
8830 - In-Kind Transportation/Travel	$1,050.00	$437,357.78	($436,307.78)	41,653.12%
8840 - In-Kind Salaries	$306,626.00	$248,353.96	$58,272.04	81.00%
8845 - In-Kind Fringe	$23,098.43	$34,730.17	($11,631.74)	150.36%
8850 - In-Kind Telephone/Utilities	$1,000.00	$31,357.86	($30,357.86)	3,135.79%
8860 - In-Kind Repair/Maint	$1,000.00	$300.00	$700.00	30.00%
8870 - In-Kind Space Cost	$1,380.00	$241,687.00	($240,307.00)	17,513.55%
8880 - In-Kind Indirect	$13,732.51	$3,171.70	$10,560.81	23.10%
8890 - In-Kind Other	$440,409.00	$245,909.84	$194,499.16	55.84%
Total - 8800 - In-Kind Expenses	**$788,545.94**	**$1,268,433.18**	**($479,887.24)**	**160.86%**
Other Expense				
8500 - Other Expense				
8500 - Other Expense	$0.00	$322.53	($322.53)	0.00%
8510 - Interest-general	$8,000.04	$4,215.14	$3,784.90	52.69%
8520 - Recognition	$65,500.00	$84,520.38	($19,020.38)	129.04%
8530 - Fees/Dues	$93,409.90	$236,940.86	($143,530.96)	253.66%
8540 - Training & TTA	$349,361.59	$242,666.42	$106,695.17	69.46%
8550 - WX Health & Safety	$77,465.04	$46,615.86	$30,849.18	60.18%
8560 - Computer & Software Related Expenses	$631,971.64	$384,288.44	$247,683.20	60.81%
8570 - Advertising & Community Sponsorships	$139,313.04	$141,791.00	($2,477.96)	101.78%
8575 - Fundraising Expense	$0.00	$2,386.83	($2,386.83)	0.00%
8580 - Incentive Expense	$218,823.00	$151,071.71	$67,751.29	69.04%
8585 - PROJECT EXPENSE	$350,223.95	$87,954.61	$262,269.34	25.11%
8590 - Other Expenses	$176,795.96	$96,059.17	$80,736.79	54.33%
8595 - Subsidy Expense	$330,075.00	$239,168.62	$90,906.38	72.46%
Total - 8500 - Other Expense	**$2,440,939.16**	**$1,718,001.57**	**$722,937.59**	**70.38%**
Total Expense	**$34,012,787.55**	**$28,520,253.63**	**$5,492,533.92**	**83.85%**
8000 - Cost of Goods Sold				
8020 - Ship Store (Resale Inv)	$0.00	$169.31	($169.31)	0.00%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Total - 8000 - Cost of Goods Sold	**$0.00**	**$169.31**	**($169.31)**	**0.00%**
Excess Revenue Over Expenses	***($672,422.33)***	***$2,937,465.91***	***($3,609,888.24)***	***-436.85%***

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Jan 2024

FINANCIAL ROW	AMOUNT (AS OF JAN 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	$10,525,972.92	$9,896,508.98	$629,463.94	6.36%
1020 - Payroll Account	$93,166.56	$91,890.82	$1,275.74	1.39%
1021 - First United Accounts Payable	$148,079.75	$185,010.66	($36,930.91)	-19.96%
1022 - First United TH Reserve	$140,057.48	$139,439.77	$617.71	0.44%
1023 - First United General Escrow	$177,534.20	$159,540.20	$17,994.00	11.28%
1024 - First United Marina License	$240.85	$240.82	$0.03	0.01%
1025 - First United Deposit (PayPal)	$2,115.20	$2,115.20	$0.00	0.00%
1028 - First United Unrestricted Funds CD	$822,783.89	$822,783.89	$0.00	0.00%
1030 - Shamrock Bank - Clayton	$1,835.61	$1,835.61	$0.00	0.00%
1040 - Petty Cash	$410.00	$410.00	$0.00	0.00%
1050 - McCurtain County National Bank	$54,611.46	$49,224.53	$5,386.93	10.94%
Total - 1000 - Cash	**$11,966,807.92**	**$11,349,000.48**	**$617,807.44**	**5.44%**
Total Bank	**$11,966,807.92**	**$11,349,000.48**	**$617,807.44**	**5.44%**
Accounts Receivable				
1100 - Receivables	**$877,065.73**	**$1,898,632.61**	**($1,021,566.88)**	**-53.81%**
1300 - Other receivables				
1320 - Notes/loans receivable	$335,515.82	$335,515.82	$0.00	0.00%
1321 - Loans Receivable from Belmont	$163,236.48	$162,809.48	$427.00	0.26%
1322 - Loans Receivable from Clayton	$202,957.53	$202,957.53	$0.00	0.00%
1323 - Loans Receivable rom Kiamichi	$123,563.90	$123,563.90	$0.00	0.00%
1324 - Loans Receivable from SOCDC	$422,001.57	$422,001.57	$0.00	0.00%
1325 - Reserve for Loan Loss	$909.36	$909.36	$0.00	0.00%
1326 - Loans Receivable from Rouleau House	$51,909.76	$51,909.76	$0.00	0.00%
Total - 1300 - Other receivables	**$1,300,094.42**	**$1,299,667.42**	**$427.00**	**0.03%**
Total Accounts Receivable	**$2,177,160.15**	**$3,198,300.03**	**($1,021,139.88)**	**-31.93%**
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	$24,618.06	$51,246.22	($26,628.16)	-51.96%
Total - 1400 - Other assets	**$24,618.06**	**$51,246.22**	**($26,628.16)**	**-51.96%**
1500 - Investments				
1530 - Property/Lots held for Sale	$520,721.32	$520,721.32	$0.00	0.00%
1599 - Undeposited Funds	$2,766.85	$2,621.15	$145.70	5.56%
Total - 1500 - Investments	**$523,488.17**	**$523,342.47**	**$145.70**	**0.03%**
NS097 - Interfund Due to /Due from	($0.01)	($0.01)	$0.00	0.00%
Payroll Float	($2,442.38)	$0.00	($2,442.38)	0.00%
Total Other Current Asset	**$545,663.84**	**$574,588.68**	**($28,924.84)**	**-5.03%**
Total Current Assets	**$14,689,631.91**	**$15,121,889.19**	**($432,257.28)**	**-2.86%**
Fixed Assets				

FINANCIAL ROW	AMOUNT (AS OF JAN 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
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				
1725 - Accum deprec - building	($5,594,074.69)	($5,594,074.69)	$0.00	0.00%
1735 - Accum amort - leasehold improvements	($2,053,452.27)	($2,053,452.27)	$0.00	0.00%
1740 - Accum. Amortization Leases	($35,447.22)	($35,447.22)	$0.00	0.00%
Total - 1700 - Accum deprec - fixed operating assets	**($7,682,974.18)**	**($7,682,974.18)**	**$0.00**	**0.00%**
Total Fixed Assets	**$6,160,087.85**	**$6,160,087.85**	**$0.00**	**0.00%**
Other Assets				
1800 - Other Assets				
1810 - Right to Use Asset - Leases	$49,288.52	$49,288.52	$0.00	0.00%
Total - 1800 - Other Assets	**$49,288.52**	**$49,288.52**	**$0.00**	**0.00%**
Total Other Assets	**$49,288.52**	**$49,288.52**	**$0.00**	**0.00%**
Total ASSETS	**$20,899,008.28**	**$21,331,265.56**	**($432,257.28)**	**-2.03%**
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	**($20,090.24)**	**($19,476.56)**	**($613.68)**	**3.15%**
Total Accounts Payable	**($20,090.24)**	**($19,476.56)**	**($613.68)**	**3.15%**
Other Current Liability				
2100 - Accrued liabilities	**$1,386,420.84**	**$1,356,546.55**	**$29,874.29**	**2.20%**
2400 - Refundable Advances	**$27,485.50**	**$27,110.50**	**$375.00**	**1.38%**
Total Other Current Liability	**$1,413,906.34**	**$1,383,657.05**	**$30,249.29**	**2.19%**
Total Current Liabilities	**$1,393,816.10**	**$1,364,180.49**	**$29,635.61**	**2.17%**
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	$3,808.14	$4,100.28	($292.14)	-7.12%
2780 - Lease liability	$34,139.72	$34,139.72	$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	**$37,947.86**	**$38,240.00**	**($292.14)**	**-0.76%**
Total Long Term Liabilities	**$37,947.86**	**$38,240.00**	**($292.14)**	**-0.76%**
Equity	**$19,467,244.32**	**$19,928,845.07**	**($461,600.75)**	**-2.32%**
Total Liabilities & Equity	**$20,899,008.28**	**$21,331,265.56**	**($432,257.28)**	**-2.03%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
Jan 2024

FINANCIAL ROW	AMOUNT (JAN 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	**$10.00**	**$42,867.82**	**($42,857.82)**	**-99.98%**
4100 - Inkind Revenue	**$6,530.37**	**$1,268,433.18**	**($1,261,902.81)**	**-99.49%**
4200 - Miscellaneous Revenue	**$37,479.08**	**$3,930,080.84**	**($3,892,601.76)**	**-99.05%**
4400 - State Revenue	**$72,320.98**	**$1,225,307.21**	**($1,152,986.23)**	**-94.10%**
4500 - Federal Revenue	**$240,325.00**	**$16,945,895.30**	**($16,705,570.30)**	**-98.58%**
4900 - Recoveries from Programs	**$309,914.00**	**$3,631,244.42**	**($3,321,330.42)**	**-91.47%**
5000 - Rental Revenue	**$61,933.33**	**$633,708.00**	**($571,774.67)**	**-90.23%**
5100 - Program Fee Revenue	**$79,836.27**	**$1,741,876.31**	**($1,662,040.04)**	**-95.42%**
5300 - Interest and Dividends	**$28,786.46**	**$177,044.67**	**($148,258.21)**	**-83.74%**
5400 - Revenue from other sources	**$1,225.00**	**$1,852,470.46**	**($1,851,245.46)**	**-99.93%**
5800 - Special Event Expense	**$0.00**	**$8,795.33**	**($8,795.33)**	**-100.00%**
Total - Income	**$838,360.49**	**$31,457,723.54**	**($30,619,363.05)**	**-97.33%**
Cost Of Sales				
8000 - Cost of Goods Sold	**$0.00**	**$169.31**	**($169.31)**	**-100.00%**
Total - Cost Of Sales	**$0.00**	**$169.31**	**($169.31)**	**-100.00%**
Gross Profit	**$838,360.49**	**$31,457,554.23**	**($30,619,193.74)**	**-97.33%**
Expense				
7000 - Grants, contracts, & direct assistance	**$22,710.46**	**$1,785,141.15**	**($1,762,430.69)**	**-98.73%**
7200 - Salaries & related expenses	**$475,514.17**	**$11,593,783.96**	**($11,118,269.79)**	**-95.90%**
7300 - Indirect Cost Pool Expense	**$84,536.64**	**$1,908,665.77**	**($1,824,129.13)**	**-95.57%**
7500 - Contract/Consultant Services	**$100,447.12**	**$1,816,027.49**	**($1,715,580.37)**	**-94.47%**
8100 - Non personnel expenses	**$177,192.03**	**$1,177,166.91**	**($999,974.88)**	**-84.95%**
8200 - Facility & equipment expenses	**$114,118.97**	**$2,864,514.83**	**($2,750,395.86)**	**-96.02%**
8300 - Travel & meetings expenses	**$44,747.57**	**$635,567.00**	**($590,819.43)**	**-92.96%**
8400 - Insurance Expense	$162,305.40	$2,052,548.78	($1,890,243.38)	-92.09%
8600 - Business expenses	**$911.00**	**$8,063.62**	**($7,152.62)**	**-88.70%**
8700 - Food Expenses	**($32,207.84)**	**$1,692,339.37**	**($1,724,547.21)**	**-101.90%**
8800 - In-Kind Expenses	**$6,530.37**	**$1,268,433.18**	**($1,261,902.81)**	**-99.49%**
Total - Expense	**$1,156,805.89**	**$26,802,252.06**	**($25,645,446.17)**	**-95.68%**
Net Ordinary Income	**($318,445.40)**	**$4,655,302.17**	**($4,973,747.57)**	**-106.84%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense	**$143,497.78**	**$1,717,814.59**	**($1,574,316.81)**	**-91.65%**
Total - Other Expense	**$143,497.78**	**$1,717,814.59**	**($1,574,316.81)**	**-91.65%**
Net Other Income	**($143,497.78)**	**($1,717,814.59)**	**$1,574,316.81**	**-91.65%**
Net Income	**($461,943.18)**	**$2,937,487.58**	**($3,399,430.76)**	**-115.73%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Jan 2024

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	$10,525,972.92
1020 - Payroll Account	$93,166.56
1021 - First United Accounts Payable	$153,057.45
1022 - First United TH Reserve	$140,057.48
1023 - First United General Escrow	$177,534.20
1024 - First United Marina License	$240.85
1025 - First United Deposit (PayPal)	$2,115.20
1028 - First United Unrestricted Funds CD	$822,783.89
1030 - Shamrock Bank - Clayton	$1,835.61
1040 - Petty Cash	$410.00
1050 - McCurtain County National Bank	$54,611.46
Total - 1000 - Cash	**$11,971,785.62**
Total Bank	**$11,971,785.62**
Accounts Receivable	
1100 - Receivables	
1110 - Accounts Receivable	$341,523.76
1120 - Due From (A/R)	$535,541.97
Total - 1100 - Receivables	**$877,065.73**
1300 - Other receivables	
1320 - Notes/loans receivable	$335,515.82
1321 - Loans Receivable from Belmont	$163,236.48
1322 - Loans Receivable from Clayton	$202,957.53
1323 - Loans Receivable rom Kiamichi	$123,563.90
1324 - Loans Receivable from SOCDC	$422,001.57
1325 - Reserve for Loan Loss	$909.36
1326 - Loans Receivable from Rouleau House	$51,909.76
Total - 1300 - Other receivables	**$1,300,094.42**
Total Accounts Receivable	**$2,177,160.15**
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	$24,618.06
Total - 1400 - Other assets	**$24,618.06**
1500 - Investments	
1530 - Property/Lots held for Sale	$520,721.32
1599 - Undeposited Funds	$2,766.85
Total - 1500 - Investments	**$523,488.17**
NS097 - Interfund Due to /Due from	($0.01)
Payroll Float	($2,442.38)
Total Other Current Asset	**$545,663.84**
Total Current Assets	**$14,694,609.61**
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**

FINANCIAL ROW	AMOUNT
1700 - Accum deprec - fixed operating assets	
1725 - Accum deprec - building	($5,594,074.69)
1735 - Accum amort - leasehold improvements	($2,053,452.27)
1740 - Accum. Amortization Leases	($35,447.22)
Total - 1700 - Accum deprec - fixed operating assets	**($7,682,974.18)**
Total Fixed Assets	**$6,160,087.85**
Other Assets	
1800 - Other Assets	
1810 - Right to Use Asset - Leases	$49,288.52
Total - 1800 - Other Assets	**$49,288.52**
Total Other Assets	**$49,288.52**
Total ASSETS	**$20,903,985.98**
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	($20,090.24)
Total - 2000 - Payables	**($20,090.24)**
Total Accounts Payable	**($20,090.24)**
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	$388,410.25
2110 - Wages Payable	$352,669.53
2120 - Accrued Employee Benefits	$306,544.29
2130 - Accrued payroll taxes	$29,803.65
2135 - Indirect Payable	$76,297.76
2150 - Home Loan Escrow Accounts	($415.11)
2160 - Due to (Liab)	$240,617.57
2180 - Accrued Payroll Deductions	($7,507.10)
Total - 2100 - Accrued liabilities	**$1,386,420.84**
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	$27,485.50
Total - 2400 - Refundable Advances	**$27,485.50**
Total Other Current Liability	**$1,413,906.34**
Total Current Liabilities	**$1,393,816.10**
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	$3,808.14
2780 - Lease liability	$34,139.72
Total - 2700 - Long-term notes & loans payable	**$37,947.86**
Total Long Term Liabilities	**$37,947.86**
Equity	
3000 - Net Assets	($12,712.37)
Retained Earnings	$19,941,899.87
Net Income	($456,965.48)
Total Equity	**$19,472,222.02**
Total Liabilities & Equity	**$20,903,985.98**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Cash Flow
Jan 2024

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	($456,965.48)
Adjustments to Net Income	
Accounts Receivable	$1,021,139.88
Other Current Asset	$29,070.54
Accounts Payable	($613.68)
Other Current Liabilities	$30,249.29
Total Adjustments to Net Income	**$1,079,846.03**
Total Operating Activities	**$622,880.55**
Financing Activities	
Long Term Liabilities	($292.14)
Other Equity	$342.43
Total Financing Activities	**$50.29**
Net Change in Cash for Period	**$622,930.84**
Cash at Beginning of Period	**$11,351,621.63**
Cash at End of Period	**$11,974,552.47**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Revenue Stream Distribution by Month
Jan 2024
Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	JANUARY 2024
Federal Grants	$251,876.78
Recoveries	$229,819.51
Program Revenue	$93,731.04
Federal	$83,594.49
State Contracts	$73,191.98
Non Federal	$52,071.64
Transit Contract	$25,130.40
Apartment Revenue	$16,589.00
Transit Fares	$6,111.90
Federal Pass Through	$4,207.32
Management Fees	$2,036.43
Total	**$838,360.49**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2024
Options: Activity Only

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	**$10,000.00**	**$10.00**	**$9,990.00**	**0.10%**
4100 - Inkind Revenue	**$0.00**	**$6,530.37**	**($6,530.37)**	**0.00%**
4200 - Miscellaneous Revenue	**$0.00**	**$37,479.08**	**($37,479.08)**	**0.00%**
4400 - State Revenue	**$0.00**	**$72,320.98**	**($72,320.98)**	**0.00%**
4500 - Federal Revenue	**$2,394,908.11**	**$240,325.00**	**$2,154,583.11**	**10.03%**
4900 - Recoveries from Programs	**$2,012,486.97**	**$309,914.00**	**$1,702,572.97**	**15.40%**
5000 - Rental Revenue	**$0.00**	**$61,933.33**	**($61,933.33)**	**0.00%**
5100 - Program Fee Revenue	**$0.00**	**$79,836.27**	**($79,836.27)**	**0.00%**
5300 - Interest and Dividends	**$0.00**	**$28,786.46**	**($28,786.46)**	**0.00%**
5400 - Revenue from other sources	**$0.00**	**$1,225.00**	**($1,225.00)**	**0.00%**
Total - Income	**$4,417,395.08**	**$838,360.49**	**$3,579,034.59**	**18.98%**
Gross Profit	**$4,417,395.08**	**$838,360.49**	**$3,579,034.59**	**18.98%**
Expense				
7000 - Grants, contracts, & direct assistance	**$0.00**	**$22,710.46**	**($22,710.46)**	**0.00%**
7200 - Salaries & related expenses	**$2,553,711.64**	**$475,514.17**	**$2,078,197.47**	**18.62%**
7300 - Indirect Cost Pool Expense	**$216,249.29**	**$84,536.64**	**$131,712.65**	**39.09%**
7500 - Contract/Consultant Services	**$133,531.81**	**$100,447.12**	**$33,084.69**	**75.22%**
8100 - Non personnel expenses	**$126,889.65**	**$177,192.03**	**($50,302.38)**	**139.64%**
8200 - Facility & equipment expenses	**$97,608.44**	**$114,118.97**	**($16,510.53)**	**116.92%**
8300 - Travel & meetings expenses	**$560,581.76**	**$44,747.57**	**$515,834.19**	**7.98%**
8400 - Insurance Expense	$44,865.40	$162,305.40	($117,440.00)	361.76%
8600 - Business expenses	**$0.00**	**$911.00**	**($911.00)**	**0.00%**
8700 - Food Expenses	**$0.00**	**($32,207.84)**	**$32,207.84**	**0.00%**
8800 - In-Kind Expenses	**$0.00**	**$6,530.37**	**($6,530.37)**	**0.00%**
Total - Expense	**$3,733,437.99**	**$1,156,805.89**	**$2,576,632.10**	**30.99%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense	**$181,902.13**	**$143,497.78**	**$38,404.35**	**78.89%**
Total - Other Expense	**$181,902.13**	**$143,497.78**	**$38,404.35**	**78.89%**
Net Income	**$502,054.96**	**($461,943.18)**	**$963,998.14**	**-92.01%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

Financial Row	- No Department -	10 Operating		
		Administration	Building Funds	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$35.00	$0.00	$35.00
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$0.00	$0.00	$0.00	$0.00
4900 - Recoveries from Programs	$0.00	$309,914.00	$0.00	$309,914.00
5000 - Rental Revenue	$0.00	$0.00	$25,479.33	$25,479.33
5100 - Program Fee Revenue	$875.00	$0.00	$0.00	$0.00
5300 - Interest and Dividends	$319.80	$9,182.73	$0.00	$9,182.73
5400 - Revenue from other sources	$0.00	$0.00	$0.00	$0.00
Total - Income	$1,194.80	$319,131.73	$25,479.33	$344,611.06
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$40,162.39	$40,701.98	$0.00	$40,701.98
7300 - Indirect Cost Pool Expense	$2,910.60	$2,927.67	$0.00	$2,927.67
7500 - Contract/Consultant Services	$17,218.31	$18,088.88	$3,005.70	$21,094.58
8100 - Non personnel expenses	$6,087.35	$70,765.59	$2,188.85	$72,954.44
8200 - Facility & equipment expenses	$16,313.34	$7,383.84	$29,817.17	$37,201.01
8300 - Travel & meetings expenses	$1.70	$8,219.99	$452.92	$8,672.91
8400 - Insurance Expense	$1,242.32	$127,979.90	$0.00	$127,979.90
8600 - Business expenses	$0.00	$0.00	$911.00	$911.00
8700 - Food Expenses	$65,777.27	$2,716.13	$0.00	$2,716.13
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00
Total - Expense	$149,713.28	$278,783.98	$36,375.64	$315,159.62
Net Ordinary Income	($148,518.48)	$40,347.75	($10,896.31)	$29,451.44
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$212.83	$77,943.27	$2,340.29	$80,283.56
Total - Other Expense	$212.83	$77,943.27	$2,340.29	$80,283.56

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

Financial Row	CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS			Total
					EHS	Head Start	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$33,980.48	$47.00	$0.00	$2,641.60	$2,688.60	$36,669.08
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$0.00	$40,000.00	$0.00	$0.00	$0.00	$130,000.00	$130,000.00	$170,000.00
4900 - Recoveries from Programs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000 - Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5100 - Program Fee Revenue	$0.00	$0.00	$21,253.80	$0.00	$0.00	$0.00	$0.00	$21,253.80
5300 - Interest and Dividends	$0.00	$0.00	$26.34	$0.00	$0.00	$0.00	$0.00	$26.34
5400 - Revenue from other sources	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$0.00	$40,000.00	$55,260.62	$47.00	$0.00	$132,641.60	$132,688.60	$227,949.22
Expense								
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$4,107.23	$44,877.98	$25,741.39	($49,831.54)	$54,205.73	$124,624.97	$128,999.16	$220,098.83
7300 - Indirect Cost Pool Expense	$811.26	$8,766.14	$4,363.31	($9,747.47)	$9,556.62	$26,128.47	$25,937.62	$42,742.14
7500 - Contract/Consultant Services	$534.96	$40,503.21	$0.00	$0.00	$0.00	$1,586.64	$1,586.64	$42,624.81
8100 - Non personnel expenses	$72.37	$17,418.77	$1,413.90	$6,770.01	$48.02	$27,723.61	$34,541.64	$53,462.16
8200 - Facility & equipment expenses	$374.00	$1,451.01	$294.04	$11,204.72	$39.82	$10,460.01	$21,704.55	$23,823.60
8300 - Travel & meetings expenses	$2,050.83	$1,513.23	$158.12	$14.74	$0.00	$6,322.14	$6,336.88	$10,127.18
8400 - Insurance Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	($131,554.54)	$0.00	$10,791.76	$63.67	$0.00	$19,605.84	$19,669.51	($101,093.27)
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	($123,603.89)	$114,530.34	$42,762.52	($41,525.87)	$63,850.19	$216,451.68	$238,776.00	$272,464.97
Net Ordinary Income	$123,603.89	($74,530.34)	$12,498.10	$41,572.87	($63,850.19)	($83,810.08)	($106,087.40)	($44,515.75)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	$0.00	$9,860.49	$265.21	$2,973.48	$0.00	$8,978.14	$11,951.62	$22,077.32
Total - Other Expense	$0.00	$9,860.49	$265.21	$2,973.48	$0.00	$8,978.14	$11,951.62	$22,077.32

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

Financial Row	CASA	Community Services	Drug Free Communities	Emergency Services			Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	Safe Place Healing Hearts	Second Chance	VOCA	Youth Build	Total
	Amount	Amount	Amount	Amount	EFSP Amount	Total Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense															
Income															
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00	$0.00	$0.00	$0.00	$0.00	$10.00
4100 - Inkind Revenue	$0.00	$0.00	$6,530.37	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,530.37
4200 - Miscellaneous 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
4400 - State Revenue	$487.56	$71,833.42	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72,320.98
4500 - Federal Revenue	$0.00	$0.00	$3,016.00	$0.00	$0.00	$0.00	$38,000.00	$0.00	$11,000.00	$2,700.00	$0.00	$0.00	$0.00	$15,609.00	$70,325.00
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
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
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
5300 - Interest and Dividends	$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
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
Total - Income	$487.56	$71,833.42	$9,546.37	$0.00	$0.00	$0.00	$38,000.00	$0.00	$11,000.00	$2,710.00	$0.00	$0.00	$0.00	$15,609.00	$149,186.35
Expense															
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$600.00	$1,028.03	$1,628.03	$0.00	$0.00	$0.00	$0.00	$1,863.43	$0.00	$0.00	$0.00	$3,491.46
7200 - Salaries & related expenses	$0.00	$21.92	$2,247.12	$0.00	$0.00	$0.00	$25,827.79	$0.00	$8,704.85	$2,301.67	($514.58)	$5,397.37	$4,353.03	$8,879.78	$68,263.44
7300 - Indirect Cost Pool Expense	$0.00	$4.40	$444.84	$0.00	$0.00	$0.00	$5,236.99	$0.00	$1,752.52	$569.48	($98.12)	$1,103.06	$859.28	$1,835.25	$13,888.41
7500 - Contract/Consultant Services	$0.00	$2,140.00	$0.00	$0.00	$0.00	$0.00	$5,654.00	$0.00	$0.00	$0.00	$67.00	$0.00	$0.00	$0.00	$7,861.00
8100 - Non personnel expenses	$94.58	$0.00	$0.00	$0.00	$0.00	$0.00	$1,339.25	$34.57	$420.52	$117.73	$282.05	$442.71	$0.00	$487.64	$3,343.89
8200 - Facility & equipment expenses	$228.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,764.00	$0.00	$680.00	$259.00	$539.50	$380.00	$279.50	$1,500.00	$6,715.00
8300 - Travel & meetings expenses	$140.70	$0.00	$0.00	$0.00	$0.00	$0.00	$3,335.15	$0.00	$222.98	$60.97	$460.29	$785.24	$356.44	$275.92	$5,637.69
8400 - Insurance Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
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
8700 - Food Expenses	$0.00	$0.00	$92.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$272.94	$0.00	$0.00	$0.00	$26.69	$392.03
8800 - In-Kind Expenses	$0.00	$0.00	$6,530.37	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,530.37
Total - Expense	$463.28	$2,166.32	$9,314.73	$600.00	$1,028.03	$1,628.03	$44,157.18	$34.57	$11,780.87	$3,581.79	$2,599.57	$8,108.38	$5,848.25	$13,005.28	$102,688.25
Net Ordinary Income	$24.28	$69,667.10	$231.64	($600.00)	($1,028.03)	($1,628.03)	($6,157.18)	($34.57)	($780.87)	($871.79)	($2,599.57)	($8,108.38)	($5,848.25)	$2,603.72	$46,498.10
Other Income and Expenses															
Other Expense															
8500 - Other Expense	$1,430.00	$0.00	$5,350.00	$0.00	$0.00	$0.00	$5,428.04	$0.00	$0.00	$0.00	$0.00	$26.00	$0.00	$6,060.90	$18,294.94
Total - Other Expense	$1,430.00	$0.00	$5,350.00	$0.00	$0.00	$0.00	$5,428.04	$0.00	$0.00	$0.00	$0.00	$26.00	$0.00	$6,060.90	$18,294.94

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

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	$0.00	$0.00	$0.00	$0.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$0.00	$0.00	$0.00	$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	$0.00
5000 - Rental Revenue	$1,319.00	$35,135.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,454.00
5100 - Program Fee Revenue	$93.14	$292.00	$0.00	$2,036.43	$14,419.61	$0.00	$0.00	$16,841.18
5300 - Interest and Dividends	$16,589.00	$1,422.71	$0.00	$0.00	$43.26	$0.00	$0.00	$18,054.97
5400 - Revenue from other sources	$0.00	$1,225.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,225.00
Total - Income	$18,001.14	$38,074.71	$0.00	$2,036.43	$14,462.87	$0.00	$0.00	$72,575.15
Expense								
7000 - Grants, contracts, & direct assistance	$17,639.00	$1,580.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,219.00
7200 - Salaries & related expenses	$4,058.24	$1,587.37	$28,590.52	($2,650.42)	($12,230.08)	$17,559.05	$18,696.28	$55,610.96
7300 - Indirect Cost Pool Expense	$882.55	$315.07	$5,632.48	$0.00	($2,445.78)	$3,365.05	$3,836.25	$11,585.62
7500 - Contract/Consultant Services	$0.00	$1,195.00	$3,441.00	$0.00	$6,935.00	$0.00	($11,023.58)	$547.42
8100 - Non personnel expenses	$308.39	$764.88	$7,229.83	$0.00	$3,949.75	$502.18	$882.78	$13,637.81
8200 - Facility & equipment expenses	$1,690.46	($1,467.28)	$902.22	$0.00	$9,056.99	$1,738.77	$1,660.00	$13,581.16
8300 - Travel & meetings expenses	$0.00	$153.65	$1,225.40	$224.45	$304.34	$3,931.56	$4,424.63	$10,264.03
8400 - Insurance Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8600 - Business expenses	$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	$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	$0.00
Total - Expense	$24,578.64	$4,128.69	$47,021.45	($2,425.97)	$5,570.22	$27,096.61	$18,476.36	$124,446.00
Net Ordinary Income	($6,577.50)	$33,946.02	($47,021.45)	$4,462.40	$8,892.65	($27,096.61)	($18,476.36)	($51,870.85)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	$0.00	$867.92	($1,449.12)	$0.00	$13,877.27	$0.00	$0.00	$13,296.07
Total - Other Expense	$0.00	$867.92	($1,449.12)	$0.00	$13,877.27	$0.00	$0.00	$13,296.07

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

Financial Row	Transit Amount	Total Amount
Ordinary Income/Expense		
Income		
4000 - Contribution Revenue	$0.00	$0.00
4100 - Inkind Revenue	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00
4400 - State Revenue	$0.00	$0.00
4500 - Federal Revenue	$0.00	$0.00
4900 - Recoveries from Programs	$0.00	$0.00
5000 - Rental Revenue	$0.00	$0.00
5100 - Program Fee Revenue	$33,442.80	$33,442.80
5300 - Interest and Dividends	$26.34	$26.34
5400 - Revenue from other sources	$0.00	$0.00
Total - Income	$33,469.14	$33,469.14
Expense		
7000 - Grants, contracts, & direct assistance	$0.00	$0.00
7200 - Salaries & related expenses	$38,813.46	$41,544.25
7300 - Indirect Cost Pool Expense	$8,021.61	$8,578.12
7500 - Contract/Consultant Services	$10,726.00	$10,726.00
8100 - Non personnel expenses	$5,110.05	$5,425.41
8200 - Facility & equipment expenses	$2,840.96	$2,840.96
8300 - Travel & meetings expenses	$8,299.73	$8,299.73
8400 - Insurance Expense	$33,083.18	$33,083.18
8600 - Business expenses	$0.00	$0.00
8700 - Food Expenses	$0.00	$0.00
8800 - In-Kind Expenses	$0.00	$0.00
Total - Expense	$106,894.99	$106,894.99
Net Ordinary Income	($73,425.85)	($73,425.85)
Other Income and Expenses		
Other Expense		
8500 - Other Expense	$6,942.61	$6,942.61
Total - Other Expense	$6,942.61	$6,942.61

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2024

Financial Row	Economic Development/ Lending Amount	Amount	Clayton Lake Amount	State Parks 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	$0.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$0.00	$775.00	$0.00	$775.00
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4900 - Recoveries from Programs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000 - Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5100 - Program Fee Revenue	$883.76	$150.00	$871.00	$5,498.73	$20.00	$6,539.73
5300 - Interest and Dividends	$1,176.25	$0.00	$0.00	$0.03	$0.00	$0.03
5400 - Revenue from other sources	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$2,060.01	$150.00	$871.00	$6,273.76	$20.00	$7,314.76
Expense						
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$0.00	$0.00	$2,258.63	$4,860.50	$2,013.19	$9,132.32
7300 - Indirect Cost Pool Expense	$0.00	$0.00	$471.13	$1,023.39	$409.56	$1,904.08
7500 - Contract/Consultant Services	$0.00	$0.00	$0.00	$300.00	$75.00	$375.00
8100 - Non personnel expenses	$16.33	$0.00	$141.19	$17,859.20	$137.52	$18,137.91
8200 - Facility & equipment expenses	$1,932.65	$32.42	$69.28	$10,377.43	$1,117.89	$11,597.02
8300 - Travel & meetings expenses	$0.00	$0.00	$53.75	$1,625.97	$64.61	$1,744.33
8400 - Insurance Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	$1,948.98	$32.42	$2,993.98	$36,046.49	$3,817.77	$42,890.66
Net Ordinary Income	$111.03	$117.58	($2,122.98)	($29,772.73)	($3,797.77)	($35,575.90)
Other Income and Expenses						
Other Expense						
8500 - Other Expense	$0.00	$0.00	$112.41	$1,372.57	$150.70	$1,635.68
Total - Other Expense	$0.00	$0.00	$112.41	$1,372.57	$150.70	$1,635.68

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Report
Jan 2024

PROGRAM	FACILITY & EQUIPMENT EXPENSES	FOOD EXPENSES				GRANTS, CONTRACTS, & DIRECT ASSISTANCE			NON PERSONNEL EXPENSES						OTHER EXPENSE							TRAVEL & MEETINGS EXPENSES				
	Repair/Maint for Building/Equip	Food Nutrition Cost	Non - Food, Nutrition Cost	Other Food Expense	*Total*	Direct Assistance - Other	Direct Assistance - Utilities	*Total*	Events/Meeting Expense	Office/Teaching Supplies	Other/Maint Supplies	Postage & shipping	Telephone & Internet	*Total*	Advertising & Community Sponsorships	Computer & Software Related Expenses	Fees/Dues	Other Expenses	Recognition	Training & TTA	*Total*	Fuel Cost	Non Reimb Travel	Out of Area Travel	*Total*	
	Amount	Amount	Amount	Amount	*Amount*	Amount	Amount	*Amount*	Amount	Amount	Amount	Amount	Amount	*Amount*	Amount	Amount	Amount	Amount	Amount	Amount	*Amount*	Amount	Amount	Amount	Amount	*Amount*
Administration	$189.39			$277.80	$277.80			$0.00		$250.34	$1,002.52			$1,252.86		$590.83	$648.50	$1,148.00	$177.71	$249.00	$2,814.04			$1,924.60	$1,924.60	
Apartments					$0.00			$0.00						$0.00							$0.00	$153.65			$153.65	
Drug Free Communities				$92.40	$92.40			$0.00						$0.00							$0.00				$0.00	
Early Head Start Child Care	$8.26				$0.00			$0.00		$45.57				$45.57	$1,211.12					$363.24	$1,574.36	$169.31			$169.31	
Early Learning Centers		$642.45	$67.64	$437.54	$1,147.63			$0.00		$1,141.33				$1,141.33						$44.00	$44.00				$0.00	
Head Start	$3,873.92	$262.92		$294.92	$557.84			$0.00		$1,545.54				$1,545.54	$2,745.51	$14.98	$162.75	$53.90	$185.00	$1,959.43	$5,121.57	$383.84			$383.84	
Healthy Start					$0.00			$0.00						$0.00			$468.00			$2,078.04	$2,546.04				$0.00	
Housing					$0.00			$0.00		$28.78				$28.78		$34.97	$25.00				$59.97	$1,659.45			$1,659.45	
Safe Place Healing Hearts					$0.00	$280.00	$233.43	$513.43					$13.30	$13.30							$0.00				$0.00	
Second Chance					$0.00			$0.00						$0.00						$26.00	$26.00				$0.00	
State Park Operations	$765.12				$0.00			$0.00			$174.26		$534.88	$709.14	$30.00	$166.00					$196.00	$421.94			$421.94	
T&MA					$0.00			$0.00						$0.00		$115.93					$115.93		$1,434.46	$965.92	$2,400.38	
Transit					$0.00			$0.00	$37.38					$37.38			$95.15				$95.15	$6,430.44			$6,430.44	
Youth Build				$26.69	$26.69			$0.00		$10.87		$68.00		$78.87		$240.00				$252.53	$492.53	$261.92			$261.92	
Total	$4,836.69	$905.37	$67.64	$1,129.35	$2,102.36	$280.00	$233.43	$513.43	$37.38	$3,022.43	$1,176.78	$68.00	$548.18	$4,852.77	$3,986.63	$1,162.71	$1,399.40	$1,201.90	$362.71	$4,972.24	$13,085.59	$9,480.55	$1,434.46	$2,890.52	$13,805.53	

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
Jan 2024
Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	$8,070.86
DAVISON FUELS & OIL, LLC	$9,496.55
HOME DEPOT BRC/GECF	$18,779.32
TCM BANK NA	$18,147.13
WAL-MART COMMUNITY BRC	$3,481.83
Total	**$57,975.69**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2023 to Jan 2024
Options: Activity Only

EHS Child Care Partnership

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$2,512.48**	**($2,512.48)**	**0.00%**
4500 - Federal Revenue	**$2,216,745.00**	**$923,978.34**	**$1,292,766.66**	**41.68%**
Total - Income	**$2,216,745.00**	**$926,490.82**	**$1,290,254.18**	**41.80%**
Gross Profit	**$2,216,745.00**	**$926,490.82**	**$1,290,254.18**	**41.80%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$471,363.00	$210,279.46	$261,083.54	44.61%
7230 - Pension plan contributions	$37,710.00	$17,243.07	$20,466.93	45.73%
7240 - Employee benefits - not pension	$60,782.00	$31,939.54	$28,842.46	52.55%
7250 - Payroll taxes, etc.	$40,302.00	$16,509.42	$23,792.58	40.96%
Total - 7200 - Salaries & related expenses	**$610,157.00**	**$275,971.49**	**$334,185.51**	**45.23%**
7300 - Indirect Cost Pool Expense	**$123,968.00**	**$55,556.92**	**$68,411.08**	**44.82%**
7500 - Contract/Consultant Services	**$1,016,075.00**	**$445,659.72**	**$570,415.28**	**43.86%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$64,000.00	$82,521.43	($18,521.43)	128.94%
8120 - Other/Maint Supplies	$5,000.00	$325.05	$4,674.95	6.50%
8130 - Telephone & Internet	$14,400.00	$2,197.22	$12,202.78	15.26%
8140 - Postage & shipping	$0.00	$87.63	($87.63)	0.00%
8150 - Medical/Dental Supplies	$1,000.00	$6,822.71	($5,822.71)	682.27%
8160 - Events/Meeting Expense	$0.00	$16.65	($16.65)	0.00%
8170 - Printing & copying	$15,000.00	$2,452.42	$12,547.58	16.35%
8180 - Fatherhood	$2,000.00	$0.00	$2,000.00	0.00%
Total - 8100 - Non personnel expenses	**$101,400.00**	**$94,423.11**	**$6,976.89**	**93.12%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$367.90	($367.90)	0.00%
8220 - Electric	$720.00	$3,966.13	($3,246.13)	550.85%
8225 - Water	$500.00	$87.93	$412.07	17.59%
8230 - Trash	$300.00	$297.43	$2.57	99.14%
8235 - Sewer	$300.00	$40.13	$259.87	13.38%
8240 - Natural Gas	$500.00	$199.21	$300.79	39.84%
8250 - Equip & Over $5000.00 (Inv Items)	$122,122.00	$2,709.51	$119,412.49	2.22%
8260 - Repair/Maint for Building/Equip	$47,250.00	$4,003.81	$43,246.19	8.47%
Total - 8200 - Facility & equipment expenses	**$171,692.00**	**$11,672.05**	**$160,019.95**	**6.80%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$7,500.00	$3,333.24	$4,166.76	44.44%
8320 - Out of Area Travel	$5,250.00	$3,721.93	$1,528.07	70.89%
8330 - Fuel Cost	$5,000.00	$1,103.06	$3,896.94	22.06%
8335 - Vehicle Repair & Maint	$0.00	$405.79	($405.79)	0.00%
Total - 8300 - Travel & meetings expenses	**$17,750.00**	**$8,564.02**	**$9,185.98**	**48.25%**
8400 - Insurance Expense	$6,300.00	$8,286.51	($1,986.51)	131.53%
8700 - Food Expenses				
8730 - Other Food Expense	$3,000.00	$141.78	$2,858.22	4.73%
Total - 8700 - Food Expenses	**$3,000.00**	**$141.78**	**$2,858.22**	**4.73%**
8800 - In-Kind Expenses	**$0.00**	**$2,512.48**	**($2,512.48)**	**0.00%**
Total - Expense	**$2,050,342.00**	**$902,788.08**	**$1,147,553.92**	**44.03%**
Other Income and Expenses				
Other Expense				

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8500 - Other Expense				
8520 - Recognition	$25,000.00	$9,093.00	$15,907.00	36.37%
8530 - Fees/Dues	$1,500.00	$983.26	$516.74	65.55%
8540 - Training & TTA	$42,863.00	$13,385.77	$29,477.23	31.23%
8560 - Computer & Software Related Expenses	$0.00	$6.12	($6.12)	0.00%
8570 - Advertising & Community Sponsorships	$7,500.00	$4,631.83	$2,868.17	61.76%
8590 - Other Expenses	$2,000.00	$0.00	$2,000.00	0.00%
8595 - Subsidy Expense	$89,540.00	$80,452.60	$9,087.40	89.85%
Total - 8500 - Other Expense	**$168,403.00**	**$108,552.58**	**$59,850.42**	**64.46%**
Total - Other Expense	**$168,403.00**	**$108,552.58**	**$59,850.42**	**64.46%**
Net Income	**($2,000.00)**	**($84,849.84)**	**$82,849.84**	**4,242.49%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Dec 2023, Adjust 2023, Jan 2024
Options: Activity Only

EHS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$193,091.00**	**$3,688.63**	**$189,402.37**	**1.91%**
4500 - Federal Revenue	**$999,189.00**	**$97,940.61**	**$901,248.39**	**9.80%**
Total - Income	**$1,192,280.00**	**$101,629.24**	**$1,090,650.76**	**8.52%**
Gross Profit	**$1,192,280.00**	**$101,629.24**	**$1,090,650.76**	**8.52%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$512,515.00	$63,377.69	$449,137.31	12.37%
7230 - Pension plan contributions	$50,593.00	$4,480.94	$46,112.06	8.86%
7240 - Employee benefits - not pension	$68,696.00	$8,759.86	$59,936.14	12.75%
7250 - Payroll taxes, etc.	$53,984.00	$5,125.87	$48,858.13	9.50%
Total - 7200 - Salaries & related expenses	**$685,788.00**	**$81,744.36**	**$604,043.64**	**11.92%**
7300 - Indirect Cost Pool Expense	**$134,791.00**	**$11,738.94**	**$123,052.06**	**8.71%**
7500 - Contract/Consultant Services	**$2,500.00**	**$577.47**	**$1,922.53**	**23.10%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$34,340.00	$3,447.39	$30,892.61	10.04%
8130 - Telephone & Internet	$0.00	$836.08	($836.08)	0.00%
8140 - Postage & shipping	$0.00	$7.20	($7.20)	0.00%
8150 - Medical/Dental Supplies	$0.00	$2,541.72	($2,541.72)	0.00%
8170 - Printing & copying	$0.00	$279.00	($279.00)	0.00%
8180 - Fatherhood	$2,500.00	$0.00	$2,500.00	0.00%
Total - 8100 - Non personnel expenses	**$36,840.00**	**$7,111.39**	**$29,728.61**	**19.30%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$43.50	($43.50)	0.00%
8220 - Electric	$25,500.00	$1,411.63	$24,088.37	5.54%
8225 - Water	$0.00	$198.23	($198.23)	0.00%
8230 - Trash	$0.00	$211.88	($211.88)	0.00%
8235 - Sewer	$0.00	$88.52	($88.52)	0.00%
8240 - Natural Gas	$0.00	$217.98	($217.98)	0.00%
8250 - Equip & Over $5000.00 (Inv Items)	$0.00	$1,084.33	($1,084.33)	0.00%
8260 - Repair/Maint for Building/Equip	$27,000.00	$530.97	$26,469.03	1.97%
Total - 8200 - Facility & equipment expenses	**$52,500.00**	**$3,787.04**	**$48,712.96**	**7.21%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$5,000.00	$699.18	$4,300.82	13.98%
8320 - Out of Area Travel	$34,000.00	$177.60	$33,822.40	0.52%
8330 - Fuel Cost	$0.00	$111.03	($111.03)	0.00%
8335 - Vehicle Repair & Maint	$0.00	$114.04	($114.04)	0.00%
Total - 8300 - Travel & meetings expenses	**$39,000.00**	**$1,101.85**	**$37,898.15**	**2.83%**
8400 - Insurance Expense	$13,500.00	$1,654.63	$11,845.37	12.26%
8700 - Food Expenses	**$22,070.00**	**$2,973.16**	**$19,096.84**	**13.47%**
8800 - In-Kind Expenses	**$0.00**	**$3,688.63**	**($3,688.63)**	**0.00%**
Total - Expense	**$986,989.00**	**$114,377.47**	**$872,611.53**	**11.59%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8530 - Fees/Dues	$0.00	$796.09	($796.09)	0.00%
8540 - Training & TTA	$19,304.00	$3,723.39	$15,580.61	19.29%
8570 - Advertising & Community Sponsorships	$2,000.00	$654.98	$1,345.02	32.75%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8590 - Other Expenses	$21,496.00	$0.00	$21,496.00	0.00%
Total - 8500 - Other Expense	**$42,800.00**	**$5,174.46**	**$37,625.54**	**12.09%**
Total - Other Expense	**$42,800.00**	**$5,174.46**	**$37,625.54**	**12.09%**
Net Income	**$162,491.00**	**($17,922.69)**	**$180,413.69**	**-11.03%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Dec 2023, Adjust 2023, Jan 2024
Options: Activity Only

HS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$684,597.00**	**$48,165.33**	**$636,431.67**	**7.04%**
4200 - Miscellaneous Revenue	**$0.00**	**$5,283.20**	**($5,283.20)**	**0.00%**
4500 - Federal Revenue	**$3,510,751.00**	**$413,421.59**	**$3,097,329.41**	**11.78%**
Total - Income	**$4,195,348.00**	**$466,870.12**	**$3,728,477.88**	**11.13%**
Gross Profit	**$4,195,348.00**	**$466,870.12**	**$3,728,477.88**	**11.13%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$2,038,720.00	$264,776.84	$1,773,943.16	12.99%
7230 - Pension plan contributions	$202,000.00	$19,035.46	$182,964.54	9.42%
7240 - Employee benefits - not pension	$273,476.00	$38,314.37	$235,161.63	14.01%
7250 - Payroll taxes, etc.	$215,533.00	$21,332.91	$194,200.09	9.90%
Total - 7200 - Salaries & related expenses	**$2,729,729.00**	**$343,459.58**	**$2,386,269.42**	**12.58%**
7300 - Indirect Cost Pool Expense	**$536,183.00**	**$69,594.89**	**$466,588.11**	**12.98%**
7500 - Contract/Consultant Services	**$46,700.00**	**$3,344.33**	**$43,355.67**	**7.16%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$13,250.00	$20,489.56	($7,239.56)	154.64%
8130 - Telephone & Internet	$0.00	$7,327.86	($7,327.86)	0.00%
8140 - Postage & shipping	$0.00	$33.59	($33.59)	0.00%
8150 - Medical/Dental Supplies	$0.00	$12,059.61	($12,059.61)	0.00%
8170 - Printing & copying	$0.00	$1,334.92	($1,334.92)	0.00%
8180 - Fatherhood	$1,000.00	$0.00	$1,000.00	0.00%
Total - 8100 - Non personnel expenses	**$14,250.00**	**$41,245.54**	**($26,995.54)**	**289.44%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$718.56	($718.56)	0.00%
8220 - Electric	$35,000.00	$4,698.83	$30,301.17	13.43%
8225 - Water	$0.00	$839.56	($839.56)	0.00%
8230 - Trash	$0.00	$1,528.18	($1,528.18)	0.00%
8235 - Sewer	$0.00	$696.19	($696.19)	0.00%
8240 - Natural Gas	$0.00	$471.18	($471.18)	0.00%
8250 - Equip & Over $5000.00 (Inv Items)	$0.00	$5,057.86	($5,057.86)	0.00%
8260 - Repair/Maint for Building/Equip	$14,208.00	$9,609.27	$4,598.73	67.63%
Total - 8200 - Facility & equipment expenses	**$49,208.00**	**$23,619.63**	**$25,588.37**	**48.00%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$10,000.00	$5,630.32	$4,369.68	56.30%
8320 - Out of Area Travel	$3,400.00	$2,045.01	$1,354.99	60.15%
8330 - Fuel Cost	$0.00	$792.71	($792.71)	0.00%
8335 - Vehicle Repair & Maint	$7,000.00	$531.98	$6,468.02	7.60%
8340 - Child Transportation Exp	$0.00	$315.00	($315.00)	0.00%
Total - 8300 - Travel & meetings expenses	**$20,400.00**	**$9,315.02**	**$11,084.98**	**45.66%**
8400 - Insurance Expense	$23,500.00	$7,718.06	$15,781.94	32.84%
8700 - Food Expenses	**$46,800.00**	**$23,351.87**	**$23,448.13**	**49.90%**
8800 - In-Kind Expenses	**$684,597.00**	**$48,165.33**	**$636,431.67**	**7.04%**
Total - Expense	**$4,151,367.00**	**$569,814.25**	**$3,581,552.75**	**13.73%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8530 - Fees/Dues	$865.00	$1,285.38	($420.38)	148.60%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8540 - Training & TTA	$39,956.00	$2,438.71	$37,517.29	6.10%
8570 - Advertising & Community Sponsorships	$2,160.00	$3,129.42	($969.42)	144.88%
8590 - Other Expenses	$1,000.00	$0.00	$1,000.00	0.00%
Total - 8500 - Other Expense	**$43,981.00**	**$6,853.51**	**$37,127.49**	**15.58%**
Total - Other Expense	**$43,981.00**	**$6,853.51**	**$37,127.49**	**15.58%**
Net Income	**$0.00**	**($109,797.64)**	**$109,797.64**	**0.00%**

Funding Entity: **U.S. Department of Labor, Employment and Training Administration**
Funding Opportunity: **YouthBuild**
Amount Requested: **$1,219,000**

YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who are high school dropouts, adjudicated youth, youth aging out of foster care, youth with disabilities, homeless youth, and other disadvantaged youth populations. The YouthBuild program simultaneously addresses several core issues important to low-income communities: affordable housing, education, employment, leadership development and energy efficiency. The YouthBuild model balances project-based learning and occupational skills training to prepare disadvantaged youth for career placement. The academic component assists youth who are often significantly behind in basic skill development to obtain a high school diploma or state high school equivalency credential. The occupational skills training component prepares at-risk youth to gain placement into career pathways and/or further education or training, and also supports the goal of increasing affordable housing within communities by teaching youth construction skills learned by building or significantly renovating homes for sale or rent to low-income families or transitional housing for homeless families or individuals.

The period of performance for these grant awards will be three years and four months from the effective date of the grant, which includes:
• a planning period of up to four months;
• two years of core program operations (education, occupational skills training, and youth leadership development activities) for one or more cohorts of youth; and
• an additional twelve months of follow-up support services and tracking of participant outcomes for each cohort.

LIFT CAA currently operates this program in Choctaw County. Through the program, several youth have been enrolled and several have completed and/or obtained a credential such as their High School Diploma and the Home Builder's Institute PACT certification. This program will employ five full-time for two years and three full time staff for three years.

The FY24 YouthBuild program will be modeled after our existing YouthBuild project regarding activities conducted. The proposed program will be operated within Choctaw, McCurtain and Pushmataha Counties. It will include all of Choctaw County, Antlers and Rattan in Pushmataha County and Valliant in McCurtain County. Additionally, the program requires non-federal match support equal to 25% or more of the Federal award.

The application is due on February 2nd, 2024.

OKLAHOMA Commerce

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

January 22, 2024

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

Dear Ms. Porter:

The first and second allocations for the FY'24 Community Services Block Grant (CSBG) has been received by the Oklahoma Department of Commerce/Community Development (ODOC/CD). These funds are awarded by the U.S. Department of Health and Human Services/ Office of Community Services for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.

Please note that these two allocations do not equal two full quarters.

Your agency's allocation is:

1st Allocation	$31,632.00
2nd Allocation	$50,347.00
3rd Allocation	
	$81,979.00

Please proceed to OKGrants https://grants.ok.gov to apply for the CSBG funds. This will begin the process for the preparation and execution of an ODOC contract, which will have a start date of January 1, 2024.

Forms to be completed in OKGrants are:
1) Applicant Information
2) Budget Detail (use the allocation Amount shown above)
3) Upload (upload the electronic version of other documents as required in the CSBG RFA, which is found in the funding opportunity on OKGrants.gov)
4) Audit

A completed Pre-award Risk Assessment Questionnaire sent to you by email on December 19th, 2023 must be uploaded to your application prior to a contract being awarded. Applications are due by April 30, 2024.

These funds may be used for expenses incurred on or after January 1, 2024 through September 30, 2025 and are available to be drawn when you have received a 2024 CSBG contract signed and executed by ODOC.

If you have questions please contact your CSBG Program Liaison or Shellie Schlegel at Shellie.Schlegel@okcommerce.gov.

Sincerely,

Marshall L. Vogts

Marshall Vogts, Director
Community Development

Choctaw Nation of Oklahoma
Child Care Assistance Program

Gary Batton, Chief
Jack Austin Jr, Asst. Chief

P.O. Box 1210 • Durant, OK • 74702-1210
580-642-8150
Fax: 580-920-4959

Choctaws… Growing with Pride, Hope and Success

Dear Licensed Provider:

Please use the section below to ensure all required documents are included when returning your application for your FY2023/2024 Improvement Grants Application. I look forward to receiving your application and to be working with you over the next few months to get your facility some new, exciting equipment for your daycare. If you need anything at all, please don't hesitate to contact me directly by email or phone at the information provided below.

The purchasing procedure will remain the same as last year. All items that are ordered for your facility will be shipped directly to your facility. Once you receive your items, we ask that you let us know ASAP. Tracey Fulton, the data entry clerk for the Child Care Assistance will be in contact with you after your items have been ordered.

Applications must be received by Friday March 15, 2024.

Sincerely,

Elizabeth Thompson
CCA Program Manager
Direct Line: (580)642-7344
ethompson@choctawnation.com

Document Checklist:

- ☐ Application: Please make sure all sections are filled out entirely to ensure a quick and thorough process
- ☐ Most recent DHS Licensing Visit Sheet
- ☐ Current License/Permit

CHOCTAW NATION CHILD CARE ASSISTANCE
FY 2023/2024 IMPROVEMENT GRANT GUIDELINES

PROVIDERS ARE ELIGIBLE FOR GRANT IF THEY HAVE A CONTRACT ON FILE AND ARE PROVIDING CARE FOR CCA CHILDREN AT THE TIME OF APPLICATION FOR IMPROVEMENT GRANT.

01/02/2024

Please read the following ***guidelines prior to completing your application*** in order to be informed of certain requirements**.** You may wish to make an extra copy of the application, prior to completing in case you make an error. Included in this packet is your FY23/24 Improvement Grant Application. All providers that meet the guidelines will qualify for an improvement grant. ***Applications must be received by March 15, 2024.***

Grants will be evaluated based on our standard rating guidelines to determine eligibility and award amounts.

STEPS TO APPLY FOR GRANT:

1. Complete application form and attach documents requested.
2. You will be notified if you qualify for a grant and how much grant award you will receive.
3. Applicants will receive order forms with notification of award letter.
4. ***Purchases will only be made from CCA approved vendors from your submitted order form(s) and all purchases will be made by the Choctaw Nation Child Care Assistance Program.***

The following copies of documents must be submitted with your application:

- Current license or permit from DHS
- Most recent monitoring visit report from your DHS Licensing Representative

REQUIREMENTS:

1) Improvement grants are intended to improve the health, safety or quality of the child care of the facility. Explain in Justification area.

2) Applicant must have been ***State licensed*** by DHS for a period of at least six (6) months at the time of applying (this includes permit period).

3) Must be contracting with Choctaw Nation Child Care Assistance subsidy program for a period of at least six (6) months.

4) Facility must be located in Choctaw Nation 10 ½ county jurisdiction.

5) Applicant must be Owner/and or Director of facility.

6) ***Random inspections of improvements made with grant funds may be done by a Choctaw Nation representative.***

7) This is a competitive grant and there is no guarantee that an application will be approved or funded. Applications will be considered on a first-come, first-served basis, and considered "received" when the documents requested are received in our office. The Choctaw Nation reserves the right to approve only part of an award request based on information supplied by the applicant, availability of funds, and the grant rating system of the Child Care Assistance Improvement Grants Program.

8) The following items will have priority during the review of applications:

a) Licensing /monitoring visit sheets for compliance
b) Number of years & children contracted with Choctaw Nation
c) Training/education level
d) Star status
e) Offers extended care hours (before 7:00 am or after 6:00 pm)—24 hour care must be indicated on OKDHS monitoring report

9) Grant Application Rating System:

a) Total points available = 100 points
b) Minimum points required = 60 points
c) Priority items from application determine points and amount of grant to be received.

10) If a facility changes ownership during the grant application process, neither the grant application, nor the grant award may be transferred to the new owner and he/she would need to reapply for a new grant.

11) Any contractor/vendors employed by the recipient should meet requirements for liability insurance, worker's compensation insurance, and auto insurance necessary for its agents, representatives and employees.

12) Recipients must provide current and accurate information to grantor; and are responsible to notify Choctaw Nation of any changes during the grant process.

13) Choctaw Nation reserves the right to recover grant items purchased in the event of closure of home or center within one year of grant award.

Grant contact information:

Elizabeth Thompson- CCA Program Manager
ethompson@choctawnation.com
Direct Line: 580-642-7344

Kathryn Boyle Brewer
Executive Coordinator

Eric Epplin
Assistant Executive Coordinator

STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

EXECUTIVE	FINANCE	GRANTS	VICTIMS	IT	TRAINING	UVED
405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002	405-264-5000	405-264-5010
FAX 405-264-5099	405-264-5099	405-264-5099	405-264-5097	405-264-5099	405-264-5099	405-264-5099

REQUEST FOR FUNDING PROPOSAL
2024 VICTIMS OF CRIME ACT (VOCA) GRANT

AVAILABILITY OF FUNDS

The District Attorneys Council announces the opening of the 2024 Victims of Crime Act Grant (VOCA) request for proposal process. The Department of Justice has not released the VOCA allocations for 2024 due to pending budget negotiations in Congress. The DAC is accepting grant proposals in advance of this announcement, in anticipation of continued VOCA grant funding.

WHAT IS VOCA?

The purpose of the VOCA grant is to provide **direct services** to victims of crime. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security.

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the VOCA grant, an applicant must be one of the following:

- A state agency
- A unit of local government (i.e., city, county)
- A tribal government
- A non-profit agency

PROGRAM PURPOSES

The nine-member VOCA Board has the authority to award funds to various programs in order to meet the needs of crime victims in Oklahoma. The state must use a minimum of 40% of the VOCA grant in the following purpose areas:

Minimum % of awarded funds	Description
10%	Programs that support Child Abuse victims
10%	Programs that support Domestic Violence victims
10%	Programs that support Sexual Assault victims
10%	Programs that support Under Served victims

Under served victimization includes, but is not limited to: DUI, assault, adults molested as children, elder abuse, robbery, survivors of homicide victims, other violent crimes and economic exploitation/fraud.

ALLOWABLE COSTS

The link below will provide guidance on eligible grant activities and costs. This document should be reviewed thoroughly before writing a VOCA grant proposal:
https://www.ok.gov/dac/documents/VOCA%20FINAL%20RULE%20%20(Eff.%20Aug%208%202016).pdf

BASIC FINANCIAL AND PROGRAMMATIC REQUIREMENTS

VOCA recipients are required:

- To utilize volunteers;
- To comply with all reporting requirements, both financial and programmatic; and
- Collect and report statistics on services provided and persons served.

REQUIREMENTS TO APPLY

VOCA grant funding requests can only be made online https://grants.ok.gov/login2.aspx?APPTHEME=OKOSF_DAC. Applicants must first register the agency as a User in OK Grants and wait for approval (through an e-mailed response) before access into the system is allowed. Once approved, applicants can apply for the VOCA grant. For detailed instructions on how to use the OK Grants system, you may download a DAC Subgrantee User Manual for OKGrants from the District Attorneys Council's website: https://www.ok.gov/dac/documents/DAC%20Subgrantee%20User%20Manual%20DEC2015.pdf

SAMPLE GRANT APPLICATION

A sample VOCA grant application can be found at:
https://www.ok.gov/dac/documents/Sample%20Grant.pdf

UEI

All applicants are **required** to include a UEI (unique entity identifier) in their application. Organizations can create a UEI in www.SAM.gov. Information about registration procedures can be accessed at https://www.sam.gov/SAM/. **Applications without a DUNS number or UEI will not be reviewed.**

TIMELINE

Solicitation Date: **Open from January 19, 2024 – March 1, 2024**
Deadline for submission: **11:59 p.m., March 1, 2024**
Grant Project period: **October 1, 2024 - September 30, 2025**

ADDITIONAL INFORMATION

For further information, contact the District Attorneys Council Federal Grants Division, (405) 264-5008 or via email at VOCAHelp@dac.state.ok.us.

Oklahoma Early Childhood Program Grant Application
(*Year 19: 7/1/2024–6/30/2025*)

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-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.

LIFT CAA is requesting funding in the amount of $181,239.68 ($90,812.94 Match) from the Community Action Project of Tulsa County, Inc. If approved, this grant will provide funding to enhance 12 classrooms and 80 slots in the following centers:

- Antlers Early Head Start - 24 slots,
- Antlers Early Learning Center - 8 slots,
- Broken Bow Early Learning Center - 24 slots,
- Hugo Early Head Start - 12 slots,
- Idabel Early Head Start - 12 slots.

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

BANK OF AMERICA
,

TAC (TM) D 23693975-423329-5E11-48 2/2/2024 14:58:44 44281 5750.00

12-3456
7890

44281
Item I1

DATE 02/01/2024

$ ****5,750.00

PAY Five Thousand Seven Hundred Fifty Dollars and 00/100 Cents

NOT VALID AFTER 180 DAYS

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

VOID

Kemba M Esmond

** ACH PAYMENT **

NeighborWorks America **44281**
LIFT Community Action Agency, Inc. Little Dixie Community Action Agency **02/01/2024**

Date	Invoice	Memo	Orig. Amt	Amt. Due	Amount
1/31/2024	Bill 50455	Network Supplemental Request I	5,750.00	5,750.00	5,750.00
Network Supplemental Request Internal FY24					**5,750.00**

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

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

Antlers Early Learning Center: $7,000

Broken Bow Early Learning Center: $11,000

Hugo Early Learning Center: $7,000

Idabel Early Learning Center: $7,000

2nd Quarter Total: $32,000

CNO Payment Remittance Advice

1/16/2024

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
AB1017002101032024	ANTLERS - 3RD YEAR - 2ND QTR JAN 2024 - MARCH 2024	01/03/2024	USD	7,000.00	0.00	0.00	7,000.00
AB1017002201032023	BROKEN BOW - 3RD YEAR - 2ND QTR JAN 2024 - MARCH 2024	01/03/2024	USD	11,000.00	0.00	0.00	11,000.00
AB1017002301032024	HUGO ELC - 3RD YEAR - 2ND QTR JAN 2024 - MARCH 2024	01/03/2024	USD	7,000.00	0.00	0.00	7,000.00
AB1017002401032024	IDABEL ELC - 3RD QTR - 2ND QTR JAN 2024 - MARCH 2024 STABILIZATION GRANT	01/03/2024	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	32,000.00

LIFT
Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

Equal Employment Officer

Jeannie McMillin is the appointed part-time Equal Employment Opportunity Officer for LIFT Community Action Agency, Inc. Jeannie McMillin's office is located at 511 West Jackson, Hugo, OK 74743. Employees may contact Ms. McMillin via telephone at: 580-326-8176. If she is not available, leave a voice message and she will contact you as soon as possible concerning any questions or complaints.

In her role as the Equal Employment Opportunity Officer, Ms. McMillin is granted the necessary authority to carry out the following activities:

1. To receive and attempt to resolve equal opportunity complaints on an informal basis.
2. To provide aggrieved individuals with information and advice on Equal Opportunities procedures.
3. To take any other steps which may assist in the resolution of the problem prior to filing a formal complaint.
4. To assist in preparing formal complaints.

Jeannie McMillin was first appointed to this role on February 14, 2012. LIFT seeks to re-appoint Ms. McMillin as the part-time Equal Employment Opportunity Officer upon vote and approval by LIFT Community Action Agency, Inc. Board of Directors during their regularly scheduled meeting on February 13, 2024.

_____ _____

David Hawkins, Chairman
LIFT Board of Directors

Date of Board Approval

LIFT
Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of this agency that no applicant, client, and/or employee of LIFT Community Action Agency, Inc., shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information & testing. sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which LIFT Community Action Agency operates or is applying for funding.

No person with responsibilities in the operation or administration of a program receiving federal financial assistance will discriminate with respect to any such program or activity because of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information & testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or any other characteristic protected by law.

It is the agency's equal employment opportunity policy to maintain a work environment free of sexual harassment and intimidation. The agency is committed to comply with both the letter and the spirit of applicable state and federal laws which address equal employment opportunity.

LIFT Community Action Agency will not (1) deny an individual any service, financial aid, or other benefit provided under the programs of this agency; (2) provide any service, financial aid, or other benefit which is different from others provided under the program; (3) subject an individual to segregation or separate treatment in any manner related to his/her receipt of any service, financial aid, or other benefit; (4) restrict an individual in any way in the enjoyment of any privilege enjoyed by others; (5) treat an individual differently from others in determining whether he/she satisfies any admission, enrollment, quota, eligibility, membership, or any other requirement or condition an individual must meet in order to be provided the services they seek; (6) deny any individual an opportunity to participate in any programs that are different from that afforded others in the agency, including the opportunity to participate as an employee or; (7) deny any person the opportunity to participate as a member of a planning or advisory body which is an integral part of any program in this Agency.

In keeping with our policy and mission statement concerning advocacy and institutional change, it is our policy that agency staff shall actively advocate for low-income people in the area of civil rights.

LIFT
Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

Responsible officials that fail to adhere to this policy will be subject to immediate disciplinary action by LIFT. Further, LIFT Community Action Agency, Inc. expects that staff members at each level are to make every reasonable effort to assure that equal opportunity is available to applicants, employees, and clients. Staff members are expected to demonstrate sensitivity and respect for all employees and clients, as individuals of worth and dignity and to demonstrate the agency's commitment to equal employment opportunity objectives. It is expected that all program directors and supervisors become familiar with and have direct input into the development of the goals and timetables of the agency's Affirmative Action Plan. Each program director and supervisor will be held accountable for ensuring equality of opportunity within each program, while fostering employment and program participation practices, which are compatible with the agency's Affirmative Action Program and civil rights regulations.

The Board of Directors of the LIFT Community Action Agency, Inc. supports the elimination of all vestiges of debilitation effects of discrimination. Jeannie McMillin has been delegated to serve as the part-time Equal Employment Opportunity Officer for the agency. Ms. McMillin's office address is 511 West Jackson, Hugo, OK 74743. Her telephone number is (580) 326-8176. She is available to any employee having questions or needing assistance in regards to Affirmative Action or Equal Employment Opportunity.

_____
Date

_____
David Hawkins, Chairman
LIFT Community Action Agency, Inc.

_____
Date of Board Approval

AFFIRMATIVE ACTION PLAN 2024

BOARD OF DIRECTORS
Board Chairman: David Hawkins
Vice-Chairman: Leah Guess-Thomas
Secretary/Treasurer: Brad Burgett

Executive Director: Rebecca Porter

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Affirmative Action Purpose/Goal/Requirements/Elements

Purpose: The purpose of affirmative action is to take positive steps to end discrimination, to prevent its recurrence, and to create new opportunities for minorities and women.

Goal: Establish fair access to employment opportunities, to create workforce that is an accurate reflection of the demographic of the qualified available workforce in the relevant job market.

Requirements: There are three separate laws that require certain employers that do business with the federal government to implement affirmative action programs.

- **Executive Order 11246**
  Requires federal contractors and subcontractors with 50 or more employees who have entered into at least one contract of $50,000 or more with the federal government must prepare and maintain a written program to take affirmative action to promote the full realization of equal opportunity for minorities and women.

- **Section 503 of the Rehabilitation Act of 1973** prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities and requires employers take affirmative action with regard to recruit, hire, promote and retain qualified individuals with disabilities.

- **The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA**), as amended by the Jobs for Veterans Act, requires contractors to take affirmative action to employ and advance in employment veterans with service-connected disabilities, recently separated veterans and other protected veterans and requires employers take affirmative action with regard to recruit, hire, promote and retain these qualified individuals.

Elements:

- **Policy Statement(s) –** Equal Opportunity Employer policy statement which covers equal employment opportunity, sexual harassment, and nondiscrimination against persons with disabilities. And establishes specific and meaningful policies and procedures.
- **Agency Commitment –** Mission Statement, Organizational Display, Organizational Flow Chart. Personnel Policy Manual. EEO Officer.
- **Support Data –** Workforce Analysis, Job Group Analysis, Incumbency Availability and Placement Goals, Compensation of Minorities and Women.
- **Agency Processes** - Designation of Responsibilities, Identification of Problem Areas, Action Oriented Program, Internal Audit and Reporting, External and Internal Dissemination Policy.
- **Personnel Activity per EEO-1 Category** - Job Group Summary, Transfers, Promotions into a specific Job Group and within a Job Group. Separations; Voluntary and Retirement and Involuntary
- **Employment Practices** - Guidelines on Discrimination of Religion or National Origin. Self-Identification of individuals with disability. Protected Veteran status. Equity, Diversity and Inclusion Training. Harassment Policy. Grievance Policy and Procedure.

LIFT
Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
William Smith, Board Chairman

- MISSION, VISION and VALULES -

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

Our Vision
To free generations of people from poverty

Our Core Values
Compassion
Honesty
Optimism
Integrity
Community
Empowerment
Stewardship



Community Action Agency

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

This institution is an equal opportunity employer

NeighborWorks® CHARTERED MEMBER

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

EQUAL OPPORTUNITY POLICY STATEMENT

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LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

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2/14/2023
Date

David Hawkins, Chairman
LIFT Community Action Agency, Inc.

2/14/2023
Date of Board Approval

Lift Community Action Agency

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

This institution is an equal opportunity employer

NeighborWorks® CHARTERED MEMBER

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

Equal Employment Officer

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4. To assist in preparing formal complaints.

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David Hawkins

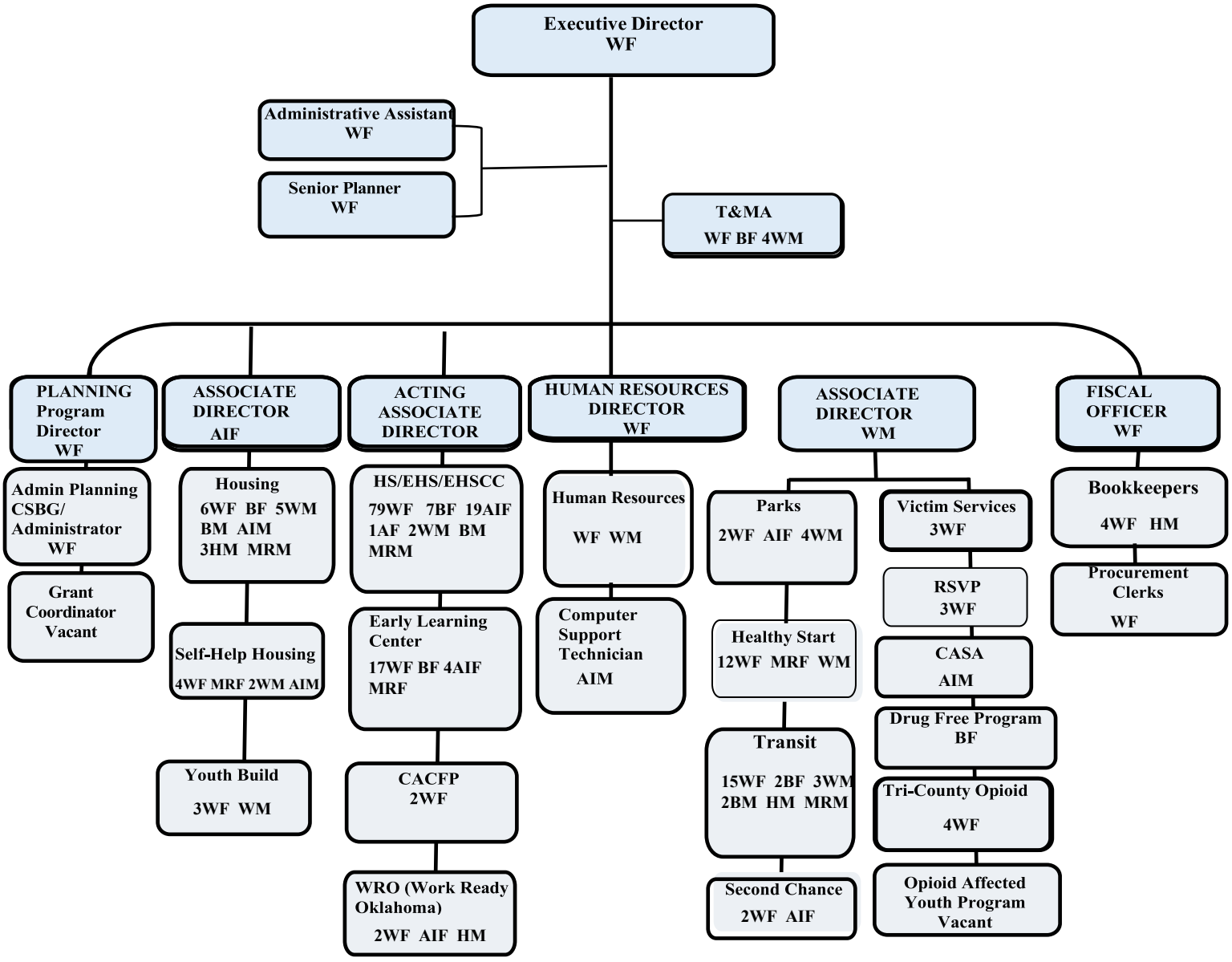
David Hawkins, Chairman
LIFT Board of Directors

2/14/2023

Date of Board Approval

LIFT CAA 2024 ORGANIZATIONAL CHART

Division/Gender/Race



F= Female
M= Male

W=White
B= Black
A=Asian
AI=American Indian
H= Hispanic
MR=Multi-Racial

Activity - Department Totals Point-In-Time FT/PT

Data As Of/Since 12/31/2023

Department	*Hires*	*Terms*	*FT Count*	*PT Count*	*Total Headcount*
ADMINISTRATION	1	0	16	0	16
ANTLERS ELC/OECP PAYS FR & IND	0	1	3	0	3
BROKEN BOW EARLY LEARNING CENTER	1	2	11	0	11
BROKEN BOW EARLY LEARNING CTR COOK	0	1	1	0	1
CACFP DAYCARE HOMES	0	0	2	0	2
CLAYTON PARK	0	0	1	1	2
CSBG HOUSING STAFF	0	0	2	0	2
DRUG FREE COMMUNITIES	0	0	1	0	1
EARLY HEAD START COOKS	1	0	1	0	1
EARLY HEAD START REGULAR STAFF	2	0	14	0	14
EARLY LEARNING CENTER	0	0	1	0	1
EHS CC REGULAR STAFF (SPECIALISTS)	0	0	2	0	2
HEAD START COOKS	0	0	7	0	7
HEAD START DISABILITIES	1	0	0	1	1
HEAD START NONFED	1	1	26	7	33
HEAD START REGULAR STAFF	1	3	56	6	62
HEALTHY START INITIATIVE	0	0	14	0	14
HOUSING NON-FED	1	0	3	2	5
HSG NF CARPENTERS	0	0	8	0	8
HUGO EARLY LEARNING CENTER	0	0	3	2	5
HUGO LAKE MARINA STAFF	1	0	4	0	4
IDABEL EARLY LEARNING CENTER	0	1	5	1	6
INDIRECT	0	0	1	0	1
RAYMOND GARY PARK	1	0	1	0	1
RSVP FEDERAL	0	0	0	1	1
RSVP NONFED NOT MATCH	0	0	1	1	2
SECOND CHANCE	0	0	3	0	3
SELF HELP HOUSING	0	0	8	0	8
SPHH	0	0	1	0	1
SPHH2	0	0	1	0	1
T&MA (SHARE	0	0	5	2	7

Department	*Hires*	*Terms*	*FT Count*	*PT Count*	*Total Headcount*
TERRY HILL APTS.%	0	0	2	0	2
TRANSIT CLERKS/RESEARCHER	0	0	5	0	5
TRANSIT DIRECTOR	0	0	1	0	1
TRANSIT DISPATCHERS	0	0	1	0	1
TRANSIT DRIVERS	0	0	19	1	20
TRANSIT SOONERRIDE	0	0	1	0	1
TRI-COUNTY OPIOID RESPONSE PROJECT	0	0	4	0	4
VOCA 22-23 CASA	0	0	1	0	1
VOCA VS	0	0	1	0	1
WORK READY OKLAHOMA	0	0	5	0	5
YOUTH BUILD 11 GRANT	0	0	4	0	4
					4
Grand Total:	11	9	244	27	271

LIFT CAA, INC.

As of 12/31/2023

AAP Workforce Analysis

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
Department:	**ADMINISTRATION**																			
ADMINISTRATION ASSOCIATE DIRECTOR		01.1	01.1	2	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0
EXECUTIVE DIRECTOR		01.1	01.1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMIN PLANNING PUBLIC RELATIONS DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION ACCOUNTING FISCAL OFFICER		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION HUMAN RESOURCES DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMIN PLANNING CSBG ADMINISTRATOR/PR SPECIALIST		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION COMPUTER SUPPORT TECHNICIAN		02	02	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATION SENIOR PLANNING PUBLIC RELATIONS		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION ACCOUNTING BOOKKEEPER		05	05	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
ADMINISTRATION ACCOUNTING PROGRAM CLERK		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION ADMINISTRATIVE RECEPTIONIST		05	05	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
ADMINISTRATION HUMAN RESOURCE SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION HUMAN RESOURCES/BEN/INS SPECIALIST		05	05	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATION PROCUREMENT CLERK		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ADMINISTRATION Total:				17	3	2	0	0	1	0	0	0	14	12	0	0	1	0	0	1
Department:	**ANTLERS ELC/OECP PAYS FR & IND**																			
ELC CENTER DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ELC CAREGIVER 2		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ANTLERS ELC/OECP PAYS FR & IND Total:				2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Department:	**BROKEN BOW EARLY LEARNING CENTER**																			
ELC PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
EARLY LEARNING CENTER OECP PROGRAM TEACHER		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ELC ASSISTANT CENTER DIRECTOR/LEAD TEACHER		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ELC CAREGIVER 1		09	09	2	0	0	0	0	0	0	0	0	2	1	0	0	0	0	1	0
ELC CAREGIVER 2		09	09	5	0	0	0	0	0	0	0	0	5	2	0	0	2	0	1	0
ELC CAREGIVER AIDE		09	09	2	0	0	0	0	0	0	0	0	2	1	0	0	0	0	1	0

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
BROKEN BOW EARLY LEARNING CENTER Total:				12	0	0	0	0	0	0	0	0	12	7	0	0	2	0	3	0
Department:	**BROKEN BOW EARLY LEARNING CTR COOK**																			
ELC COOK		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
BROKEN BOW EARLY LEARNING CTR COOK Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**CACFP DAYCARE HOMES**																			
CACFP PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
CACFP MONITOR		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
CACFP DAYCARE HOMES Total:				2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Department:	**CLAYTON PARK**																			
CLAYTON LAKE STATE PARK MANAGER		01.2	01.2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK ASSISTANT		09	09	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLAYTON PARK Total:				2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Department:	**CSBG HOUSING STAFF**																			
HOUSING COMMUNITY ENGAGEMENT COORDINATOR		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HOUSING PROGRAM SECRETARY		05	05	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
CSBG HOUSING STAFF Total:				2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0
Department:	**DRUG FREE COMMUNITIES**																			
DRUG FREE COMMUNITY PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
DRUG FREE COMMUNITIES Total:				1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Department:	**EARLY HEAD START COOKS**																			
HS/EHS/EHS-CC COOK		09	09	2	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	1

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
EARLY HEAD START COOKS Total:				2	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	1
Department:	**EARLY HEAD START REGULAR STAFF**																			
EHS CENTER DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
EHS EHS-CC CENTER DIRECTOR		01.2	01.2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
EHS OECP PROGRAM TEACHER		02	02	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0
EHS FAMILY ADVOCATE		05	05	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
EHS CAREGIVER		09	09	6	0	0	0	0	0	0	0	0	6	4	0	0	2	0	0	0
ELC CAREGIVER 2		09	09	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
EARLY HEAD START REGULAR STAFF Total:				13	0	0	0	0	0	0	0	0	13	8	1	1	3	0	0	0
Department:	**EHS CC REGULAR STAFF (SPECIALISTS)**																			
EHS CC FAMILY ADVOCATE		05	05	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0
HS FAMILY ADVOCATE		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
EHS CC REGULAR STAFF (SPECIALISTS) Total:				3	0	0	0	0	0	0	0	0	3	2	0	0	1	0	0	0
Department:	**HEAD START COOKS**																			
HS/EHS/EHSCC ASSISTANT COOK		09	09	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
HS/EHS/EHS-CC COOK		09	09	6	0	0	0	0	0	0	0	0	6	5	0	0	1	0	0	0
HEAD START COOKS Total:				7	0	0	0	0	0	0	0	0	7	5	0	0	2	0	0	0
Department:	**HEAD START DISABILITIES**																			
HS/EHS SPECIAL NEEDS AIDE/SUBSTITUTE		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HEAD START DISABILITIES Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**HEAD START NONFED**																			

					Male								Female							
Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
EHS CC ASSISTANT DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
HS/EHS ASSISTANT DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
HS/EHS/EHS CC DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC HEALTH SPECIALIST		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC NUTRITION SPECIALIST		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHSCC DISABILITIES/MENTAL HEALTH SPECIALIST		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS-CC EARLY CHILD DEVELOP CURRICULUMCOACH		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS-CC OUTREACH SPECIALIST		02	02	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
EHS CC PROCUREMENT CLERK		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HEAD START ASSISTANT ERSEA SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS PROGRAM CLERK		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS PROGRAM SECRECTARY		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0

					Male								Female							
Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
HS/EHS/EHS CC ASSISTANT EDUCATION SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
HS/EHS/EHS CC ASSISTANT FCE AND DMH SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC ASSISTANT HEALTH SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC ASSISTANT NUTRITION SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC ASSISTANT PROF DEV/ERSEA SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS CC ERSEA AND TRANSPORTATION SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS/EHS-CC PROCUREMENT CLERK		05	05	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
HS/EHS/EHS-CC MAINTENANCE TECHNICIAN		06	06	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HEAD START TEACHER ASSISTANT TA-1		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HS/EHS SPECIAL NEEDS AIDE/SUBSTITUTE		09	09	3	0	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0
HS/EHS SUBSTITUTE		09	09	7	0	0	0	0	0	0	0	0	7	3	3	0	0	0	1	0
HS/EHS/EHSCC ASSISTANT COOK		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
HS/EHS/EHS-CC COOK		09	09	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
HEAD START NONFED Total:				36	3	2	0	0	0	0	1	0	33	24	4	0	3	0	2	0
Department:	**HEAD START REGULAR STAFF**																			
HEAD START TEACHER T-2		02	02	10	0	0	0	0	0	0	0	0	10	5	1	0	2	0	1	1
HEAD START TEACHER T-4		02	02	10	0	0	0	0	0	0	0	0	10	7	0	0	2	0	1	0
HS FAMILY ADVOCATE		05	05	5	0	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0
HS/EHS IDABEL SITE SUPERVISOR/FAMILY ADVOCATE		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
EHS CAREGIVER		09	09	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
HEAD START TEACHER ASSISTANT TA- 2		09	09	5	0	0	0	0	0	0	0	0	5	3	0	0	1	0	1	0
HEAD START TEACHER ASSISTANT TA-1		09	09	18	0	0	0	0	0	0	0	0	18	13	0	0	3	1	1	0
HS BUS MONITOR/CUSTODIAN		09	09	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HS TEACHER ASSISTANT		09	09	3	0	0	0	0	0	0	0	0	3	2	0	0	1	0	0	0
HS/EHS SPECIAL NEEDS AIDE/SUBSTITUTE		09	09	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0
HS/EHS SUBSTITUTE		09	09	3	0	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0
HEAD START REGULAR STAFF Total:				59	1	0	1	0	0	0	0	0	58	39	2	0	11	1	4	1
Department:	**HEALTHY START INITIATIVE**																			
HEALTHY START PROJECT DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HEALTHY START FATHERHOOD COORDINATOR		02	02	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
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HEALTHY START OUTREACH LIASION		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HEALTHY START CARE COORDINATOR MANAGER		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HEALTHY START CARE COORDINATOR		09	09	10	0	0	0	0	0	0	0	0	10	9	0	0	0	0	1	0
HEALTHY START INITIATIVE Total:				14	1	1	0	0	0	0	0	0	13	12	0	0	0	0	1	0
Department:	**HOUSING NON-FED**																			
HOUSING PROGRAM DIRECTOR		01.2	01.2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING LOAN OFFICER		02	02	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HOUSING WEATHERIZATION INTAKE SPECIALIST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HOUSING APARTMENT MAINTENANCE CARPENTER HELPER		06	06	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
HOUSING NON-FED Total:				5	3	1	1	0	1	0	0	0	2	2	0	0	0	0	0	0
Department:	**HSG NF CARPENTERS**																			
HOUSING WX ENERGY AUDITOR		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HOUSING WX PROGRAM MANAGER		02	02	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
HOUSING WEATHERIZATION INTAKE SPECIALIST		05	05	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
HOUSING APARTMENT MAINTENANCE		06	06	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
ADMINISTRATION CONSTRUCTION SUPERINTENDENT		08	08	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING WX CREW LEADER/REHAB CARPENTER		08	08	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING WX RETROFIT INSTALLER/REHAB CARPENTER		08	08	2	2	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
HSG NF CARPENTERS Total:				8	7	3	0	0	0	3	1	0	1	1	0	0	0	0	0	0
Department:	**HUGO EARLY LEARNING CENTER**																			
ELC CAREGIVER 2		09	09	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0
ELC LEAD CAREGIVER		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ELC SUBSTITUTE		09	09	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
HUGO EARLY LEARNING CENTER Total:				5	0	0	0	0	0	0	0	0	5	4	0	0	1	0	0	0
Department:	**HUGO LAKE MARINA STAFF**																			
HUGO LAKE PARK MANAGER		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
PARK ASSISTANT		09	09	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HUGO LAKE MARINA STAFF Total:				3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Department:	**IDABEL EARLY LEARNING CENTER**																			
ELC CENTER DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
ELC CAREGIVER 2		09	09	3	0	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0
ELC SUBSTITUTE		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
IDABEL EARLY LEARNING CENTER Total:				5	0	0	0	0	0	0	0	0	5	4	1	0	0	0	0	0
Department:	**INDIRECT**																			
ADMINISTRATION ACCOUNTING BOOKKEEPER		05	05	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
INDIRECT Total:				1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
Department:	**RAYMOND GARY PARK**																			
RAYMOND GARY PARK MANAGER		01.2	01.2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAYMOND GARY PARK Total:				1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Department:	**RSVP FEDERAL**																			
RSVP COUNTY COORDINATOR		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
RSVP FEDERAL Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**RSVP NONFED NOT MATCH**																			
RSVP DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
RSVP COUNTY COORDINATOR		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
RSVP NONFED NOT MATCH Total:				2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Department:	**SECOND CHANCE**																			
SECOND CHANCE PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
SECOND CHANCE CASE MANAGER SPECIALIST		05	05	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0
SECOND CHANCE Total:				3	0	0	0	0	0	0	0	0	3	2	0	0	1	0	0	0
Department:	**SELF HELP HOUSING**																			
SELF-HELP HOUSING CONSTRUCTION SUPERVISOR		01.2	01.2	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0
SELF-HELP HOUSING PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
SELF-HELP HOUSING GROUP WORKER		05	05	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
SELF-HELP HOUSING PROGRAM SECRETARY		05	05	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
SELF HELP HOUSING Total:				8	3	2	0	0	1	0	0	0	5	4	0	0	0	0	1	0
Department:	**SPHH**																			

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
SAFE PLACE HEALING HEARTS PROGRAM COORDINATOR		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
SPHH Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**SPHH2**																			
YOUTH AT RISK SERVICES DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
SPHH2 Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**T&MA (SHARE**																			
T&MA CONTRACTOR PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
T&MA CONTRACTOR GRANT/SELF-HELP SPECIAL		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
T&MA ASSISTANT PROGRAM ANALYST		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
T&MA CONTRACTOR SELF-HELP SPECIALIST		09	09	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T&MA CONTRACTOR SELF-HELP SPECIALIST PT		09	09	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T&MA (SHARE Total:				7	4	4	0	0	0	0	0	0	3	2	1	0	0	0	0	0
Department:	**TERRY HILL APTS.%**																			
HOUSING APARTMENT MANAGER		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
HOUSING APARTMENT CLERK		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TERRY HILL APTS.% Total:				2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Department:	**TRANSIT CLERKS/RESEARCHER**																			
TRANSIT CLERK		05	05	5	0	0	0	0	0	0	0	0	5	3	1	0	0	1	0	0
TRANSIT CLERKS/RESEARCHER Total:				5	0	0	0	0	0	0	0	0	5	3	1	0	0	1	0	0
Department:	**TRANSIT DIRECTOR**																			

					Male								Female							
Job Title	**Grade**	**EEO-1 Cat.**	**Job Group**	**Total Employees**	**Total**	**White**	**Black**	**Asian/Pac. Islander**	**American Indian**	**Hispanic**	**Multi-Race**	**Other**	**Total**	**White**	**Black**	**Asian/Pac. Islander**	**American Indian**	**Hispanic**	**Multi-Race**	**Other**
TRANSIT PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRANSIT DIRECTOR Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**TRANSIT DISPATCHERS**																			
TRANSIT DISPATCHER		05	05	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
TRANSIT DISPATCHERS Total:				1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Department:	**TRANSIT DRIVERS**																			
TRANSIT DRIVER		07	07	19	10	3	3	0	2	1	1	0	9	9	0	0	0	0	0	0
TRANSIT DRIVER/DISPATCHER		07	07	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRANSIT DRIVERS Total:				20	10	3	3	0	2	1	1	0	10	10	0	0	0	0	0	0
Department:	**TRANSIT SOONERRIDE**																			
TRANSIT DISPATCHER/TRAINER		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRANSIT SOONERRIDE Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**TRI-COUNTY OPIOID RESPONSE PROJECT**																			
TRI-COUNTY OPIOID DATA COORDINATOR		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRI-COUNTY OPIOID RESPONSE PROJECT DIRECTOR		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRI-COUNTY OPIOID COMMUNITY RESPONSE & RECOVERY SP		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRI-COUNTY OPIOID COMMUNITY RESPONSE & RECOVERY SP		05	05	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
TRI-COUNTY OPIOID RESPONSE PROJECT Total:				4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0
Department:	**VOCA 22-23 CASA**																			

Job Title	Grade	EEO-1 Cat.	Job Group	Total Employees	Male								Female							
					Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other	Total	White	Black	Asian/Pac. Islander	American Indian	Hispanic	Multi-Race	Other
SAFE PLACE HEALING HEARTS PROGRAM COORDINATOR		05	05	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
VOCA 22-23 CASA Total:				1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Department:	**VOCA VS**																			
VICTIM SERVICES COORDINATOR		09	09	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
VOCA VS Total:				1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Department:	**WORK READY OKLAHOMA**																			
WRO (Work Ready Oklahoma) EMPLOYMENT JOB COACH		01.2	01.2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
WRO (WorkReady Oklahoma) PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
WRO (WorkReady Oklahoma) PROGRAM MANAGER		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
WRO (Work Ready Oklahoma) ADMIN SUPPORT STAFF		02	02	2	1	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0
WORK READY OKLAHOMA Total:				5	1	0	0	0	0	1	0	0	4	3	0	0	1	0	0	0
Department:	**YOUTH BUILD 11 GRANT**																			
YOUTH BUILD PROGRAM DIRECTOR		01.2	01.2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
YOUTH BUILD CASE WORKER		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
YOUTH BUILD CONSTRUCTION/SAFETY INSTRUCTOR		02	02	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH BUILD JOB DEVELOPER		02	02	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
YOUTH BUILD 11 GRANT Total:				4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0

AAP WORKFORCE ANALYSIS SUMMARY

Section D - EMPLOYMENT DATA

Employment at this establishment - Report all permanent full-time and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forthin the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

Job Categories		Number of Employees (Report employees in only one category)														
		Race/Ethnicity														
		Hispanic or Latino		Not-Hispanic or Latino												Total Col A - N
				Male						Female						
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaskan Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaskan Native	Two or more races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
01.1	Executive Officials and Managers	0	0	1	0	0	0	0	0	1	0	0	0	1	0	3
01.2	First/Midlevel Officials & Managers	0	0	5	0	0	0	1	0	22	2	0	0	4	1	35
02	Professionals	2	0	2	1	0	0	1	0	28	1	0	1	4	3	44
[redacted]	[redacted]	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
[redacted]	[redacted]	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	Administrative Support Workers	1	1	1	0	0	0	1	1	41	5	0	0	2	0	53
06	Craft Workers	0	0	3	0	0	0	1	0	0	0	0	0	0	0	4
07	Operatives	1	0	3	3	0	0	2	1	10	0	0	0	0	0	20
08	Laborers and Helpers	2	0	4	0	0	0	1	1	0	0	0	0	0	0	8
09	Service Workers	0	1	6	1	0	0	0	0	71	5	0	0	15	5	104
10	TOTAL	6	2	25	5	0	0	7	3	171	13	0	1	26	9	271
11	PREVIOUS YEAR TOTAL															

1. Date(s) of payroll period used: _____ (Omit on Consolidated Report.)

LIFT CAA, INC.

As of 12/31/2023

AAP Job Group Analysis
Listing of Job Titles

Job Titles	EEO-1 Category	Job Group Name
	01.1	Executive Officials and Managers
ADMINISTRATION ASSOCIATE DIRECTOR EXECUTIVE DIRECTOR		
	01.2	First/Midlevel Officials & Managers
ADMIN PLANNING PUBLIC RELATIONS DI ADMINISTRATION ACCOUNTING FISCAL ADMINISTRATION ACCOUNTING SUPERVI ADMINISTRATION HUMAN RESOURCES D CACFP PROGRAM DIRECTOR CLAYTON LAKE STATE PARK MANAGER DRUG FREE COMMUNITY PROGRAM DIRE ECCS PROGRAM DIRECTOR EHS EHS-CC CENTER DIRECTOR ELC CENTER DIRECTOR ELC PROGRAM DIRECTOR HEALTHY START PROJECT DIRECTOR HOUSING APARTMENT MANAGER HOUSING INTERMEDIARY PROGRAM MA HOUSING PROGRAM DIRECTOR HS/EHS/EHS CC DIRECTOR HS/EHS/EHS-CC ASSISTANT DIRECTOR HUGO LAKE PARK MANAGER PARK ASSISTANT SUPERVISOR PARK MANAGER PARK MANAGER PART-TIME RAYMOND GARY PARK MANAGER RSVP DIRECTOR SECOND CHANCE PROGRAM DIRECTOR SELF-HELP HOUSING CONSTRUCTION SUP SELF-HELP HOUSING PROGRAM DIRECTO		

Job Titles	EEO-1 Category	Job Group Name
T&MA CONTRACTOR PROGRAM DIRECTO		
TRANSIT PROGRAM DIRECTOR		
VICTIM AND YOUTH PROGRAMS DIRECT		
WRO (Work Ready Oklahoma) EMPLOYMENT		
WRO (WorkReady Oklahoma) PROGRAM DIR		
WRO (WorkReady Oklahoma) PROGRAM MA		
YOUTH BUILD PROGRAM DIRECTOR		
	02	Professionals
ADMIN PLANNING CSBG ADMINISTRATO		
ADMIN PLANNING PUBLIC RELATIONS		
ADMINISTRATION COMPUTER SUPPORT T		
ADMINISTRATION SENIOR PLANNING PU		
EARLY LEARNING CENTER DIRECTOR/LE		
EARLY LEARNING CENTER OECP PROGRA		
EHS OECP PROGRAM TEACHER		
ELC ASSISTANT CENTER DIRECTOR/LEAD		
HEAD START TEACHER T-2		
HEAD START TEACHER T-3		
HEAD START TEACHER T-4		
HEALTHY START FATHERHOOD COORDIN		
HEALTHY START OUTREACH LIASION		
HOUSING ASSISTANT PROGRAM DIRECTO		
HOUSING LOAN OFFICER		
HOUSING WX ENERGY AUDITOR		
HOUSING WX PROGRAM MANAGER		
HS TEACHER		
HS/EHS/EHS CC HEALTH SPECIALIST		
HS/EHS/EHS CC NUTRITION SPECIALIST		
HS/EHS/EHS CC PROFESSIONAL DEVELOP		
HS/EHS/EHSCC DISABILITIES/MENTAL HE		
HS/EHS/EHS-CC EARLY CHILD DEVELOP C		
HS/EHS/EHS-CC OUTREACH SPECIALIST		
T&MA CONTRACTOR GRANT/SELF-HELP S		
T&MA CONTRACTOR PROGRAM ANALYS		
T&MA SELF-HELP TRAINING ASSISTANT		
TRI-COUNTY OPIOID DATA COORDINATO		
TRI-COUNTY OPIOID RESPONSE PROJECT		
WRO (Work Ready Oklahoma) ADMIN SUPPO		
YOUTH BUILD CASE WORKER		

Job Titles	EEO-1 Category	Job Group Name
YOUTH BUILD CONSTRUCTION/SAFETY I		
YOUTH BUILD GED TEACHER		
YOUTH BUILD JOB DEVELOPER		
	05	Administrative Support Workers
ADMIN PLANNING PUBLIC RELATIONS D		
ADMIN PLANNING PUBLIC RELATIONS GR		
ADMINISTRATION ACCOUNTING BOOKKE		
ADMINISTRATION ACCOUNTING CLERK		
ADMINISTRATION ACCOUNTING PROGRA		
ADMINISTRATION ADMINISTRATIVE REC		
ADMINISTRATION HUMAN RESOURCE SP		
ADMINISTRATION HUMAN RESOURCES/B		
ADMINISTRATION PROCUREMENT CLERK		
ADMINISTRATIVE ASSISTANT		
BETTER CHOICES FAMILY YOUTH COMM		
CACFP MONITOR		
CASA DATA ENTRY/PR SPECIALIST		
DRUG FREE COMMUNITY PROJECT COOR		
ECCS DATA ANALYST		
ECCS PROGRAM COORDINATOR		
EHS CC FAMILY ADVOCATE		
EHS CC PROCUREMENT CLERK		
EHS FAMILY ADVOCATE		
EHS OECP FAMILY ADVOCATE		
HEAD START ASSISTANT ERSEA SPECIALI		
HEALTHY START CARE COORDINATOR M		
HOUSING APARTMENT CLERK		
HOUSING COMMUNITY DEVELOPMENT S		
HOUSING COMMUNITY ENGAGEMENT CO		
HOUSING COORDINATOR		
HOUSING COUNSELOR		
HOUSING INTAKE SPECIALIST		
HOUSING LOAN SPEC/HOUSING COUNSEL		
HOUSING OUTREACH COORDINATOR		
HOUSING PROGRAM SECRETARY		
HOUSING SENIOR COMMUNITY DEVELOP		
HOUSING SPECIALIST		
HOUSING WEATHERIZATION INTAKE SPE		
HS FAMILY ADVOCATE		

Job Titles	EEO-1 Category	Job Group Name
HS/EHS FAMILY AND COMMUNITY ENGA		
HS/EHS IDABEL SITE SUPERVISOR/FAMIL		
HS/EHS PROGRAM CLERK		
HS/EHS PROGRAM SECRECTARY		
HS/EHS/EHS CC ASSISTANT EDUCATION S		
HS/EHS/EHS CC ASSISTANT FCE AND DMH		
HS/EHS/EHS CC ASSISTANT HEALTH SPEC		
HS/EHS/EHS CC ASSISTANT NUTRITION SP		
HS/EHS/EHS CC ERSEA AND TRANSPORTA		
HS/EHS/EHS CC PROGRAM SECRETARY/D		
HS/EHS/EHS-CC MENTOR COACH		
HS/EHS/EHS-CC PROCUREMENT CLERK		
MENTORING PROGRAM ASSISTANT		
SAFE PLACE HEALING HEARTS PROGRAM		
SECOND CHANCE CASE MANAGER SPECI		
SELF-HELP HOUSING GROUP WORKER		
SELF-HELP HOUSING PROGRAM SECRETA		
T&MA ASSISTANT PROGRAM ANALYST		
TRANSIT BILLING CLERK		
TRANSIT CLERK		
TRANSIT DISPATCHER		
TRANSIT DISPATCHER/TRAINER		
TRANSIT PROGRAM ASSISTANT		
TRI-COUNTY OPIOID COMMUNITY RESPO		
YOUTH FIRST COORDINATOR		
	06	Craft Workers
HOUSING APARTMENT MAINTENANCE		
HOUSING APARTMENT MAINTENANCE C		
HOUSING WX CARPENTER		
HOUSING WX INSPECTOR/CARPENTER		
HS/EHS/EHS-CC MAINTENANCE TECHNICI		
	07	Operatives
TRANSIT DRIVER		
TRANSIT DRIVER/DISPATCHER		
	08	Laborers and Helpers
ADMINISTRATION CONSTRUCTION SUPE		
HOUSING WX CARPENTER HELPER		
HOUSING WX CREW LEADER/REHAB CAR		

Job Titles	EEO-1 Category	Job Group Name
HOUSING WX RETROFIT INSTALLER/REH		
PARK MAINTENANCE		
	09	Service Workers
AMERICORPS PLANNING DEVELOPMENT		
CASA ADVOCATE COORDINATOR		
EHS CAREGIVER		
EHS CAREGIVER AIDE		
EHS EHS-CC CAREGIVER AIDE		
ELC CAREGIVER 1		
ELC CAREGIVER 2		
ELC CAREGIVER AIDE		
ELC CHILD CARE TEACHER		
ELC COOK		
ELC LEAD CAREGIVER		
ELC SCHOOL AGE TEACHER		
ELC SUBSTITUTE		
HEAD START TEACHER ASSISTANT TA- 2		
HEAD START TEACHER ASSISTANT TA-1		
HEAD START TEACHER ASSISTANT TA-3		
HEALTHY START CARE COORDINATOR		
HOUSING COUNSELOR/ OUTREACH COOR		
HS BUS MONITOR/CUSTODIAN		
HS TEACHER ASSISTANT		
HS/EHS SPECIAL NEEDS AIDE/SUBSTITUT		
HS/EHS SUBSTITUTE		
HS/EHS/EHSCC ASSISTANT COOK		
HS/EHS/EHS-CC COOK		
PARK ASSISTANT		
RSVP COUNTY COORDINATOR		
T&MA CONTRACTOR SELF-HELP SPECIAL		
T&MA CONTRACTOR SELF-HELP SPECIAL		
VICTIM SERVICES COORDINATOR		
VICTIM SERVICES SPHH TOO COORDINA		
VICTIM SERVICES SPHH TOO PROGRAM		

LIFT CAA, INC.
As of 12/31/2023

AAP Availability

Job Group: 01.1 Executive Officials and Managers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	40.00%	0.00%	100.00%	40.00%	24.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	40.00%	0.00%

Job Group: 01.2 First/Midlevel Officials & Managers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	40.00%	0.00%	100.00%	40.00%	24.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	40.00%	0.00%

Job Group: 02 Professionals

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	72.00%	0.00%	100.00%	72.00%	19.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	72.00%	0.00%

Job Group: 05 Administrative Support Workers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	82.00%	0.00%	100.00%	82.00%	24.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	82.00%	0.00%

LIFT CAA, INC.
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Job Group: 06 Craft Workers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	7.00%	0.00%	100.00%	7.00%	15.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	7.00%	0.00%

Job Group: 07 Operatives

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	19.00%	0.00%	100.00%	19.00%	29.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	19.00%	0.00%

Job Group: 08 Laborers and Helpers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.				
	15.00%	0.00%	100.00%	15.00%	28.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	15.00%	0.00%

Job Group: 09 Service Workers

	Raw Statistics			Weighted Statistics	
	Female	Minority	Value Weight	Female	Minority
Factor: 2	Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.				
	68.00%	0.00%	100.00%	68.00%	29.00%
Source of Statistics	2018 Availability				
Reason for Weighing	Consolidated - All Reasons				
Total			100.00%	68.00%	0.00%

LIFT CAA, INC.

As of 12/31/2023

Comparing Incumbency to Availability and Annual Placement Goals

Job Group	Count	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females	Minority Incumbency %	Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Minorities
01.1	3	66.7%	40.0%	No	0.0%	33.3%	24.0%	No	0.0%
01.2	33	81.8%	40.0%	No	0.0%	21.2%	24.0%	No	0.0%
02	45	86.7%	72.0%	No	0.0%	28.9%	19.0%	No	0.0%
05	57	91.2%	82.0%	No	0.0%	21.1%	24.0%	No	0.0%
06	4	0.0%	7.0%	Yes	7.0%	25.0%	15.0%	No	0.0%
07	20	50.0%	19.0%	No	0.0%	35.0%	29.0%	No	0.0%
08	4	0.0%	15.0%	Yes	15.0%	50.0%	28.0%	No	0.0%
09	104	93.3%	68.0%	No	0.0%	28.8%	29.0%	No	0.0%

We were below in female availability in the job groups Craft Workers and Laborers and Helpers. This can be due be the nature of the job and qualified appliants.

There was a slight increase in minority availability in the First Level Managers/Officers and in Administrative Workes job group. Selection and placement could be due to unqualified appliants in the availability in these job groups.

LIFT CAA, INC.

As of 12/31/2023

Placement of Incumbents in Job Groups

Job Group	Total # of Incumbents	# of Females	Female Incumbency %	# of Minorities	Minority Incumbency %
01.1	3	2	66.7%	1	33.3%
01.2	33	27	81.8%	7	21.2%
02	45	39	86.7%	13	28.9%
05	57	52	91.2%	12	21.1%
06	4	0	0.0%	1	25.0%
07	20	10	50.0%	7	35.0%
08	4	0	0.0%	2	50.0%
09	104	97	93.3%	30	28.8%

LIFT CAA, INC.

As of 12/31/2023

Compensation Data by EEO-1 Category and Job Group

Annual Monetary Compensation and Tenure Data by EEO-1 Category and Job Group
for Full Time Employees at end of Calendar /AAP Year

MINORITY FEMALES

		Average Annual Monetary Compensation for All Minority Female Employees	Lowest Annual Monetary Compensation of any Single Minority Female Employee	Highest Annual Monetary Compensation of any Single Minority Female Employee	Average Tenure of Minority Female Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]6	[redacted]	6	3
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	$[redacted]	[redacted]	[redacted]	15	9
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]	[redacted]	7	10
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	6	1
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	2	10

NON-MINORITY FEMALES

		Average Annual Monetary Compensation for All Non-Minority Female Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Female Employee	Highest Annual Monetary Compensation of any Single Non-Minority Female Employee	Average Tenure of Non-Minority Female Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	29	10
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	$[redacted]	[redacted]8	[redacted]6	13	11
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]4	[redacted]	8	0
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	8	0
EEO-1 Category: *Job Group:*	Operatives	[redacted]	[redacted]	[redacted]	6	10
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	3	2

LIFT CAA, INC.

As of 12/31/2023

Compensation Data by EEO-1 Category and Job Group

Annual Monetary Compensation and Tenure Data by EEO-1 Category and Job Group
for Full Time Employees at end of Calendar /AAP Year

MINORITY MALES

		Average Annual Monetary Compensation for All Minority Male Employees	Lowest Annual Monetary Compensation of any Single Minority Male Employee	Highest Annual Monetary Compensation of any Single Minority Male Employee	Average Tenure of Minority Male Employees With Firm	
					Years	Months
EEO-1 Category:	First/Midlevel Officials & Managers	[redacted]	[redacted]	[redacted]	3	5
Job Group:						
EEO-1 Category:	Professionals	[redacted]	[redacted]	[redacted]	10	9
Job Group:						
EEO-1 Category:	Administrative Support Workers	[redacted]	[redacted]	[redacted]	1	1
Job Group:						
EEO-1 Category:	Operatives	[redacted]	[redacted]	[redacted]	1	9
Job Group:						
EEO-1 Category:	Laborers and Helpers	[redacted]	[redacted]	[redacted]	0	10
Job Group:						
EEO-1 Category:	Service Workers	[redacted]	[redacted]	[redacted]	0	4
Job Group:						

NON-MINORITY MALES

		Average Annual Monetary Compensation for All Non-Minority Male Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Male Employee	Highest Annual Monetary Compensation of any Single Non-Minority Male Employee	Average Tenure of Non-Minority Male Employees With Firm	
					Years	Months
EEO-1 Category:	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	23	4
Job Group:						
EEO-1 Category:	First/Midlevel Officials & Managers	[redacted]	[redacted]	[redacted]	2	3
Job Group:						
EEO-1 Category:	Professionals	[redacted]	[redacted]	[redacted]	1	10
Job Group:						
EEO-1 Category:	Administrative Support Workers	[redacted]	[redacted]	[redacted]	4	3
Job Group:						
EEO-1 Category:	Craft Workers	[redacted]	[redacted]	[redacted]	10	3
Job Group:						
EEO-1 Category:	Operatives	[redacted]	[redacted]	[redacted]	0	4
Job Group:						
EEO-1 Category:	Laborers and Helpers	[redacted]	[redacted]	[redacted]	5	4
Job Group:						
EEO-1 Category:	Service Workers	[redacted]	[redacted]	[redacted]	11	5
Job Group:						

LIFT CAA, INC.

As of 12/31/2023

Compensation Data by EEO-1 Category and Job Group

Annual Monetary Compensation and Tenure Data by EEO-1 Category and Job Group
for Full Time Employees at end of Calendar /AAP Year

MINORITY

		Average Annual Monetary Compensation for All Minority Employees	Lowest Annual Monetary Compensation of any Single Minority Employee	Highest Annual Monetary Compensation of any Single Minority Employee	Average Tenure of Minority Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	6	3
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	[redacted]	[redacted]0	[redacted]	14	0
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]	[redacted]	8	6
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	4	5
EEO-1 Category: *Job Group:*	Operatives	[redacted]	[redacted]	[redacted]	1	9
EEO-1 Category: *Job Group:*	Laborers and Helpers	[redacted]	[redacted]	[redacted]	0	10
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	2	9

NON-MINORITY

		Average Annual Monetary Compensation for All Non-Minority Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Employee	Highest Annual Monetary Compensation of any Single Non-Minority Employee	Average Tenure of Non-Minority Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	26	7
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	[redacted]	[redacted]	[redacted]	11	8
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]	[redacted]	7	7
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	7	11
EEO-1 Category: *Job Group:*	Craft Workers	[redacted]	[redacted]	[redacted]	10	3
EEO-1 Category: *Job Group:*	Operatives	[redacted]	[redacted]	[redacted]	5	9
EEO-1 Category: *Job Group:*	Laborers and Helpers	[redacted]	[redacted]	[redacted]	5	4
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	3	5

LIFT CAA, INC.

As of 12/31/2023

Compensation Data by EEO-1 Category and Job Group

Annual Monetary Compensation and Tenure Data by EEO-1 Category and Job Group
for Full Time Employees at end of Calendar /AAP Year

FEMALES

		Average Annual Monetary Compensation for All Female Employees	Lowest Annual Monetary Compensation of any Single Female Employee	Highest Annual Monetary Compensation of any Single Female Employee	Average Tenure of Female Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	18	0
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	[redacted]	[redacted]	[redacted]	14	4
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]	[redacted]	7	11
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	7	6
EEO-1 Category: *Job Group:*	Operatives	[redacted]	[redacted]	[redacted]	6	10
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	3	0

MALES

		Average Annual Monetary Compensation for All Male Employees	Lowest Annual Monetary Compensation of any Single Male Employee	Highest Annual Monetary Compensation of any Single Male Employee	Average Tenure of Male Employees With Firm	
					Years	Months
EEO-1 Category: *Job Group:*	Executive Officials and Managers	[redacted]	[redacted]	[redacted]	23	4
EEO-1 Category: *Job Group:*	First/Midlevel Officials & Managers	[redacted]	[redacted]	[redacted]	2	6
EEO-1 Category: *Job Group:*	Professionals	[redacted]	[redacted]	[redacted]	7	2
EEO-1 Category: *Job Group:*	Administrative Support Workers	[redacted]	[redacted]	[redacted]	1	9
EEO-1 Category: *Job Group:*	Craft Workers	[redacted]	[redacted]	[redacted]	10	3
EEO-1 Category: *Job Group:*	Operatives	[redacted]	[redacted]	[redacted]	1	5
EEO-1 Category: *Job Group:*	Laborers and Helpers	[redacted]	[redacted]	[redacted]	3	1
EEO-1 Category: *Job Group:*	Service Workers	[redacted]	[redacted]	[redacted]	7	9

Designation of Responsibility for Implementation

The Executive Director, Rebecca Porter has the responsibility for implementation of the AAP, with specific responsibilities assigned to the Human Resource Director and the Equal Opportunity Officer and any other assigned designated persons.

These responsibilities of the Human Resource Director, Dawn McDaniel and the EEO Officer, Jeannie McMillin include but are not limited to the following:

1. Developing Equal Employment Opportunity (EEO) policy statements, internal and external communication procedures.
2. Design and implement internal audit and reporting systems that;
    a. Measure effectiveness of LIFT CAA's programs.
    b. Determine the degree of which of the AAP's goals and objectives are met and
    c. Identify the need for corrective and educative action.
3. Ensure management informs the Executive Director of equal opportunity progress and reporting potential problem areas through quarterly reports.
4. Audit contents of the Agency's bulletin board to ensure compliance information is posted and current.
5. Serves as liaison between LIFT CAA and enforcement agencies.

The responsibilities of management, supervisors and other designated persons include but are not limited the following;

1. Counseling for employees.
2. Assist in identifying problem areas and establishing goals and objectives.

Everyone who makes decision with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees is responsible for adhering to the policy and program for ensuring no individual is discriminated against.

Identification of Problem Areas

Area of Concern: New hires and promotions were less in minorites. This could be due to geographic locations of available jobs and requirement qualifications.

Corrective Action: Review and evaluate the qualifications of minorities in applicants and for promotions in a job group or into a different job group. Promote available jobs in surrounding areas of job openings.

Action Oriented Programs

LIFT CAA Inc. has established action programs to eliminate identified problem areas and to help achieve specific affirmative action goals. These programs include;

1. Reviewing job descriptions by department and job title to ensure they accurately reflect the job functions.

2. Use job performance criteria to evaluate each job description.

3. Making job descriptions available to all of management involved in recruiting, screening, selection and promotion processes.

4. Evaluating the total selection process to ensure freedom of bias through;

    a. Reviewing job applications and other job-related forms to ensure information request are job related.
    b. Evaluating selection methods to ensure they are job related and consistent with business necessity.
    c. Training personnel and management staff on proper interview techniques.
    d. Training in EEO for management and supervisor staff.

5. Using techniques to improve recruitment and increase the flow of minority and female applicants using the following actions;

    a. All material includes the phrase, “Equal Opportunity Employer”.
    b. Disseminate information on job opportunities to organizations offering job posting to minorities and woman when job opportunities occur.
    c. Encourage employees who are not involved in the hiring process to refer qualified applicants.
    d. Actively recruit at job fairs and websites where minorities and woman seek employment.

6. Ensure all employees are given equal opportunity for promotions. This is achieved by;

    a. In-House job postings.
    b. Assist employees in identifying promotion opportunities for job promotion and transfer.
    c. Evaluating job requirements for promotions.
    d. Evaluating current job performance for advancement opportunities.

Internal Audit and Reporting System

The Human Resource Department has the responsibility for developing and preparing the formal documents of the Affirmative Action Plan. The Human Resource Department, in conjunction with the Executive Director and the Equal Employment Opportunity Officer, is responsible for the effective implementation of the AAP. However, responsibility is likewise vested with each Associate Director and Program Director. LIFT CAA, Inc.'s audit and reporting system is designed to;

- Measure effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which LIFT CAA's AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information and testing, sexual orientation, gender identity, or any other characteristic protected by law:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, upgrading, aware of tenure, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave, leaves or absence, or any other leave.
- Training and attendance at professional meetings and conferences; and
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of LIFT CAA's internal audit process;

1. An applicant flow log showing name, race, sex, date of application, job title, veteran status, disability status and the action taken for all individuals applying for job opportunities.
2. Summary of data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group, gender and minority group identification.
3. Summary of data of applicant flow by identifying total applicants, total minority applicants and total female applicants for each position.
4. Maintenance of employment applications (not to exceed one year) and
5. Records pertaining to LIFT CAA's compensation system.

LIFT CAA's audit system includes an annual report documenting LIFT CAA's efforts to achieve its EEO/AAP responsibilities. Associate Directors and Program Directors are asked to report any current or foreseeable EEO problem areas and to outline their suggestions/recommendations for solutions. If problem area arises, the Associate Director or Program Director is to report the problem areas immediately to the Executive Director.

1. The Human Resource Department will discuss any problems relating to significant rejection rations, EEO Changes, etc. with the Executive Director; and

2. The Human Resource Department will report the status of the LIFT CAA's AAP goals and objectives to the Executive Director. The Director of Operations will recommend remedial actions for the effective implementation of the AAP.

Dissemination of Policy

External Dissemination of Policy, Outreach and Positive Recruitment

All subcontractors, vendors and suppliers have been sent written notification of LIFT CAA's Equal Employment Opportunity and Affirmative Action policy regarding the employment of qualified individuals with disabilities and qualified protected veterans. All recruiting sources, including state employment agencies, and websites are informed of the Agency's policy concerning the employment of qualified individual with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified person for job opportunities.

LIFT CAA participates in local job fairs sponsored by support groups for individuals with disabilities and veterans when available.

The Equal Employment Opportunity clause concerning the employment of qualified individual with disabilities and qualified protected veterans are included in all non-exempt subcontracts and purchase orders.

Internal Dissemination of Policy

Copies of our Affirmative Action Plan will be made available for inspection by any employee or applicant upon request to promote understanding, acceptance and support. Policies are re-emphasized to Program Directors and Supervisors annually.

LIFT CAA's Affirmative Action Plan is posted on the employee website and the EEO poster is posted on bulletin boards located throughout our facilities and office work areas.

All applicants have been invited to identify themselves as an individual with a disability, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, and/or as a protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, if they wish to benefit under this affirmative action program. Such invitation has been posted on bulletin boards throughout the facility and work areas. Employees may self-identify at any time. This is accomplished every four years for update of confidential records and required law reporting. Upon hire, all employees are informed and given material related to EEO during orientation.

All employees are advised annually of the Agency's policy and encouraged to aid in LIFT CAA's affirmative action efforts to ensure a fair and effective program. Briefing sessions will be conducted annually for directors and supervisors to review the applicable regulations and to discuss such affirmative action measures as training and reasonable accommodation.

When making internal Equal Opportunity audits, implementation of this affirmative action program will be reviewed.

This facility's Personnel Director has and will attend workshops, view webinars, and/or read articles which address the hiring of qualified individuals with disabilities and qualified disabled veterans and the provision of reasonable accommodation.

Information regarding accomplishments of employees who are individuals with disabilities and protected veterans shall be included in Agency and/or facility publications. At least once a year the policy is distributed to all employees by publication on the LIFT CAA employee website.

Guidelines on Discrimination Because of Religion or National Origin

It is the policy of LIFT CAA to take affirmative action to ensure applicants are employed, without regard to their religion or national origin. Such action includes, but is not limited to the following employment practices: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training.

Employment practices are reviewed to determine whether members of the various religions and/or ethnic groups are receiving fair consideration for job opportunities.

1. The policy concerning LIFT CAA's obligation to provide equal employment opportunity without regard to religion or national origin is communicated to all employees via employee handbooks, policy statement and the Affirmative Action Program.
2. Internal procedures have been developed in this program to ensure that LIFT CAA's obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented. Directors and supervisors are continually trained at meetings regarding these sensitive areas.
3. Employees are informed at least annually of LIFT CAA's commitment to equal employment opportunity for all persons, without regard to religion or national origin.
4. Recruiting sources have been informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
5. Employment records of all employees are reviewed to determine the availability of promotable and transferable employees.
6. LIFT CAA may contact religious and ethnic organizations for purposes of advice, education, technical assistance and referral of potential employees as necessary to accomplish the purpose of this program.
7. LIFT CAA may engage in recruitment activities at educational institutions with substantial enrollments of students from various ethnic and religious groups.
8. Ethnic and religious media may be used for employment advertising.

Reasonable accommodations to the religious observances and practices of employees or prospective employees will be made, unless doing so would result in undue hardship. In determining whether undue hardship exists, factors such as the cost to the Agency and the impact on the rights of other employees are considered.

Federal laws prohibit discrimination based on a person's national origin, race, color, religion, disability, sex, and familial status. Laws prohibiting national origin discrimination make it illegal to discriminate because of a person's birthplace, ancestry, culture or language. This means people cannot be denied equal opportunity because they or their family are from another country, because they have a name or accent associated with a national origin group, because they participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin

Review of Personnel Policies: Disability

LIFT CAA. annually reviews its personnel process to determine whether its present procedures assure careful, thorough and systematic consideration of the qualifications of known individuals with disabilities and protected veterans. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as all training opportunities offered or made available to employees.

In determining the qualifications of veterans, LIFT CAA limits its consideration of a protected veteran's military record, including discharge papers, to only that portion of the record, which is relevant to the specific job qualifications for which the veteran is being considered. Based upon LIFT CAA.'s review of its personnel processes, LIFT CAA. will modify the personnel processes when necessary, and will consider new procedures in this Affirmative Action Program to ensure equal employment opportunity. To date, no modifications have been necessary.

Review of Physical and Mental Job Qualification Standards

LIFT CAA will continue to review physical and mental job qualification requirements and will conduct a qualification review whenever job duties change. No pre-employment physical examinations or questionnaires are used by LIFT CAA.'s hiring process except upon offer of some employment positions.

If at any time, LIFT CAA should inquire into an employee's physical or mental condition or should conduct a medical examination, LIFT CAA affirms that such inquiries or exams will be conducted in accordance with the US Department of Labor Rehabilitation Act Section 503 regulations and that information obtained as a result of the inquiry or exam will be kept confidential, except as otherwise provided for in the Section 503 regulations.

Reasonable Accommodation to Limitations Due to Disability

LIFT CAA commits to making reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. LIFT CAA also commits to engaging in an interactive process with the person requesting the accommodation (or their representative), as needed, to determine an appropriate accommodation. Undue hardship will be determined by assessing whether the requested accommodation would cause significant difficulty or expense, as provided for in the Section 503 regulations.

Applicants have an option to self-identify with disability. The new employee is also provided a form to self-identify with or without, or prefer not to answer.

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 05/31/2023

Name: _____ Date: _____

Employee ID: _____
(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
☐ No, I Don't Have A Disability, Or A History/Record Of Having A Disability
☐ I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

_____ _____
Signature Today's Date

Individuals Identify with Disability

LIFT CAA, INC.

As of 12/31/2023

AAP Individuals with Disabilities

Starting Date: 1/1/2023 Ending Date: 12/31/2023

Disabled Applicants	Total Applicants	Job Openings	Jobs Filled	Disabled Hired	Total Hired	Disabled Applicant Ratio	Disabled Hiring Ratio	Job Fill Ratio
11	2078	264	0	11	93	0.53%	11.83%	0.00%

LIFT CAA, INC.

As of 12/31/2022

AAP Individuals with Disabilities

Starting Date:1/1/2022 Ending Date: 12/31/2022

Disabled Applicants	Total Applicants	Job Openings	Jobs Filled	Disabled Hired	Total Hired	Disabled Applicant Ratio	Disabled Hiring Ratio	Job Fill Ratio
16	1560	269	0	16	75	1.03%	21.33%	0.00%

On January 3, 2017, the Equal Employment Opportunity Commission (EEOC or Commission) issued a final rule to amend the regulations implementing Section 501 of the Rehabilitation Act of 1973 (Section 501). A notice of proposed rulemaking was previously issued on February 24, 2016. The final rule says that agencies of the federal government must adopt employment goals for individuals with disabilities, with sub-goals for individuals with targeted disabilities, provide personal assistance services to certain employees who need them because of a disability, and meet a number of other requirements designed to improve the recruitment, hiring, retention, and advancement of individuals with disabilities in the federal workforce.

The rule requires each federal agency to adopt the goal of having 12% of its workforce be people with disabilities, and 2% of its workforce be people with targeted disabilities. These goals apply at both higher and lower salary levels.

Comparing 2022 to 2023 Applicants: 1560 vs 2076
Job Openings: 269 vs 264
Disabled Hired: 16 vs 11

Current Employees Identify with Disability: 44

Review of Personnel Policies: Veterans

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) is a law that prohibits federal contractors and subcontractors from discriminating in employment against protected veterans and requires employers take affirmative action to recruit, hire, promote, and retain these individuals.

LIFT CAA is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (VEVRAA) which requires Government contractors to take affirmative action to employ and advance veterans in employment. V.E.V.R.A.A. prohibits discrimination and requires affirmative action in all personnel practices regarding protected veterans. The statute covers disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other veterans who served during a war, or in a campaign or expedition for which a campaign badge has been authorized.

CFR 60-300.5 This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans."

LIFT CAA, INC.

As of 12/31/2023

AAP Veterans

Starting Date: 1/1/2023 **Ending Date: 12/31/2023**

Veteran Applicants	Total Applicants	Job Openings	Jobs Filled	Veterans Hired	Total Hired	Veteran Applicant Ratio	Veteran Hiring Ratio	Job Fill Ratio
2	2076	264	0	2	88	0.10%	2.27%	0.00%

LIFT CAA, INC.

As of 12/31/2022

AAP Veterans

Starting Date: 1/1/2022 **Ending Date: 12/31/2022**

Veteran Applicants	Total Applicants	Job Openings	Jobs Filled	Veterans Hired	Total Hired	Veteran Applicant Ratio	Veteran Hiring Ratio	Job Fill Ratio
3	1560	269	0	3	75	0.19%	4.00%	0.00%

Comparing 2022 to 2023 Applicants: 1560 vs 2076
Job Openings: 269 vs 264
Veterans Hires: 3 vs 2
Current Veterans Employed: 2

Applicants have an option to self-identify as a veteran. The new employee is also provided a form to self-identify is or is not, or prefer not to answer.

Voluntary Self-Identification of Veteran Status

Why are you being asked to complete this form?

1. This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002,38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

   - A "disabled veteran" is one of the following:
     - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
     - A person who was discharged or released from active duty because of a service-connected disability.
   - A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
   - An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
   - An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

   Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

2. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

   ☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

   ☐ I AM NOT A PROTECTED VETERAN

   ☐ I DON'T WISH TO ANSWER

3. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

4. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

_____ _____

Your Name Today's Date

LIFT CAA, INC.

As of 12/1/2023

AAP - Personnel Activity by EEO-1 Cagegory and Job Group - NEW HIRES

EEO-1 CATEGORY-JOB GROUP	Gender	White	American Indian	Hispanic	Black	Asian	Other	Totals
First/Midlevel Officials & Managers	Male	0	0	0	0	0	0	0
	Female	1	1	0	0	0	0	2
Professionals	Male	1	0	0	0	0	0	1
	Female	0	0	0	1	0	0	1
Administrative Support Workers	Male	0	0	3	0	0	1	4
	Female	6	3	0	0	0	0	9
Craft Workers	Male	0	1	0	0	0	0	1
	Female	0	0	0	0	0	0	0
Operatives	Male	4	0	1	3	0	0	8
	Female	8	1	0	1	0	0	10
Labors and Helpers	Male	2	1	1	0	0	0	4
	Female	0	0	0	0	0	0	0
Service Workers	Male	3	0	0	1	0	1	5
	Female	28	9+	2	5	0	7	42
TOTALS		**53**	**7**	**7**	**11**	**0**	**9**	**87**
	Male	**23**						
	Female	**64**						

LIFT CAA, INC.

As of 12/31/2023

AAP - Personnel Activity by EEO-1 Category and Job Group - Promotions

Starting Date: 1/1/2023 **Ending Date: 12/31/2023** This personnel activity covers the most recently concluded calendar year.

EEO-1 CATEGORY:	First/Midlevel Officials & Manag	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other
JOB GROUP:	First/Midlevel Officials & Manag						
Male		0	0	0	0	0	0
Female		3	0	0	0	0	0
EEO-1 CATEGORY:	Professionals	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other
JOB GROUP:	Professionals						
Male		0	0	0	0	0	0
Female		3	0	0	0	0	0
EEO-1 CATEGORY:	Administrative Support Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other
JOB GROUP:	Administrative Support Workers						
Male		0	0	1	0	0	0
Female		0	0	0	0	0	0
EEO-1 CATEGORY:	Service Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other
JOB GROUP:	Service Workers						
Male		0	0	0	0	0	0
Female		2	0	0	0	0	1
	TOTALS	8	0	1	0	0	1

LIFT CAA, INC.

As of 12/31/2023

AAP Promotions Within Job Group Summary

Starting Date: 1/1/2023 Ending Date: 12/31/2023

EEO Cat		Total		Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
05	**Administrative Support Workers**																
	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
09	**Service Workers**																
	3	0	3	0	0	0	0	0	0	0	2	0	0	0	0	1	0
	Grand Total																
	4	1	3	0	0	1	0	0	0	0	2	0	0	0	0	1	0

Each person is counted only once.

LIFT CAA, INC.

As of 12/31/2023

AAP Promotions Into Job Group Summary

Starting Date: 1/1/2023 Ending Date: 12/31/2023

EEO Cat		Total		Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
01.2	**First/Midlevel Officials & Managers**																
	3	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0
02	**Professionals**																
	3	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0
	Grand Total																
	6	0	6	0	0	0	0	0	0	0	6	0	0	0	0	0	0

Each person is counted only once.

LIFT CAA, INC.

As of 12/31/2023

AAP - Personnel Activity by EEO-1 Category and Job Group - TRANSFERS

Starting Date: 1/1/2023 **Ending Date: 12/31/2023** This personnel activity covers the most recently concluded calendar year.

EEO-1 CATEGORY:	First/Midlevel Officials & Manag	White	American Indian	Hispanic	Black	Asian	Other
JOB GROUP:							
Male		1	0	0	0	0	0
Female		1	0	0	0	0	0
EEO-1 CATEGORY:	Professionals	White	American Indian	Hispanic	Black	Asian	Other
JOB GROUP:							
Male		0	0	1	0	0	0
Female		1	0	0	0	0	0
EEO-1 CATEGORY:	Administrative Support Workers	White	American Indian	Hispanic	Black	Asian	Other
JOB GROUP:							
Male		0	0	1	0	0	0
Female		3	0	0	1	0	0
EEO-1 CATEGORY:	Operatives	White	American Indian	Hispanic	Black	Asian	Other
JOB GROUP:							
Male		0	0	0	0	0	0
Female		1	0	0	0	0	0
EEO-1 CATEGORY:	Service Workers	White	American Indian	Hispanic	Black	Asian	Other
JOB GROUP:							
Male		0	0	0	0	0	0
Female		11	1	0	2	0	1
	TOTALS	18	1	1	3	0	1

LIFT CAA, INC.

As of 12/31/2023

AAP Voluntary Termination and Retirement Summary

Starting Date: 1/1/2023 Ending Date: 12/31/2023

EEO Cat		Total		Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
01.2	**First/Midlevel Officials & Managers**																
	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
02	**Professionals**																
	7	0	7	0	0	0	0	0	0	0	4	2	0	1	0	0	0
05	**Administrative Support Workers**																
	14	0	14	0	0	0	0	0	0	0	12	2	0	0	0	0	0
06	**Craft Workers**																
	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
07	**Operatives**																
	13	6	7	3	1	0	2	0	1	0	4	1	0	2	0	0	0
08	**Laborers and Helpers**																
	3	3	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0
09	**Service Workers**																
	46	5	41	3	1	0	0	0	1	0	24	7	1	5	0	4	0
TOTAL:	**85**	**15**	**70**	**8**	**4**	**0**	**2**	**0**	**4**	**0**	**44**	**13**	**1**	**8**	**0**	**4**	**0**

LIFT CAA, INC.

As of 12/31/2023

AAP Involuntary Terminations Summary

Starting Date: 1/1/2023 Ending Date: 12/31/2023

EEO Cat		Total		Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
01.1	**Executive Officials and Managers**																
	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
07	**Operatives**																
	4	3	1	2	0	0	1	0	0	0	0	0	0	0	0	1	0
08	**Laborers and Helpers**																
	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
09	**Service Workers**																
	10	1	9	1	0	0	0	0	0	0	4	2	1	1	0	1	0
	Grand Total																
	16	5	11	4	0	0	1	0	0	0	5	2	1	1	0	2	0

LIFT CAA INC.

As of 12/31/2023

AAP Applicant Log Summary

MALE								FEMALE								Prefer To Not Answer								
White	Black	Asian	American Indian	Hispanic	Multi-Race	Perfer To Not Answer	Total	White	Black	Asian	American Indian	Hispanic	Multi-Race	Perfer To Not Answer	Total	White	Black	Asian	American Indian	Hispanic	Multi-Race	Perfer To Not Answer	Total	TOTAL
235	76	0	51	16	1	26	**405**	893	276	8	262	37	9	103	**1588**	21	7	0	17	3	0	34	**82**	**2075**

LIFT Community Action Agency, Inc.
Equity, Diversity, and Inclusion Policy

LIFT CAA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. A diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their age, color, race, gender, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation or identity, social-economic status, and veteran status, feel valued and respected.

LIFT CAA embraces and encourages diversity among employees and is committed to a nondiscriminatory approach and to providing equal opportunity for employment and advancement in all of our departments, programs, and worksites. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work not only represents a significant part of our culture, but also contributes to the agency's excellent reputation and successful delivery of services to our community. LIFT CAA sees equity, diversity, and inclusion as connected to our mission and critical to ensuring the well-being of our staff and the communities we serve.

In furtherance of this commitment, LIFT CAA will create an Equity, Diversity, and Inclusion Advisory Committee comprised of LIFT CAA employees that will work directly with the Executive Director and Human Resources. The purpose of this advisory committee will be to develop and recommend strategies that the agency may implement to continue to advance LIFT's efforts to ensure an environment of equity, diversity and inclusion.

LIFT CAA's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of diversity equity that encourages and enforces:

- respectful communication and cooperation between all employees;
- teamwork and employee participation, permitting the representation of all groups and employee perspectives;
- practice and encourage transparent community in all interactions;
- lead with respect and tolerance; and
- employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

LIFT expects all employees to embrace these notions and to express the same in workplace interactions and through everyday practices. All employees of LIFT CAA have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

This policy is in addition to, and does not amend or replace LIFT CAA's policies and procedures set out in the Personnel Policy Manual. This includes, but is not limited Policy No. 12 Affirmative Action, Policy No. 20 Recruitment and Selection, Policy No. 21 Equal Employment Opportunity, Policy No. 22 Americans With Disabilities Act, and Policy No. 412 Harassment.

Employees with questions about this Policy should contact Human Resources. Employees who believe they have been subjected to or witnessed any kind of discrimination that conflicts with the company's diversity policy and initiatives should refer to and follow the reporting procedures set out in Policy No. 21 Equal Employment Opportunity and/or Policy No. 412 Harassment. Employees with questions about disability accommodation should refer to Policy No. 22 Americans With Disabilities Act.

Human Resource will provide on-line training to support the EDI policy. You will receive an email from Dawn McDaniel, Human Resource Director to inform you of the required training.

HARASSMENT

PURPOSE/POLICY

LIFT CAA is committed to maintaining a work environment that is free from harassment where employees at all levels of the Agency can devote their full attention and best efforts to the job. Harassment in violation of this policy, either intentional or unintentional, will not be allowed in the workplace. LIFT CAA prohibits and will not tolerate any form of harassment of any individual by another person on the basis of any legally protected classification including, but not limited to, race, color, national origin, sex, disability, religion, marital status, veteran status, sexual orientation, gender identity, pregnancy or age. The Agency prohibits all employees from harassing co-workers as well as program participants, customers, vendors, suppliers, independent contractors, volunteers and others doing business with the Agency. The Agency also prohibits its program participants, clients, customers, vendors, volunteers, suppliers, independent contractors and others doing business with the Agency or on its premises from harassing Agency employees.

LIFT CAA takes very seriously its commitment to providing a respectful work environment and will not tolerate disrespectful or bullying behavior toward anyone for any reason. LIFT CAA looks to all employees to create and maintain a respectful and professional work environment.

Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

    a. Submission to such conduct is either explicitly or implicitly made a term or condition of employment.
    b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
    c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for working.

2. Examples of sexual harassment include, but are not limited to:

    a. Some incidents of physical assault.
    b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion.

c. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work.
d. Sexual comments or inappropriate references to gender or physical characteristics.
e. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.).
f. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
g. Inquiries and comments about sexual activity, experience, or orientation.
h. The display of inappropriate sexually oriented materials in a location where others can view them.

Other Forms of Harassment

1. All persons involved in the Agency are entitled to work and access services in an atmosphere free of harassment of any kind and disrespectful behavior. Individuals may occasionally make statements or use words, objects, or pictures that others could interpret as being insulting or derogatory toward persons based on characteristics protected by federal and state law or regulation.

2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job or with a client's comfort in accessing services. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.

3. Disrespectful and bullying behavior toward anyone is unacceptable workplace behavior. Bullying or victimizing another employee because of their protected characteristics is also considered "harassment" under this policy. Unacceptable conduct includes, but is not limited to:

   a. Repeated infliction of verbal abuse such as derogatory remarks, insults, or epithets.

   b. Verbal or physical conduct that is threatening, intimidating, or humiliating.

   c. Sabotage or undermining of an employee's work performance.

   d. Exploitation of an employee's psychological or physical vulnerability.

Such conduct will not be tolerated, and all employees are expected to treat other employees with respect and dignity.

Reporting Procedures

1. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment or bullying at work by anyone has a responsibility to immediately report incidents of harassment to his/her immediate supervisor, the Human Resources Department, the EEO Officer or the Executive Director. Please understand that the Agency takes complaints of harassment very seriously. Thus, there is no need to follow any formal chain of command when making such complaints, and you may bypass anyone in your direct chain of command and file your complaint directly with a Human Resources representative or the Executive Director at any time. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. In cases involving complaints against the Executive Director, the employee should report the incident to the Chairman of the Board Directors.
2. Upon receiving a report of harassment, an investigation will be initiated, and disciplinary action will be taken, if appropriate. The Agency will also take any additional action necessary to appropriately remedy the situation.
3. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

4. Retaliation of any sort will not be tolerated. No adverse employment action will be taken against any employee making a good faith report of alleged harassment.

Sexual and Workplace Harassment Policy Statement

It is the policy of LIFT Community Action Agency, Inc. that employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment, as well as harassment based upon an employee's membership in any legally protected classification.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, or other harassment. The agency does not tolerate harassment in the workplace whether by another employee, a supervisor, a vendor or an agency client or customer. If you have encountered, or know of any such situations pertaining to you or some other employee of the agency, the agency has a need to know about the matter.

Harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that lowers morale, and interferes with work effectiveness. Specifically sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment

2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Each program director and supervisor has the responsibility to maintain the workplace free of harassment. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative treatment, based on sex or any other legally protected classification.

If you feel that you have been or are being the victim of harassment, please immediately report it to your program director or an associate director. If for whatever reason, you are not comfortable doing that, please report to the EEO Officer or Executive Director.

An employee will be allowed to leave the site of the harassment without fear of adverse job action if the harassment occurs at a time or a place where none of the designated individuals listed above, nor can any other non-harassing supervisor be reasonably contacted. The employee experiencing the harassment should persistently continue to attempt to make contact with one of the persons indicated above to report the matter and receive further instructions.

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

Harassment must and will be treated seriously and with the utmost confidentiality. To determine if the alleged action or incident has or has had a discriminatory employment effect, a factual determination of all acts in each allegation will be made, in the most confidential manner possible under the circumstance. The agency cannot guarantee complete confidentiality nor anonymity. However, the agency does pledge that only those needing to know will be contacted and that no retaliatory measures will be taken against an employee who makes a good faith report of harassment. After the agency completes its investigation, it will take appropriate remedial action to include termination.

Given the nature of this type of conduct, the agency recognizes that false accusations can have serious effects on innocent women and men. We trust that all employees will continue to act responsibly to establish a pleasant working environment free of discrimination.

I have read and had the opportunity to discuss this policy.

_____ _____

Employee signature Date

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

COMPLAINT/GRIEVANCE PROCEDURE

PURPOSE/POLICY

To provide a process for employees to discuss complaints or problems with management.

This policy should be invoked only when informal attempts to address an issue have failed. This policy, however, is not invoked to report discrimination, harassment and/or retaliation. See Policy Nos. 21 and 412. Reports or complaints of violations of the Agency's policies should be made in accordance with those policies. Complaints of violations of those policies will not be considered under the complaint/grievance procedure set out in this policy.

Each employee of the Agency is encouraged to:

A. Discuss work-related complaints or problems with management.
B. Appeal on unfavorable decisions to a higher authority in the Agency.

DEFINITIONS

"Complaint" is defined as a condition in employment or application of a policy that the employee thinks is unjust or inequitable.

"Grievance" is defined as a dispute relating to the application or interpretation of Agency policies and/or procedures. It is a concern, problem, or complaint that an employee may have relating to work, working conditions, or unfair treatment.

INFORMAL ACTION

If an employee has a problem, issue, complaint or concern, they should try to resolve it first through informal discussion with their immediate supervisor. The supervisor must give careful consideration to the employee's concern and make efforts to explain, address or resolve the matter quickly.

Whenever possible, staff should seek to settle complaints/grievances informally and the supervisor should be receptive to such approaches. Only if the informal route is inappropriate or has been exhausted, should a grievance become formal.

TIME LIMITS

The Agency's aim is to enable complaints/grievances to be considered fully and dealt with fairly, consistently and speedily.

1. In computing the number of days in the complaint/grievance procedure, Saturday, Sunday and Holidays shall be excluded.

2. Issues will be dealt with promptly and within a reasonable timeframe (these may vary depending on the complexity of the issue).

3. Where time limits are referred to in the course of this procedure they may be varied by the Executive Director when believed necessary in the ordinary course of business.

PROCEDURE

1. **Supervisor's Role**. To resolve complaints and problems, the employee is encouraged to first seek assistance from his or her immediate supervisor. The immediate supervisor should communicate with the employee and attempt to resolve the problem. The supervisor is responsible for addressing the complaint as an important business matter, including giving prompt attention to the complaint expressed.

2. **Alternative Channels.** Occasionally, an employee's complaint involves his or her supervisor. Supervisors should realize that employees often do not feel comfortable expressing such concerns to them. Therefore, employees are encouraged to discuss complaints with the next higher level of management to avoid an awkward situation.

   As an alternative, the employee may discuss the complaint at any time with the HR Director. An employee may ask the HR Director to be present at the complaint discussion with any level of management. If the complaint/grievance is against the HR Director, the employee is encouraged to discuss the complaint with the Associate Director and/or Executive Director.

LIFT supervisors at every level must document, date, sign and archive complaint records and decisions from complaints.

3. **Grievance and Appeals Procedures**.

   DEFINITIONS

   a. Grievance - an action initiated by an employee resulting from the employee's dissatisfaction with working conditions.

   b. Adverse action - any disciplinary action or personnel action taken by management that results in the actual loss or reduction of salary to an employee or adversely affects his career.

   c. Appeal - an employee's request to management to reconsider an adverse action, which may include a full and impartial hearing, if requested.

   d. Charge an action taken by an employee claiming alleged discrimination. Discrimination charges are not subject to review through these procedures but are processed under the procedures outlined in the Harassment and EEOC policies.

PROCEDURES

If an employee has a complaint or grievance that cannot be solved through informal actions, the following steps should be taken:

a. A grievance will be presented in writing to the attention of the employee's immediate supervisor. The statement of the grievance must set out the events complained about, and the requested remedy must specify the policy and/or procedure which are alleged to have been violated and must be signed by the employee. The grievance must be received within 5 days after the event on which the grievance is based. If the issue is not resolved to the satisfaction of the employee, he/she will submit the written grievance to the next higher level of supervision. If the employee is not satisfied with the results of this review, he/she may escalate to the level of the Executive Director. The grievance will be acted on at each point in the proceedings within five (5) working days.

b. An adverse action taken by management will be reduced to writing and transmitted to the employee. The notification will contain all particulars of the adverse action, including the rights of the employee to request reconsideration and the right to submit evidence in support of the request.

c. An appeal of an adverse action will be sent to the Executive Director within ten (10) working days, along with all evidence which the employee feels is relevant to the case and which he or she wishes the Executive Director to consider. The employee will be notified in writing of action taken on an appeal. This notification will include the rights of the employee to escalate the appeal to the Personnel Committee of the Board of Directors. If the employee chooses to escalate the appeal to the Personnel Committee, then action will be taken by each appellate level within ten (10) working days. The decision of this Committee is final.

4. Grievance against Executive Director

a. If a grievance is raised against the Executive Director that cannot be resolved through the informal and formal action process, the grievance will be directed to the Chairperson of LIFT CAA, Inc. Board of Directors. The Personnel Committee appointed by the chairperson shall have the responsibility for hearing grievances on personnel matters involving the Executive Director.

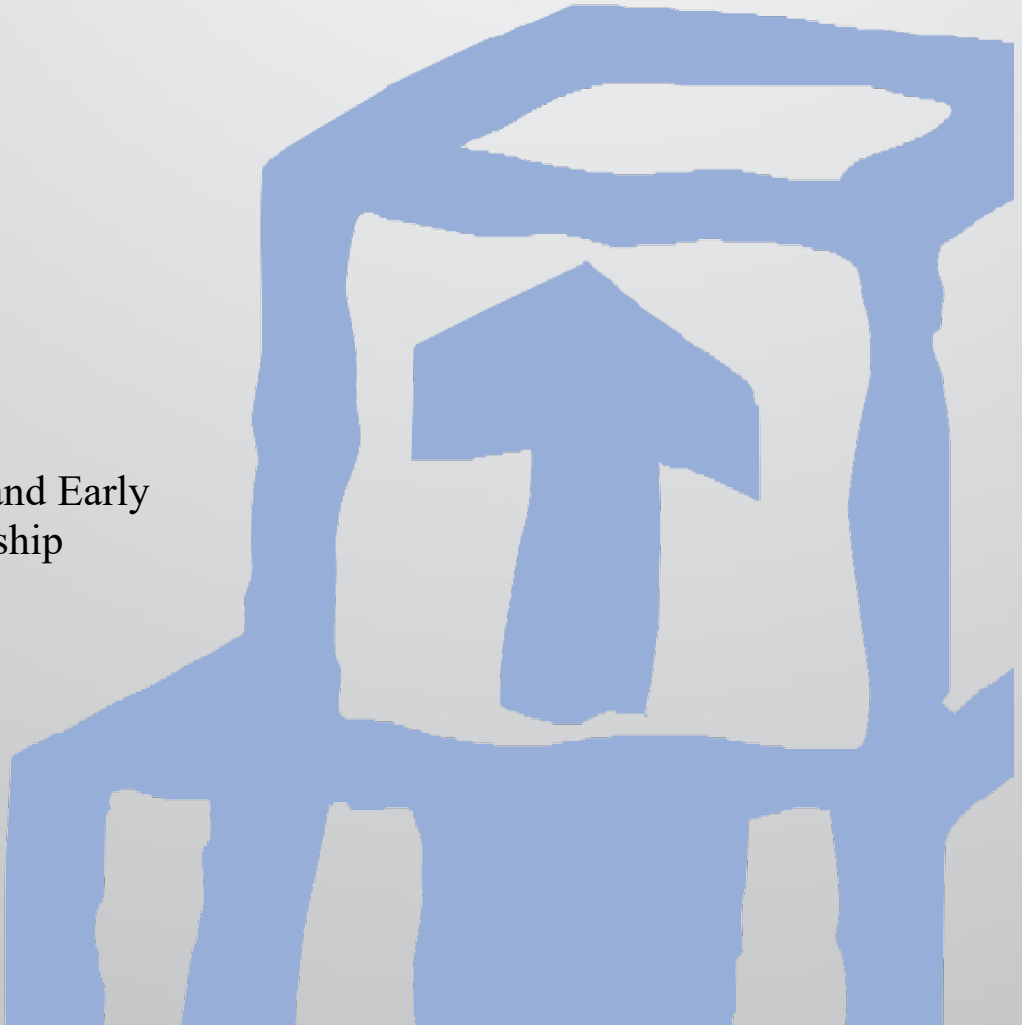
b. The employee is not required to file the grievance with the Executive Director. The employee may file the grievance in writing within five (5) days after the occurrence of the event upon which the complaint is based with the Chairperson of the Board of Directors. The Personnel Committee appointed by the chairperson shall consider the grievance within fifteen (15) days after receipt. The decision of the Committee is final.

LIFT C.A.A.

Head Start, Early Head Start, Early Head Start _ Child Care

Integrated Services Policies and Procedures

ERSEA Plan 2024 - 2025



Head Start, Early Head Start, and Early Head Start-Child Care Partnership

1302 – PROGRAM OPERATIONS

Performance Standard 1302.1 Overview.

This part implements these statutory requirements in Sections 641A, 645, 645A, and 648A of the Act by describing all of the program performance standards that are required to operate Head Start, Early Head Start, American Indian and Alaska Native and Migrant or Seasonal Head Start programs. The part covers the full range of operations from enrolling eligible children and providing program services to those children and their families, to managing programs to ensure staff are qualified and supported to effectively provide services. This part also focuses on using data through ongoing pro- gram improvement to ensure high-quality service. As required in the Act, these provisions do not narrow the scope or quality of services covered in previous regulations. Instead, these regulations raise the quality standard to reflect science and best practices, and streamline and simplify requirements so programs can better understand what is required for quality services.

Subpart A — Eligibility, Recruitment, Selection, Enrollment, and Attendance

Performance Standard 1302.10 Purpose.

This subpart describes requirements of grantees for determining community strengths, needs and resources as well as recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment, and attendance of children and explains the policy concerning the charging of fees.

Policy 1302.10 Purpose.

The purpose of this policy is to provide guidance in assisting program staff and Policy Council in planning, operating, and evaluating the eligibility, recruitment, selection, enrollment, and attendance process within the LIFT CAA HS/EHS/EHS-CC programs, which prepares them for school readiness.

Performance Standard 1302.11 Determining community strengths, needs, and resources. *(a)* Service area.

(1) A program must propose a service area in the grant application and define the area by county or subcounty area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(a) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

(B) Children in foster care; and

(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local pre-schools, and the approximate number of eligible children served;

(v) Resources that are available in the community to address the needs of eligible children and their families; and,

(vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the prekindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

Policy 1302.11 Determining community strengths, needs and resources (a)

(a) Service Area.

(1) The program has proposed a service area in the grant application and defined the area as Choctaw, Pushmataha, and McCurtain Counties.

(2) The program will submit a new service area proposal to ACF for approval should there be a need to change the service area.

(b) Community wide strategic planning and needs assessment (community assessment):

(1) The Community Assessment process is a review of the changing demographics and resources in the service area and is completed once every five years with updates conducted annually during the five-year period. The updates review any significant changes in the service area. The Community Assessment is a collection and analysis of information on the strengths, needs and resources of the families, as well as the program and the communities within the service area including the required items listed in 1302.11(b)(i)-(vi). The required data for the Community Assessment is gathered from numerous resources outside the agency such as, public schools, local community agencies, U.S. Census, and state agencies, etc. and from sources inside the agency such as enrollment forms, IEPs, CLASS, family surveys, PIRs, etc. The information contained in the Community Assessment helps the program make informed decisions about the service area including: program options, hours of operation, staff composition, delivery of services; and develop strategic plans for the program; identify underserved populations in the service area; assess available program and community resources; along with many other decisions. The Community Assessment is also used to identify areas with high concentrations of families in poverty as well as community-based agencies that can refer interested, eligible families.

(2) The program performs a detailed Community Assessment every five years. The program annually reviews and updates the Community Assessment to reflect any significant changes including how the pre-kindergarten available in the communities meets the needs of parents

and children, whether it is offered for a full school day, rates of family and child homelessness, and significant shifts in community demographics and resources.
(3) Consideration is made within the service area to include children with diverse economic backgrounds. This is achieved through the prioritization schedule and through a designation of "Medically Underserved" which allows designated areas to serve up to 50% of a town's enrollment in children above the poverty guidelines.

The program does not enroll children from diverse economic backgrounds when it would result in serving less than the funded enrollment.

Performance Standard 1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) Eligibility requirements.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or, TANF child-only payments; or, (iii) The child is homeless, as defined in part 1305; or, (iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

(d) Additional allowances for programs.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

(i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,

(ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

(i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;

(ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;

(iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;

(iv) Policies, procedures, and selection criteria it uses to serve eligible children;

(v) Its current enrollment and its enrollment for the previous year;

(vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,

(vii) The eligibility criteria category of each child on the program's waiting list.

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) Verifying eligibility.

(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of childcare, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency

that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in this paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(3) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size; (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;

(C) The child is a homeless child or the child is in foster care; The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,

(D) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

(m) Training on eligibility.

(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:

(i) Include methods on how to collect complete and accurate eligibility information from families and third-party sources;

(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

Policy 1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview. **Also see Prioritization Schedule for additional information*

(1) Staff Must:

i. Families that apply for services will receive an interview from program staff. This interview will be completed in-person unless it is inconvenient or not possible in which case a telephone interview will take place.

ii. The interview will consist of families discussing their application, validating information submitted, child's age, family income, immunization records and eligibility categories.

iii. Staff will create an eligibility determination record for each enrolled participant

(3) N/A

(b) Age requirements.

(1) All Early Head Start and Early Head Start Child Care children, except when transitioning to Head Start, are younger than three years old.

(2) For Head Start, a child must:

i. be at least three years old or, turn three years old by September 1st as determined by Oklahoma public school systems;

ii. Be no older than 4 years of age by September 1st as is determined by Oklahoma public school systems.

(3) N/A

(c) Eligibility requirements.

(1) LIFT does not serve pregnant women. A child is eligible if:

i. The family's income is equal to or below the poverty line; or,

ii. The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or, TANF child-only payments; or, (iii)

iii. The child is homeless, as determined using McKinney-Vento; or, (iv)

iv. The child is in foster care.

(2) LIFT will use the current Federal Poverty Guidelines. The program may enroll up to ten percent of children who are over the poverty guideline, with the exclusion of towns that have been designated medically underserved by the regional Head Start office.

(d) Additional allowances for programs.

(1) LIFT will enroll up to an additional 35 percent of participants whose families are neither income nor categorically eligible and whose families are below 130 percent of the poverty line if all other avenues have been exhausted.

i. LIFT will be able to show that it has implemented outreach and enrollment procedures to ensure it is meeting the needs of income or categorically eligible children and children with disabilities before serving ineligible children, with the exception of medically underserved designations.

ii. LIFT has established criteria that ensure eligible children are served first.

(2) If LIFT chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, LIFT will be able to report to the Head Start regional program office the following:

i. How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;

ii. Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children, before serving over-income children;

iii. Efforts, including outreach, to be fully enrolled with eligible children;

iv. Policies, procedures, and selection criteria it uses to serve eligible children;

v. Its current enrollment and its enrollment for the previous year;

vi. The number of children served, broken down by eligibility categories;

vii. The eligibility criteria category of each child on the program's waiting list.

(e) N/A – Applies to Indian Tribes

(f) N/A – Applies to migrant/seasonal

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) LIFT uses an approved selection criterion approved by governing board and policy council that integrates medically underserved designations within its design.

(2) LIFT will serve all eligible children within licensing standards and capacity.

(h) Verifying age. LIFT will verify a child's age with documentation of birth records unless doing so creates a barrier for the family to enroll the child. Staff will work with the family to obtain verification.

(i) Verifying eligibility.

(1) Families are required to provide tax forms, pay stubs, or other proof of income for the relevant time period,

i. If these are not available, staff may use written statements from employers, including individuals who are self-employed to calculate the total annual income.

ii. If a family reports no income, staff may accept the family's signed declaration of no income and must describe efforts to verify family income, explain how the income was calculated and seek information from a third party if the family gives written consent.

iii. If a family can demonstrate a significant change in income for the relevant time period, staff will consider the current income circumstances when determining eligibility and will have families complete new documentation.

(2) To verify whether a family is eligible for, or in the absence of childcare, would be potentially eligible for public assistance, LIFT will require documentation from state, local or tribal public assistance programs verifying that a family is receiving public assistance or that shows the family is potentially eligible to receive public assistant.

(3) LIFT will accept a written statement from a homeless service provider, school personnel, or other service agency to verify that a family is homeless or any other documentation that indicates homelessness including documentation from a public or private agency, a declaration, information gathered on application forms, or notes from an interview.

A family is categorically eligible if the child is homeless or is in foster care. If determined categorically eligible a child will be able to attend a Head Start program without immunization, for a limited number of days as in accordance with OKDHS licensing standards and other medical records, birth certificates or other documents if this is considered a barrier for program participation. The program will give the family reasonable time to provide these documents.

i. If the family can provide one of these documents, LIFT will describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

ii. If a family cannot provide one of the documents, LIFT will accept a signed declaration of homelessness.

iii. If the family gives written consent, LIFT may seek information from third parties who have firsthand knowledge of the family's living situation.

(4) To verify a child is in foster care, LIFT will accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that shows a child is in foster care, or proof of a foster care payment. A family is categorically eligible if the child is homeless or is in foster care. If determined

categorically eligible, a child will be able to attend a Head Start program without immunization, for a limited number of days as in accordance with OKDHS licensing regulations and other medical records, birth certificates or other documents if this is considered a barrier for program participation. The program will give the family reasonable time to provide these documents.

(j) Eligibility duration.

(1) Each child that is enrolled will be allowed to remain in Head Start until kindergarten is available in that child's community, unless there is a compelling reason for that child not to remain in Head Start and there is a child with a greater need for Head Start services. The ERSEA Specialist in conjunction with the Head Start Director will determine if there is a compelling reason for the child not to remain in Head Start. If a child has been found income eligible and is participating in the program, he/she will remain income eligible throughout the enrollment year and the immediately succeeding enrollment year. If a child remains enrolled for a third year, the income will be re-verified for the family.

(2) EHS/EHS-CC children will remain eligible while they participate in EHS/EHS-CC.

(3) Early Head Start children, who transfer out of Early Head Start and into Head Start, will be required to re-verify their income.

(4) Early Head Start children will remain in the program until they turn three years of age. Prior to the child turning three, a Head Start application will be completed to re-verify income. After determining income status, the child will transition into Head Start if there is a vacancy. If there is no vacancy a decision will be made on a case-by-case basis to determine how long a child may remain in Early Head Start. During this time, the parent will work with the teaching staff and Family Advocate to find alternate placement for the child. This child will be placed on the Head Start waiting list and have priority over the other children waiting.

(k) Records.

(1) LIFT keeps each participant's eligibility determination record in each center as well as electronically within the administration office. The program also keeps a record of the ongoing training that each staff member receives at in-service trainings held throughout the year as well as training for the Governing Board, Policy Council and staff who determine eligibility.

(2) Each eligibility determination record includes:

i. Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility;

ii. A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family; and,

(B) Describing efforts made to verify eligibility and collecting documents required for third party verification.

iii. A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible

for public assistance;

(C) The child is a homeless child or the child is in foster care;

(D) The family was determined to be eligible as above income;

(E) The family was determined to be eligible between 100%-130% above income.

(3) LIFT keeps eligibility determination records for children currently enrolled, as long as they are enrolled, and for at least one year after they are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations.

Policies are established in the Standards of Conduct that describe actions taken against staff who intentionally violate federal and program eligibility determinations regulation and who enroll children who are not eligible to receive HS/EHS/EHS-CC services.

(m) Training on eligibility.

(1) The program trains Governing Board, Policy Council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.

i. The training includes methods on how to collect complete and accurate eligibility information from families and third-party sources;

ii. How to incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

iii. Staff are required to review and sign the Standards of Conduct, which outline implications of violating program policies. Families and participants are interviewed for accuracy within their applications, if a family was found to have submitted false information the application process would begin again and the family would not be placed on the waiting list until accurate information is submitted.

(2) The program trains management and staff members who make eligibility determinations within 90 days of hiring new staff. Special training on recruitment policies and procedures will be given to all center staff during the month of February at In-Service.

(3) The program trains Governing Board annually and Policy Council members within 180 days of the beginning of the term of a new Policy Council.

(4) Training is provided twice annually for all Governing Board Members and Policy Council Members. Training for staff is provided as often as is possible.

Performance Standard 1302.13 Recruitment of children.

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

Policy 1302.13 Recruitment of children.

The program actively recruits within the tri-county area, which includes Choctaw, Pushmataha, and McCurtain counties. The ERSEA specialist assembles recruitment packets during the month of

January/February. These packets provide staff with the materials they need to increase community awareness of the HS/EHS/EHS-CC programs within their area. Contents of these packets are developed with the input of the operational staff and include lists and ideas of where to place posters, news releases, radio announcements, and disability recruitment letters. Special training on recruitment policies and procedures is given to all the center staff during the month of February at in-service. The recruitment process is an ongoing process. Efforts are implemented throughout the entire school year with the emphasis at the center level in February, March, April, and May.

Effort will be made by HS/EHS/EHS-CC staff to recruit and enroll children with disabilities, children with suspected disabilities, homeless and foster care children, and other vulnerable populations. The ERSEA Specialist will mail a recruitment letter to all agencies in the recruitment area that work with children with disabilities notifying them of upcoming vacancies. Staff will make contact with other agencies and professionals (DHS, doctors, mental health agencies, institutions, etc.) for possible referrals of children with disabilities. At least ten percent of the enrollment opportunities will be available for children with disabilities. All children with disabilities will be accepted prior to children without disabilities.

Recruitment packets are assembled by the ERSEA Specialist during the month of January/February. These packets provide staff with the materials they will need to increase community awareness of the HS/EHS/EHS-CC program within their area. Contents of these packets are developed with the input of the management team and include, but are not limited to:

Pamphlets, Posters & Fliers:
Form Listing Places & Dates Where Recruitment Posters Were Placed
Various Recruitment Posters, Fliers and Pamphlets

News Releases:
News Release
Copies of Newspaper Articles
Documentation of Radio Announcements if Applicable

Recruitment Ideas:
Recruitment Ideas List

Income Guidelines/Definition of Income
Head Start Point System & Criteria for Enrollment

Sample Letters to Parents:
Notification of Enrollment
Notification of Orientation

Disability Recruitment Letters:
Form Listing Places Where Disability Recruitment Letters Were Sent
Disability Recruitment Letters

Head Start Applications (Spanish & English)
Manila Envelopes/Application Holders

The ERSEA Specialist, during the months of December and/or January, orders additional materials from the National Head Start publications office and any other agencies which may further help and support the HS/EHS/EHS-CC recruitment philosophy.

The Recruitment process is an on-going process. Efforts will be implemented throughout the entire school year with emphasis at the center level in February, March, April & May. The goal is to have as many applications as possible screened at the initial screening held in May. The process begins with identification of children and families who meet the acceptance criteria. This is accomplished through:

- Information obtained through the LDCAA HS/EHS/EHS-CC Community Assessment Survey.
- Information from current and former Head Start parents and by word of mouth from persons within the community.
- Contact with other agencies and professionals (DHS, doctors, mental health agencies, institutions, etc.) for possible referrals of children with disabilities.
- Placement of recruitment posters in various places including, but not limited to: banks, marquees, hospitals, pediatrician's and Dr.'s offices, libraries, post offices, Walmart, health clinics, laundry mats, grocery stores, and local fast-food restaurants. Other recruitment ideas include, but are not limited to: sending notes home with public school children, setting up tables at Kindergarten public school enrollment, public service announcements on radio and television (news releases must be approved prior to use), OPAT home visits, PTA meetings, WIC and immunization days at the Health Departments, home visits, door to door contact, floats in parades, announcements at public school functions, church revivals, banners on front of buildings announcing enrollment, open house, booth at Fun Days, recruitment placemats/fliers, and carnivals/fairs, etc.

A cover letter is stapled to the front of the recruitment application that informs the parent/legal guardian of what they need to provide to process their application. Families in need of assistance in applying to the program are encouraged to call the administrative office for assistance. Every effort is made to review application and provide assistance to each family.

Performance Standard 1302.14 Selection process.

(a) Selection criteria.

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section, and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education

agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

Policy 1302.14 Selection process.

(a) Selection criteria.

(1) LIFT annually establishes selection criteria through a prioritization schedule, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.

Prioritization Schedule Head Start:

- Returning Head Start children
- Returning - Transferred Early Head Start children who met the September 1st cutoff date.

- 4 yr. old categorically eligible children with IEP
- 4 yr. old below income children with IEP
- 4 yr. old categorically eligible children
- 4 yr. old above income children with IEP
- 4 yr. old below income children

- 3 yr. old categorically eligible children with IEP
- 3 yr. old below income children with IEP
- 3 yr. old categorically eligible children
- 3 yr. old above income children with IEP
- 3 yr. old below income children

- 4 yr. old 100-130% eligible children with IEP
- 4 yr. old 100-130% eligible children

- 3 yr. old 100-130% eligible children with IEP
- 3 yr. old 100-130% eligible children

- 4 yr. old above income children– (as approved by the Head Start Director)
- 3 yr. old above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved Centers)
(If vacancies still exist, the ERSEA Specialist will meet with the Head Start Director to determine the classroom's ability to meet its capacity.)

Prioritization Schedule Early Head Start:

- Early Head Start-Child Care children who are not eligible for a subsidy
- Categorically eligible children with IFSP
- Below income children with IFSP
- Above income children with *IFSP*– (as approved by the Head Start Director)
- Categorically eligible children
- Below income children
- Above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children)
***Schedule subject to change ensuring compliance of infant/caregiver ratio.*

Prioritization Schedule Early Head Start-CC:

- Categorically eligible children with IFSP
- Below income children with IFSP
- Above income children with *IFSP*– (as approved by the Head Start Director)
- Categorically eligible children
- Below income children
- Above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved Centers)
***Schedule subject to change ensuring compliance of infant/caregiver ratio*

A child who has been enrolled in a child development program in the past will be given additional points on his/her recruitment application when being screened for priority in

keeping with the concept of continuity of care. A child who is enrolled in a Child Care Partner site will be given additional points and a child who receives a childcare subsidy will receive additional points.

If there are slots available where more than one family is eligible, and has the same amount of points, the date of application will be the determining factor.

Only complete applications will be considered at time of screening. If applications are incomplete, the ERSEA Specialist will send the parent a letter requesting additional information. For a diagnosed disability to be considered as a priority, documentation of the disability must be available at time of screening.

Upon receipt of current Federal Income Guidelines, the ERSEA Specialist will distribute them to each center and input it into the child tracking software. The point system and the eligibility criteria will be used by the ERSEA Specialist during screening to determine the number of points a family receives based on the designated criteria in the Point System List.

Four-year-old children will be given priority over three-year-old children for available slots if there's not a disability. Priority will then be given to the application with the most points and going on down the line. Children with an IEP will be given priority.

Three-year-old children who turn three before September 1st will be taken before children who turn three after September 1st. Applicants who turn three after September 1st will be prioritized on a case-by-case basis.

(2) N/A – Applies to migrant/seasonal

(3) LIFT centers in partnership with public schools for the majority of all locations and works with families that would have better placement in a public-school classroom where we are not partnered.

(4) LIFT does not deny enrollment based on a disability or chronic health condition.

(b) Children eligible for services under IDEA.

(1) LIFT ensures at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA. Should this be a problem, LIFT would request a waiver from the Regional Program Specialist.

(2) LIFT gives additional points to all children with a suspected or identified disability.

(c) Waiting Lists.

LIFT develops at the beginning of each enrollment year and maintains during the year a waiting list that ranks children according to the program's selection criteria. When all possible enrollment vacancies have been filled, the remaining applicants will be put on a waiting list for possible future enrollment. The ERSEA Specialist will be responsible for maintain and updating the "Waiting List" during the school year. LIFT Head Start will strive to obtain more applications prior to the beginning of the enrollment year than enrollment opportunities that are anticipated to be available over the course of the next enrollment year. Every attempt will be made to solicit all available children and families.

LIFT HS/EHS/EHS-CC will solicit applications from as many eligible families within the recruitment area as possible. If necessary, staff will assist families in filling out the application form in order to assure that all information needed for selection is completed.

The staff and family advocates will take the recruitment application and cover letter to as many different locations within the recruitment area as possible. Effort will be made to include all areas where possible eligible families are located.

After enrollment into Early Head Start, the child is eligible to remain in the program until his/her third birthday. If a child enrolled in Early Head Start-Child Care is no longer eligible for a

subsidy they may be transferred to Early Head Start if an opening is available. At age three the child will transition into the Head Start program if income eligible and there is a vacancy. If there is not a vacancy, the child may remain the Early Head Start for an appropriate amount of time determined by the Head Start Management team. During this time, the parent will work with the teaching staff and Family Advocate to find alternate placement for the child. This child will be placed on the Head Start waiting list and have priority over the other children waiting.

Licensing Requirements must be met before any child can remain in Early Head Start past their third birthday.

When a child is currently on an IFSP, a transition meeting will take place to discuss the child's developmental level and if Head Start is the appropriate placement for the child. The meeting will consist of the child's parent(s), the Early Head Start teaching staff, Head Start specialists and the multi-disciplinary team. Based on the child's test scores, if the multi-disciplinary team and the parent(s) determine the child is not developmentally ready for Head Start, the child is eligible to remain in the Early Head Start program for an appropriate amount of time determined by the Head Start Management team. At this time, he/she will be placed on the Head Start waiting list with top priority. During the child's stay the teaching staff, parent(s) and the family advocate will work together to find an alternate placement for the child provided there is no vacancy in Head Start when a transition is deemed appropriate. If the parent(s), teaching staff and multi-disciplinary team feel the child has progressed and is developmentally ready for Head Start the child will transition if there is a vacancy.

Performance Standard 1302.15 Enrollment.

(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) Continuity of enrollment.

(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds, who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

Policy 1302.15 Enrollment.

(a) Funded enrollment.

Enrollment is maintained for all program and vacancies are filled as soon as possible. The program fills these vacancies within 30 days.

When a vacancy exists, the space will be filled from the waiting list within thirty days. The center teacher will notify the ERSEA Specialist by telephone immediately upon a child leaving the program. At which time, the ERSEA Specialist will attempt to accept a child to fill the vacancy. Children will be accepted according to the Prioritization Schedule.

(b) Continuity of enrollment.

(1) Families are sent letters each year that encourage them to return for the upcoming year of Head Start.

(2) If a child remains in the LIFT Head Start program for a 3rd year, the family income is verified again.

(3) When serving families categorized as homeless or foster care every effort is made to accommodate these populations circumstances and continue enrollment. This includes transferring children to centers if locations change, as is possible. If openings are not available when families move then they will be referred to other child care programs.

(c) Reserved slots.

LIFT has not experienced the need to reserve slots for special populations at this time.

(d) Other enrollment.

Children categorized as eligible Head Start, Early Head Start and Early Head Start-CC are only funded through Head Start funding.

(e) Sate immunization enrollment requirements.

LIFT complies with Oklahoma state immunization requirements, including utilizing the emergency exceptions rules for a family experiencing homelessness. If a homeless family is unable to meet immunization requirements the program makes every effort to assist families in getting immunized, they will be allowed into the center for a limited number of days.

(f) Voluntary parent participation.

Parent participation is not a contingency for any child's enrollment.

Performance Standard 1302.16 Attendance.

(a) Promoting regular attendance. A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Policy 1302.16 Attendance.

(a) Promoting regular attendance.

LIFT tracks each individual child's attendance, within the ChildPlus software program.

(1) LIFT has implemented a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the staff must attempt to contact the parent to ensure the child's well-being.

(2) LIFT has implemented strategies to promote attendance. The program does the following:

i. Upon enrollment each family is required to review the parent handbook that outlines attendance standards. The families are informed that regular attendance is a requirement of the program and each child needs the stability of the program schedule to ensure they receive what they need to succeed in kindergarten. These benefits are continually explained to families through the school year by way of parent teacher conferences, home visits, and attendance letters. Families are required to sign an attendance agreement that promotes a shared responsibility to have their child at the center daily.

ii. A teacher is required to conduct a home visit if multiple consecutive unexplained absences occur. The teacher is required to document this visit in child plus and inform the ERSEA department of occurrence. Staff will be sure to discuss the reason for the absence, emphasize the importance of regular attendance and how attendance affects school readiness goals, and be sensitive to any special family

circumstances when talking with the family. This could constitute the necessity to develop an attendance improvement plan.

When a child is absent in HS/EHS/EHS-CC, the teacher will initiate family support procedures including a phone call and/or home visit. Staff will be sure to discuss the reason for the absence, emphasize the importance of regular attendance and how attendance affects school readiness goals, and be sensitive to any special family circumstances when talking with the family.

All contacts with the family will be documented on the Family Contact Log and or the attendance notes/comments. Any assistance given to the family to help the family meet a need or fulfill a goal will also be documented on the Family Contact Log. Documentation of all home visits and phone calls will be included on the Time & Attendance comments section of Child Plus for that particular child.

The teacher will update the time & attendance in Child Plus database and the ERSEA Specialist will review the completed Time & Attendance and absenteeism notes log.

If after the ERSEA Specialist has reviewed the pattern of absences and has determined that they are a result of illness or if they are well documented absences for other reasons, no further special action will be required.

iii. Staff will attempt to conduct a home visit or make other direct contact with the child's parents if a child has multiple unexplained absences and,

iv. Within the first 60 days of program operation, and on an ongoing basis thereafter, LIFT uses individual child attendance data to identify children with chronic patterns of absence that put them at risk of missing ten percent of program days per year and develops appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or an attendance improvement plan, as necessary. The teacher will document the reasons for the absences on the Time & Attendance Log. The ERSEA Specialist will review the pattern of absences for each child, including the number of absences that occur on consecutive days. The ERSEA Specialist will analyze the causes for absenteeism and determine if further consultation with the parents is required. Teachers are required to monitor attendance and if they see a child with chronic attendance issues an attendance improvement plan is to be developed.

(3) If a child ceases to attend, LIFT will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the child will be dropped from the program.

(b) Managing systematic program attendance issues.

If the program's monthly average daily attendance rate falls below 85 percent, the program will analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program will use this data to make necessary changes in a timely manner as part of ongoing oversight and correction by making necessary decisions to fuel program performance and inform its continuous improvement efforts by making strategic decisions to aid policies.

(c) Supporting attendance of homeless children.

(1) If LIFT determines a child is eligible by reason of homeless, it will allow the child to attend for up to 90 days if allowable within OKDHS licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. LIFT will work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, Family Advocates will attempt to locate any available community resources to provide transportation for the child.

POINT SYSTEM

		EHS-CC	EHS	HS
CHILD - DISABILITIES SUSPECTED	Visual impairment, including blindness	10	10	10
	Hearing impairment, including deafness	10	10	10
	Orthopedic impairment	10	10	10
	Speech or language impairment	5	5	5
	Health impairment	10	10	10
	Mental retardation	10	10	10
	Emotional/behavioral disorder	10	10	5
	Learning disability	10	10	10
	Autism	10	10	10
	Traumatic brain injury	10	10	10
	Other impairment	10	10	10
		EHS-CC	**EHS**	**HS**
CHILD - DISABILITY IDENTIFIED	Visual impairment, including blindness	25	25	25
	Hearing impairment, including deafness	25	25	25
	Orthopedic impairment	25	25	25
	Speech or language impairment	15	15	15
	Health impairment	25	25	25
	Mental retardation	25	25	25
	Emotional/behavioral disorder	25	25	25
	Learning disability	25	25	25
	Autism	25	25	25
	Traumatic brain injury	25	25	25
	Other impairment	25	25	25
		EHS-CC	**EHS**	**HS**
FAMILY TYPE	Two parent family			
	Single parent	10	10	10
	Single parent living with partner	5	5	5
	Other relative(s)	15	15	15
	Foster family	20	20	20
	Homeless family	20	20	20
	Other family type	15	15	15
		EHS-CC	**EHS**	**HS**
NUMBER OF CHILDREN IN FAMILY	Five or more	8	8	8
	Four	6	6	6
	Three	4	4	4
	Two	2	2	2
	One			
		EHS-CC	**EHS**	**HS**
PREVIOUSLY ENROLLED (PCPD)	Previously in Early Head Start	10	10	10
	Previously in Parent Child Center	10	10	10
	Previously in Head Start Migrant Program	10	10	10
	Previously in Head Start Home Based Program	10	10	10
	Previously in Comprehensive Child Dev. Program			10
	Previously in Head Start Family Child Care Program			10
	Previously in Head Start Center Based Program			10
	Previously in other Child Development Program	10	10	10

POINT SYSTEM

		EHS-CC	EHS	HS
EDUCATIONAL LEVEL OF ADULT	No school completed	10	10	
	Less or equal to 4th grade	10	10	
	5th - 8th grade	10	10	
	9th - 11th grade	10	10	
	12th grade (no diploma)	10	10	
	High School graduate (diploma or equivalent)	9	9	
	Some college (no degree)	6	6	
	Associates degree in college	5	5	
	Bachelors degree			
	Masters degree			
	Doctorate degree			
		EHS-CC	**EHS**	**HS**
LANGUAGE	Not at all			10
	Not well			5
	Well			0
	Very Well			0
		EHS-CC	**EHS**	**HS**
REFERRAL	Child welfare agency	10	10	10
	Resource and referral agency	10	10	10
	Public or private non-profit agency	10	10	10
	Early Head Start	10	10	10
	Disabilities program (part H)	10	10	10
	Hospital/Health clinic	10	10	10
	Women, Infants, and Children's (WIC)	10	10	10
	Other	10	10	10
		EHS-CC	**EHS**	**HS**
PARENTS AGE	Less than 14	10	10	
	Between 14 - 17	9	9	
	18 or older	5	5	
		EHS-CC	**EHS**	**HS**
CHILD'S AGE	Less than 6 months old	10	10	
	6 months but younger than 12 months	10	10	
	12 months but younger than 18 months	9	9	
	18 months but younger than 24 months	7	7	
	2 years but younger than 3	5	5	
	3 years but younger than 4			
	4 years but younger than 5			75
		EHS-CC	**EHS**	**HS**
OTHER	Receives child care subsidy	50		
	Child enrolled in partner site	25		
	COVID-19 Related Impact on Family	20	20	20
	Child of pregnant mother enrolled in the program		90	20
	Pregnant mother and has an EHS eligible child		20	20
	Family receives TANF as income	20	20	20

POINT SYSTEM

		EHS-CC	EHS	HS
INCOME	01 - 10% below	10	10	10
	11 - 20% below	20	20	20
	21 - 30% below	30	30	30
	31 - 40% below	40	40	40
	41 - 50% below	50	50	50
	51 - 60% below	60	60	60
	61 - 70% below	70	70	70
	71 - 80% below	80	80	80
	81 - 90% below	90	90	90
	91 - 100% below	100	100	100
	Exactly on poverty guideline	0	0	0
	01 - 10% above	-10	-10	-10
	11 - 20% above	-20	-20	-20
	21 - 30% above	-30	-30	-30
	31 - 40% above	-40	-40	-40
	41 - 50% above	-50	-50	-50
	51 - 60% above	-60	-60	-60
	61 - 70% above	-70	-70	-70
	71 - 80% above	-80	-80	-80
	81 - 90% above	-90	-90	-90
	91 - 100% above	-100	-100	-100

SUBRECIPIENT MONITORING POLICY AND PROCEDURES

Subrecipient Monitoring Policy and Procedures

Policy Statement

LIFT Community Action Agency, Inc. (LIFT CAA), as the prime recipient of an award, is responsible for monitoring the programmatic and financial activities of award subrecipients to ensure proper stewardship of Federal and State funds. The following policy, roles/ responsibilities, and procedures serve to assist agency staff in ensuring that, in addition to achieving performance goals, the subaward is used for the authorized purpose in compliance with applicable Federal or State program/grant requirements, laws, regulations, and any other terms and conditions of the award.

Definitions

- *Pass-through entity* refers to a non-Federal entity that provides funding through an award to an organization to carry out activities of a Federal or State program.
- *Subrecipient* refers to a non-Federal entity (not an individual) that receives funding from a pass-through entity to carry out activities under a Federal or State program award.
- *Subaward* refers to a funding award provided by a pass-through entity to a subrecipient in order to carry out part of a Federal or State program. A subaward may be provided through any form of legal agreement.
- *Subrecipient monitoring* refers to the regular review of subrecipient financial status and management controls, compliance with requirements, and progress toward performance goals.

Subrecipient Monitoring Policy

It is the policy of LIFT CAA to administer subawards consistent with the requirements of the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200) Uniform Guidance, and in accordance with the requirements of the Federal or State grantor agency, applicable regulations, and terms and conditions of the prime award. As an award recipient (the pass-through entity), LIFT CAA is required to evaluate each subrecipient's risk of noncompliance to determine the appropriate monitoring level, monitor subrecipient activities to ensure compliance with applicable statutes, regulations, and terms of the subaward, and verify that subrecipients are audited as required by Subpart F of the Uniform Guidance. LIFT CAA, as the direct award recipient, is also responsible for providing evidence of due diligence in reviewing the ability of a subrecipient to properly meet the objectives of the subaward, for ensuring that performance goals are achieved, that the scope of work is met, and award funds are managed appropriately.

Roles and Responsibilities

The following is an accounting of LIFT CAA's roles and responsibilities as a pass-through entity.

Planning/Development

Pre-award – When applying for a Federal or State grant where a subrecipient is identified:

- Collaborate with subrecipient regarding the subrecipient's application narrative (as needed/requested), goals of the subaward, and the subrecipient's grant budget
- Create and execute a Memorandum of Understanding between LIFT CAA and the subrecipient
- Establish a contract, if needed
- Notify the subrecipient of grant award approval or denial

Post-award – After the Grantor has approved and awarded the grant:

- Monitor and approve programmatic progress and ability of the subrecipient to meet objectives of the subaward
- Conduct or participate in subrecipient monitoring training, when available/necessary
- Participate in annual subrecipient monitoring site visits

Financial Management

Post-award

- Clearly identify Federal or State award information for the subrecipient that includes:
  - Award number, date, grant name/CFDA No., amount, type, project description
  - Subrecipient name and matching Unique Entity Identifier
  - Subaward period of performance and budget start/end dates
  - Amount of funds obligated to subrecipient in award action and total committed
  - Name of awarding agency, name/contact information for LIFT CAA
  - All requirements of the subrecipient to ensure the award is used in accordance with applicable statutes, regulations, and the terms and conditions of the grant award (see *Exhibit A*)
  - Indirect Cost Rate, if applicable
  - Requirement that LIFT CAA and auditors have access to subrecipient's records/ financial statements needed to meet requirements of 2 CFR § 200 (see *Exhibit A*)
  - Appropriate terms and conditions related to closeout of the subaward
- Complete Subrecipient Risk of Noncompliance Assessment, assign rating (*Exhibit B*)
- Review and approval of subrecipient invoices
- Review subrecipient financial and performance progress reporting
- Coordinate and facilitate annual monitoring of subrecipient
- Update and revise Subrecipient Monitoring Policy and Procedures as needed

Subrecipient Monitoring Procedures

The following procedures will be used by LIFT CAA to monitor subrecipients and the use of Federal or State funds during the program period.

Evaluation of Subrecipient Risk of Noncompliance

To determine the appropriate level of monitoring, LIFT CAA will assess the subrecipient's risk of non-compliance with Federal or State statutes, regulations, and award terms and conditions. This evaluation will include the following methods for determination purposes, as documented through the Subrecipient Risk of Noncompliance Assessment (*Exhibit B*) and kept in the grant/subrecipient file.

- Search via SAM.gov to determine if entity has been debarred or excluded from doing business with the Federal government, with results kept in grant/subrecipient file
- Review past and current subaward performance, both financial and programmatic
- Review subrecipient's previous audits/annual comprehensive financial reports
- Review of subrecipient personnel/systems to gauge substantial changes, if any

Subrecipients will be rated as low, medium, or high risk based on the assessment and noted on the form.

Additionally, subrecipients will receive a list of the required subaward documentation to be submitted to LIFT CAA during the grant period (*Exhibit A*). Additionally, to ensure applicable Federal or State special conditions of the grant award are passed down to the subrecipient, LIFT CAA will request that the subrecipient sign a document acknowledging receipt of, and agreement to comply with, the grant award special conditions.

Subrecipient Monitoring and Analysis

The LIFT CAA Program Director (of the prime grant award), with assistance from the Accounting Department, will continuously monitor and analyze the administrative, financial, and programmatic performance of the subrecipient through the following methods.

- Internal Controls (2 CFR § 200.303) – Ensure the subrecipient provides reasonable assurance of compliance with Federal or State statutes, regulations, and the terms and conditions of the award:
  - Subrecipient must return signed acknowledgement of the terms and conditions of the subaward to LIFT CAA as the prime grantee
  - Subrecipient must agree to evaluation and monitoring of compliance with statutes, regulations, and terms and conditions of the subaward by allowing access to subrecipient records and financial statements, and the performance of on-site reviews of the subrecipient's program operations
  - Subrecipient must take prompt action when instances of noncompliance are identified
  - Subrecipient must take reasonable measures to safeguard sensitive information consistent with applicable Federal, State, and local laws.
  - Subrecipient must participate in programmatic reporting training, when available.
- Maintain regular communication with subrecipient stakeholders.
- Invoice review – ensure invoices are timely, accurate, and contain the appropriate backup documentation to support the expense. For any questionable expense(s), request additional backup from the subrecipient specific to the charge(s) prior to payment.
- Request financial reports from subrecipient that shows: subaward amount, invoice(s) submitted for reimbursement by subaward budget category, and remaining subaward amount after expenses. Ensure cumulative expenses do not exceed total approved subaward amount and ensure rate of spend is consistent with the timeline of the project.
- Review of any other financial or non-financial reports required by the subaward, such as subrecipient list of supplies and equipment purchased with grant funds.
- Coordination of subrecipient budget revision requests, process, submission, and grantor approval.

- Documentation maintenance supporting subrecipient monitoring efforts: email correspondence, invoices, deliverables such as relevant data for progress reporting, and other supporting documentation.
- Request regular reporting of programmatic efforts from the subrecipient for review and gauging of progress related to the goals defined in the grant application.
- Complete annual subrecipient site visit.
- Follow up with subrecipient regarding findings during annual subrecipient site visit and request subrecipient's resolution of site visit findings.
- For high risk subawards, the following additional steps are required:
  - Request additional supporting detail for all financial invoices and expenses in accordance with the subaward terms and conditions
  - Document and retain communications regarding project performance
  - Report any significant issues
  - Further action could include withholding payments, performing additional site visits, and termination of the subaward in the event of noncompliance.

<u>Annual Site Visit</u>

LIFT CAA will conduct an annual site visit of all subrecipients, no matter their level of risk.

- *Process for Conducting Site Visit*
  - The Program Director (of the prime grant award) will contact the subrecipient via email to coordinate a site visit date on the subrecipient's premises at an acceptable time for both the agency and subrecipient.
  - Once the date and time for the site visit has been established, the Program Director will send, on letterhead, the details and focus of the site visit. This could include review of subrecipient compliance with Federal statutes, regulations, and the terms and conditions of the award, review of invoice(s), or inspection of supplies and equipment purchased with grant funds.
  - Attending agency staff will begin the site visit with an opening meeting that includes the applicable subrecipient personnel. The meeting will describe the reason for the site visit, review items to be discussed, and supplies and equipment purchased with grant funds that will be seen.
  - During the site visit, agency staff will follow the Monitoring Checklist that satisfies the administrative, financial, and programmatic elements of the subaward (*see Exhibit C*).
  - Staff will end the site visit with an Exit Meeting that discusses the program and items purchased with grant funds. Any non-compliance issues will be brought to the attention of the subrecipient personnel.
  - Following the site visit, the Program Director will send, on letterhead, an explanation of the items reviewed, whether the subrecipient's procedures satisfy the compliance standards of the award, and an explanation of all findings related to subrecipient compliance, if any.
- *Process for Documenting Subrecipient Findings and Resolution Follow-up*
  - After the site visit, the Program Director will note any findings and request subrecipient resolution of issues as documented on the Subrecipient Site Visit

Evaluation Report (*see Exhibit D*). This report will be sent to the subrecipient within one week of the Site Visit.

- The subrecipient will have 30 days to respond with a resolution of issues/findings as a result of the Site Visit.
- The Program Director will review the subrecipient resolution of issues/findings, and if adequate, will approve. If the resolution of issues/findings is inadequate, additional information/action steps will be required. All findings and resolutions will be filed in the grant/subrecipient file.

Subaward Closeout

During the last year of the funding period, the Program Director will notify the subrecipient via email of the upcoming grant closure. This will take place at intervals of six months and three months prior to the grant end date. The subrecipient will be requested to provide confirmation via email that the entire subaward expended and all encumbrance(s) liquidated prior to the grant end date. All final invoices must be submitted to LIFT CAA's Accounting Department, along with a final financial report that shows the subaward amount, all invoices reimbursed by the grant, and the amount remaining (if any) for the subaward. A final accounting of supplies and equipment will also be required. The final programmatic report will be due during the last quarter of the grant period. The subrecipient will submit all reporting responses by the date specified by the Program Director. The Accounting Department and Program Director will conduct a desk audit of final invoices, final financial reports, and final programmatic responses and, if necessary, may request additional supporting documentation.

Exhibit A – Required Subaward Documentation

The following is a list of required subaward documentation to be submitted by the subrecipient.

1. Copy of signed Memorandum of Understanding.
2. Signed acknowledgement of receipt of grant award special conditions and agreement to comply with grant award special conditions.
3. Payment requests for goods and services for approved budgeted expenses (reimbursement basis only). Invoices for reimbursement must be accompanied by sufficient and accurate backup documentation that supports the expense. Expenses incurred prior to the grant start date or after the grant end date will not be reimbursed.
4. List of Supplies/Equipment purchased with grant funds. List should show description of supply/equipment, serial number if any, vendor name, date of purchase, amount of item, location where the items are kept, funding source, disposal date, and value at disposal date.
5. Subrecipient financial report that shows: subaward amount, invoices paid by subaward budget category, and remaining amount of subaward after invoices paid. Funds remaining unused after the end of the grant award will be returned to the prime grantee.
6. Response by subrecipient (email is acceptable) for information requested for programmatic progress reports.
7. Fiscal Year Audit (for subrecipient expending $750,000 or more in Federal awards annually).
8. Response by subrecipient (email is acceptable) of agreement to cooperate during annual Site Visit for review of Internal Controls supporting compliance of federal statutes, regulations, and terms/conditions of award, the on-site review of the subrecipient's program operations, and allowing access to the subrecipient's financial records.
9. Budget modification requests, as needed, should be submitted by the subrecipient, along with the reasoning for the budget modification and how it would support the goals and objectives of the grant.
10. Change in Scope requests, as needed, should be submitted by the subrecipient, along with an explanation as to why a change in scope is needed and how it supports the goals and objectives of the grant.
11. Resolution of findings within 30 days, if any, after annual Site Visit.
12. For grant closeout, subrecipient must submit the following within the time frame defined by the Program Director:
    a. Final invoice(s)
    b. Final Financial Report
    c. Final Programmatic Responses
    d. Final Supplies and Equipment Report.

By signing below, I agree to provide all documents listed above and additional documentation if needed, to LIFT Community Action Agency by the date requested.

_____ _____

Subrecipient Representative Date

Exhibit B – Subrecipient Risk of Noncompliance Assessment

_____ Performed search of SAM.gov for debarment/exclusion

_____ Reviewed prior financial/programmatic subaward performance of subrecipient

_____ Reviewed previous subrecipient audits/annual comprehensive financial reports and recommendations/findings, if any, to determine timely resolution

_____ Review of subrecipient personnel/systems to gauge substantial changes, if any

_____ Issued required subaward documentation list and grant award special conditions to subrecipient; received acknowledgement from the subrecipient of receipt and agreement for compliance to grant special conditions

Based on my review and subrecipient's past performance, this subrecipient is determined to be

_____	_____	_____
Low Risk	Medium Risk	High Risk

_____ _____

Name Date

Exhibit C – Monitoring Checklist

_____ Was pre-Site Visit letter sent to subrecipient on letterhead?

_____ Is LIFT CAA in receipt of signed Memorandum of Understanding, signed acknowledgement of grant special conditions, and signed Required Subaward Documentation?

_____ List of invoices paid under each Federal or State grant and corresponding list of equipment/supplies to be reviewed during the annual Site Visit provided to subrecipient?

_____ Are invoices from subrecipient delayed, inconsistent, failure to provide backup, and/or improperly documented?

_____ Do the subrecipient's invoices support the goals and objectives of the grant?

_____ Does subrecipient submit a financial report each quarter that lists invoices paid by the subaward and subaward remaining balance?

_____ Does subrecipient submit information required for programmatic progress reports?

_____ Is the subrecipient's rate of spending appropriate for their progress?

_____ Has the subrecipient provided a list (inventory) of supplies and equipment purchased with grant funds?

_____ Is programmatic performance progressing in an expected manner to support the goals and objectives of the grant?

_____ Are there severe programmatic or administrative issues which will lead to the subaward being terminated?

_____ Does the subrecipient respond timely to requests for financial, programmatic, and/or budget/scope revision information?

_____ Was Site Visit Evaluation Report submitted to the subrecipient, complete with findings and request for resolution to issues*?* (*Exhibit D*)

_____ Was post-Site Visit letter sent to subrecipient on letterhead?

_____ Was subrecipient resolution of Site Visit findings and issues received by LIFT CAA?

Exhibit D – Subrecipient Site Visit Evaluation Report

Grant Award #(s) _____

_____

Site Visit Evaluation Report Data _____

Date of Site Visit _____

Site Visit Evaluation Report prepared by _____

Subrecipient agency _____

Attendees _____

Site Visit Findings _____

_____

_____

_____

Site Visit Corrective action suggestions to Findings _____

_____

_____

_____

Subrecipient resolution(s) to findings_____

_____

CSBG 2023 Annual Report Contact Sheet

Please provide contact information for each section of the annual report. This is who will be contacted with questions.

Module 2

Name: Sheree Ensley/Kinsey Cox

Email address: sheree.ensley@liftca.org

Phone number: 580-326-3351

Module 4

Name: Kinsey Cox

Email address: kinsey.cox@liftca.org

Phone number: 580-326-3351

FY 23

Module 2, Section A: Local Agency CSBG Expenditures - Data Entry Form

Name of CSBG Eligible Entity (enter below):	
LIFT Community Action Agency, Inc.	
State Name (enter below):	UEI
Oklahoma	XL9DVU1YDGU2

A.1 **CSBG Eligible Entity Reporting Period:**

A.1a. **July 1-June 30**	☐
A.1b. **October 1-September 30**	☐
A.1c. **January 1-December 31**	☑

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	
A.2b. **Education and Cognitive Development**	
A.2c. **Income, Infrastructure, and Asset Building**	
A.2d. **Housing**	$ 163,284
A.2e. **Health and Social/Behavioral Development** *(includes nutrition)*	
A.2f. **Civic Engagement and Community Involvement**	
A.2g. **Services Supporting Multiple Domains**	$ 40,000
A.2h. **Linkages** *(e.g. partnerships that support multiple domains)*	
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	$ 56,953
A.2j. **Other** *(e.g. emergency management/disaster relief)*	
A.2k. **Total CSBG Expenditures (auto calculated)**	**$ 260,237**

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	$ 29,861

*for more information on what qualifies as Administration, refer to IM37

A.4 **Details on Agency Capacity Building Activities Funded by CSBG:**

A.4.1. **Please identify which activities were funded by CSBG under Agency Capacity in Table B. Please check all that apply.**

☐ Community Needs Assessment ☑ Data Management ☑ Other
☐ Strategic Planning ☐ Training and Technical Assistance

A.4.1.oth. ***Please specify Other Activities funded by CSBG under Agency Capacity:***

Agency capacity building includes fees paid to the state and national association for membership dues. $50,000.00 was spent on accounting software upgrades.

FY 23

Module 2, Section B: Local Agency Capacity Building - Data Entry Form

Name of CSBG Eligible Entity: LIFT Community Action Agency, Inc.	UEI
State Name: Oklahoma	XL9DVU1YDGU2

B.1. CSBG Eligible Entity Reporting Period	"X"
B.1a. July 1-June 30	☐
B.1b. October 1-September 30	☐
B.1c. January 1-December 31	☑

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	336.00
B.2b. Hours of Agency Staff in capacity building activities	14,966.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	25,748.00
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	9,874.00

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	1
B.4d. Number of Staff with a child development certification	28
B.4e. Number of Staff with a family development certification	7
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	2
B.4g.1. Number of Energy Auditors	3
B.4g.2. Number of Retrofit Installer Technicians	4
B.4g.3. Number of Crew Leaders	3
B.4g.4. Number of Quality Control Inspectors (QCI)	1
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	5
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	60
B.5b. Faith Based	3
B.5c. Local Government	20
B.5d. State Government	4
B.5e. Federal Government	3
B.5f. For-Profit Business or Corporation	123
B.5g. Consortiums/Collaborations	2
B.5h. School Districts	4
B.5i. Institutions of Post-Secondary Education/Training	3
B.5j. Financial/Banking Institutions	4
B.5k. Health Service Organizations	43
B.5l. Statewide Associations or Collaborations	3

FY 23 **Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form**

Name of CSBG Eligible Entity:	LIFT Community Action Agency, Inc.		
State Name:	Oklahoma	UEI:	XL9DVU1YDGU2

C.1. CSBG Eligible Entity Reporting Period	"X"
C.1a. July 1 - June 30	☐
C.1b. October 1 - September 30	☐
C.1c. January 1 - December 31	☑

C.2. Amount of FY 2023 CSBG allocated to reporting entity:	C.2	$ 326,195

C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (*include oil overcharge $$*)					C.3a.	$ 386,242
C.3b. Health and Human Services (HHS)						
C.3b.1.	LIHEAP - Fuel Assistance (*include oil overcharge $$*)				C.3b.1.	
C.3b.2.	LIHEAP - Weatherization (*include oil overcharge $$*)				C.3b.2.	$ 72,589
C.3b.3.	Head Start				C.3b.3.	$ 3,932,725
C.3b.4.	Early Head Start				C.3b.4.	$ 1,799,033
C.3b.5.	Older Americans Act				C.3b.5.	
C.3b.6.	Social Services Block Grant (SSBG)				C.3b.6.	
C.3b.7.	Medicare/Medicaid				C.3b.7.	
C.3b.8.	Assets for Independence (AFI)				C.3b.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)				C.3b.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)				C.3b.10.	
C.3b.11.	Community Economic Development (CED)				C.3b.11.	
C.3b.12.	**Other HHS Resource Description**					
C.3b.12.i.	Healthy Start	CFDA #:	93.926		C.3b.12.i.	$ 1,144,121
C.3b.12.ii.	Opioid Response	CFDA #:	93.212		C.3b.12.ii.	$ 550,000
C.3b.12.iii.	Drug Free Communities	CFDA #:	93.276		C.3b.12.iii.	$ 125,000
C.3b.12.iv.		CFDA #:			C.3b.12.iv.	
	C.3b.13. Total Other HHS Resources (autocalculated)				C.3b.13.	**$ 1,819,121**
C.3c. Department of Agriculture (USDA)						
C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)				C.3c.1.	
C.3c.2.	All USDA Non-Food programs (e.g. rural development)				C.3c.2.	$ 1,901,374
C.3c.3.	All other USDA Food programs				C.3c.3.	$ 1,432,105
C.3d. Department of Housing and Urban Development (HUD)						
C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local				C.3d.1.	
C.3d.2.	Section 8				C.3d.2.	
C.3d.3.	Section 202				C.3d.3.	
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)				C.3d.4.	
C.3d.5.	HOPE for Homeowners Program (H4H)				C.3d.5.	
C.3d.6.	Emergency Solutions Grant (ESG)				C.3d.6.	
C.3d.7.	Continuum of Care (CoC)				C.3d.7.	
C.3d.8.	All other HUD programs, including homeless programs				C.3d.8.	$ 232,429
C.3e. Department of Labor (DOL)						
C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA				C.3e.1.	
C.3e.2.	Other DOL Employment and Training programs				C.3e.2.	$ 279,209
C.3e.3.	All other DOL programs				C.3e.3.	
C.3f. Corporation for National and Community Service (CNCS) programs					C.3f.	$ 61,799
C.3g. Federal Emergency Management Agency (FEMA)					C.3g.	$ 7,400
C.3h. Department of Transportation					C.3h.	$ 785,274
C.3i. Department of Education					C.3i.	
C.3j. Department of Justice					C.3j.	$ 789,981
C.3k. Department of Treasury					C.3k.	
C.3l. Other Federal Resources						
C.3l.i.		CFDA #:			C.3l.i.	
C.3l.ii.		CFDA #:			C.3l.ii.	
C.3l.iii.		CFDA #:			C.3l.iii.	
C.3l.iv.		CFDA #:			C.3l.iv.	

C.3m. Total Other Federal Resources (autocalculated)	C.3m.	$ -
C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)	C.3n.	$ 13,499,281

C.4. State Resources Allocated

C.4a.	State appropriated funds used for same purpose as Federal CSBG funds	C.4a.	$	11,055
C.4b.	State Housing and Homeless programs (*include housing tax credits*)	C.4b.		
C.4c.	State Nutrition programs	C.4c.		
C.4d.	State Early Childhood Programs (*e.g. Head Start, Day Care*)	C.4d.	$	83,999
C.4e.	State Energy programs	C.4e.		
C.4f.	State Health programs	C.4f.	$	10,890
C.4g.	State Youth Development programs	C.4g.		
C.4h.	State Employment and Training programs	C.4h.		
C.4i.	State Senior programs	C.4i.		
C.4j.	State Transportation programs	C.4j.	$	336,706
C.4k.	State Education programs	C.4k.	$	108,821
C.4l.	State Community, Rural and Economic Development programs	C.4l.		
C.4m.	State Family Development programs	C.4m.		
C.4n.	**Other State Resources**			
C.4n.i.	State Park Operations (Clayton Lake and Raymond Gary)	C.4n.i.	$	117,956
C.4n.ii.	Work Readiness	C.4n.ii.	$	622,537
C.4n.iii.		C.4n.iii.		
C.4n.iv.		C.4n.iv.		
C.4o.	**Total Other State Resources (autocalculated)**	C.4o.	$	740,493
C.4p.	Total: State Resources Allocated (autocalculated)	C.4p.	$	1,291,964
C.4q.	*If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.*	C.4q.		

C.5. Local Resources Allocated

C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.		
C.5b.	Amount of restricted funds appropriated by local government	C.5b.		
C.5c.	Value of Contract Services	C.5c.		
C.5d.	Value of in-kind goods/services received from local government	C.5d.		
C.5e.	Total: Local Resources Allocated (autocalculated)	C.5e.	$	-
C.5f.	*If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.*	C.5f.		

C.6. Private Sector Resources Allocated

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	$	16,000
C.6b.	Other donated funds	C.6b.	$	1,325
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	$	832,109
C.6d.	Value of in-kind services received from businesses	C.6d.		
C.6e.	Payments by clients for services	C.6e.	$	877,835
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	$	532,775
C.6g.	Total: Private Sector Resources Allocated (autocalculated)	C.6g.	$	2,260,044
C.6h.	*If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.*	C.6h.		

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)*	C.7.	$	17,051,289
C.8. Total Resources in CSBG Eligible Entity (including CSBG)*	C.8.	$	17,377,484

Note : * All totals are autocalculated

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry

Goal 1: Individuals and Families with low incomes are stable and achieve economic security

Employment Indicators

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of unemployed **youth** who obtained t to gain skills or income.	38	30	15	39%	50%
number of unemployed **adults** who obtained t **(up to a living wage)**.					
number of unemployed **adults** who obtained and employment for at least 90 days **ng wage)**.					
number of unemployed **adults** who obtained and employment for at least 180 days **ng wage)**.					
number of unemployed **adults** who obtained t **(with a living wage or higher)**.					
number of unemployed **adults** who obtained and employment for at least 90 days **g wage or higher)**.					
number of unemployed **adults** who obtained and employment for at least 180 days **g wage or higher)**.					

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry

Goal 1: Individuals and Families with low incomes are stable and achieve economic security

Employment Indicators

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2
Employment (FNPI 1)	**I.) Number of Individuals Served** in program(s) (#)	**II.) Target (#)**	**III.) Actual Results (#)**	**IV.) Percentage Achieving Outcome** [III/ I = IV] (% auto calculated)	**V.) Performance Target Accuracy** (III/II = V] (% auto calculated)
: number of employed participants in a career-nt related program who **entered or transitioned** into a it provided increased income and/or benefits.					
FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through **wage or salary amount increase.**					
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through **hours worked increase**.					
FNPI 1h.3 Of the above, the number of employed participants who **increased benefits** related to employment.					
ther Employment Outcome Indicator (FNPI 1z) iefly describe the other indicator and specify the units used (number of individuals or households)	**I.) Number of Participants Served** in program(s) (#)	**II.) Target (#)**	**III.) Actual Results (#)**	**IV.) Percentage Achieving Outcome** [III/ I = IV] (% auto calculated)	**V.) Performance Target Accuracy** (III/II = V] (% auto calculated)

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry

Goal 1: Individuals and Families with low incomes are stable and achieve economic security

Employment Indicators

CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Employment Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc
State:	Oklahoma
Employment Services (SRV 1)	**Unduplicated Number of Individuals Served**
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	38
SRV 1b On-the-Job and other Work Experience	38
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	38
SRV 1f Job Readiness Training	38
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	15
SRV 1n Pre-employment physicals, background checks, etc.	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	
SRV 1p Interactions with employers	
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Education and Cognitive Development Indicators

SBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

ducation and Cognitive Development (FNPI 2)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
ıe number of **children** (0 to 5) who demonstrated emergent literacy skills.	482	337	362	75%	107%
ıe number of **children** (0 to 5) who demonstrated skills readiness.	482	434	462	96%	106%
ıe number of **children** and **youth** who demonstrated positive approaches toward learning, including attention skills. (auto total).	722	649	589	82%	91%
FNPI 2c.1 Early Childhood Education (ages 0-5)	722	649	589	82%	91%
FNPI 2c.2 1st grade-8th grade					
FNPI 2c.3 9th grade-12th grade					
ıe number of **children** and **youth** who are achieving at e level (academic, social, and other school success to total)	722	649	596	83%	92%
FNPI 2d.1 Early Childhood Education (ages 0-5)	722	649	596	83%	92%
FNPI 2d.2 1st grade-8th grade					
FNPI 2d.3 9th grade-12th grade					
ıe number of **parents/caregivers** who improved their ironments.					
e number of **adults** who demonstrated improved basic					
ıe number of **individuals** who obtained a high school nd/or obtained an equivalency certificate or diploma.	38	38	27	71%	71%
ıe number of **individuals** who obtained a recognized , certificate, or degree relating to the achievement of al or vocational skills.					
e number of **individuals** who obtained an Associate's					
e number of **individuals** who obtained a Bachelor's					

ıcation and Cognitive Development Outcome Indicator (FNPI 2z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Education and Cognitive Development Services (SRV 2)	**Unduplicated Number of Individuals Served**
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	80
SRV 2b Head Start	482
SRV 2c Other Early-Childhood (0-5 yr. old) Education	160
SRV 2d K-12 Education	
SRV 2e K-12 Support Services	
SRV 2f Financial Literacy Education	
SRV 2g Literacy/English Language Education	722
SRV 2h College-Readiness Preparation/Support	
SRV 2i Other Post Secondary Preparation	
SRV 2j Other Post Secondary Support	
School Supplies (SRV 2k)	
SRV 2k School Supplies	
Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	
SRV 2m Summer Youth Recreational Activities	
SRV 2n Summer Education Programs	
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
SRV 2p Mentoring	
SRV 2q Leadership Training	
Adult Education Programs (SRV 2r-z)	
SRV 2r Adult Literacy Classes	
SRV 2s English Language Classes	
SRV 2t Basic Education Classes	
SRV 2u High School Equivalency Classes	
SRV 2v Leadership Training	
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	699
SRV 2x Applied Technology Classes	
SRV 2y Post-Secondary Education Preparation	
SRV 2z Financial Literacy Education	181
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	1
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	678

Iodule 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Income and Asset Building Indicators

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

Income and Asset Building (FNPI 3)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of individuals who achieved and maintained meet basic needs for **90 days**.					
number of individuals who achieved and maintained meet basic needs for **180 days.**					
number of individuals who opened a **savings account**					
number of individuals who **increased their savings**.					
number of individuals who used their savings to **n asset**.	32	18	15	47%	83%
number of individuals who purchased a home.	32	18	15	47%	83%
number of individuals who **improved their credit**	32	18	15	47%	83%
number of individuals who **increased their net worth**.					
number of individuals engaged with the Community ncy who report **improved financial well-being**.					

come and Asset Building Outcome Indicator (FNPI 3z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Income and Asset Building Services (SRV 3)	**Unduplicated Number of Individuals Served**
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	
SRV 3b Financial Coaching/Counseling	
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
SRV 3d First-time Homebuyer Counseling	
SRV 3e Foreclosure Prevention Counseling	
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	
SRV 3h Health Insurance	
SRV 3i Social Security/SSI Payments	
SRV 3j Veteran's Benefits	
SRV 3k TANF Benefits	
SRV 3l SNAP Benefits	
Asset Building (SRV 3m-o)	
SRV 3m Saving Accounts/IDAs and other asset building accounts	
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
SRV 3o VITA, EITC, or Other Tax Preparation programs	277
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	7
SRV 3q Business incubator/business development loans	7

lodule 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Indicators

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of individuals experiencing homelessness who fe temporary shelter.					
number of individuals who obtained safe and housing.	188	162	171	91%	106%
number of individuals who maintained safe and ousing for 90 days.	188	162	171	91%	106%
number of individuals who maintained safe and ousing for 180 days.	188	162	171	91%	106%
number of individuals who avoided eviction.					
number of individuals who avoided foreclosure.					
number of individuals who experienced improved safety due to improvements within their home (e.g. r elimination of lead, radon, carbon dioxide and/or fire lectrical issues, etc).	25	25	25	100%	100%
number of individuals with improved energy nd/or energy burden reduction in their homes.	25	25	25	100%	100%

Other Housing Outcome Indicator (FNPI 4z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

Module 4, Section B: Individual and Family Services - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Housing Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Housing Services (SRV 4)	**Unduplicated Number of Individuals Served**
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	22
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	90
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	
Housing Placement/Rapid Re-housing (SRV 4m-p)	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	
SRV 4n Transitional Housing Placements	
SRV 4o Permanent Housing Placements	164
SRV 4p Rental Counseling	
Housing Maintenance & Improvements (SRV 4q)	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	18
Weatherization Services (SRV 4r-t)	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)	18
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	18

lodule 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development Indicators

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

lth and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of individuals who demonstrated **increased ills** (e.g. cooking, shopping, and growing food).	116	111	111	96%	100%
number of individuals who demonstrated **improved alth** and well-being.	1146	917	736	64%	80%
number of individuals who demonstrated **improved behavioral health and well-being**.	1146	573	736	64%	128%
number of individuals who **improved skills** related to le of parents/ caregivers.	1146	917	1092	95%	119%
number of parents/caregivers who **demonstrated ensitivity and responsiveness** in their interactions with en.	1146	917	1092	95%	119%
number of **seniors (65+)** who maintained an t living situation.	45	45	45	100%	100%
number of **individuals with disabilities** who an independent living situation.					
number of **individuals with a chronic illness** who an independent living situation.					
number of individuals with **no recidivating event** for six	0	0	0		
FNPI 5i.1 Youth (ages 14-17)					
FNPI 5i.2 Adults (ages 18+)					

ealth and Social/Behavioral Development Outcome Indicator (FNPI 5z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency
State:	Oklahoma
Health and Social/Behavioral Development Services (SRV 5)	**Unduplicated Number of Individuals Served**
Health Services, Screening and Assessments (SRV 5a-j)	
SRV 5a Immunizations	
SRV 5b Physicals	
SRV 5c Developmental Delay Screening	665
SRV 5d Vision Screening	548
SRV 5e Prescription Payments	
SRV 5f Doctor Visit Payments	
SRV 5g Maternal/Child Health	1604
SRV 5h Nursing Care Sessions	
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
SRV 5j Health Insurance Options Counseling	
Reproductive Health Services (SRV 5k-o)	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	424
SRV 5m Contraceptives	424
SRV 5n STI/HIV Prevention Counseling Sessions	424
SRV 5o STI/HIV Screenings	
Wellness Education (SRV 5p-q)	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	50
SRV 5q Exercise/Fitness	
Mental/Behavioral Health (SRV 5r-x)	
SRV 5r Detoxification Sessions	
SRV 5s Substance Abuse Screenings	2
SRV 5t Substance Abuse Counseling	
SRV 5u Mental Health Assessments	2
SRV 5v Mental Health Counseling	
SRV 5w Crisis Response/Call-In Responses	341
SRV 5x Domestic Violence Programs	475
Support Groups (SRV 5y-aa)	
SRV 5y Substance Abuse Support Group Meetings	
SRV 5z Domestic Violence Support Group Meetings	
SRV 5aa Mental Health Support Group Meetings	

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency
State:	Oklahoma
Health and Social/Behavioral Development Services (Cont'd.)	**Unduplicated Number of Individuals Served**
Dental Services, Screenings and Exams (SRV 5bb-ee)	
SRV 5bb Adult Dental Screening/Exams	
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)	
SRV 5dd Child Dental Screenings/Exams	
SRV 5ee Child Dental Services (including Emergency Dental Procedures)	
Nutrition and Food/Meals (SRV 5ff-jj)	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	116
SRV 5gg Community Gardening Activities	
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	26
SRV 5ii Prepared Meals	
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	47
Family Skills Development (SRV 5kk-mm)	
SRV 5kk Family Mentoring Sessions	
SRV 5ll Life Skills Coaching Sessions	27
SRV 5mm Parenting Classes	1146
Emergency Hygiene Assistance (SRV 5nn-oo)	
SRV 5nn Kits/boxes	
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	

lodule 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Civic Engagement and Community Involvement Indicators

iBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

gement and Community Involvement Indicators (FNPI 6)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
: number of individuals who increased skills, knowledge, s to enable them to work with Community Action to nditions in the community.	201	161	131	65%	81%
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.	67	54	44	66%	81%
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.	201	161	131	65%	81%
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	201	161	131	65%	81%

c Engagement and Community Involvement Outcome Indicator (FNPI 6z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Age
State:	Oklahoma
Civic Engagement and Community Involvement Services (SRV 6a-f)	**Unduplicated Number of Individuals Served**
SRV 6a Voter Education and Access	
SRV 6b Leadership Training	22
SRV 6c Tri-partite Board Membership	27
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	263

lule 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Outcomes Achieved Across One or More Domains

BG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.				
	Oklahoma			UEI:	XL9DVU1YDGU2

ımes Achieved Across One or More Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of individuals who achieved one or more ı the identified National Performance Indicators in one or ins.	2515	2012	1832	73%	91%

Other Outcome Indicator (FNPI 7z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)

FY 2023 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.	
State:	Oklahoma	UEI:
Services Supporting Multiple Domains (SRV 7)	**Unduplicated Number of Individuals Served**	
Case Management (SRV 7a)		
SRV 7a Case Management	1523	
Eligibility Determinations (SRV 7b)		
SRV 7b Eligibility Determinations	1140	
Referrals (SRV 7c)		
SRV 7c Referrals	74	
Transportation Services (SRV 7d)		
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)		
Childcare (SRV 7e-f)		
SRV 7e Child Care subsidies		
SRV 7f Child Care payments		
Eldercare (SRV 7g)		
SRV 7g Day Centers		
Identification Documents (SRV 7h-j)		
SRV 7h Birth Certificate	1	
SRV 7i Social Security Card		
SRV 7j Driver's License	1	
Re-Entry Services (SRV 7k)		
SRV 7k Criminal Record Expungements		
Immigration Support Services (SRV 7l)		
SRV 7l Immigration Support Services (relocation, food, clothing)		
Legal Assistance (includes emergency legal assistance) (SRV 7m)		
SRV 7m Legal Assistance		
Emergency Clothing Assistance (SRV 7n)		
SRV 7n Emergency Clothing Assistance		
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)		
SRV 7o Mediation/Customer Advocacy Interventions		

FY 2023 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.		
State:	Oklahoma	**UEI:**	

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:	2,515
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:	1,729

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	**Number of Individuals**
a. Male	985
b. Female	1530
c. Other	
d. Unknown/not reported	
e. TOTAL (auto calculated)	**2515**

Section C.1 Status

2. Age	**Number of Individuals**
a. 0-5	904
b. 6-13	74
c. 14-17	26
d. 18-24	326
e. 25-44	804
f. 45-54	95
g. 55-59	56
h. 60-64	63
i. 65-74	114
j. 75+	53
k. Unknown/not reported	
l. TOTAL (auto calculated)	**2515**

Section C.2 Status

3. Education Levels	**Number of Individuals**	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	19	29
b. Grades 9-12/Non-Graduate	86	74
c. High School Graduate	183	666
d. GED/Equivalency Diploma	10	77
e. 12 grade + Some Post-Secondary	33	159
f. 2 or 4 years College Graduate	21	180
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	**352**	**1185**

Section C.3 Status

4. Disconnected Youth	**Number of Individuals**
a. Youth ages 14-24 who are neither working or in school	113

5. Health	**Number of Individuals**		
	Yes	No	Unknown
a. Disabling Condition	151	2364	
	Yes	No	Unknown
b. Health Insurance*	2283	232	

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources	
c.1. Medicaid	1247
c.2. Medicare	195

6. Ethnicity/Race	**Number of Individuals**
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	163
a.2. Not Hispanic, Latino or Spanish Origins	2352
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	**2515**

Section C.6a Status

b. Race	
b.1. American Indian or Alaska Native	649
b.2. Asian	9
b.3. Black or African American	339
b.4. Native Hawaiian and Other Pacific Islander	8
b.5. White	1288
b.6. Other	12
b.7. Multi-race (two or more of the above)	210
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	**2515**

Section C.6b Status

7. Military Status	**Number of Individuals**
a. Veteran	36
b. Active Military	6
c. Never Served in the Military	1469
d. Unknown/not reported	
e. TOTAL (auto calculated)	**1511**

Section C.7 Status

8. Work Status *(Individuals 18+)*	**Number of Individuals**
a. Employed Full-Time	645
b. Employed Part-Time	210
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	166
e. Unemployed (Long-Term, more than 6 months)	226
f. Unemployed (Not in Labor Force)	116
g. Retired	148
h. Unkown/not reported	
i. Total (autocalculated)	1511

Section C.8 Status

FY 2023 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
c.3. State Children's Health Insurance Program	121
c.4. State Health Insurance for Adults	136
c.5. Military Health Care	21
c.6. Direct-Purchase	54
c.7. Employment Based	353
c.8. Unknown/not reported	333
c.9. TOTAL (auto calculated)	**2460**

Section C.5 Status

FY 2023 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	444
b. Two Adults NO Children	98
c. Single Parent Female	527
d. Single Parent Male	19
e. Two Parent Household	616
f. Non-related Adults with Children	5
g. Multigenerational Household	10
h. Other	10
i. Unknown/not reported	
j. TOTAL (auto calculated)	**1729**

Section D.9 Status

10. Household Size	Number of Households
a. Single Person	444
b. Two	345
c. Three	427
d. Four	251
e. Five	156
f. Six or more	106
g. Unknown/not reported	
h. TOTAL (auto calculated)	**1729**

Section D.10 Status

11. Housing	Number of Households
a. Own	582
b. Rent	933
c. Other permanent housing	145
d. Homeless	13
e. Other	56
f. Unknown/not reported	
g. TOTAL (auto calculated)	**1729**

Section D.11 Status

12. Level of Household Income *(% of HHS Guideline)*	Number of Households
a. Up to 50%	723
b. 51% to 75%	129
c. 76% to 100%	176
d. 101% to 125%	124
e. 126% to 150%	117
f. 151% to 175%	114
g. 176% to 200%	76
h. 201% to 250%	104
i. 251% and over	166
j. Unknown/not reported	
k. TOTAL (auto calculated)	**1729**

Section D.12 Status

13. Sources of Household Income	Number of Households
a. Income from Employment Only	394
b. Income from Employment and Other Income Source	90
c. Income from Employment, Other Income Source, and Non-Cash Benefits	313
d. Income from Employment and Non-Cash Benefits	624
e. Other Income Source Only	101
f. Other Income Source and Non-Cash Benefits	152
g. No Income	23
h. Non-Cash Benefits Only	32
i. Unknown/not reported	
j. TOTAL (auto calculated)	**1729**

Section D.13 Status

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	21
b. Supplemental Security Income (SSI)	71
c. Social Security Disability Income (SSDI)	58
d. VA Service-Connected Disability Compensation	11
e. VA Non-Service Connected Disability Pension	4
f. Private Disability Insurance	2
g. Worker's Compensation	
h. Retirement Income from Social Security	160
i. Pension	60
j. Child Support	32
k. Alimony or other Spousal Support	2
l. Unemployment Insurance	20
m. EITC	6
n. Other	410
o. Unknown/not reported	

Section D.14 Status

15. Non-Cash Benefits	Number of Households
a. SNAP	658
b. WIC	863
c. LIHEAP	47
d. Housing Choice Voucher	20
e. Public Housing	89
f. Permanent Supportive Housing	1
g. HUD-VASH	7
h. Childcare Voucher	18
i. Affordable Care Act Subsidy	61
j. Other	26
k. Unknown/not reported	

Section D.15 Status

E. Number of Individuals Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

2024 BOARD TRAINING PLAN

Community Action Agency: LIFT Community Action Agency, Inc.

Plan developed by: Rebecca (Reynolds) Porter, Executive Director

Recommended Training Categories & Topics *Select the topics you plan to include in your agency's annual Board Training Plan.*			Planned Date for Training
ROMA	☑	Results Oriented Management and Accountability (ROMA Video or other ODOC required training material)	6/11/2024
	☑	ROMA Application: Performance based management concepts embodied in ROMA as the framework for all aspects of agency operations including program planning, resource allocation, service provision, program evaluation and theory of change	2/13/2024 (Annual Report to ODOC)
	☑	Community Needs Assessment: * assessing, and respond to the causes and conditions of poverty in the community * board's specific role in prioritizing the results and deciding which needs the agency should address (in alignment with mission)	2/13/2024 C.N.A. Summary (Current C.N.A. Updates/Training) 4/9/2024 (New C.N.A. Survey Collection) 11/12/2024 Board Prioritization of Needs
	☑	Planning: Developing the Community Action Plan (annual plan) and Strategic Plan (long-range plan). Evaluate last year's performance to determine what needs to be done differently this year	2/13/2024 and 11/12/2024
	☑	Program Implementation – oversight of agency programs and activities throughout the year, receive and analyze periodic reports from agency staff with focus on progress toward achieving milestones	All Board Meetings (held 2nd Tuesday of each month)
	☑	Analyzing Data & Assessing Results among programs, clients and communities being served	2/13/2024 (Annual Report to ODOC)
	☑	Agency Program evaluation: How to determine the relative "success" of the agency by comparing outcomes with performance expectations which were developed during the agency's planning cycle. How to use the agency's Community Needs Assessment, Community Action Plan and Strategic Plan throughout the ROMA cycle for continuous program evaluation and improvement.	2/13/2024 (Initial submission of Docs with CSBG application) 11/12/2024 (Review of Projected to Actual Outcomes)
Financial Oversight	☑	Agency-wide Budget	11/12/2024
	☑	CSBG Organizational Standards Fiscal Management	9/10/2024
	☐	Financial Oversight: overall agency fiscal status, procedures, practices, and transactions	9/10/2024
	☑	How to interpret an audit report	9/10/2024 (Auditor)
	☑	How to interpret financial statements	9/10/2024
	☑	Board of Directors' Roles and Responsibilities	1/9/2024

Recommended Training Categories & Topics *Select the topics you plan to include in your agency's annual Board Training Plan.*			Planned Date for Training
General	☑	Board recruitment and retention	3/12/2024
	☑	Low income participation in board activities and members (Org, Standard 1.1)	3/12/2024
	☑	Evaluation of the Executive Director	10/8/2024
	☑	The Role of Board Minutes	8/13/2024
	☑	How boards can evaluate their own board's performance	1/9/2024 (Board Self-Assessment)
Requirements	☑	History and future of Community Action and anti-poverty work	5/14/2024
	☑	Statutory and regulatory requirements (CSBG Act, other Federal, State or local statutes)	5/14/2024
	☑	CSBG IM82 Tripartite Boards	1/9/2024
	☑	CSBG Organizational Standards	7/9/2024
	☑	Board Roles & Responsibilities	1/9/2024
	☑	ODOC's CAA Implementation Manual, Requirement 113	5/14/2024 (includes training over revisions)
	☑	Open Meeting Act training	8/13/2024
Other	☑	***LIFT CAA History, Mission, Vision and Values Statement***	**5/14/2024**
	☑	***Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policies and Procedures (Head Start/Early Head Start/EHS-Child Care)***	**1/9/2024, 6/11/2024 and 12/10/2024**
	☑	***Affirmative Action Plan***	**2/13/2024**
	☑	***Victims Services Programs***	**12/10/2024**
	☐		

Attach additional pages if needed

Resources:

ODOC's CAA Implementation Manual
https://okcommerce.gov/assets/files/grants/CAA_Contractor_Implementation_Manual.pdf

Office of Community Services' IM 82
https://www.acf.hhs.gov/ocs/resource/im-no-82-tripartite-boards

Community Action Agency Board Members TOOLKIT:
http://www.cencomfut.com/toolkit.htm

CAPLAW Bylaws Toolkit, *Updated 2009*
http://caplaw.myshopify.com/products/caplaw-bylaws-toolkit-electronic-copy

Resources from the Organizational Standards Center of Excellence (OSCOE):
http://bit.ly/OSCOEresources_GovernanceGuide

CSBG Organizational Standards Category 5 Board Governance Technical Assistance Guide:
http://cap.iescentral.com/filelibrary/category5_governance_final.pdf

2024 ROMA Plan

LIFT Community Action Agency, Inc. ***Date:*** ***1/15/2024***

ROMA Cycle	ROMA Action Item	Participant Manual Module	2024 Target Completion Date	Person(s) Responsible
Assessment	Review/revise current **MISSION** statement	2, Part 1	14-May-24	Board, ED, AD's; Prog Dir; Staff; ROMA Coord
	Review last community **NEEDS** assessment to determine priority needs, Ensure that needs identified are properly labeled as family, agency, and community levels	2, Part 2	3/12/2024	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
	Evaluate the available resources in your community to address any service gaps or find collaborators	2, Part 2	01/01/2024 and ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
	Evaluate current program services and determine effectiveness to meet needs (based on recent program performance).	2, Part 2	03/12/2024 and ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
Planning	For the top 3-5 needs identified in your most recent CNA, develop a logic model. Fill in as you complete the ROMA action items. Once your planning logic models are completed, submit with your Community Action Plan.	7	February 28, 2024	Planning Director; ROMA Coordinator
	Based on needs and program evaluation, identified during the assessment process, plan your measurable **OUTCOMES** to be achieved to meet the needs that are linked to the 6 NPI's.	3, Part 1	03/12/2024 Planning Logic Models/CAP Plan; 11/12/2024 Report on PMO to Board	Planning Director; ROMA Coordinator
	Identify **SERVICES** and strategies to achieve outcome(s).	3, Part 2	01/01/2024 and ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
	Determine **OUTCOME INDICATORS**	4	01/04/2024-02/28/2024 Logic Models created which identify outcomes	Leadership; Program Staff; Planning Dept.
	Determine your projected success rates for each outcome indicator.	5	01/04/2024-02/28/2024: Set Targets/Projections	Program Directors; Leadership; Staff
	Develop a system to track services and outcomes. Determine what documentation will be collected to measure each outcome, staff responsible and how often data will be collected. (**MEASUREMENT, DATA, and FREQUENCY**)	5	01/01/2024-12/31/2024; Data/reports shared monthly or as available with Program Directors	ROMA Coordinator
	Update Community Action Plan to include outcomes, strategies and specific data collection information.	3, Part 1	01/04/2024-02/28/2024	Planning Director; ROMA Coordinator
Implementation	Implement revised Community Action Plan	4	01/01/2024-12/31/2024	Leadership; Staff; Board; Partners
	Determine frequency to monitor implementation of plan.	4	Quarterly; 03/2024; 06/2024; 09/2024 and 12/2024;	Program Directors; Leadership; Staff; Planning Dept;
	Determine the frequency for evaluating progress and report results to board.	4	Quarterly; 03/2024; 06/2024; 09/2024 and 12/2024;	Program Directors; Leadership; Staff; Planning Dept;
Achievement of Results	Measure your actual **RESULTS** for each outcome	5	Oct-24	Program Directors; Leadership; Staff; Planning Dept;
	Update your planning logic models with the actual results, then resubmit to ODOC.	7	11/12/2024 and with new 2025 CSBG application	Planning Director; ROMA Coordinator
	Analyze data; compare with performance targets/projected success rates determined during the planning phase.	5	11/01/2024-11/30/2024 Review Module 4 Targets against Actual	Planning Director; ROMA Coordinator
Evaluation	Adjust performance goals as needed as evidenced by actual performance. Continue strategies that achieve desired performance goals. Revise or discontinue strategies that do not achieve desired performance.	5	07/01/2024 (Midyear review of Projected to Actual (PMO, Logic Models, Module 4 Targets)	Program Staff; ROMA Coordinator with input from leadership
	Update Community Action Plan.	4	01/04/2024-02/28/2024	Planning Director; Leadership; Staff; PD's Board
	Submit CSBG IS report.		Feb-24	CSBG Administrator/ROMA Coordinator
	Reevaluate the community needs assessment process make changes (if needed) to ensure that later assessments follow the ROMA framework and guidelines	2, Part 2	06/01/2024-10/31/2024; Conduct Needs Assessment; Collect Surveys; Hold CommunityMeetings	Planning Dept; Leadership; Board; Community Members; Staff; Partners
	Review the demographics of the population served. Identify if they have received single services, multiple services, or bundled services. Consider the connections among people, services, and outcomes.		01/01/2024-12/31/2024 Completed monthly by data entry staff and reviewed semi-annually by P.D./ROMA Coord	CSBG/Admin; CAPTAIN Data Entry Staff; Program Staff

FY 2024 Community Needs Assessment Summary
LIFT (Lifting Individuals For Tomorrow) Community Action Agency, Inc.

1. What date was the assessment conducted? The Community Needs Assessment began in May 2021. The community "piece" of the assessment (data collection, meetings, etc.) was completed in December 2021; Data collection from Census and other sources was completed in January 2022. The report was approved at the January 11, 2022 Board of Directors meeting.

2. How were surveys conducted (phone, mail, personal contact, etc.)? Surveys were conducted using paper printouts from the survey in CapSystems. These surveys were distributed several ways. They were emailed to all staff and Board of Directors. Paper copies of the surveys were sent home with all Head Start, Early Head Start, and Early Head Start-CC students as well as participants of Healthy Start.

Board members, front-line staff, leadership, program directors and supervisors received an additional survey during the month of November 2021. This survey required respondents to rank the top three needs from a list of the top 10 needs pulled from the results of the Community Needs Assessment survey results. All respondents were also asked to provide rationale or qualitative data for each of their selections.

3. Were low-income individuals surveyed? (Organizational Standard 1.2) Specifically, low-income individuals with children enrolled in the agency's Head Start and Early Head Start programs were surveyed. This survey was advertised and available to all residents living within Choctaw, McCurtain, and Pushmataha Counties, each of which has significant percentages of low-income residents as evident by the high poverty rates. All community sectors, as required by the CSBG guidelines, were surveyed. A total of 506 completed surveys were input into the CapSystems online survey tool. One survey question (Question 14 from the Oklahoma Needs Assessment Standardized survey) asked respondents to select from ten possible choices the sector which best represented them. From the 506 responses, 237 or 47% selected low-income. As another choice was "Client of Agency", it is safe to assume that the actual number of respondents with low-income was much higher.

4. Were all five key sectors (community-based organizations, faith-based organizations, private sector, public sector and educational institutions) surveyed? If no, explain (Organizational Standard 2.2). Yes. The survey representation by each key sector was as follows: Community Based-4.35%; Faith-based-1.38%; Private sector-.99%; Public Sector-.99% and Educational institutions-2.17%.

5. Were others surveyed? Yes; All residents were encouraged to complete the survey and attend the Public Meetings. Those addressed in previous paragraphs represent the population surveyed which is representative of the service area and resident demographics. In addition to the five key sectors, other sectors included: Client of Agency-46.84%; Agency Board Member-

4.94%; Agency Volunteer-1.38%; and General Public (having not received services from the agency)36.76%. A total of 506 surveys were completed and entered into an online database.

6. Was information from the census included? Explain. **(Organizational Standard 3.2)** Yes. Population demographics, unemployment/income, and poverty data broken down by age, gender, race/ethnicity was included in the Community Needs Assessment. In addition, other data over housing, substance abuse, and community and economic development from reliable sources was included which supported the prioritized needs.

7. Did low-income individuals participate in the establishment of priorities after completion of the assessment? Explain. (Organizational Standard 1.1) Yes. Focus groups which included Board members, front-line staff, leadership, program directors and supervisors completed the questionnaires for prioritizing needs. Some participants that made up the focus groups represent individuals/families with low income.

8. What were the results of the assessment? List the needs in priority order. For each need indicate the level of need (family, agency or community) and whether those needs will be met by the agency and/or through partners and what the outcomes will be. [1]

Prioritized Need 1 – Housing: Decent, safe and affordable housing units is a family level need. The agency is currently addressing this need through the provision of weatherization, packaging of 504 loans/grants and supportive services. The agency also operates the LIFT Self-Help housing program (single family new construction) and provides numerous other housing and housing supportive services for residents. The outcome will be that families are able to secure safe and more affordable housing.

> Goal: Increase housing preservation and housing supportive services for residents in our service area.
>
> FY24 Objective: By 12/31/24, increase numbers of families of low-income receiving housing preservation through weatherization activites.
>
> FY24 Strategies: Weatherize 70 homes in LIFT CAA's 12-county area for this activity.

Prioritized Need 2 – Substance Abuse Services: Our community has a need for additional substance use/abuse resources and supportive services. Substance abuse services is a community level need. The agency is currently addressing this need through the Tri-County Opioid Response Implementation Project which specifically aims to address the systemic needs of the opioid epidemic. Additionally, the Choctaw County Drug Free Communities Support Program addresses tobacco/marijuana use among our youth grades 6th-12th. Through these programs, LCAA is working with community members and organizations to start informative dialogue,

[1] The Prioritized Needs within the C.N.A. Summary remain the same and will continue to be addressed by the agency. However, the strategies to address those needs will always be changing. The FY24 Strategies are identified in the CAP and the Logic Models and are provided. Strategies to address Agency needs are also included.

build partnerships and plan systemic changes to prevention, treatment, and recovery of individuals affected. The outcomes will be improved community health and reduced morbidity and mortality associated with opioid overdose and poor health outcomes from tobacco and marijuana use.

Goal: Reduce Substance Use and Abuse and improve access to resources

FY24 Objective: By 08/31/2024, LIFT CAA will become certified as a Comprehensive Community Addiction Recovery Center

FY24 Strategies: The RCORPs Program Director will complete all phases required by Oklahoma Department of Mental Health and Substance Abuse Services to achieve certification. This will include development of policies and procedures; setting up referral services; and building infrastructure necessary to operate as a CCARC.

Prioritized Need 3 - Community and Economic Development : Our community has a need for community and economic development opportunities in order to improve our local economy. This is a community level need determined by the community needs assessment. Currently, LCAA provides services such as business lending, tourism and reactional activities, job training (Youthbuild and WorkReady Oklahoma) and supportive services to help individuals/families improve skills with managing their finances.

Goal: To improve our local economy and provide services/resources to help families move toward self-sufficiency.

FY24 Objective: By 12/31/2024, make improvements to two cabins and the hospitality house located at Hugo Lake Park to boost tourism and the local economy.

FY24 Strategies: Secure funding for improvements at Hugo Lake Park/Marina and Hospitality House. Replace furnishings; paint; stain; make repairs; replace linens, etc. within two hospitality cabins. Make interior upgrades to the Hospitality House at HLP.

Prioritized Need 4 – Agency Capacity: Our agency has a need to increase capacity to better serve the needs of our community. This is an Agency level need determined by leadership, the Board, the community and stakeholders. Increasing organizational capacity will ensure that the organization is positioned to address the needs of families with low income, thereby helping to eradicate and alleviate poverty.

Goal: To Increase our capacity to better serve individuals and families of low-income

FY24 Objective: By 12/31/2024, 10 staff will attend and/or participate in trainings, webinars and conferences at 4 events (OKACAA, Region VI, NCAP, CAPLAW, NeighborWorks America, etc.) and 15 Program Directors will attend 4 Directors Meetings/Trainings to increase leadership capacity.

FY24 Strategies: LIFT CAA will host Program Director trainings quarterly and will inform/encourage/support offsite trainings provided by partners, funders, and professional trainers.

The top three needs prioritized from the community needs assessment conducted late in 2021 and subsequently approved by the Board at the January 11th, 2022 board meeting were Housing, Substance Abuse Services and Economic & Community Development. The new needs assessment reflected no change from the prior C.N.A. This is attributed in large part to COVID and the fact that two of the three years, the agency was limited due to social distancing, etc. in trying to implement the strategies identified to address the need. The other obvious fact was that when COVID hit our communities, as with the rest of the world, needs changed across all levels to include individual, family, community and agency.

The agency strives to locate and secure resources that serve to address the community- identified needs. To that end, leadership seeks and forms partnerships, funding, and volunteers to help with addressing these needs.

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

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

As noted in the logic models for 2024, the prioritized needs which will be the focus for identifying and implementing strategies are: Housing, Substance Abuse Services, Economic/Community Development; and Agency Capacity Building.

UPDATES: The Community Needs Assessment was reviewed as part of the Strategic Planning process which occurred from August through December in FY2023. The top three needs as identified in the FY2022 C.N.A. remained the same. Some strategies for addressing those needs have been updated. These updates/revisions are reflected in the FY2024 logic models as submitted with the FY2024 CSBG application within the pre-award risk assessment.

This C.N.A. summary also reflects strategies for the agency level need to increase organizational capacity. Lastly, the COVID-19 related need identified in the most recent C.N.A. has been removed from the FY2024 C.N.A. summary. The original C.N.A. as written has not been changed. That document reflects the needs as seen by the communities at the time it was developed. Therefore, only this document and logic models reflect changes as necessary as the C.N.A. is a living document and environmental scans conducted annually can result in the need to make revisions.

2024 Community Action Plan (January thru December 2024)

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

Purpose:

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

Executive Summary: The purpose of this plan is to serve as a guide over the next 12 months for ensuring that the work of LIFT Community Action Agency, Inc. (LCAA) aligns with the CSBG Act as well as the communities needs as identified in the most recent 2022-2024 Community Needs Assessment and the 2023-2025 Strategic Plan.

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

The goal will be to focus resources towards achievement of outcomes identified in the C.N.A. report, Strategic Plan, Performance Management Outcomes excel workbooks and the FY24 logic models (all included as uploads). The logic models are representative of the communities' top three prioritized needs-Housing, Substance Abuse Services and Community and Economic Development. Additionally, the CAP and Logic Models address the Agency need to increase organizational capacity.

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

LIFT (Lifting Individuals for Tomorrow) Community Action Agency, Inc. was founded in 1968 when three local Community Action Agencies merged in order to better meet the needs of families with low incomes who resided in any one of the three very rural and poverty-stricken Southeast Oklahoma Counties. LCAA's primary service area includes Choctaw, McCurtain and Pushmataha Counties, a land area of over 4000 square miles with a population of 56,058 which represents an increase of 228 individuals since the 2010 Census (U.S. Census Bureau American Community Survey QuickFacts Population estimates July 1, 2022). Nearly one in four individuals in the service area are living below the Federal Poverty Limits. This same source (U.S. Census July 1, 2022 Quickfacts) reflects that 12,596 individuals or 22.47% of the population lives below federal poverty income guidelines. This represents an increase from 2021 estimates which reflected 19.43% living below poverty. This shows that the increase in population is also representative of increased poverty. The agency, headquartered in Hugo, Oklahoma (Choctaw County) provides a wide array of services ranging from education, housing, social services, and emergency services to transportation and more all aimed at alleviating the conditions of poverty. LCAA is one of the top ten employers in the tri-county area with 243 full time staff and 27 part time staff as of December 31, 2023. The agency's annual budget is approximately $27 million (FY24 Board approved agency budget) and supports about 20 separate programs. In August of 2021, the Board formally approved the long-awaited name change from Little Dixie CAA to LIFT Community Action Agency, Inc. The new name better reflects the growth and direction of the agency.

The CAP represents, in large part, an extrapolation of data from recent and relevant agency and community-developed documents which includes the 2023-2025 Strategic Plan; 2022-2024 Community Needs Assessment Report; 2023 Customer Satisfaction Data; and analyzed data from CAPTAIN and other program-tracking databases. The data contained within these documents represent actual client counts and demographics, survey responses, and summaries from community and focus group discussions, etc. Therefore, the CAP includes both quantitative and qualitative data. Some sections of the Community Needs Assessment report (approved by the Board of Directors on January 11, 2022) include qualitative data derived from interviews with Board members, service providers, residents, and staff. As part of the Strategic Planning process, the Community Needs Assessment Report was a resource that was used at length. The FY2023-2025 Strategic Plan and FY24 CAP for will not have a focus on the COVID-19 "need" from the C.N.A. as the need was no longer prioritized and the resources to address this former need have (CARES funding) been exhausted.

Stakeholders involved in the process of developing these documents included residents, staff, Board, other service providers, partners, and funders. The "key findings" that came out of these activities can be found throughout this 2024 Community Action Plan. LCAA's 2024 CAP will be presented to the Board as a training and will be open for discussion during the regularly scheduled board meeting to be held March 12,2024.

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

LCAA's mission statement *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency*" is the driver for all decisions and subsequent actions by representatives of the agency. The mission statement was approved by the Board in February of 2016 initially. It is reviewed as required by the Organizational Standards and was last revisited during the October 11, 2022 Board of Director's meeting. The Board members each reviewed the Mission Statement and concluded it met with the criteria as set forth in the CSBG regulations/guidance. The bulk of programs/services provided by the agency are targeted to families of low-income. Most services require individuals/families meet low-income guidelines as an eligibility requirement. LCAA is first and foremost, a Community Action Agency. Therefore, the very identity of the agency is founded in addressing causes and conditions of poverty.

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

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

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

Assessment (demographic updates through December 2023 are inserted)

The community assessed represents LCAA's service area which includes Choctaw, McCurtain and Pushmataha counties. Collectively, these three rural Southeast Oklahoma counties have an average poverty rate of 22.47 percent (U.S. Census Bureau; July 2022 Poverty estimates). The population density is about 14.23 persons per square mile compared to the State's density of 57.7 persons per square mile. At the time of the assessment, about 65 percent of the population was white (***65.67 as of December 31, 2023***); 7.31 percent black (***6.43% 12/31/2023***); 10.6 percent multiple races (7.8% 12/231/2023); 13.9% Native American (***18.80% 12/31/2024)***with the remaining representing other races. Gender makeup is 51.64% female ***(51.87 12/31/2023***)and 48.36% male (***48.13% 12/31/2023).*** According to the U.S. Census ACS 2019 estimates, the combined population was 58,951. The population remained steady over the past three years since the last community needs assessment conducted in late 2019 early 2021. However, over the past decade (since the 2010 Census) the population has decreased across each county. This area as described represents LCAA's service area which represents the community assessed for the most current Community Needs Assessment for January 1, 2022 through December 31, 2024.

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

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

respondents completed surveys and the need referenced most was identified as the number one prioritized need and this process was used to identify the top three.

Once needs had been prioritized, LIFT Community Action Agency conducted six community meetings (two per county in each county within the service area) in order to gain additional input from residents, local services providers, staff, board, and other stakeholders on the prioritized needs and resources within the service area. These meetings were also advertised via email, newspaper advertisements, posters, and through social media outlets. Meeting participants engaged in activities of identifying causes/conditions of poverty, existing resources, gaps in resources, and potential strategies for addressing each of the three needs. All of this data was collected and utilized to develop the 2022-2024 (January 1, 2022 through December 31, 2024) Community Needs Assessment Report, which represents one of the documents used to develop this FY24 Community Action Plan. It should be noted that an environmental scan was completed during the last quarter of 2022 for help with developing the new three year strategic plan. As a result of that scan, the COVID-19 related need is not a focus of FY24. It was not removed as a need from the C.N.A. and is still within the emergency needs section (Prioritized Need 4). The FY24 CAP and Planning Logic Models also reflect minor variances relevant to the strategies to address needs.

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

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

A feature within the CAPTAIN software, the Service Integration Matrix (SIM) will assess if the client is eligible for other services than those originally sought. The SIM is ran internally (CAPTAIN Administrator and CAPTAIN Data Entry Staff) on every client served and follow up is conducted with clients if/when the SIM identifies client eligibility

or potential eligibility for other services. Currently, LIFT C.A.A. utilizes the Service Integration Matrix (SIM) to assist with case management. The SIM allows CAPTAIN users the ability to provide the client with additional services the client may be eligible for, based on the information reported. CAPTAIN data input staff email a computer-generated referral letter to the client. If the client is readily available, the letter can be given to them in person. This letter lists the possible services the client is eligible for and the contact information for those programs. By utilizing the SIM feature, LCAA program staff have the opportunity to educate and provide individuals/families with as many services as possible, thus improving customers chances of achieving self-sufficiency.

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

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

Prioritized Need 1 – Housing: Decent, safe and affordable housing units is a family level need. The agency is currently addressing this need through the provision of weatherization, packaging of 504 loans/grants and supportive services. The agency also operates the LIFT Self-Help housing program (single family new construction) and provides numerous other housing and housing supportive services for residents. The outcome will be that families are able to secure safe and more affordable housing.

Goal: Increase housing preservation and housing supportive services for residents in our service area.

FY24 Objective: By 12/31/24, increase numbers of families of low-income receiving housing preservation.

FY24 Strategies: Weatherize 36 homes and package 10(ten) 504 loans/grants

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

Goal: Reduce Substance Use and Abuse and improve community awareness surrounding the prevalence and risks associated with substance use/abuse

FY24 Objective: By 12/31/2024, Establish and Strengthen partnerships with service providers (law enforcement, mental health, healthcare, etc.) in the community from baseline of 10-15 partnerships/collaborations.

FY24 Strategies: Secure 5 additional partnerships with local community-based organizations to collaborate and foster sharing of information relevant to substance use/abuse. Attend community meetings and provide education of services, programs, etc. to raise awareness and foster participation.

Prioritized Need 3 - Community and Economic Development : Our community has a need for community and economic development opportunities in order to improve our local economy. This is a community level need determined by the community needs assessment. Currently, LCAA provides services such as business lending, tourism/reactional activities, job training (Youthbuild and WorkReady Oklahoma) and

supportive services to help individuals/families improve skills with managing their finances.

Goal: To improve our local economy and provide services/resources to help families move toward self-sufficiency.

FY24 Objective: By 12/31/2024, make improvements at local tourist facilities i.e. LIFT operated parks to boost tourism and the local economy.

FY24 Strategies: Secure funding for improvements at Hugo Lake Park/Marina and Hospitality House. Sustain contracts with Department of Tourism to maintain Clayton and Raymond Gary State Parks.

Prioritized Need 4 – Agency Capacity: Our agency has a need to increase capacity to better serve the needs of our community. This is an Agency level need determined by leadership, the Board, the community and stakeholders. Increasing organizational capacity will ensure that the organization is positioned to address the needs of families with low income, thereby helping to eradicate and alleviate poverty.

Goal: To Increase our capacity to better serve individuals and families of low-income

FY24 Objective: By 12/31/2024, leadership staff will attend and/or participate in trainings, webinars and conferences at 4 events (OKACAA, Region VI, NCAP, CAPLAW, NeighborWorks America, etc.) and 15 Program Directors will attend 3 Directors Meetings/Trainings to increase leadership capacity.

FY24 Strategies: LIFT CAA will host Program Director trainings quarterly and will inform/encourage/support offsite trainings provided by partners,etc..

The top three needs prioritized from the community needs assessment conducted late in 2021 and subsequently approved by the Board at the January 11th, 2022 board meeting were Housing, Substance Abuse Services and Economic & Community Development. The new needs assessment reflected no change from the prior C.N.A.

The agency strives to locate and secure resources that serve to address the community-identified needs. To that end, leadership seeks and forms partnerships, funding, and volunteers to help with addressing these needs.

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

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

As noted in the logic models for 2024, the prioritized needs which will be the focus for identifying and implementing strategies are: Housing, Substance Abuse Services, Economic/Community Development; and Agency Capacity Building.

Planning

In August 2022, LCAA began the process to create the new three-year (2023-2025) Strategic Plan. This process began with internal reviews and analysis of the existing 2020-2023 Strategic Plan, the current Community Needs Assessment, the 2021 and 2022 logic models, the performance measurement outcomes spreadsheet, and the Customer Satisfaction survey results from calendar year 2021. In addition, discussion and analysis occurred over program services provided as reported in CAPTAIN.

The next step in the process involved the ROMA/CAPTAIN/CSBG specialist and the Executive Director meeting with a Certified ROMA Implementer, Julia Teska. This in-person, one-day meeting occurred on September 22, 2022. The ROMA Implementer provided training, technical assistance, guidance and support over "next steps" and CSBG mandates as well as ODOC (Oklahoma Department of Commerce) guidance/rules for preparing the agency's new three-year 2023-2025 Strategic Plan. As part of that process, numerous organizational standards and other components were reviewed and discussed.

On October 11th, 2022, the Board of Directors reviewed the 2022 Community Action Plan and the 2022 logic models which identified needs that aligned with the top three needs from the Community Needs Assessment. They also reviewed the 2020-2023 Strategic Plan and were provided updates on the success of specific strategies and progress in meeting stated goals. During this same meeting, they reviewed the agency's Mission and Vision statements and participated in activities to determine if the existing language met with the CSBG criteria as well as the goals/objectives of the agency and the needs of the community. They voted to accept the Mission Statement with no changes.

On November 8th, 2022, LCAA's Board of Directors engaged in strategic planning activities, including SWOT (Strength, Weaknesses, Opportunities and Threats) Analysis to provide input for the new 2023-2025 strategic plan. Through this activity and subsequent assessment activities with staff, leadership and focus groups, it was determined that the new Strategic Plan would focus on the top three needs as identified in the 2022-2024 Community Needs Assessment. The 2023-2025 Strategic Plan was submitted and approved by the Board of Directors on December 13, 2022 during the regularly scheduled Board meeting.

The strategic plan represents a long-term three-year plan used by the agency for decision making with identification of short term, intermediate and long term goals. It includes data from the 2022-2024 needs assessment and identifies the top needs to be addressed over the course of the three years. The CAP plan builds upon the Strategic plan, identifies short- term goals (needs to be addressed and the expected outcomes to be achieved) that the agency will focus on during this fiscal year (2024). Connections between the plans are evident across the needs sections.

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

As 2021 was a new Community Needs Assessment year for LIFT CAA and the Community Needs Assessment was completed and approved in January 2022, the new Strategic Plan reflects those needs as identified for the top three. Strategies listed here in the FY2024 CAP plan are reflective of the most recent 2023-2025 Strategic Plan.

The FY23 final logic models with results are uploaded within the application in the pre-award excel workbook.

Evaluate last year's performance (2023) and determine what will be done differently this year (in 2024).

The Final Logic Models for 2023 were presented to the Board during the November 14th, 2023 Board meeting. Specific strategies identified in the logic models were discussed as well as results for each of the top three needs and the agency level need of Capacity Building. They are uploaded within the excel workbook titled Pre-Award Agency Questionnaire.

The presentation of results included outcomes/goals that had been achieved up through October 31, 2023. Therefore, two months was still remaining within the year to achieve stated outcomes. Reports pulled from CAPTAIN and other tracking methods showed that outcomes had been achieved or exceeded for three of the four needs. The economic development objective to host four tourism-related events was achieved at 75%; all others met or exceeded the stated objectives.

The 2024 planning logic models are included within the excel workbook upload titled Pre-Award Agency Questionnaire.

LCAA utilized ODOC's Logic Model Checklist to ensure that the 2024 Logic models include clear outcomes that match the prioritized needs in the C.N.A. which are Housing, Substance Abuse, Economic/Community Development, an Agency need for Capacity Building. The planning logic models are included within the excel workbook uploaded in the application titled Pre-Award Agency Questionnaire.

The target population will be residents of Choctaw, McCurtain and Pushmataha counties of Southeast Oklahoma. For the housing goal to increase housing preservation, the service area will include Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha counties. The agency will continue to provide the wide array of services available. However, increased efforts to serve the population exhibiting need for one or more of the prioritized needs (housing, substance abuse services, economic/community development) will be a primary target audience. Programs/ services will target individuals and families with low-incomes.

Program performance goals are set based on a variety of factors. First and foremost, LIFT Community Action Agency, Inc. uses the community needs assessment as a tool and guide to look for opportunities that address the needs as identified by the community. The planning department works with program staff, including leadership, supervisors, front-line and support staff to ensure there is a clear understanding of the programs and outcomes. That information is then written within the planning department but is representative of the data shared by those who operate the programs. The outcomes are designed to align with the program goals and objectives. For example, Self Help Housing has a goal to increase opportunities for people to obtain safe, decent and affordable housing with an objective to build approximately 22 homes each year for families of low-income. Therefore, the outcome listed in the performance measurement outcome spreadsheet would align with this program outcome.

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

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

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

More than 700 youth receive direct services through the agency's HS/EHS and Early Head Start/Child Care programs. Eligibility requirements for enrollment in these programs require that a significant percentage of the children enrolled represent

households with low-incomes. These children receive educational services that serve to improve not only their cognitive skills but also social and emotional skills. While in the classroom, they receive healthy nutritious meals and snacks.

Through YouthBuild, youth who are considered at-risk (have dropped out of school, are low-income, are in foster care, etc.) are provided opportunities to increase their vocational and educational skills. This occurs through provision of coursework to prepare these youth to obtain their High School Diploma via Penn Foster online programming as well as vocational skills training in the area of home construction. Through a partnership with LIFT-operated housing programs, the youth provide a service through volunteering at construction/rehab sites while learning the portable skills of home construction. They are also provided opportunities for life skills training and community service/engagement.

The planning department researches grant opportunities for additional youth-development programs. CASA and Mentoring programs partner with other youth-oriented entities/programs i.e. Men United; Choctaw Nation of Oklahoma's Youth Advisory Board; Boys and Girls Clubs; Youth Services, Health Department; area Schools; and more to address needs of youth in the community.

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

LCAA staff representing various programs work closely with the Southern Workforce Board for the common goal of helping people obtain their vocational goals. One program that partners with Southern Workforce Board is our YouthBuild program. Through the YouthBuild program, a total of 53 youth (ages 16-24) receive services to include preparation for obtaining their High School Diploma and testing as well as vocational skills training relevant to construction. Each of these activities help the youth participants to improve their goals for career development. The YouthBuild program director works with SWB to coordinate additional trainings and skills provided through the WIOA program. We also participate in job/resource fairs by setting up booths and having staff on site to discuss agency programs and job opportunities. Through a new opportunity, WorkReady Oklahoma, LIFT will be providing individuals with job skills training and placement as well as ongoing supportive services for addressing employment needs.

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

In addition, LCAA pursues numerous funding opportunities each year in which partnerships/formal MOU's are entered into with Southern Workforce Board as a

coordinated effort to achieve the stated goals. LCAA and SWB have a long standing and good working relationship.

LCAA's CASA and Healthy Start programs provide numerous opportunities which encourage family involvement and strengthen the family unit. This is achieved through planned activities and with the help of partners. The At-Risk and Victims Advocacy programs partner with Men United to assist at-risk youth in developing responsibility and learning specific skills through community improvement events. These men also teach and instill in these young people the importance of community awareness and family involvement. They serve as mentors to youth, supporting them through any issue they may be facing.

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

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

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

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

For the past thirteen years, LCAA has partnered with International Paper Foundation, civic organizations, residents and other community-based organizations locally to raise funds for the food baskets provided to families during the Thanksgiving and Christmas holiday seasons. On average, more than 50 families receive food baskets annually through these ongoing events which will continue through 2024.

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

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

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

LIFT CAA has emergency funds available through the Emergency Food and Shelter Program and the LIFT CAA Emergency Fund. These help to address an imminent emergency-situation where a family has found themselves in crisis due to unforeseen/unanticipated circumstances.

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

LCAA operates a Victims Advocacy program that provides emergency assistance for food, shelter, transportation, clothing and other needs to victims of any crime. CASA provides emergency supplies such as Emergency Kits which include hygiene products, clothing, books and stuffed animals for children; Safe Place/Healing Hearts 2 provides emergency kits, transportation, rent deposits, emergency shelter and assistance with medical needs for victims of Sexual Assault, Domestic Violence, Stalking or Dating Violence.

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

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

LIFT Community Action Agency, Inc. is a member of the county coalitions in each county within the agency's service area. The coalitions represent every sector of the community. Members meet monthly and LCAA is well represented at each meeting. LCAA will continue to partner with other entities/organizations, establishing MOU's

when applicable in order to address shared goals to improve the lives of families, especially those with low incomes and to address needs within the service area.

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

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

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

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

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

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

Success will defined as having achieved at least 75 percent of the stated outcomes as identified in the logic models. Success will also be measured by increased positive feedback from customers as reflected in the customer satisfaction surveys. Success will also involve increased or enhanced services and partnerships that directly address the

prioritized needs (Housing, Substance Abuse Services, and Economic/Community Development). And success will also involve the creation or enhancement of partnerships/collaboration efforts so as to ensure all available resources are being utilized for addressing community needs. LCAA will utilize CAPTAIN and other tracking systems to identify agency staff, board and volunteer training hours to assess agency and stakeholder capacity. Success in terms of agency capacity will equate to adapting to virtual training and volunteer activities in order to acquire and/or sustain capacity. Agency Capacity success for 2024 will also be measured by number of staff/events attended to increase leadership capacity.

Implementation

Sections of the CAP such as Logic Models, PMO spreadsheet, that clearly show specific strategies will be shared across programs, with leadership and the Board. These sections will serve as the "roadmap" to help program staff stay on track with working towards the goals and objectives. The entire CAP plan will be shared by email, in paper format, through discussion, etc. with leadership (including Board members), program directors, supervisors, front-line and support staff. This will ensure that all staff are aware of the expected outcomes identified within the CAP for FY2024 which will be a primary focus of agency activities over the year. It will be discussed in detail with Board members who will all be provided copies. Review and analysis of the CAP will occur no less than twice a year for outcome reports and quarterly through customer reports presented to staff and board.

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

LCAA operates several programs that provide case management including Lending, Head Start, Early Head Start, Early Head Start-Child Care Partnership, Healthy Start, Housing and more. Case management is provided to clients seeking loan funds to help them become loan eligible; services would include credit counseling, budgeting, financial coaching, etc.; Case management is provided to parents/primary caregivers of HS/EHS and EHS/CC youth by Family Advocates working with each family towards setting and achieving goals. Case management is also provided by Housing Coordinators with clients seeking housing services. In the area of housing, case management may involve provision of credit counseling as well as helping families work with creditors to reduce debt (in some cases, having debt written off); budgeting; saving; financial fitness; refinancing home loans to reduce interest rates and more. The housing counselors maintain regular contact with the customers to encourage them and help them "stay on track" so as to increase their chance to improve their current financial situation. The goal is to reduce

debt, increase income and become more self-sufficient. Healthy Start clients receive case management through follow up activities provided by the care coordinators to ensure that health screening appointments were kept as well as other activities that serve to support the program goals. Other program participants receive case management via the applicable program staff which serves to facilitate continued participation.

In prior years, the risk assessment report was utilized to assist with case management to help determine the needs of each individual/family requesting services. This report helped the case worker identify the services needed and/or the referrals required in order for the individual/family to be provided with all the assistance and services needed.

However, CapSystems, in their work to transition CAPTAIN into ROMA NG (next generation) and in their meetings with Commerce and/or CAP agencies decided to build the pre-assessment questions into the client intake screens.

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

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

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

are program specific and required. All programs are represented on some level in CAPTAIN.

LIFT CAA leverages the CSBG funding with other public and private resources to provide adequate funds to operate many of our anti-poverty programs. Programs receiving CSBG support include Court Appointed Special Advocates, Retired and Senior Volunteer Program, Housing, CSBG/CAPTAIN/ROMA administrator, Community Projects, Early Learning Centers, Housing, and others as needed. LCAA has used its CSBG funding in a similar manner for many years. CSBG funding helps to support many of the tools (Community Needs Assessment, Strategic Plan, etc.) that help with agency decision making processes. CSBG funds are leveraged with other federal, state, and foundation resources received by the aforementioned programs.

Customer Satisfaction is collected via a Customer Satisfaction Survey. The survey identifies the department from which the customer sought and/or received services. It offers three choices to identify "level of satisfaction which includes: "Very Satisfied" "Somewhat Satisfied" or "Not Satisfied". The survey encourages customers to elaborate and leave feedback for ways the agency could improve upon service provision. The survey also collects demographics i.e. gender, age ranges, race and ethnicity.
All customer satisfaction surveys, whether completed online or on paper are maintained by the ROMA/CSBG Administrator. She inputs all responses into one database and provides quarterly reports to the Board and leadership on the analysis of the surveys. This includes rate of return by program and county reporting; response percentages on levels of satisfaction, etc.

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

Observations of Results and Reporting the Achievement of Results

Data will be collected by assigned/appropriate data collection staff in each program and for each need identified in the logic models. This data comes from client intake forms and is transferred into CAPTAIN and/or other tracking systems. Data/outcomes will be reviewed monthly by the CAPTAIN administrator. The CAPTAIN administrator shares reports with program staff on a monthly basis and with the Board no less than once per year. Logic models are included for both FY23 Final and FY24 Planning within the Pre-Award Agency Questionnaire excel workbook.

Information for the CSBG Annual report comes primarily from CAPTAIN reports. The information is used to help better understand who represents the agency's clients; to ensure services are being targeted and provided to the target audiences of individuals/families with low-incomes; as a tool for decision making and planning

purposes. The CAPTAIN administrator will share annual report data with leadership, board and staff. Initial data input occurs at the program level by assigned and trained CAPTAIN data entry personnel. Financial modules are completed by the fiscal department. Additionally, the ROMA/CSBG Administrator works with program staff to set targets, etc.

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

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

Analysis of Data and Evaluation

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

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

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

Customer satisfaction data is collected on an ongoing basis by program staff and forwarded to the CAPTAIN administrator who maintains the surveys and transfers the responses into an electronic database. This data is shared quarterly with Board members and staff. It is shared on an "as-needed" basis with appropriate staff to ensure timely responses/actions for any survey that includes information that is concerning to the agency. Analysis of this data involves looking at the demographics of the survey responses especially the counties and programs from where services were received. This helps with decision making for staff training, need for increased marketing in certain areas, etc.

Performance evaluation is ongoing throughout the year. However, a more formal evaluation is conducted towards the end of the year in preparation for completion of the CSBG Annual Report, Board Trainings/Reports; Review of the CAP and Strategic Plans, etc. The final formal performance evaluation for 2023 began in October of 2023 and started with a review of the logic models. The next step was to generate CAPTAIN and other reports to determine if the stated outcomes within the logic models had been met. The logic models with results were shared with leadership, front-line staff, directors and the Board. Also, a review by staff over the performance measurement outcomes was completed. This occurred initially with the CAPTAIN administrator, planning director, front-line staff and leadership. Each program was reviewed and Program Directors as well as front line staff provided updates as to challenges, opportunities, etc. that were faced by their respective programs.

The Planning Director and the CAPTAIN Administrator held several in-depth discussions with program staff to determine if all outcomes that can be captured were being captured and if any additional data needed to be added for tracking. This is considered "Program Level Evaluation." Evaluation analysis reports over program outcomes were provided to the board on November 14, 2023 by the CAPTAIN Administrator. No significant changes will occur.

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

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

Recommendations for change/revisions, if deemed necessary, will be presented to the Board during a regularly scheduled board meeting and will require discussion, review, consideration and may require a vote by the board prior to any changes. In the event an action i.e. change in needs focus were to be proposed, all stakeholders would be provided an in-depth analysis as to why that action was proposed. Only after careful consideration and analysis would any recommendations for such actions be requested. Staff would also recommend to the Board making changes to the outcomes/objectives within the logic models, other sections of the CAP plan, the Strategic Plan, etc. in the event of some unexpected need arising that would call upon the agency to adjust.

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

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

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

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

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

App#	Name	Case Type	Service	Service Date	Outcome	Date
00000030	CHOCTAW/PUSHMATAHA COUNTY YOUTH SERVICES	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000031	DEPARTMENT OF HUMAN SERVICES CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5k. - Health Service Organizations	10/04/2023
00000032	DEPARTMENT OF HUMAN SERVICES MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5k. - Health Service Organizations	10/04/2023
00000033	DEPARTMENT OF HUMAN SERVICES PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5k. - Health Service Organizations	10/04/2023
00000037	KIAMICHI TECHNOLOGY CENTER CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5i. - Institutions of Post-Secondary Education/Training	10/04/2023
00000044	SOS FOR FAMILIES	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000045	OSU EXTENSION CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5i. - Institutions of Post-Secondary Education/Training	10/04/2023
00000064	HUGO POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000142	HOUSING & URBAN DEVELOPMENT	Community Partner	Community-Wide Partnerships	11/08/2023	B.5g. - Consortiums/Collaborations	11/08/2023
00000143	HOUSING ASSISTANCE COUNCIL	Community Partner	Community-Wide Partnerships	11/08/2023	B.5g. - Consortiums/Collaborations	11/08/2023
00000146	MICHELE APLIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000153	MARY BLANKENSHIP DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000159	STACEY BURCHFIELD DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000161	MELANIE CADY DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000165	WENDY CLIFTON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000167	TRACY COHEE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000171	TERI DALLIS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000173	ELAINE DEAN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000174	SHIRLEY LEWIS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000175	KIM DEMAS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000176	BRENDA DERVIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000179	RESHONE EGGLESTON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000181	TAMMY FINES DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000188	AMBER GARCIA DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000191	JANELLE GILBERT DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023

00000192	CYNTHIA GODWIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000193	CHRISTINA GOOCH DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000194	BRENDA GREEN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000195	SANDRA GRIMSLEY DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000197	LISA HAMILTON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000198	ROSANN HANES DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000203	ROSA HERNANDEZ DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000204	JENNIFER HIGNIGHT DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000205	SONYA HILL DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000206	JENIFER HOOD DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000210	KIM JOHNSON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000213	LAMARA JONES DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000216	KRISTIE LAMBERT DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000218	TAMMY LEE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000219	SHELLY LEIGH DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000222	MARIA LOPEZ DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000223	MYNISHIA MALONE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000224	CAROLYN MANN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000227	LASHAWN MARTIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000229	EDIE MARTZALL DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000230	LUELLEN MCCLESKEY DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000239	CARRIE MORENO DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000242	HEIDI MULLER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000248	TERESA PERRIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000250	CECELIA PILGRIM DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023

00000251	STACI POLLARD DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000252	CAROLYN PULLEN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000254	CAROL RANKIN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000255	PAM REDFORD DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000257	BRIDGET RICHARDS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000264	RACHELLE SANDERS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000265	THERESA SHIRLEY DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000266	VICTORIA SISSOM DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000267	LATOSHA SLOAN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000269	ANGELA SMITH DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000278	MELISSA TAYLOR DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000279	JULIE TUCKER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000280	KENYETTA TURNER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000281	YOLANDA TURNER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000282	KAMI TYLER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000284	CHRISTY VUNETICH DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000287	LISA WALSTON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000288	TAMMY WARD DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000289	KIMBERLY WATSON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000290	TINA WEAVER DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000295	SHERRY WILLIAMS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000298	BERNITA WILSON DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000314	GARY DUVALL DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000335	OKLAHOMA STATE DEPARTMENT OF EDUCATION	Community Partner	Community-Wide Partnerships	11/16/2023	B.5d. - State Government	11/16/2023
00000336	CITY OF ANTLERS	Community Partner	Community-Wide Partnerships	11/08/2023	B.5c. - Local Government	11/08/2023
00000337	CITY OF HUGO	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000338	CITY OF IDABEL	Community Partner	Community-Wide Partnerships	11/08/2023	B.5c. - Local Government	11/08/2023

00000340	OKLAHOMA ASSOCIATION OF COMMUNITY ACTION AGENCIES	Community Partner	Community-Wide Partnerships	11/08/2023	B.5l. - Statewide Associations or Collaborations	11/08/2023
00000343	OKLAHOMA HEALTH CARE AUTHORITY	Community Partner	Community-Wide Partnerships	11/08/2023	B.5k. - Health Service Organizations	11/08/2023
00000349	SOUTHEASTERN OKLAHOMA STATE UNIVERSITY	Community Partner	Community-Wide Partnerships	10/04/2023	B.5i. - Institutions of Post-Secondary Education/Training	10/04/2023
00000362	INCA COMMUNITY SERVICES	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000380	OKLAHOMA HOUSING FINANCE AGENCY	Community Partner	Community-Wide Partnerships	11/08/2023	B.5l. - Statewide Associations or Collaborations	11/08/2023
00000388	LIFT TRANSIT SYSTEM	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000392	CASA- LIFT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000396	MEN UNITED	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000411	UNIVERSAL HOUSING DEV CORP RUSSELLVILLE, AR	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000419	FAMILY RESOURCES OF N.O. INC NEW ORLEANS, LA	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000436	PUSHMATAHA COUNTY COALITION	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000437	CHOCTAW COUNTY COALITION	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000438	MCCURTAIN COUNTY COALITION	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000439	ANTLERS MASONIC LODGE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000440	CHRISTIAN LIFE OUTREACH MINISTRIES	Community Partner	Community-Wide Partnerships	10/04/2023	B.5b. - Faith Based	10/04/2023
00000444	CHOCTAW NATION	Community Partner	Community-Wide Partnerships	10/04/2023	Tribal Government	10/04/2023
00000445	PUSHMATAHA COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000446	CHOCTAW COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000447	MCCURTAIN COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000448	PUSHMATAHA COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000449	CHOCTAW COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000450	MCCURTAIN COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000451	PUSHMATAHA COUNTY COURTS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000452	CHOCTAW COUNTY COURTS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000453	MCCURTAIN COUNTY COURTS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000454	THE CAMPBELL GROUP	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000474	KIAMICHI OPPORTUNITIES INC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000475	LIFT HEAD START	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000480	FEDERAL HOME LOAN BANK	Community Partner	Community-Wide Partnerships	11/08/2023	B.5j. - Financial/Banking Institutions	11/08/2023
00000482	LARISSA LOTT DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000490	GRETTA EVANS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000493	KARON TEURMAN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000496	MONTOYA BOAZ DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023

00000497	ANNA WHITE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000550	BROKEN BOW POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000553	PROJECT GAIN	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000557	UNITED STATES DEPT. OF AGRICULTURE	Community Partner	Community-Wide Partnerships	11/08/2023	B.5e. - Federal Government	11/08/2023
00000565	MEGAN HORN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000569	CHARLESIA KOSANKE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000570	LATOYA BILLS	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000574	RED RIVER HOOPS CLUB	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000576	OKLAHOMA CASA	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000577	NATIONAL CASA	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000578	PUSHMATAHA COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000579	MCCURTAIN COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000580	KIDS KOTTAGE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000582	THE MASONS OF ANTLERS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000583	THE MASONS OF TUSKAHOMA	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000586	NEW BEGINNINGS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5b. - Faith Based	10/04/2023
00000624	NEIGHBORWORKS AMERICA	Community Partner	Community-Wide Partnerships	11/08/2023	B.5e. - Federal Government	11/08/2023
00000627	PENNEY RODGERS	Community Partner	Community-Wide Partnerships	10/04/2023	B.5f. - For-Profit Business or Corporation	10/04/2023
00000644	OKLAHOMA DEPARTMENT OF COMMERCE	Community Partner	Community-Wide Partnerships	11/08/2023	B.5d. - State Government	11/08/2023
00000645	OKLAHOMA ATTORNEY GENERALS OFFICE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5d. - State Government	10/04/2023
00000647	CRYSTEL BURDEN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000649	DESTINY SANDERS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000651	KATRINA PICKETT DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000656	MAGGIE MONROE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000660	SUSAN HOYLE DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000661	WAWEETA CONCHITIAS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000678	JENNIFER DUNCAN DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000680	TANYA REVELS DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000682	KELSIE KELLEY DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000694	CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000695	NORTHWEST REGIONAL HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	11/08/2023	B.5c. - Local Government	11/08/2023
00000696	NORTHEAST COMMUNITY ACTION CORPORATION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023

00000697	NATIONAL RURAL HOUSING COALITION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000698	SOUTHWEST REGIONAL HOUSING AND CDC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000699	TIERRA DEL SOL HOUSING CORPORATION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000700	ZUNI HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000701	TRI-COUNTY INDIAN NATIONS CDC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000702	INTER-LAKES COMMUNITY ACTION PARTNERSHIP, INC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000703	COMMUNITY DEVELOPMENT CORPORATION OF BORWNSVILLE	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000704	PROYECTO AZTECA, INC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000705	LOWER VALLEY HOUSING CORPORATION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000706	NATIONAL RURAL SELF-HELP HOUSING ASSOCIATION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000715	LIFT SELF-HELP HOUSING	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000736	FELECIA JONES	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000737	CHASITIE WOLFE	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000738	AURIEL GREEN	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000739	WHITNEY HARRIS	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000742	SOUTHERN WORKFORCE BOARD	Community Partner	Community-Wide Partnerships	10/04/2023	B.5a. - Non-Profit	10/04/2023
00000743	BIG 5 COMMUNITY ACTION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000744	CHOCTAW ELECTRIC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5f. - For-Profit Business or Corporation	11/08/2023
00000746	COMMUNITY RESOURCE TECHNICIAN, INC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000747	KOESTER NON PROFIT SERVICES	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000748	LIBERTY RESTORATION COMMUNITY DEVELOPMENT	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000749	INTEGRITY HOMEBUYERS ASSOCIATION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000750	HABITAT FOR HUMANITY ST. TAMMY WEST	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000751	DELTA AREA ECONOMIC OPPORTUNITY CORP.	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000752	HIGH PLAINS COMMUNITY DEVELOPMENT CORP.	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000753	BLUE VALLEY COMMUNITY ACTION	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000754	NEIGHBORWORKS NORTHEAST NEBRASKA	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000755	HELPING HANDS NOW	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000756	NEIGHBORHOOD HOUSING SERVICES OF OKC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000757	NEIGHBORHOOD HOUSING SERVICES OF WACO, INC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000758	FAMILY DESTINY	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000759	ED 360	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000760	SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000761	USDA RURAL DEVELOPMENT	Community Partner	Community-Wide Partnerships	11/08/2023	B.5e. - Federal Government	11/08/2023

00000770	JESSICA STEWART DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000772	AMANDA CLEEK DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000773	KALEIGH STRICKLAND DCH	Community Partner	Community-Wide Partnerships	11/16/2023	B.5f. - For-Profit Business or Corporation	11/16/2023
00000774	OKLAHOMA DISTRICT ATTORNEY COUNCIL	Community Partner	Community-Wide Partnerships	10/04/2023	B.5d. - State Government	10/04/2023
00000775	CHOCTAW COUNTY SHERIFF OFFICE	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000776	IDABEL POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000777	ANTLERS POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	10/04/2023	B.5c. - Local Government	10/04/2023
00000778	MAGNOLIA CDC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000779	LAKE AREA CDC	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000784	CARE ONE ADVOCATE	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000785	AHAYAH COMMUNITY DEVELOPMENT CORP	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000786	B.R.A.C.E.S .	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000787	DECHELLES HOUSE	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000788	TANGI COMMUNITY DEVELOPMENT CORP	Community Partner	Community-Wide Partnerships	11/08/2023	B.5a. - Non-Profit	11/08/2023
00000789	TAMMIE HOGAN DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000790	MINDY MUDGETT DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000791	ASHLEY HOWARD DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000792	BRENDA SUMPTER DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000793	REGINA BIRDSONG DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000794	TAMIERA MARTIN DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000795	ALICIA MCKEE DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000796	ANYAAE GENTRY DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000797	XOCHILT MALDONADO DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000798	WHITNEY RODGERS DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000799	RAEKEISHA WATKINS DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000800	TAMI JOHNSTON DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000801	CASSANDRA CARR DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000802	MARSHALYNN JEFFRIES DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000803	KEESHA COFFEY DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000804	KORTNEY HELMS DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023

00000805	TIFFANY POSEY DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000806	YOLANDA LEE DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000807	LADONNA MUSTAPHEB DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000808	CATHY RUTHERFORD DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000809	CHERLANDRA FLETCHER DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000810	YVETTE SNELL DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023
00000811	RACHEL GOIN DCH	Community Partner	Community-Wide Partnerships	11/13/2023	B.5f. - For-Profit Business or Corporation	11/13/2023

Community Services Block Grant
Performance Management Outcomes
Program Year: 01/01/2024 - 12/31/2024

(A) Outcome	(B) Outcome Indicator	(C) National Performance Indicators (NPIs)	(D) Service Category	2024 Funding source (01/01/2024-12/31/2024	2024 Funding amount (01/01/2024-12/31/2024	2024 Program/Service Contract Period	(H) Amount of CSBG funds used to support this program	(I) New Program Y/N	(J) Required Reporting System. System reporting name
Children are more prepared to enter Kindergarten **HS/EHS/EHSCC**	100 children complete Head Start by May 31, 2024 with 75% (75) showing improved school readiness based on pre and post testing scores	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Education	DHHS -ACF	$3,510,751.00	12/1/23-11/30/24		N	HSES
				ODOC - SAF/HS	$83,602.00	7/1/23-6/30/24			
					$0.00				
				Public School Collaborations	$91,500.00	1/1/24-12/31/24			
Children participate in pre-school activities to develop school readiness **HS/EHS/EHSCC**	48 infants/toddlers ages birth to three years will enroll in Early Head Start and 75% (36) will show 5% increase in social, emotional and cognitve skills within 9 months of enrollment. Note: Enrollment in this program is continuous.	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Education	DHHS -ACF	$999,189.00	12/1/23-11/30/24		N	HSES
				CAP TULSA	$108,821.00	7/1/23-6/30/24			
Low income people become more self sufficient **HS/EHS/EHSCC Family Advocates**	15 % (85) of families with children in HS/EHS and/or EHS-CC programs will achieve goals aimed at improved self-sufficiency by working with Family Advocates by December 31, 2024	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Linkages	(included in the HS/EHS/EHSSCC program funding)	$0.00	12/1/23-11/30/24		N	HSES

Infant mortality rates will drop due to increase education over risk factors **Healthy Start**	By 12/31/2024, 500 women will receive pre and perinatal education to improve their birth outcomes. 80% of women will have a usual source of care and 90% of women will receive prenatal care in the first trimester. 90% of women will have a Reproductive Life Plan, and 90 % of women will have a well woman/ preventive visit	**2e, 5b, 5c, 5d, 5e, 7a**	Health	DHHS - HRSA	$1,144,121.00	4/1/23-3/31/24		N	
Children from low-income families in EHS-CC program exhibit improved physical development and health **EHSCC**	48 children (ages birth to 3 years) will receive child care and 75% (36) will show improvements in health and physical development by August 1, 2024	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Education	DHHS - ACF	$2,216,745.00	8/1/23-7/31/24		N	HSES
Children from low-income families in ELC program improve health and physical development **EHS-CC (daycare partnerships)**	64 children (ages birth to 3 years) will receive free childcare and 75 percent (48) will exhibit improvements in health and physical development by December 31, 2024	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Education	DEPT OF EDUCATION	$208,000.00	10/1/23-9/30/24		N	HSES

Families achieve/maintain self-sufficiency **MircroLoans**	5 New small buisness loans will be made to eligible individuals/families by December 31/2024	**NA**	Employment	CSBG/ODOC		1/1/24-9/30/25	$12,832.80	N	
				ODOC -SAF/CAA	$11,055.00	7/1/23-6/30/24			
				NW	$50,000.00	4/1/23-3/31/24			
Lives of low-income families are improved **Housing Counseling - Financial Coaching, Eligibility Determinatons, Referrals, etc.**	105 Individuals will receive housing supportive services i.e. financial coaching, eligibility determinations by 12/31/2024	**3a, 3b, 3h, 4b, 4h, 3e, 3e.1**	Income management	NW	$183,750.00	4/1/23-3/31/24		N	
				CSBG/ODOC Salary/Supplies and other support for Housing Staff		1/1/24-9/30/25	$160,721.73		
Increased safe and affordable rental housing available in the community **Housing Rental**	4 multifamily units will be under construction by December 31,2024	**4b, 4c, 4d, 5f, 5g, 7a**	Housing	HOME (Rental and CHDO)	$800,000 ($750,000-Construction; $50,000-Operating)	2024/2026		N	
Seniors obtain/maintain safe and affordable supportive housing **Senior Apartments**	40 senior citizens will have obtained or maintained safe and affordable supportive housing via HUD 202 units by December 31, 2024	**4b, 4c, 4d, 5f, 5g, 7a**	Housing	Management Fees	$26,595.00	1/1/24-12/31/24		N	
Organizations increase capacity to assist families with low incomes attain homeownership **Community Partners - T&MA (SHARE)**	Five organizations obligated for funding in 2024 and 25 organizations submitted for approval and 8 additional organizations in various stages of the application process via T&MA services by 12/31/2024	**NA**	Housing	USDA/Rural Development Federal Contract	$1,443,580.00	9/1/23-8/31/24		N	IPP

Organizations increase capacity to assist families with low incomes attain homeownership (502 Loan Packaging Assistance for SHH Organizations) **Community Partners**	25 organizations receive Section 502 loan packaging reviews/assistance by 12/31/2024	**NA**	Housing	Fee-Based USDA/RD	$273,906.00	4/1/23-3/31/24			
Increased safe and affordable housing available in the community **Weatherization**	77 families will receive assistance from the weatherization program by 12/31/2024	**4g, 4n**	Housing	BIL/DOE	$476,393.00	10/1/22-12/31/26		N	OK Grants
				DHS	$96,785.08	4/1/23-3/31/24			
				CSBG/ODOC	UPDATE	1/1/24-9/30/25			
Families obtain safe and affordable housing **Self Help Housing**	15 USDA/RD loans closed for SHH applicants by 12/31/2024	**3g, 4b, 4c, 4d, 4h, 5f, 5g**	Housing		$1,488,823.00	2/1/22-8/31/24		N	
Increased community resources **Volunteer Hours RSVP**	Volunteers (RSVP) will donate 24,000 hours of service across the tri-county service area by 12/31/2024	**6a, 6a.1, 6a.2, 6a.3**	Linkages	CNCS	$61,799.00	4/1/23-3/31/24		N	EGRANTS
				CSBG/ODOC		1/1/24-9/30/25	$20,000.00		

Communities are improved through collaborative, holistic approaches to addressing substance use. **Community Partners /MOU's created**	10 MOU's with Health Care Community Partners will be in place by 12/31/2024	**NA**	Health	DHHS-HRSA	$333,333.00	Extended9/1/22-8/31/24		N	EHB
Improved safety and health for at-risk youth **CASA**	10 CASA volunteers will provide services to 30 children in the court system by 12/31/2024	**6a.3**	Linkages	VOCA/DAC	$44,383.00	10/1/23-9/30/24		N	Optima and Intelligrants
				CSBG/ODOC		1/1/24-9/30/25	$13,000.00		
				OKCASA	$23,830.00	10/1/23-9/30/24			
Victims of crime have access to emergency needs **Victims Advocacy**	120 individuals will receive emergency assistance resources by 12/31/2024	**5c**	Emergency services	VOCA/VAS/DAC	$75,000.00	10/1/23-9/30/24		N	Intelligrants and VOCAHELP
Increased access to jobs, doctors, schools, etc. via public transit operations **Transit**	55,000 rides provided (duplicated) via LIFT on-demand transit services by 12/31/2024	**5f**	Self Sufficiency	ODOT	$542,013.00	10/1/22-9/30/24		N	Myleo-Net
				ODOT	$593,397.00	10/1/22-9/30/24			
				KEDDO	$25,500.00	7/1/23-6/30/24			
				NON FEDERAL	$353,770.00	10/1/22-9/30/24			
Children have improved health through improved nutrition **CACFP**	114 daycare homes will receive training over nutrition via CACFP program services by 12/31/2024	**5a, 5d**	Linkages	DEPT OF EDUCATION	$1,150,403.00	10/1/23-6/30/24		N	

Improved saftey and healthy for individuals and famililes-**Second Chance Substance use disorder**	100 offenders will receive pre and post release services to reduce recidivism by 12/31/2024	**5b, 5c**	Linkages	U.S. Department of Justice/Bureau of Justice Affairs	$896,730.00	10/1/21-9/30/24		N	
Emergency Services and Supportive systems in place to help families in crisis **EFSP**	20 Individuals/families will receive emeregency assistance payments (rent, utilities, etc.)by 12/31/2024	**4e, 5b, 5c, 7a**	Emergency	EFSP-Choctaw EFSP-Push EFSP-McCurtain	$0.00 $0.00 $0.00			N	
Expanded services to assist victims of sexual assualt, domestic violence and stalking **Safe Place Healing Hearts**	100 Victims of sexual assault, domestic violence or stalking will receive expanded services by 12/31/2024	**5c**	Linkages		$500,000.00	10/1/22-9/30/24		N	Justgrants.gov and OK AG Office
Youth and their families exhibit improved family functioning **Mentoring**	100 youth will be matched with a mentor and receive mentoring by 12/31/2024	**2c, 2c.1, 2c.2, 2c.3, 5i, 5i.1**	Linkages		$0.00			N	
				CSBG/ODOC		1/1/24-9/30/25	$12,500.00	N	IMS Reporting System

Youth improve employability skills **Youth Build**	16 YouthBuild students will achieve their High School Diploma Certification via Penn Foster by 12/31/2024	**2F and 2G**	Education	U.S. Department of Labor/ Employment and Training Administration	$953,964.00	5/1/22-9/30/25		N	GPMS
Improve health of infants and children through access to nutritional foods **HS/EHS/EHSCC**	340 children will have access to healthy and nutritious meals through the Head Start and Early Head Start sites daily thoughout the year (12/31/2024)	**2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a**	Health	DEPT OF EDUCATION	$625,500.00	10/1/23-9/30/24		N	HSES
Improve Health Outcomes of Youth **Drug Free Communities**	500 Youth Receive Prevention Education (Grades 6th through 12th in Choctaw County) by 09/30/2024	**5I**	Health		$125,000.00	9/30/23-9/29/24		N	DFCME
Increased access to health assistance **Rx for Oklahoma**	12 individuals will receive free or discounted prescription medications by 12/31/2024	**3h, 3i, 5b, 5c, 7a**	Health	kibois	$11,262.34	7/1/23-6/30/24		N	
Increased job readiness skills WorkReady Oklahoma	75 individuals will enroll in Work Ready Oklahoma and complete a 2 week program by 12/31/2024	**1b, 1c, 1d, 1e, 1f, 1g and 1h**	Employment	Oklahoma Department of Human Services	$1,494,089.00	7/12/23-7/11/24		Y	
Opioid Affected Youth have improved physical and mental health (OJJDP Better Choices/Better Futures)	50 youth/family members will receive project intervention services by 09/30/2024	**5b, 5c, and 5d**	Health	Dept. of Justice Office of Justice Programs OJJDP	$247,340.00	10/1/23-9/30/24		Y	

Increased Resources for addressing OUD and SUD Tri-Corps Overdose Response Project	By 08/31/2024, LIFT CAA will be certified as a Comprehensive Community Addiction Recover Center through ODMHSAS	**NA**	Health	DHHS Health Resources and Services Administration	$300,000.00	9/1/23-8/31/24		Y	
Low income people become more self sufficient **VITA**	240 individuals will receive free tax preparation assistance by 04/15/2024	**NA**	Other	OADP Funding not appropriated at time of application				N	
Sustain community resourecs to improve local economy **Parks**	Sustain 2 Management contracts to continue operations of these State Parks through 06/30/2026. Raymond Gary and Clayton Lake	**NA**	Other	Oklahoma Department of Tourism	$127,785.00	7/1/23-6/30/24		N	
				Revenue Generated from Park Activities RV Sites/Cabin Rentals	$70,000.00	1/1/24-12/31/24		N	
	Make upgrades to 6 cabins and marina at Hugo Lake Park by 12/31/2024	**NA**	Other	Revenue Generated from Park Activities Rental	$340,000.00	1/1/24-12/31/24		N	

Agency development	ROMA coordinator tracks program outcomes, trends, data analysis, etc. and reports program outcomes monthly to P.D.'s and Data Entry; reports Customer Satisfaction to Board Quarterly/Reports Logic Model results; Actual overall Performance by programs; Strategic and CAP plan accomplishments annually to Board and Staff	**NA**	Other	CSBG/ODOC ROMA Coordinator salary support; Community Projects, Strategic Planning and Audit		01/01/24-9/30/25	$17,675.46	N	CAPTAIN
Agency development	250 Staff and 27 Board memers complete 12,000 hours of training collectively to increase capacity to make decisions aimed at improving lives of individuals and families with low incomes by December 31, 2024	**NA**	Other					N	
						TOTAL CSBG Funding	$236,730.00		

2024 ROMA LOGIC MODEL

☑ Family ☑ Community ☐ Agency

LIFT Community Action Agency, Inc. **Program:** Housing

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measuresment Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our Community has a need for increased safe, decent and affordable housing	LIFT WX Crew Conduct Weatherization activities on homes in 12-county region	Increased safe, decent and affordable homes for families of low-income	By 12/31/2024, 70 homes will be weatherized for families of low-income creating safer, more energy efficient homes.		Number of homes weatherized	WX program Director will maintain a database online with applications/work performed, etc. Additionally, files will be created and maintained for each family by the WX PD.	Data will be reported to the Board annually via the udated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency						**Proxy Outcome:**	

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

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

2024 ROMA LOGIC MODEL

						☑ Family ☑ Community ☐ Agency

LIFT Community Action Agency, Inc. **Program:** Substance Use and Abuse

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measuresment Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our community has a need for additional substance use/abuse resources, supportive services and treatment options.	LIFT CAA RCORPs Program Director will complete all phases of the certificaion process to become a CCARC i.e. developing policies/procedures and other needs such as referral services and other infrastructure development	Increased case management, PRRS for those suffering from Substance/Use Abuse through referrals, linkages, etc.	By 08/31/2024,LIFT CAA will become certiied as a Comprehensive Community Addiction Recovery Center		Number of Certifications received	RCORPs PD will self report that she has successfully completed all phases required by the ODMHSAS to achieve the requirements of certification. Permit for temporary operation issued	Data will be reported to the Board annually via the udated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency						**Proxy Outcome:**	

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

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

2024 ROMA LOGIC MODEL

☐ Family ☑ Community ☐ Agency

LIFT Community Action Agency, Inc. **Program:** Economic Development

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measuresment Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our community has a need for increased or expanded community and economic development activities to improve the local economy	LIFT CAA will secure resources and make improvements at Hugo Lake Park Cabins, Marina and Hospitality House	Improved economy via increased tourism activities	By 12/31/2024, LIFT CAA will complete upgrades on 2 cabins at Hugo Lake Park and upgrades on the hospitality house at HLP		Increase cabin rentals by 10% from 2023 counts for numbers of days rented. Increase Hospitality House rentals by 5% from 2023 counts for number of days rented	HLP manager will use reservation database to track numbers of rentals, nights rented, etc. for cabins at Hugo Lake Park and for the Hospitality House.	Data will be reported to the Board annually via the udated logic models which reflect the actual results achieved.

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

Proxy Outcome:

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

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

2024 ROMA LOGIC MODEL

☐ Family ☐ Community ☑ Agency

LIFT Community Action Agency, Inc.					**Program:** Agency		
Need	**Service/ Activity**	**Outcome**	**Outcome Indicator**	**Results***	**Measuresment Tool**	**Data Source, Data Collection Procedures, Personnel (Where, How, Who)**	**Frequency of Data Collection and Reporting**
Our agency has a need to increase staff capacity to better meet the needs of our clients and community.	LIFT CAA staff (Program Directors, Leadership, Front Line) will attend leadership trainings, etc to learn best practices, etc.	Increased employee capacity resulting in enhanced service provision for those we serve	By 12/31/2024,10 staff (Leadership, Front Line) will attend 4 capaciy builiding trainings. 15 PD's will attend 4 Program Director Quarterly meetings		Number of staff and number of trainings attended	HR records; self-reporting; Sign-in Sheets; Certifications achieved. ROMA Coordinator will collect information from staff on what trainings were attended; when attended; who attended and types of training and/or certifications obtained/achieved.	Data will be reported to the Board annually via the udated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency						**Proxy Outcome:**	

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

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

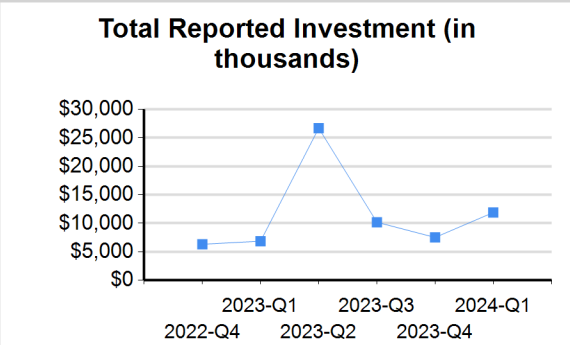
Quarterly Production Summary Report

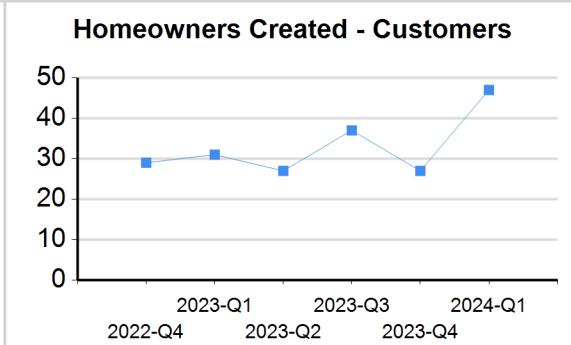
October 1 - December 30 2023

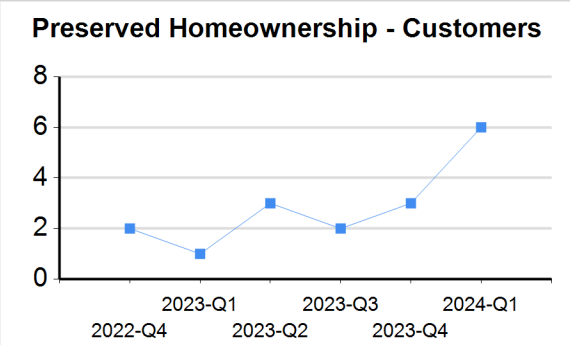
8251 - LIFT Community Action Agency

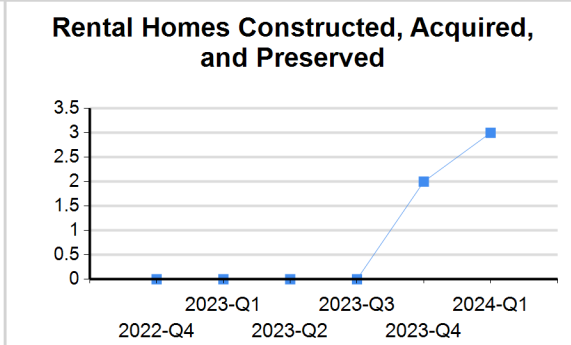
Midwest Region

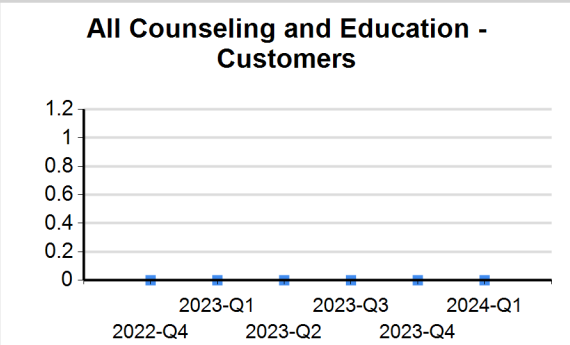
Total Reported Investment	**$11,887,262.29**
Homeowners Created - Customers	47
Preserved Homeownership - Customers	6
Rental Homes Constructed, Acquired, and Preserved	3
Created and Preserved Homes and Customers	**56**
Owner Occupied Repairs - Homes	2
Rental Homes, Repaired	0
Total Repaired - Homes	**2**
Group Education - Customers	0
One-on-one Counseling - Customers	0
One-on-one Counseling - Services	0
Foreclosure Mitigation Counseling, Home Not Retained - Customers	0
All Counseling and Education - Customers	**0**
Foreclosure Mitigation Counseling Intake - Customers	0
Rental Homes Portfolio, Owned and/or Managed	129

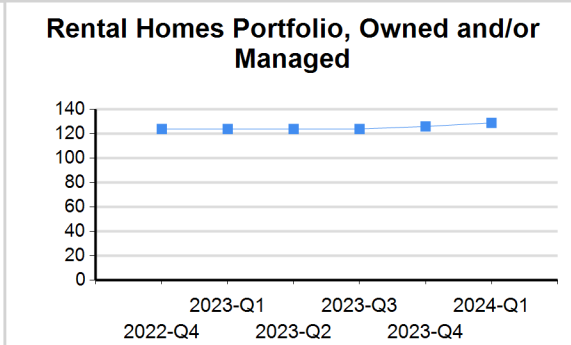












'Total Reported Investment' and 'Created and Preserved Homes and Customers' are the two measures that NeighborWorks America uses to demonstrate and evaluate the strength and impact of network organizations.

Quarterly Production Summary Report

October 1 - December 30 2023

8251 - LIFT Community Action Agency

Midwest Region

I. Clients & Financing	Homeowners Created					
	NWO Constructs New Unit for New Home Owner	NWO Sells a Unit it Had Purchased (with or without rehab) to New Home Owner	Directly Provides Self-Help Housing for New Home Owner	Plays Intermediary Role in Providing Self-Help Housing for New Home Owner	Counselor and/or Broker/Lender ONLY for New Home Owner	Total Homeowners Created
Investment	$0.00	$0.00	$415,622.00	$1,484,800.00	$9,280,032.60	$11,180,454.60
Homes	0	0	2	9	36	47
Customers	0	0	2	9	36	47

	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	$24,755.69	$0.00	$0.00	$0.00	$0.00	$24,755.69
Homes	6	0	0	0	0	6
Customers	6	0	0	0	0	6

II. Projects & Summary			Rental Homes								
	Owner-Occupied Repairs	For-Sale Homes Developed	Development Services	Constructed and Purchased	Rehabilitated and Refinanced	Repaired	Commercial Development	Commercial Lending	Special Projects	Financial Assistance and Supportive Services	Consumer Lending
Investment	$3,476.00	$425,925.00	$0.00	$224,345.00	$0.00	$0.00	$0.00	$25,791.00	$0.00	$2,515.00	$0.00
Homes	2	* 2	0	3	0	0					

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

Quarterly Production Summary Report

October 1 - December 30 2023

8251 - LIFT Community Action Agency

Midwest Region

III. Rental Homes Portfolio	
a. Owned	129
b. Managed not Owned	0
c. Number of units covered by project-based rental assistance program	0
d. Number of units covered by tenant-based rental assistance program	62

IV. Commercial Development Portfolio	
Number of Projects	0
Square Footage	0

Shared Equity and Cooperative Housing Portfolio	
Community Land Trust	0
Deed-Restricted Homeownership	0
Limited Equity Cooperative	0

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

VI. Counseling Results - Customers

Preserved Homeownership, Foreclosure Mitigation - Customers	
a. Mortgage refinanced	0
b. Brought mortgage current	0
c. Mortgage modified	0
d. Received second mortgage	0
e. Initiated forbearance agreement/repayment plan	0
f. Obtained partial claim loan from FHA lender	0
Preserved Homeownership, Foreclosure Mitigation - Customers (Total)	**0**

Foreclosure Mitigation Counseling, Home Not Retained - Customers	
a. Executed a deed-in-lieu	0
b. Sold property/chose alternative housing solution	0
c. Pre-foreclosure sale	0
d. Mortgage Foreclosed	0
e. Bankruptcy	0
f. Entered debt management	0
g. Counseled and referred for legal assistance	0
h. Other (final result not listed above)	0
Foreclosure Mitigation Counseling, Home Not Retained - Customers (Total)	**0**

Individual Counseling - Services	
a. Homeless Assistance	0
b. Rental Topics	0
c. Pre-purchase/Homebuying	0
d. Non-Delinquency Post-Purchase	0
e. Reverse Mortgage	0
f. Resolving or Preventing Forward Mortgage Delinquency or Default	0
g. Resolving or Preventing Reverse Mortgage Delinquency or Default	0
h. Disaster Preparedness Assistance	0
i. Disaster Recovery Assistance	0
Total Counseling Services	**0**

Quarterly Production Summary Report

October 1 - December 30 2023

8251 - LIFT Community Action Agency

Midwest Region

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

First Mortgages	
a. Total outstanding number of RLF loans	5
b. Total outstanding value RLF loans	$335,516.00
c. Number currently 30-59 days delinquent	1
d. Value currently 30-59 days delinquent	$140,774.00
e. Number currently 60-89 days delinquent	0
f. Value currently 60-89 days delinquent	$0.00
g. Number currently 90 days or more delinquent	1
h. Value currently 90 days or more delinquent	$16,587.00
i. Delinquency Rate (90 days or more)	4.94 %

Subordinate Mortgages	
j. Total outstanding number of RLF loans	0
k. Total outstanding value of RLF loans	$0.00
l. Number currently 30-59 days delinquent	0
m. Value currently 30-59 days delinquent	$0.00
n. Number currently 60-89 days delinquent	0
o. Value currently 60-89 days delinquent	$0.00
p. Number currently 90 days or more delinquent	0
q. Value currently 90 days or more delinquent	$0.00
i. Delinquency Rate (90 days or more)	0.00 %

Revolving Loan Fund (RLF), Non Amortized	
a. Total number of outstanding non-amortized loans (excluding forgivable)	0
b. Total value of outstanding non-amortized loans (excluding forgivable)	$0.00

IX. Home Ownership Customers: Education and Counseling Hours

0 Hours		>0 and <4 Hours		=>4 and <8 Hours		=>8 Hours	
# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients
0	0	0	0	0	0	47	100.00 %

YTD Production Summary Report

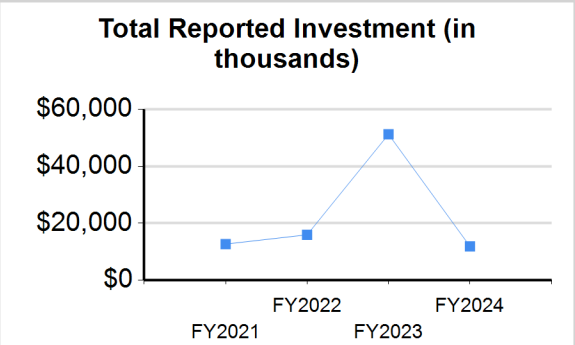
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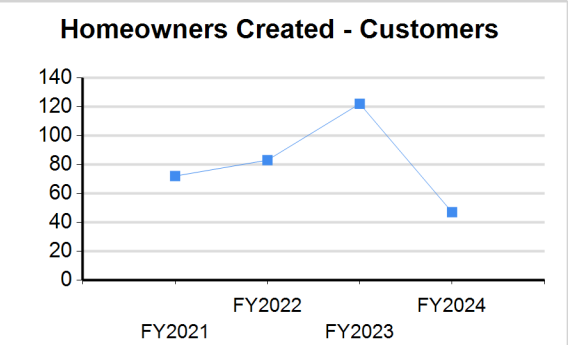
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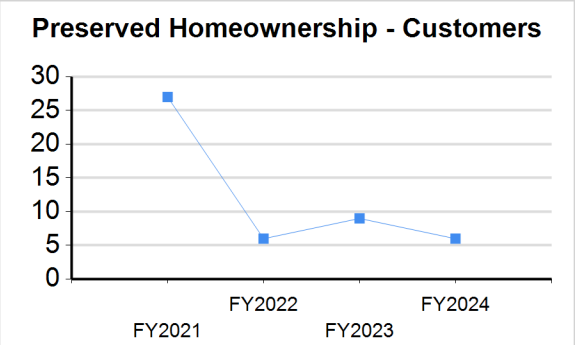
Midwest Region

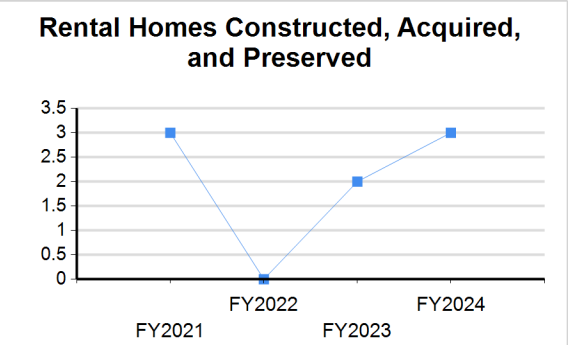
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One-on-one Counseling - Customers	0
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Foreclosure Mitigation Counseling, Home Not Retained - Customers	0
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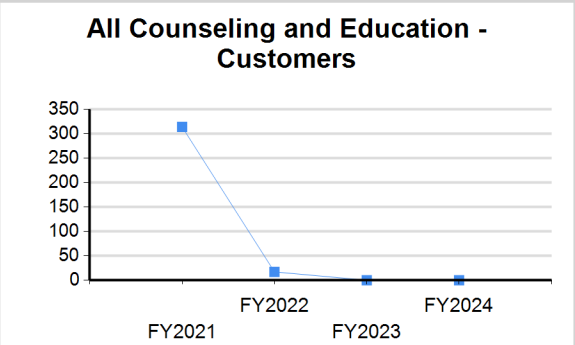
Production Goals	FY 2023 Projections	FY 2024 Projections
Homeownership Promotion Clients	70	90
Homeownership Preservation Clients	10	40
Rental Units Developed	5	5
Rental Units Preserved	0	0

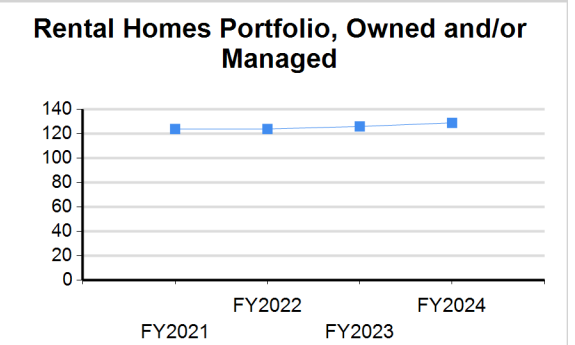












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YTD Production Summary Report

October 1 - December 30 2023

8251 - LIFT Community Action Agency

Midwest Region

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YTD Production Summary Report

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d. Completed homelessness prevention workshop	0
e. Completed rental workshop	0
f. Completed pre-purchase homebuyer education workshop	0
g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
h. Completed resolving or preventing mortgage delinquency workshop	0
i. Completed disaster preparedness assistance workshop	0
j. Completed disaster recovery assistance workshop	0
Total Group Education	**0**

VI. Counseling Results - Customers

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b. Brought mortgage current	0
c. Mortgage modified	0
d. Received second mortgage	0
e. Initiated forbearance agreement/repayment plan	0
f. Obtained partial claim loan from FHA lender	0
Preserved Homeownership, Foreclosure Mitigation - Customers (Total)	**0**

Foreclosure Mitigation Counseling, Home Not Retained - Customers	
a. Executed a deed-in-lieu	0
b. Sold property/chose alternative housing solution	0
c. Pre-foreclosure sale	0
d. Mortgage Foreclosed	0
e. Bankruptcy	0
f. Entered debt management	0
g. Counseled and referred for legal assistance	0
h. Other (final result not listed above)	0
Foreclosure Mitigation Counseling, Home Not Retained - Customers (Total)	**0**

Individual Counseling - Services	
a. Homeless Assistance	0
b. Rental Topics	0
c. Pre-purchase/Homebuying	0
d. Non-Delinquency Post-Purchase	0
e. Reverse Mortgage	0
f. Resolving or Preventing Forward Mortgage Delinquency or Default	0
g. Resolving or Preventing Reverse Mortgage Delinquency or Default	0
h. Disaster Preparedness Assistance	0
i. Disaster Recovery Assistance	0
Total Counseling Services	**0**

YTD Production Summary Report

October 1 - December 30 2023

8251 - LIFT Community Action Agency

Midwest Region

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p. Number currently 90 days or more delinquent	0
q. Value currently 90 days or more delinquent	$0.00
i. Delinquency Rate (90 days or more)	0.00 %

Revolving Loan Fund (RLF), Non Amortized	
a. Total number of outstanding non-amortized loans (excluding forgivable)	0
b. Total value of outstanding non-amortized loans (excluding forgivable)	$0.00

VIII. Inventory For-Sale / Days on the Market

Inventory For-Sale Homes	
Units Held in Portfolio at End of Quarter	0
Units moved to rental portfolio or lease purchase program	0
# of Unimproved Owned Buildings	0
# of Owned Undeveloped Lot	0
# of Units Under Construction	0
# of Units Sold	0

Days on the Market for For-Sale Homes in Inventory	
For sale less than 120 days	0
For sale between 120-180 days	0
For sale greater than 180 days	0

X. Home Ownership Customers: Education and Counseling Hours

0 Hours		>0 and <4 Hours		=>4 and <8 Hours		=>8 Hours	
# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients
0	0	0	0	0	0	47	100.00 %

Item S

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

January 23, 2024
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, January 23, 2024 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 10:34 a.m. by Darla Galyo, HS/EHS/EHS-CC Director in absence of the Policy Council Chairperson and Vice-Chairperson. A quorum was met. Members present were Key'Osha Jones; Cabbage Patch, Steve Woldanski; Hugo EHS, Laura Hickman, Rattan II & III, Amber Moose, Valliant I, Lisa Heady and Kara Maness; Community Representatives.

HS/EHS/EHS-CC staff present included: Darla Galyon; HS/EHS/EHS-CC Director, Lori Henry; HS/EHS/EHS-CC Secretary, 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, Sara Moore; Professional Development Specialist, Brittany Bailey; ERSEA Specialist, Christina Merritt; FCE/Disability/Mental Health Assistant, Tori Williams; Health Specialist, Ashley Gaddy; Outreach Specialist and Taryn Creasman; FCE Specialist.

Consideration, Discussion and Vote to Accept the minutes from the November 23, 2023: Copies of the minutes were provided to the council for review. Kara Maness made a motion to approve the minutes as written, and Steve Woldanski seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Rubie Martin-Boswell II Teacher Assistant, LaQunda Dunavant-Antlers EHS Caregiver Aide, Savanna Long-Antlers EHS Cook, Patricia Campbell-Substitute, Arianna Gilley-Substitute, Melissa Starr-Hugo Special Needs Aide, Lauren Robertson-Antlers EHS Caregiver, Ceara Sales from Hugo ELC Caregiver to Hugo EHS Caregiver, Petrina Henson from Antlers EHS Cook to Broken Bow III Cook, Lori Stiles from Idabel Cook to Idabel II Teacher and Gabrielle Brown from Hugo EHS Caregiver to Antlers 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. Kara Maness made a motion to approve and Steve Woldanski seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Acceptance of FY 2024 Head Start/Early Head Start Program Grant Award (New/Baseline 12/1/23-11/30/28) from Administration for Children and Families (ACF) and Office of Head Start (OHS) in the amount of $2,254,971: Jordan Mack , HS/EHS/EHS-CC Assistant Director stated that this partial funding award will provide support for program operations, Supplies and Salaries for the Head Start and Early Head Start Programs for a period of five years, with a funded Federal enrollment of 435 children (387 Head Start, 48 Early Head Start). Lisa Heady made a motion to approve and Amber Moose seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Acceptance of 2023 Grant Award from Potts Family Foundation, Inc. in the amount of $10,000: Darla Galyon, HS/EHS/EHS-CC Director explained that this money will be used for the Raising A Reader program that benefits HS/EHS/EHS-CC children. Lisa Heady made a motion to accept and Amber Moose seconded the motion. The motion carried.

Presentation and Review of the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan: Darla Galyon, HS/EHS/EHS-CC Director and Jordan Mack, HS/EHS/EHS-CC Assistant Director, provided copies and gave an overview of the screener and training plan and discussed with the council the steps in developing and how they are used within the HS/EHS/EHS-CC program. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Consideration, Discussion and Vote to Approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan: Darla Galyon, HS/EHS/EHS-CC Director provided copies and gave an overview of the screener and training plan. Laura Hickman made a motion to approve and Steve Woldanski seconded the motion. The motion carried.

Policy Council Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of 2024-2025 ERSEA Integrated Services Polcies and Procedure with Prioritization Schedule/Point System for Review (O. S. 5.7, 5.9): Brittany Bailey, ERSEA Specialist provided a power point along with an overview of what documents are needed and the application screening process on how children are selected for the HS/EHS/EHS-CC program.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed October, 2023 Financial Statements and Credit Card Distribution Reports and Presentation of the November, 2023 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the October, 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.

Kara Maness made a motion to accept and Amber Moose seconded the motion. The motion carried. Mrs. Galyon then presented the November, 2023 and December, 2023 Financial Statements and Credit Card Distribution Reports. Darla Galyon provided a copy and overview of the November, 2023 and December, 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 February 20, 2024 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, 1/23/2024 280 children have been enrolled in the Head Start classrooms. Head Start attendance for October, 2023 was 89.0 % and for November, 2023 was 86.2%. Early Head Start currently has 46 children enrolled and attendance for October, 2023 was 87.9% and November, 2023 was 81.7%. Early Head Start-CC currently has 103 children enrolled and attendance for October, 2023 was 87.9% and November, 2023 was 84%. Recruitment is on-going and applications are still be accepted and processed.
Governing Board Report: December, 2023 and January, 2024- Mattie McKee reported the Governing Board met on December 12, 2023 and January 9, 2024 and gave an overview of each agenda, which was attached for review and that all HS/EHS/EHS-CC items were approved.
USDA Meals and Snack Report-Lauren Barger, **Lauren Barger**, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for November, 2023 and December, 2023
Data Analysis-Jordan Mack-Jordan Mack gave an overview of the data assessed for November, 2023
OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.
Program Summary Report-Darla Galyon presented the HS/EHS/EHS-CC Program Summary for the council to review.

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

There being no other business to come before the board, Kara Maness made a motion to adjourn and Amber Moose seconded the motion. The motion carried and the meeting ended at 11: 16 a.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: 2/5/24

Name of Person being nominated for Employee of the Month: Jennifer Gordon

Name of Person submitting the nomination: Dionne Frankum

X	Is a hard worker	Always works hard and never complains
X	Respects others	Considerate of others feelings
	Is on time	
X	Is organized	in her own way
X	Keeps a positive attitude	very positive and encouraging to others
X	Encourages other people	yes
X	Is willing to help others	Helps out where needed
X	Makes a good first impression	Kind and genuine
X	Follows all workplace rules	always
X	Uses resources wisely	
X	Has good work attendance	
X	Represents the agency well	
X	Is a loyal employee	
X	Handles crisis well	stays level headed in most situations
X	Goes above and beyond the call of duty	always willing to go above and beyond
X	Works well with others (team player)	gets along with all team members and others in agency

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 She can create anything and everything. give her a subject and she can get it done

X Likes to learn new things

X Is a good listener

X Communicates well

X Dependable

X Respectful, considerate of others

X Safety conscious

X Good problem solving skills

____ Other

____ Other

____ Other

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

Jennifer has recently devloped a training for our Law Enforcement officers that was certified through CLEET for mental health hours. She is our go-to person for anything creative we need on our team. She was the missing piece to making our team complete. She has been nicknamed the "Golden Child" between the TCORP team cause she is good at everything. We are lucky to have her with us.

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

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: 1-3-2024

Name of Person being nominated for Employee of the Month: Jennifer Gordon

Name of Person submitting the nomination: Susan Terry- Ball

x	Is a hard worker	very much !!
x	Respects others	always, everyday
x	Is on time	yes unless an emergency out of her control
x	Is organized	OCD organized
x	Keeps a positive attitude	daily
x	Encourages other people	yes
x	Is willing to help others	everyday
x	Makes a good first impression	always
x	Follows all workplace rules	to a T
x	Uses resources wisely	yes! always looking for stuff
x	Has good work attendance	yes
x	Represents the agency well	yes
x	Is a loyal employee	very !
x	Handles crisis well	yes
x	Goes above and beyond the call of duty	yes
x	Works well with others (team player)	yes

x Is creative Lord yes!!!!!! the Lord knew we needed her !

x Likes to learn new things yes

x Is a good listener yes

x Communicates well yes

x Dependable yes

x Respectful, considerate of others yes !

x Safety conscious yes

x Good problem solving skills yes

____ Other _____

____ Other _____

____ Other _____

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

Jennifer is the pea to our pod!!! The Lord knew we needed her! (WE CAN'T DRAW A STRAIGHT LINE!!!!!) She is always on task, never starts something unless she knows she can finish it! She brings us so much joy! When Jennifer is having a rough day, you will never know it. She always has a positive attitude and encourages others! I look forward to coming to work everyday, because she ALWAYS brightens my day!

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.

Community Action Agency

Employee of the Month Nomination

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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: 12/29/2023

Name of Person being nominated for Employee of the Month: Jennifer Gordon

Name of Person submitting the nomination: Jessica Watts

x	Is a hard worker	give her a task & consider it DONE
x	Respects others	
x	Is on time	"ish" lol
x	Is organized	'ish' she knows where her stuff is
x	Keeps a positive attitude	always laughing
x	Encourages other people	especially when it's public speaking-because she doesn't like to do it!
x	Is willing to help others	always very helpful
x	Makes a good first impression	
x	Follows all workplace rules	
x	Uses resources wisely	very budget oriented
x	Has good work attendance	yes
x	Represents the agency well	yes
x	Is a loyal employee	yes
x	Handles crisis well	she would if we had one, no doubt!
x	Goes above and beyond the call of duty	always asking what she can do to help
x	Works well with others (team player)	she is the missing link to our team!

x Is creative can you say MEGACREATIVEGENIUS!!!

x Likes to learn new things always doing research into new techniques, resources, items for her clients

x Is a good listener very much so & easy to relate to

x Communicates well yes

x Dependable definitely

x Respectful, considerate of others puts others before herself all the time

x Safety conscious

x Good problem solving skills she may have to close her door & talk to herself, but she'll come up with a great solution!

_____ Other _____

_____ Other _____

_____ Other _____

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

Jennifer was the missing person to our team that we didn't even know we were missing! We call her our 'golden child'.

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
January 2024

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of January there were 46 children, age birth to 3, that were provided services in the Early Head Start centers and 107 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 292 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 December, we had 112 parents that participated in Parent Meetings. Family Advocates are continuing goals with families through the Family Partnership Agreement's. The centers continue to invite parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 40 participants, with 6 of them being father figures.

Father Involvement

The Dad's Day activities for the month of December were various Santa, Christmas tree, and ornament crafts as well as snowstorm in a bottle activity. One of our Head Start centers were able use their parent fund to purchase Build A Bear stuffed animals. Each child was able to pick out their own stuffed animal and the children and parents filled the animals with stuffing before sewing them up and choosing a name for their new friend! The families really enjoyed the unique Dad's Day activity! For the December Dad's Day, there were 199 people that participated in Dad's Day activities with 77 being father figures. In addition, 16 Dads/father figures participated in parent meetings for December. Since the beginning of the 2023-2024 school year, we have had 566 father figures participate in family engagement activities.

Nutrition

In the month of January, the nutrition team started their second round of CACFP kitchen checks. We were pleased to find there was no findings in our first round of CACFP checks. We are looking to fill, Valliant and Idabel HS cook positions. For the month of January we filled the Antlers Early Cook position. For the month of January we filled the Broken Bow 3 cook position. The nutrition team is starting to dive into the new school year with our new nutrition paperwork, as well as getting the nutritional needs of children situated, we have been continuously tracking our special

dietary needs they are growing daily. The red dye 40 has become a very popular issue this school year so far, we have made arrangements for any items containing the red dye ingredient to be removed from that said center along with any other allergies the same precautions are taken.

Health

During the month of January employee physical tracking continued with reminder phone calls/emails. One CPR class was held. We have continued to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus. Centers were called to remind parents of past due immunization of their child/children. HS centers were updated on requirements regarding physicals, dentals, and immunizations due and/or coming due. To date for head start he have 83% completion of dentals, for EHS 91% completion, and EHSCC 70% completion. For physicals head start has 88% completion, EHS 88% completion, and EHS-CC 75% completion. Most all numbers has an increase to them.

Education

During the month of January, Sommer and I were busy visiting Early Head Start and Early Head Start Childcare Centers. It is always fun to see babies! During these visits, we talk with the teaching staff about the progress of children and check to see if we can assist them in any way. We also check the children's folders to ensure that progress is documented. We also view the progress teachers make in the developmental screenings on Ages and Stages. TSGOLD is checked to make sure observations/documentation are accomplished. These programs drive individualization for children, classroom techniques, and lesson planning.

Professional Development

In January, the Professional Development Specialist scheduled two CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams, Taryn Creasman, and/or Ronda Spear, where several LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. Also, the Professional Development Specialist helped several employees renew their Professional Development Ladders and Oklahoma Directors Credentials in January.

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 4 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, fifty-six students have been evaluated and have an IEP and will receive special education services from the staff/consultants from the public schools. Fourteen 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 November, four students have completed transition activities.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of January 2024.

Overall Summary

During the month of January, a focus was put on revamping and updating the recruitment materials that are distributed during our February Head Start In-service. All flyers have been updated with SNAP information, along with the required documents needed to apply for enrollment. Instead of a packet this year, we have created a binder to help with organization and useability of disseminating the recruitment materials.

At the beginning of each year, we send out our disability recruitment letters. These letters are sent to local health care providers, mental health facilities, along with other community organizations. These letters inform that we offer a comprehensive child development program for children with disabilities and/or economically challenged three and four-year-old children and that we also have a limited number of openings for above-income children who demonstrate a particular need for the services we provide. This helps remind other resources in our area of our pre-school services and encourage possible referrals. The goal is to bring together all resources to help each family grow and thrive.

To ensure we can serve these children, we need the appropriate staff in place to help meet the children's needs in the classroom. Due to several openings, a focus was also put on staff recruitment. Our radio ad for January encourages applicants by promoting our sign-on incentives and listing our available jobs, along with the possible benefits for full-time employees. On social media, we promote a “Job Highlight of the Week” and ask our followers to share the post. We also created a flyer with a list of all the jobs with the incentives listed. This was shared across our Facebook page and distributed at each community meeting we attend each month.
As we move into February, we will be pushing recruitment for enrollment and getting involved in the upcoming spring events.

Recruiting for Jobs

Radio ad: *2024 is here and it is the perfect time to start your new career with LIFT Head Start, Early Head Start or Early Head Start Child Care! We are seeking motivated and reliable individuals who have a passion for working with young children, ages 0-4. We have positions available in Choctaw, McCurtain and Pushmataha counties such as: Head Start or Early Head Start Teacher, Teacher Assistant, Special Needs Aide, Cook, Family Advocate, or you can even apply to be a substitute! We are offering sign-on incentives starting at $1,000. There is room for growth in each of these positions! LIFT Community Action Agency also offers amazing benefits for our full-time employees. Apply today, and take advantage of dental, vision and medical insurance, accrued sick leave, our employee assistance program and retirement plans. If you have questions, please call our Head Start Office at 580-326-7581 or visit www.liftca.org to apply! *incentives will be discussed during the interview process.*

Facebook Post 1.9.2024

Kick off the NEW YEAR with a NEW CAREER!
Join our Head Start team, today!
Click the link for an online application-->https://liftca.org/careers/
Full-time employees receive:
-Retirement Plan
-Accrued Sick Leave
-Employee Assistance Program
-Health, Dental & Vision Insurance
Questions? Call us! 580-326-7581
**Incentives will be discussed during the interview process*
Post Impressions: 1,359
Post Reach: 1,269
Engagement: 76



Facebook Post 1.11.24

⭐*JOB HIGHLIGHT of the WEEK* ⭐
We are hiring SPECIAL NEEDS AIDES!
Click the link to apply--->https://liftca.org/careers/
Enjoy a similar schedule as your school aged children!
Questions? Call us! 580-326-7581
**Incentives will be discussed during the interview process.*
Post Impressions: 2,448
Post Reach: 2,027
Engagement: 159



Facebook Post 1.12.2024

⭐*JOB HIGHLIGHT of the WEEK* ⭐

We are hiring COOKS!

Click the link to apply--->https://liftca.org/careers/

Join our team and provide healthy and nutritious meals to our early learners!

Questions? Call us! 580-326-7581

**Incentives will be discussed during the interview process.*

Post Impressions: 1,599

Post Reach: 1,497

Engagement: 68



Facebook Post 1.23.2024

⭐*JOB HIGHLIGHT of the WEEK*⭐

Check out our EARLY HEAD START POSITIONS!

Click the link to apply--->https://liftca.org/careers/

Questions? Call us! 580-326-7581

**Incentives will be discussed during the interview process.*

Post Impressions: 2,439

Post Reach: 2,341

Engagement: 93



Facebook Post 1.31.2024

⭐JOB HIGHLIGHT of the WEEK ⭐
We are hiring SUBSTITUTES! $1,000 SIGN-ON INCENTIVE!
Click the link to apply--->https://liftca.org/careers/
Questions? Call us! 580-326-7581
**Incentives will be discussed during the interview process.*
Post Impressions: 2,639
Post Reach: 2,639
Engagement: 93



Recruitment for Enrollment

Facebook Post on 1.10.2024

Click the link to submit your application for PRE-SCHOOL!
https://liftca.org/head-start-application/
Post Impressions: 1,410
Post Reach: 1,301
Engagement: 78



Facebook Post on 1.25.2024

Complete an application for PRE-SCHOOL by clicking the link-->https://liftca.org/head-start-application/
Required Documents:
Proof of Income for all family members
Child's Birth Certificate
Child's Immunization
Record Copy of records if your child has been diagnosed with a disability, IEP, IFSP
Post Impressions: 1,410
Post Reach: 1,301
Engagement: 78



Preparing for February Head Start In-service

- Revamping our Recruitment Packets- creating a recruitment binder instead of a packet. Providing an organized and user-friendly binder for teachers and support staff to use for enrollment.
    - Updating all flyers
        - Head Start Flyer
        - EHS/EHS-CC Flyer
        - HS-EHS-CC Flyer
        - HS-EHS-CC Tear Flyer
- Ordering and recreating apple yard signs
- Preparing our Disability Recruitment letters to be sent out to local health care providers and mental health facilities.



Help Me Grow Newsletter

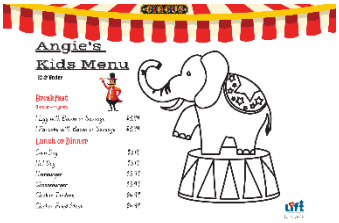


Post Impressions: 248
Post Reach: 223
Engagement: 8

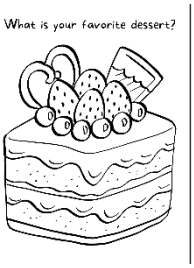
Kid Menus for Local Restaurants

- Angie's Diner requested more kid menus





- Red B in Idabel requested more kid menus







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 January. 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

- ACF-PI-OHS-24-01 Federal Reporting of Standard Forms 425 and 428
  - Available in Spanish (español)
- Apply Now for the National Head Start Fellowship Program! (email)
- How to Use the Head Start Locator (email)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- Aligning Practice-Based Coaching Efforts and Effects (video)
- Fostering Inclusive Play for All Infants and Toddlers (video)
- Inclusion Lab App
- Partnering with Families to Support Inclusion (videos)
  - Part 1
  - Part 2
- Supporting Infant and Toddler Peer Relationships (video)
- Supporting School Readiness of Young African American Boys
  - Communicate High Expectations for Learning (videos)
  - Encourage Participation
  - Facilitate Learning
  - Foster Thinking
  - Persist
  - Read Together
  - Scaffold
- Using the 5Rs to Be a Champion for Coaches (video)

Health, Behavioral Health, and Safety

- Resilience and Coping with Trauma
- Sesame Workshop
  - Sesame Street Resources for Health, Behavioral Health, and Safety
  - Sesame Workshop Videos for Head Start Staff and Families
- Trauma and Children
- Trauma-informed Practices

Professional Development

- Access MyPeers, iPD, and Coaching Companion Securely Through Your ECLKC Account (email)

Program Management and Fiscal Operations

- Preparing Head Start Facilities for Natural Disasters (videos)
  - Anticipate and Mitigate Natural Disaster Risks
  - Collect Resources and Assess Facility Vulnerabilities
  - Establish an Emergency Preparedness Mindset
  - Prepare Your Facility for a Hurricane
  - Prepare Your Facility for a Tornado
  - Recover from a Natural Disaster
- Recordkeeping and Reporting in Human Resources

Newsletters

- Disabilities Services Newsletter Issue No. 75
- Resources to Make You Smile! Issue No. 35
  - Available in Spanish (español)
- Sesame Street in Communities Issue No. 28

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

Head Start Careers

- Assistant Director of Education and Child Development *New York City, NY*
- CEO Head Start Director *Warwick, RI*
- Early Childhood Education Coach *Hilo, Hawaii*

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

Upcoming Events for February

- Thursday, Feb. 1: Plan, Observe, Tinker, and Teach with Infants and Toddlers
- Monday, Feb. 5: MyPeers Orientation for Family Services Staff
- Tuesday, Feb. 6: Exploring the Updated Head Start Multicultural Principles
- Tuesday, Feb. 13: Teach, Assess, and Adjust for Individualized Instruction
- Wednesday, Feb. 14: Honoring Home in Home-based Programs
- Thursday, Feb. 15: Relationship-building with LGBTQIA2S+ Parents, Families, and Staff
- Wednesday, Feb. 21: Building on Your Experience with Evidence-based Hearing Screening Practices
- Thursday, Feb. 22
  - Relationship-building with LGBTQIA2S+ Parents, Families, and Staff [in Spanish]
  - MyPeers Orientation for Home Visitors
- Monday, Feb. 26: Infant and Early Childhood Mental Health Consultation National Office Hours
- Tuesday, Feb. 27: Introduction to Evidence-based Hearing Screening Practices for Children Ages 0–5

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

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

U.S. Department of Health & Human Services | Administration for Children & Families | Office of Head Start

Office of Head Start

Full Enrollment Initiative

A Heartfelt Update from OHS Director Khari M. Garvin

Throughout the last year, the Office of Head Start (OHS) received feedback from grant recipients about the Full Enrollment Initiative. We have heard from many of you about how it feels like an unfair burden. It can feel as though OHS is unaware of staffing challenges and other factors that make it difficult for Head Start programs to maintain full enrollment.

In this video, Director Khari M. Garvin directly **responds to your feedback**. He stresses that the intention of the Full Enrollment Initiative is not to be burdensome. It is definitely not the tone that OHS wants to set with Head Start grant recipients across the country who are working so hard to navigate challenging times.

Director Garvin also announces renewed commitment going forward to improve the quality of the customer service you experience while participating in the Full Enrollment Initiative. He explains that OHS is evaluating areas where we can be more responsive to and mindful of each grant recipient that is under-enrolled. OHS has already changed the tone of the letter that we must send out to grant recipients to announce inclusion in the Full Enrollment Initiative. It is never an easy message to deliver, but we want to do so as compassionately as possible.

The video includes good news for grant recipients proposing to adjust their program design or structure through the Change in Scope application process. Director Garvin shares that OHS is creating new technical assistance resources to expedite the process and shorten the timetable for approvals. He also highlights under-enrollment supports and Full Enrollment Initiative resources already available on the Early Childhood Learning and Knowledge Center (ECLKC) website.

Featured Resources

Check out the resources that Director Garvin highlights in the video:

- **Full Enrollment Initiative**
- **ACF-PI-HS-18-04 Full Enrollment Initiative**
- **ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots**

Access the Video

Select the link to view the resource: **https://eclkc.ohs.acf.hhs.gov/blog/director-khari-m-garvin-reflects-full-enrollment-initiative-feedback**

Stay Connected!

Join **MyPeers** to connect with Head Start and early childhood colleagues around the country on this and other topics.

Please share this message with colleagues who may be interested in this topic.
Did someone forward you this announcement? **Subscribe** to stay up to date!

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

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

Month	Breakfast	Lunch	Snack	Monthly Total
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
October-23	3069	3074	4035	10178
November-23	2469	2362	3176	8007
December-23	1961	1913	2341	6215
January-24	2760	2832	3653	9245
YEARLY TOTALS	26314	26631	34693	87,638

December 2023 HEAD START TIME & ATTENDANCE REPORT

As of 12/31/23	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	16		16			0	16	0		16		9	79.2%
Antlers 2			0			0	0	0		0			
Battiest	9		9	1		1	8	0		8	4	10	78.8%
Boswell 1	10		10	2		2	8	0		8	4	8	96.9%
Boswell 2	10		10	5		5	5	0		5	2	8	90.0%
Broken Bow 1	18	2	20	2	1	3	17	1	12/1/2023	18		11	92.7%
Broken Bow 3	12	1	13	1		1	12	0		12		11	85.5%
Clayton 1	15		15	1		1	14	0		14	4	11	83.1%
Clayton 2	10		10	1		1	9	0		9	2	11	88.9%
Forest Grove 1	11	1	12	1		1	11	0		11	6	8	78.8%
Forest Grove 2	16		16		1	1	15	1	12/29/2023	16	8	8	71.9%
Fort Towson	12		12	3	1	4	8	1	12/4/2023	9	4	8	83.1%
Haworth	10	1	11	1		1	10	0		10	2	8	87.5%
Horace Mann 1	13		13		1	1	12	1	12/15/2023	13		11	85.3%
Horace Mann 2	14		14		1	1	13	1	12/15/2023	14	4	11	85.7%
Horace Mann 3	15		15	1		1	14	0		14		11	96.1%
Hugo 2	7		7	1		1	6	0		6		11	87.9%
Hugo 4	9	1	10			0	10	0		10		11	81.6%
Idabel 1	11		11			0	11	0		11		11	90.1%
Idabel 2			0			0	0	0		0			
Idabel 3	14		14	2		2	12	0		12		11	90.2%
Rattan 1	13		13	2		2	11	0		11	3	11	95.0%
Rattan 2	3		3			0	3	0		3	3	11	81.8%
Rattan 3	7		7	1		1	6	0		6	2	11	93.9%
Soper 1	14		14	2		2	12	0		12	4	10	83.3%
Soper 2	21		21	3		3	18	0		18	10	10	83.3%
Valliant 1			0			0	0	0		0			
Valliant 2	14		14	2		2	12	0		12		13	78.2%
TOTALS	304	6	310	32	5	37	273	5		278			85.8%

December 2023 Pre-K TIME & ATTENDANCE REPORT

As of 12/31/23	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	4		4			0	4	8	84.4%
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	4	0	4	0	0	0	4		84.4%

December 2023 EHS Time and Attendance

As of 12/31/23	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	52	3	55	31	1	32	23	1	1	12/22/2023	16	73.8%
Hugo	28		28	16		16	12	1	0		16	64.2%
Idabel	27	2	29	17	2	19	10	2	2	12/22/2023	16	67.0%
TOTALS	**107**	**5**	**112**	**64**	**3**	**67**	**45**	**4**	**3**			**69.7%**

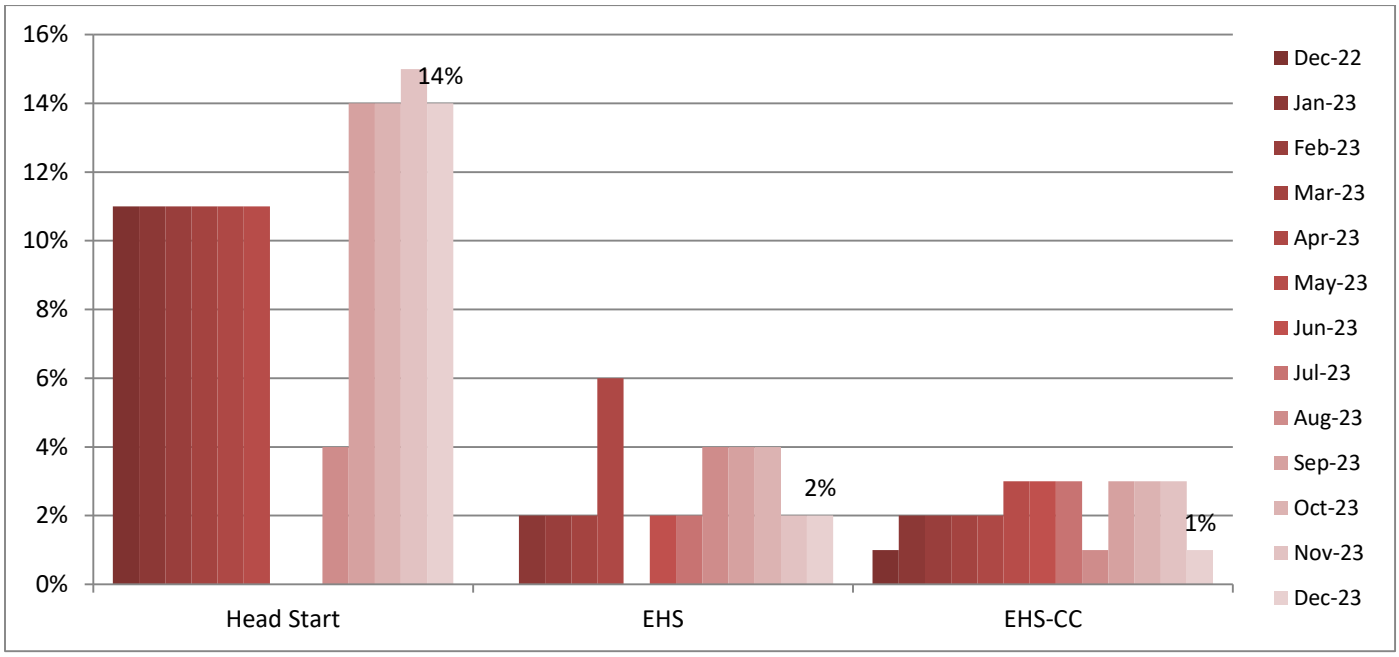
December 2023 EHS-CC Time and Attendance

As of 12/31/23	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	18		18	10		10	8		0		16	59.4%
ELC-Broken Bow	42		42	26	2	28	14		2	12/12/2023	16	81.8%
ELC-Hugo	17		17	10		10	7		0		16	74.1%
ELC-Idabel	38	1	39	24		24	15	3	0		16	77.1%
Cabbage Patch	34		34	15		15	19	4	0		16	89.3%
The LearningTree	74	2	76	39	1	40	36	1	1	12/5/2023	16	87.0%
TOTALS	223	3	226	124	3	127	99	8	3			82.1%

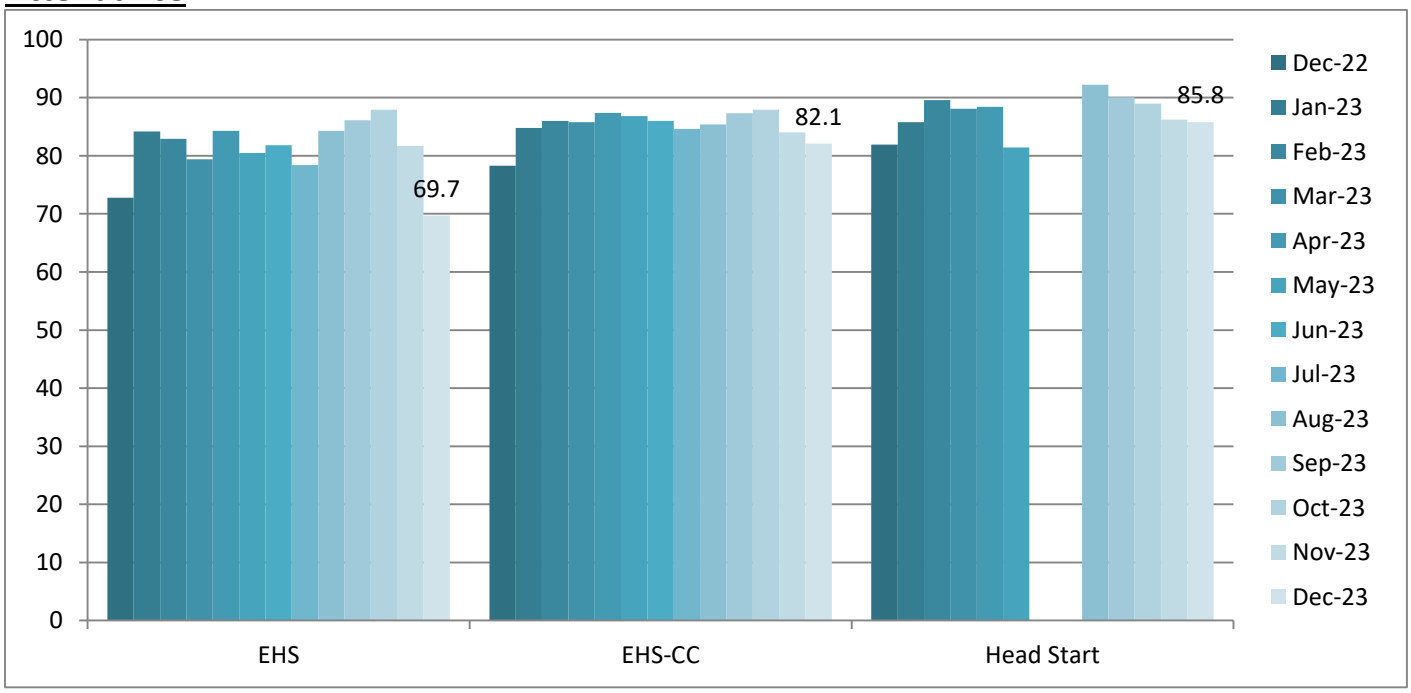
Data Analysis Report Summary
December 2023

Disabilities

IEP/IFSP –

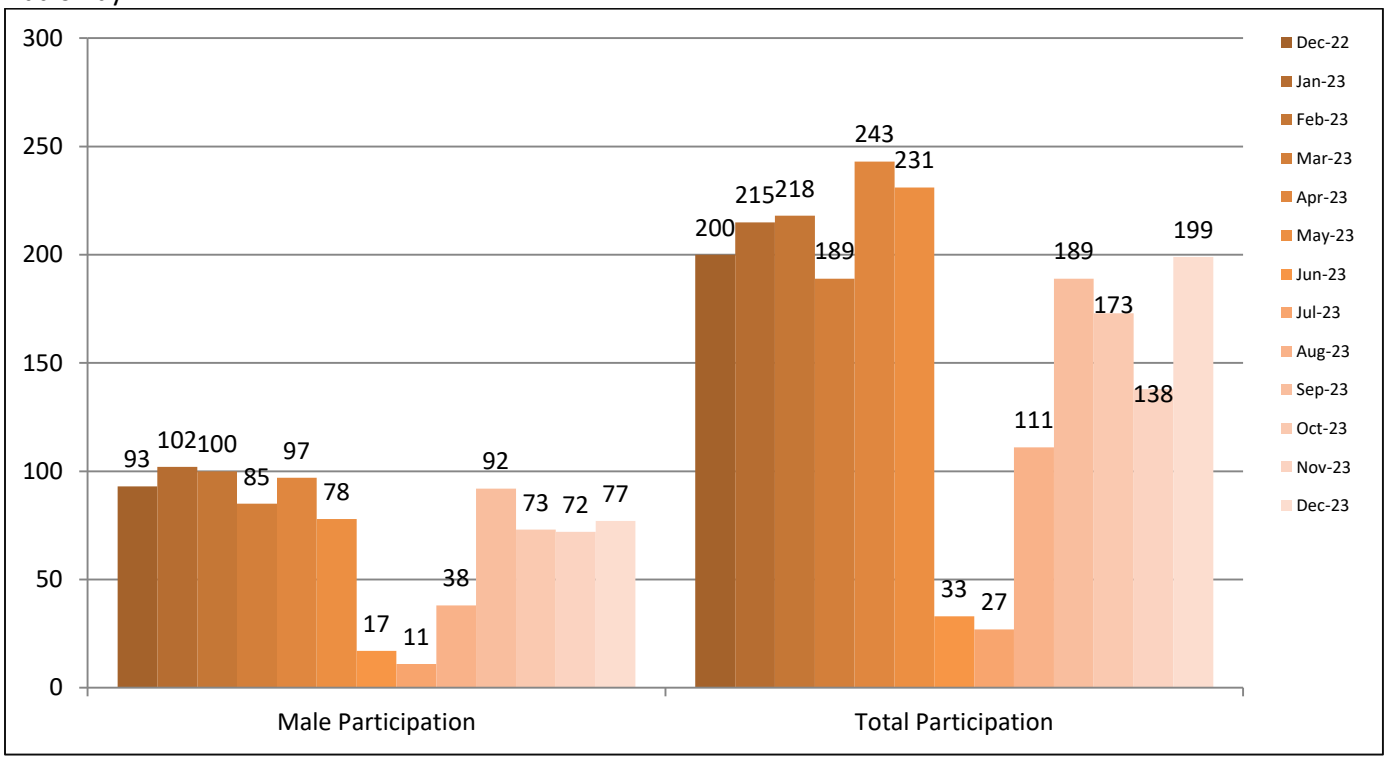


Attendance

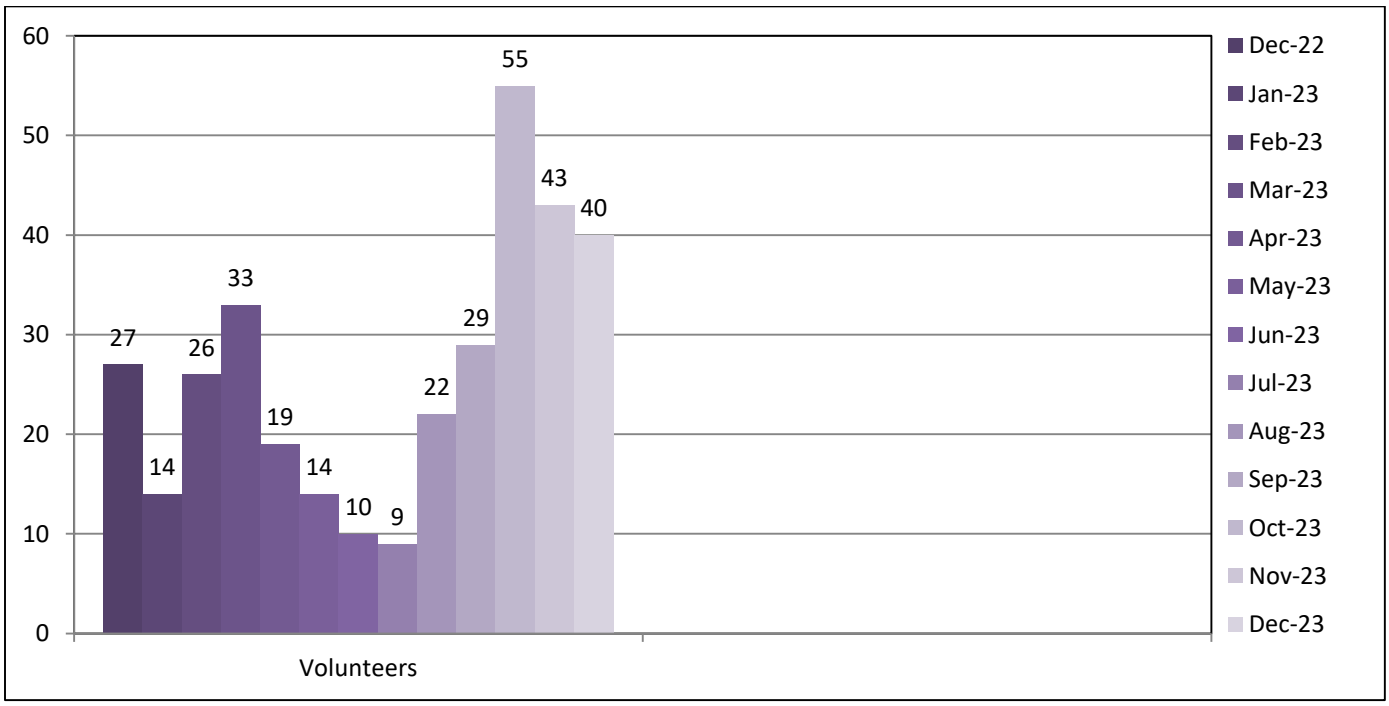


Family & Community Engagement

Dad's Day



Parents Ready to Read



Preventing Teen Dating Violence

What is teen dating violence?

Teen dating violence (TDV) is a type of intimate partner violence. It occurs between two people in a close relationship.

TDV includes four types of behavior:[1]

- **Physical violence** is when a person hurts or tries to hurt a partner by hitting, kicking, or using another type of physical force.
- **Sexual violence** is forcing or attempting to force a partner to take part in a sex act, sexual touching, or a non-physical sexual event (e.g., sexting) when the partner does not or cannot consent.
- **Psychological aggression** is the use of verbal and non-verbal communication with the intent to harm another person mentally or emotionally and/or exert control over another person.
- **Stalking** is a pattern of repeated, unwanted attention and contact by a partner that causes fear or concern for one's own safety or the safety of someone close to the victim.

Teen dating violence, also referred to as "dating violence," can take place in person or electronically, such as repeated texting or posting sexual pictures of a partner online without consent. Unhealthy relationships can start early and last a lifetime. Teens often think some behaviors, like teasing and name-calling, are a "normal" part of a relationship—but these behaviors can become abusive and develop into serious forms of violence. However, many teens do not report unhealthy behaviors because they are afraid to tell family and friends.

How big is the problem?

TDV is common. It affects millions of teens in the U.S. each year. Data from CDC's Youth Risk Behavior Survey and the National Intimate Partner and Sexual Violence Survey indicate that:

- Nearly 1 in 11 female teens and about 1 in 15 male high school students report having experienced physical dating violence in the last year.[2]
- About 1 in 9 female and 1 in 36 male high school students report having experienced sexual dating violence in the last year.[2]
- 26% of women and 15% of men who were victims of contact sexual violence, physical violence, and/or stalking by an intimate partner in their lifetime first experienced these or other forms of violence by that partner before age 18.[3]
- The burden of TDV is not shared equally across all groups—sexual minority groups are disproportionately affected by all forms of violence, and some racial/ethnic minority groups are disproportionately affected by many types of violence.







National Center for Injury Prevention and Control
Division of Violence Prevention

What are the consequences?

Unhealthy, abusive, or violent relationships can have severe consequences and short- and long-term negative effects on a developing teen. For example, youth who are victims of TDV are more likely to:

- Experience symptoms of depression and anxiety
- Engage in unhealthy behaviors, like using tobacco, drugs, and alcohol
- Exhibit antisocial behaviors, like lying, theft, bullying or hitting
- Think about suicide[4,5,6,]

Violence in an adolescent relationship sets the stage for problems in future relationships, including intimate partner violence and sexual violence perpetration and/or victimization throughout life. For example, youth who are victims of dating violence in high school are at higher risk for victimization during college.[7]

How can we stop teen dating violence it before it starts?

Supporting the development of healthy, respectful, and nonviolent relationships has the potential to reduce the occurrence of TDV and prevent its harmful and long-lasting effects on individuals, their families, and the communities where they live. During the pre-teen and teen years, it is critical for youth to begin learning the skills needed to create and maintain healthy relationships. These skills include things like how to manage feelings and how to communicate in a healthy way.

CDC developed *Dating Matters®: Strategies to Promote Healthy Teen Relationships* to stop teen dating violence before it starts. It focuses on 11-14 year olds and includes multiple prevention components for individuals, peers, families, schools, and neighborhoods. All of the components work together to reinforce healthy relationship messages and reduce behaviors that increase the risk of dating violence. Please visit the Dating Matters website to learn more! www.cdc.gov/violenceprevention/datingmatters

CDC also developed a technical package that describes a variety of strategies and approaches that are based on the best available evidence for preventing intimate partner violence (IPV), including TDV.[8] The package includes multiple strategies that can be used in combination to stop IPV/TDV before it starts.

Teach safe and healthy relationship skills
- Social-emotional learning programs for youth
- Healthy relationship programs for couples

Engage Influential adults and peers
- Men and boys as allies in prevention
- Bystander empowerment and education
- Family-based programs

Disrupt the developmental pathways toward partner violence
- Early childhood home visitation
- Preschool enrichment with family engagement
- Parenting skill and family relationship programs
- Treatment for at-risk children, youth, and families

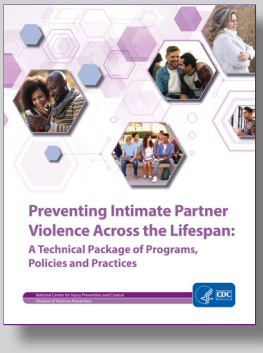
Create protective environments
- Improve school climate and safety
- Improve organizational policies and workplace climate
- Modify the physical and social environments of neighborhoods

Strengthen economic supports for families
- Strengthen household financial security
- Strengthen work-family supports

Support survivors to increase safety and lessen harms
- Victim-centered services
- First responder and civil legal protections
- Treatment and support for survivors of IPV, including teen dating violence
- Housing programs
- Patient-centered approaches

Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices

A **technical package** is a collection of strategies based on the best available evidence to prevent or reduce public health problems. The **strategy** lays out the direction and actions to prevent intimate partner violence. The **approach** includes the specific ways to advance the strategy through programs, policies and practices. The **evidence** to support the approaches for preventing intimate partner violence and associated risk factors is also included.



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RIBBON CUTTING CEREMONY

introducing

WR WORK READY IDABEL

WEDNESDAY

FEB • 28 • 1 p.m.

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