



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

MARCH 12, 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, March 12, 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.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve February 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve January 2024 Financial Reports; Distribution of February 2024 Financials for April 2024 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,684,586**
 - 1. Housing Stability Program Application to Oklahoma Housing Finance Agency - **\$1,174,110**
 - 2. FY 2025 Section 5311 – Formula Grants for Rural Areas Program Application to Oklahoma Department of Transportation and Signing of the Authorizing Resolution - **\$452,200**
 - 3. SFY 2025 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to Kiamichi Economic Development District of Oklahoma - **\$57,276**
 - 4. FY 2024 NeighborWorks Week Grant Application to NeighborWorks® America - **\$1,000**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$307,578**
 - 1. FY 2023/2024 Improvement Grants Award from Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$8,800**
 - 2. Healthy Start Cuff Kit Pilot Project Award (2023 Extension) from National Institute for Children’s Health Quality/Preeclampsia Foundation - **\$2,500**
 - 3. Mentoring+ Project Subgrant Award from Youth Collaboratory - **\$100,000**
 - 4. FY 2024 Retired and Senior Volunteer Program Grant Award (Continuation, Year 3) from AmeriCorps - **\$64,299**
 - 5. FY 2024 Community Services Block Grant Award (1st & 2nd Allocations) from Oklahoma Department of Commerce/Community Development - **\$81,979**
 - 6. HOME Investment Partnerships Program Grant Award (Community Housing Development Organization Operating) from OHFA - **\$50,000**
- H.** Consideration, Discussion, and Vote to Approve Submission of FY 2024 Early Head Start-Child Care Partnership Grant Application (New/Baseline) and Non-Federal Share Waiver Request to Office of Head Start

- I. Consideration, Discussion, and Vote to Approve Revised LIFT CAA Board of Directors Regular Meeting Dates for 2024
- J. Consideration, Discussion, and Vote to Approve Revised LIFT Transit Vehicle Maintenance and Drug and Alcohol Policies
- K. Consideration, Discussion, and Vote to Approve Signing of Proclamation Recognizing April as Fair Housing Month
- L. Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the Following Item (*Oklahoma Statute Title 25 § 307(B)(1)*):
 - Mid-Year Performance Evaluation of Rebecca (Reynolds) Porter, Executive Director
- M. Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- N. Board Training (*OS 5.7*):
 - Board Recruitment and Retention
 - Low-Income Participation – Board Activities and Members
- O. Transportation Advisory Council Report (*OS 5.9*)
- P. Board Giving Report (*OS 5.7*)
- Q. Policy Council Report (*OS 2.1 & 5.9*)
- R. Recognition of March 2024 Employee of the Month:
Sarah Wallace, Family Advocate – EHS-Child Care Program
- S. Recognition of Service Awards
 - Five Years:* Raegan Baker, Care Coordinator – Healthy Start Program
 - Ten Years:* Ashley Gaddy, Outreach Specialist – Head Start/EHS/EHS-Child Care Programs
 - Fifteen Years:* Jordan Mack, Assistant Director – Head Start/EHS/EHS-Child Care Programs
 - Thirty Years:* Rebecca Porter, Executive Director – Administration
- T. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Second Chance Reentry Program Post-Monitoring Letter; Sexual Assault Awareness and Prevention Month; Child Abuse Prevention Month (*OS 5.9*)
- U. 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*)
- V. 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
February 13, 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, February 13, 2024 at 10:02 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

Roll Call was taken and a quorum was established (20 Board Members present, 6 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brad Burgett, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Vickie Leathers, Jeffery Lucas, Kara Maness, Sandra Meeks, Carolyn Pool, Wade Scott, David Smith, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, Sharon Johnson, William Smith, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Johnny Moffitt, Darla Galyon, Macy Self, Sheree Ensley, Brittany Bailey, Amber Duncan, Mattie McKee, Stella Dennis, Brandon McDaniel, Jordan Mack, Jami Reich, Jennifer Gordon, Dionne Frankum, and Rebecca (Reynolds) Porter. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: 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.

David Hawkins, Chairman, requested the Board's 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). A motion was made by Debra Williams and seconded by Brent Franks to accept Jeffery Lucas as appointed representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 16; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item C).

Board Member David Smith was appointed to serve as Board Mentor for new Board Member Jeffery Lucas (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on February 13, 2024 at 9:10 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 December 2023. The Committee was presented with the January 2024 Financial Reports and Meeting Minutes. The Committee also received an update regarding the 403(b) Retirement Plan Audit and Form 5500 extension. There were no property updates.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the January 2024 Regular Meeting Minutes and the December 2023 Financial Reports; the January 2024 Financials were distributed for consideration and vote at the March 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Tiffany Brockway to approve the January 2024 Regular Meeting Minutes and the December 2023 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2024 YouthBuild Program Grant Application to U.S. Department of Labor, Employment and Training Administration in the amount of \$1,219,000; if awarded, these funds will be used to continue the YouthBuild Program within Choctaw County, which provides community-based alternative education and occupational skills programming for youth ages 16-24 who are high school dropouts or other disadvantaged populations.
2. FY 2024 Community Services Block Grant Application (1st & 2nd Allocations) to Oklahoma Department of Commerce/Community Development in the amount of \$81,979; if awarded, this funding will be used for operational support of agency programs.
3. FY 2023/2024 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program; if awarded, funding provided (amounts to be determined with award) would be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers.
4. 2024 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council in the amount of \$44,383; if awarded, the one-year VOCA grant would be used to provide salary and other operating support for LIFT CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
5. 2024 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC in the amount of \$75,000; if awarded, funding would provide operational support for the Victim Advocacy Services Program for a period of one year. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain, and Pushmataha Counties through direct service

provision/linking to resources that will serve the victim's physical, emotional, and basic needs.

6. Oklahoma Early Childhood Program Grant Application (Year 19) to Community Action Project of Tulsa County in the amount of \$181,239.68 (with \$90,812.94 Match) and Signing of Provider Agreement; if awarded, a total of \$272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of \$1,601,601.68 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2024 Training Grant Award from NeighborWorks® America in the amount of \$5,750; these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.
2. Child Care Stabilization Grant Program Awards (Year 3/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount \$32,000; funding will provide key operating support to maintain child care services within the Early Learning Centers.

A motion was made by Andrea Henkel and seconded by Jordan Hill to approve acceptance of grants, contracts, and awards in the amount of \$37,750 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. McMillin has held this appointment since 2012, and has attended trainings and other continuing education to keep her well-versed and able to administer the duties as EEO Officer for LIFT CAA. A motion was made by David Smith and seconded by Brad Burgett to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Equal Opportunity Policy Statement. Porter then reviewed the Equal Opportunity Policy Statement with the Board. A motion was made by Jim Bob

Sullivan and seconded by Andrea Henkel to approve the LIFT CAA Equal Opportunity Policy Statement. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the 2024 LIFT CAA Affirmative Action Plan (Organizational Standards 5.7 and 5.9). An Affirmative Action Plan is required under Executive Order 11246 of the Equal Employment Opportunity Laws, with annual approval of the Plan by the Board of Directors. Last year, there were 264 job openings with 2,076 total applicants. Regarding incumbency to availability in Job Groups for females and minorities, Job Groups 01 Executive Officials and Managers, 02 Professionals, 05 Administrative Support Workers, 07 Operatives, and 09 Service Workers exceeded the female availability percentage. Additionally, Job Groups 01.1 Executive Officials and Managers, 02 Professionals, 06 Craft Workers, 07 Operatives, and 08 Laborers and Helpers exceeded the minority availability rate. A placement goal is necessary if the percentage of women or minorities employed in a job group is less than reasonably expected given the availability rate. Therefore, goals have been set to increase placement of female incumbents in the following job groups: 06 Craft Workers – 7.0%; 08 Laborers and Helpers – 15.0%. While the agency has made great progress in increasing the percentage of female and minority candidates hired for employment positions within the agency (average incumbency rates at 58.7% and 30.4%, respectively), LIFT CAA will work to increase recruitment resources to attract a wider, more qualified group of females and minorities, in addition to those applicants who identify as a Veteran or with disabilities. The 63-page Plan, which documents progress and analyses, includes the policies, practices, and procedures that LIFT CAA implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment. The 2024 Notices concerning designation of the Equal Employment Opportunity Officer and approval of the Equal Opportunity Policy Statement (approved earlier in the Board Meeting) will be incorporated into the Affirmative Action Plan, replacing the prior year documentation. Once approved by the Board, the Plan will be posted to the LIFT CAA website (<https://liftca.org/>) to allow for review online by the public as well. In addition to providing an in-depth analysis of the Affirmative Action Plan, Porter facilitated discussion with the Board. Additionally, Porter explained that there was a typographical error within the Organizational Chart located on page 6 of the Plan. The Technical and Management Assistance (T&MA) Program should be located under the Associate Director to reflect current operations. After discussion, a motion was made by Brad Burgett and seconded by Wade Scott to approve the 2024 LIFT CAA Affirmative Action Plan, with the change to be made to the Organizational Chart and incorporation of approved 2024 Equal Opportunity Notices. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve the FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. Self reviewed the Operating Plan and Annual Operating Budget Documents in detail with the Board. A motion was made by Jordan Hill and seconded by Wade Scott to approve the FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Brittany Bailey, ERSEA Specialist, requested the Board's consideration, discussion, and vote to approve the 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. During the ERSEA Training provided at the Board Meeting in January 2024, copies of the Integrated Services Policies and Procedures with the Prioritization Schedule/Point System were distributed to Board Members, who were asked to review and then submit any needed changes. With no further changes proposed by the Board, a motion was made by Wade Scott and seconded by Kara Maness to approve the 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Subrecipient Monitoring Policy and Procedures for LIFT CAA. James explained that, as a grantee with multiple projects through the U.S. Department of Justice involving subrecipients, the agency must maintain written policies and procedures regarding the subrecipient award process/operations. Such policies/procedures are needed to ensure the agency meets the requirements as laid out in the Uniform Guidance for Federal Awards, more specifically 2 C.F.R. § 200.303 (Internal Controls) and 200.331 (subrecipient and contractor determinations). LIFT CAA already had such measures in place, but not formalized in writing. The policy and procedures being proposed, which correspond to the guidelines set forth in the Office of Justice Programs Financial Guide, will help to ensure that Federal grant funds awarded to subrecipients are properly accounted for, controlled, and monitored. A motion was made by Wade Scott and seconded by Debra Williams to approve the Subrecipient Monitoring Policy and Procedures. The roll call vote was: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided Board Training with an Analysis Report over the CSBG Annual Report (formerly known as the Information Systems Survey), in accordance with CSBG Organizational Standards – Category 9, Standards, 9.1, 9.2, 9.3, and 9.4. Cox explained that LIFT CAA is required by the Oklahoma Department of Commerce to submit this report annually, which supports an enhanced focus on improved data collection, analysis and continuous learning. The Annual Report captures CSBG Expenditures, Resources Administered/Generated, Program Participant Characteristics and Services and National Performance Indicators achieved. This information will be used at all levels (National, State and Local) to improve performance, track results from year to year, and assure accountability for critical outcomes. LIFT CAA must address performance based on the three goals of Results Oriented Management and Accountability (ROMA) Next Generation (NG), which are: Goal 1) Individuals and families with low incomes are stable and achieve economic security; Goal 2) Communities where people with low incomes live are healthy and offer economic opportunity; and Goal 3) People with low incomes are engaged and active in building opportunities in communities. Services and strategies to help meet the Theory of Change and these Community Action Goals include: Employment; Education and Cognitive Development; Income and Asset Building; Housing; Health and Social/Behavioral Development; and Civic Engagement and Community Involvement. ROMA NG allows for progress on data modernization, infrastructure, and capacity for analysis. LIFT CAA has implemented strategies internally to improve processes with collecting, measuring and analyzing data collected from clients. While ROMA NG has decreased the number of outcomes clients can achieve, it has enabled the agency to focus more on

case management, which is critical to ensuring that clients are working towards achieving self-sufficiency. In 2023, a total of 2,515 clients were served, which included 1,729 households. Cox provided further breakdown of the report with regards to demographics of clients served and a thorough data analysis of services provided and numbers of those assisted, including performance/outcome indicators, targets, and actual results. This training demonstrated 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, in addition to analyzing data and assessing results among programs, clients, and communities served.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided the Board with a review, facilitated discussion and gathered Board Member input regarding the CSBG Annual Report Analysis and Outcomes, in accordance with Organizational Standard 9.3.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over the Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2024 Planning Logic Models (Organizational Standard 5.7). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (2024 Board Training Plan) set forth by the Oklahoma Department of Commerce/CSBG Application. Next, Cox reviewed the 2024 ROMA Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Cox then discussed the Community Needs Assessment and Community Action Plan (with list of current community partners), which provides the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LIFT CAA's programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. Cox then reviewed the Performance Management Outcomes and FY 2023 Planning Logic Models. Programs across the agency report their projected program-specific goals and outcomes to the Planning Department each year as part of the CSBG Application. This data serves as a tool for measuring program success, program analysis and future planning. In a similar manner, the Logic Models reflect the needs from the 2023–2025 LIFT CAA Strategic Plan, which aligns with the Community Needs Assessment. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with agency growth/capacity). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. Therefore, the Logic Models focus on the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development), along with the agency-identified need (capacity building). The Logic Models show specific activities and expected outcomes for each of these needs. Each

of the documents presented demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Needs Assessment, Community Action Plan, Performance Management Outcomes, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of the documents presented, Cox facilitated discussion and fielded questions from the Board.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review and facilitated discussion with the Board regarding the Quarterly Housing Production for the period of October 1, 2023 through December 30, 2023, as well as Year-to-Date Housing Production (October 2022–September 2023). With a total reported quarterly investment of \$11,887,262.29 (and \$51,246,564.61 year-to-date), the production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the January 23, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Jennifer Gordon (Community Response and Recovery Specialist, Tri-County Opioid Response Project) as the February 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Jami Reich (Director, Choctaw County YouthBuild Program) for Five Years of Service.

Other Reports/Announcements/Correspondence were presented as follows: 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 information; and Work Ready Idabel Ribbon Cutting Ceremony Notice (Organizational Standard 5.9).

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

The Regular Meeting adjourned at 11:12 a.m.

Brad Burgett, Secretary/Treasurer

10:02

Williams D
Frank B
Messik
Brakunyt
Sullivan J
Burgess B
Henkel A
Hill J
Smith D
Burgess B

February 13, 2024		Present	Absent	C			FIG			H			I			J		
				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	Jeffery Lucas	✓							✓	✓			✓			✓		
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																		

February 13, 2024		Present	Absent	K			L			M			N			O		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓					
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	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	Jeffery Lucas	✓		✓			✓			✓			✓			✓		
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																		

Sullivan T
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11:12

Budget
Franks

	February 13, 2024	Present	Absent	X			Y											
				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	Jeffery Lucas	✓					✓											
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																		

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

FINANCIAL ROW	AMOUNT (AS OF FEB 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$9,767,725.75	\$9,896,508.98	(\$128,783.23)	-1.30%
1020 - Payroll Account	\$469,524.55	\$91,890.82	\$377,633.73	410.96%
1021 - First United Accounts Payable	\$403,597.31	\$185,010.66	\$218,586.65	118.15%
1022 - First United TH Reserve	\$140,674.15	\$139,439.77	\$1,234.38	0.89%
1023 - First United General Escrow	\$195,528.20	\$159,540.20	\$35,988.00	22.56%
1024 - First United Marina License	\$240.88	\$240.82	\$0.06	0.02%
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	\$1,837.17	\$1,835.61	\$1.56	0.08%
1040 - Petty Cash	\$410.00	\$410.00	\$0.00	0.00%
1050 - McCurtain County National Bank	\$60,194.40	\$49,224.53	\$10,969.87	22.29%
Total - 1000 - Cash	\$11,864,631.50	\$11,349,000.48	\$515,631.02	4.54%
Total Bank	\$11,864,631.50	\$11,349,000.48	\$515,631.02	4.54%
Accounts Receivable				
1100 - Receivables	\$1,042,673.56	\$1,898,642.03	(\$855,968.47)	-45.08%
1300 - Other receivables				
1320 - Notes/loans receivable	\$334,632.06	\$335,515.82	(\$883.76)	-0.26%
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 SQCDC	\$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	\$1,299,210.66	\$1,299,667.42	(\$456.76)	-0.04%
Total Accounts Receivable	\$2,341,884.22	\$3,198,309.45	(\$856,425.23)	-26.78%
Other Current Asset				
1400 - Other assets	\$25,574.24	\$51,246.22	(\$25,671.98)	-50.10%
1500 - Investments				
1530 - Property/Lots held for Sale	\$520,721.32	\$520,721.32	\$0.00	0.00%
1599 - Undeposited Funds	\$2,621.15	\$2,621.15	\$0.00	0.00%
Total - 1500 - Investments	\$523,342.47	\$523,342.47	\$0.00	0.00%
NS097 - Interfund Due to /Due from	\$0.00	(\$0.01)	\$0.01	-100.00%
Payroll Float	(\$543.15)	\$0.00	(\$543.15)	0.00%
Total Other Current Asset	\$548,373.56	\$574,588.68	(\$26,215.12)	-4.56%
Total Current Assets	\$14,754,889.28	\$15,121,898.61	(\$367,009.33)	-2.43%
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%

FINANCIAL ROW	AMOUNT (AS OF FEB 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	VARIANCE %
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	\$20,964,265.65	\$21,331,274.98	(\$367,009.33)	-1.72%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	(\$27,055.86)	(\$19,476.56)	(\$7,579.30)	38.91%
Total Accounts Payable	(\$27,055.86)	(\$19,476.56)	(\$7,579.30)	38.91%
Other Current Liability				
2100 - Accrued liabilities	\$1,673,453.21	\$1,356,546.55	\$316,906.66	23.36%
2400 - Refundable Advances	\$28,559.08	\$27,110.50	\$1,448.58	5.34%
Total Other Current Liability	\$1,702,012.29	\$1,383,657.05	\$318,355.24	23.01%
Total Current Liabilities	\$1,674,956.43	\$1,364,180.49	\$310,775.94	22.78%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$3,515.18	\$4,100.28	(\$585.10)	-14.27%
2780 - Lease liability	\$34,139.72	\$34,139.72	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$37,654.90	\$38,240.00	(\$585.10)	-1.53%
Total Long Term Liabilities	\$37,654.90	\$38,240.00	(\$585.10)	-1.53%
Equity	\$19,251,654.32	\$19,928,854.49	(\$677,200.17)	-3.40%
Total Liabilities & Equity	\$20,964,265.65	\$21,331,274.98	(\$367,009.33)	-1.72%

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

FINANCIAL ROW	AMOUNT (JAN 2024 - FEB 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$222.42	\$42,867.82	(\$42,645.40)	-99.48%
4100 - Inkind Revenue	\$84,868.72	\$1,268,433.18	(\$1,183,564.46)	-93.31%
4200 - Miscellaneous Revenue	\$148,641.92	\$3,930,080.84	(\$3,781,438.92)	-96.22%
4400 - State Revenue	\$374,339.34	\$1,225,307.21	(\$850,967.87)	-69.45%
4500 - Federal Revenue	\$1,485,638.99	\$16,945,904.72	(\$15,460,265.73)	-91.23%
4900 - Recoveries from Programs	\$613,103.62	\$3,631,244.42	(\$3,018,140.80)	-83.12%
5000 - Rental Revenue	\$113,646.33	\$633,708.00	(\$520,061.67)	-82.07%
5100 - Program Fee Revenue	\$189,510.26	\$1,741,876.31	(\$1,552,366.05)	-89.12%
5300 - Interest and Dividends	\$57,023.58	\$177,044.67	(\$120,021.09)	-67.79%
5400 - Revenue from other sources	\$80,787.40	\$1,852,470.46	(\$1,771,683.06)	-95.64%
5800 - Special Event Expense	\$0.00	\$8,795.33	(\$8,795.33)	-100.00%
Total - Income	\$3,147,782.58	\$31,457,732.96	(\$28,309,950.38)	-89.99%
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	\$3,147,782.58	\$31,457,563.65	(\$28,309,781.07)	-89.99%
Expense				
7000 - Grants, contracts, & direct assistance	\$45,362.06	\$1,785,141.15	(\$1,739,779.09)	-97.46%
7200 - Salaries & related expenses	\$1,423,816.66	\$11,593,783.96	(\$10,169,967.30)	-87.72%
7300 - Indirect Cost Pool Expense	\$254,444.20	\$1,908,665.77	(\$1,654,221.57)	-86.67%
7500 - Contract/Consultant Services	\$269,834.78	\$1,816,027.49	(\$1,546,192.71)	-85.14%
8100 - Non personnel expenses	\$264,569.18	\$1,177,166.91	(\$912,597.73)	-77.52%
8200 - Facility & equipment expenses	\$539,501.90	\$2,864,514.83	(\$2,325,012.93)	-81.17%
8300 - Travel & meetings expenses	\$92,508.87	\$635,567.00	(\$543,058.13)	-85.44%
8400 - Insurance Expense	\$294,192.97	\$2,052,548.78	(\$1,758,355.81)	-85.67%
8600 - Business expenses	\$911.00	\$8,063.62	(\$7,152.62)	-88.70%
8700 - Food Expenses	\$241,895.06	\$1,692,339.37	(\$1,450,444.31)	-85.71%
8800 - In-Kind Expenses	\$84,868.72	\$1,268,433.18	(\$1,183,564.46)	-93.31%
Total - Expense	\$3,511,905.40	\$26,802,252.06	(\$23,290,346.66)	-86.90%
Net Ordinary Income	(\$364,122.82)	\$4,655,311.59	(\$5,019,434.41)	-107.82%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$310,772.33	\$1,717,814.59	(\$1,407,042.26)	-81.91%
Total - Other Expense	\$310,772.33	\$1,717,814.59	(\$1,407,042.26)	-81.91%
Net Other Income	(\$310,772.33)	(\$1,717,814.59)	\$1,407,042.26	-81.91%
Net Income	(\$674,895.15)	\$2,937,497.00	(\$3,612,392.15)	-122.98%

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$9,767,725.75
1020 - Payroll Account	\$469,524.55
1021 - First United Accounts Payable	\$403,597.31
1022 - First United TH Reserve	\$140,674.15
1023 - First United General Escrow	\$195,528.20
1024 - First United Marina License	\$240.88
1025 - First United Deposit (PayPal)	\$2,115.20
1028 - First United Unrestricted Funds CD	\$822,783.89
1030 - Shamrock Bank - Clayton	\$1,837.17
1040 - Petty Cash	\$410.00
1050 - McCurtain County National Bank	\$60,194.40
Total - 1000 - Cash	\$11,864,631.50
Total Bank	\$11,864,631.50
Accounts Receivable	
1100 - Receivables	
1110 - Accounts Receivable	\$306,876.35
1120 - Due From (A/R)	\$735,797.21
Total - 1100 - Receivables	\$1,042,673.56
1300 - Other receivables	
1320 - Notes/loans receivable	\$334,632.06
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	\$1,299,210.66
Total Accounts Receivable	\$2,341,884.22
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	\$24,618.06
1465 - Advances Paid	\$956.18
Total - 1400 - Other assets	\$25,574.24
1500 - Investments	
1530 - Property/Lots held for Sale	\$520,721.32
1599 - Undeposited Funds	\$2,621.15
Total - 1500 - Investments	\$523,342.47
Payroll Float	(\$543.15)
Total Other Current Asset	\$548,373.56
Total Current Assets	\$14,754,889.28
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	
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	\$20,964,265.65
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	(\$27,055.86)
Total - 2000 - Payables	(\$27,055.86)
Total Accounts Payable	(\$27,055.86)
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	\$246,648.92
2110 - Wages Payable	\$308,426.47
2120 - Accrued Employee Benefits	\$297,042.68
2130 - Accrued payroll taxes	\$26,270.39
2135 - Indirect Payable	\$76,297.76
2150 - Home Loan Escrow Accounts	(\$29.53)
2160 - Due to (Liab)	\$726,323.80
2180 - Accrued Payroll Deductions	(\$7,527.28)
Total - 2100 - Accrued liabilities	\$1,673,453.21
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$28,235.50
2455 - Sales Taxes Payable	\$323.58
Total - 2400 - Refundable Advances	\$28,559.08
Total Other Current Liability	\$1,702,012.29
Total Current Liabilities	\$1,674,956.43
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	\$3,515.18
2780 - Lease liability	\$34,139.72
Total - 2700 - Long-term notes & loans payable	\$37,654.90
Total Long Term Liabilities	\$37,654.90
Equity	
3000 - Net Assets	(\$12,712.37)
Retained Earnings	\$19,939,261.84
Net Income	(\$674,895.15)
Total Equity	\$19,251,654.32
Total Liabilities & Equity	\$20,964,265.65

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Revenue Stream Distribution by Month
Jan 2024, Feb 2024

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	JANUARY 2024	FEBRUARY 2024	TOTAL
Federal Grants	\$117,217.36	\$1,174,575.20	\$1,291,792.56
Recoveries	\$230,807.48	\$385,947.94	\$616,755.42
State Contracts	\$306,224.18	\$4,359.18	\$310,583.36
Program Revenue	\$93,929.87	\$142,987.95	\$236,917.82
Federal Pass Through	\$58,988.22	\$141,673.33	\$200,661.55
Federal Contract		\$109,235.23	\$109,235.23
Federal	\$83,594.49		\$83,594.49
Non Federal	\$59,831.50	\$71,588.39	\$131,419.89
State Pass Through	\$13,330.75	\$59,183.56	\$72,514.31
Transit Contract	\$26,604.08	\$15,660.35	\$42,264.43
Apartment Revenue	\$16,589.00	\$16,589.00	\$33,178.00
Transit Fares	\$6,391.90	\$5,291.65	\$11,683.55
Corporate/Business/Foundation	\$9.43	\$2,508.32	\$2,517.75
State Grants	\$309.60	\$2,149.02	\$2,458.62
Management Fees	\$2,036.43	\$1,904.39	\$3,940.82
- Unassigned -	(\$1,241.92)	\$320.67	(\$921.25)
Miscellaneous	\$0.98	\$0.69	\$1.67
Other Contract Revenue	(\$815.64)		(\$815.64)
Total	\$1,013,807.71	\$2,133,974.87	\$3,147,782.58

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

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$10,000.00	\$222.42	\$9,777.58	2.22%
4100 - Inkind Revenue	\$1,155,567.00	\$84,868.72	\$1,070,698.28	7.34%
4200 - Miscellaneous Revenue	\$0.00	\$148,641.92	(\$148,641.92)	0.00%
4400 - State Revenue	\$71,833.42	\$374,339.34	(\$302,505.92)	521.12%
4500 - Federal Revenue	\$8,055,090.11	\$1,485,638.99	\$6,569,451.12	18.44%
4900 - Recoveries from Programs	\$2,012,486.97	\$613,103.62	\$1,399,383.35	30.46%
5000 - Rental Revenue	\$0.00	\$113,646.33	(\$113,646.33)	0.00%
5100 - Program Fee Revenue	\$0.00	\$189,510.26	(\$189,510.26)	0.00%
5300 - Interest and Dividends	\$0.00	\$57,023.58	(\$57,023.58)	0.00%
5400 - Revenue from other sources	\$0.00	\$80,787.40	(\$80,787.40)	0.00%
Total - Income	\$11,304,977.50	\$3,147,782.58	\$8,157,194.92	27.84%
Gross Profit	\$11,304,977.50	\$3,147,782.58	\$8,157,194.92	27.84%
Expense				
7000 - Grants, contracts, & direct assistance	\$19,000.00	\$45,362.06	(\$26,362.06)	238.75%
7200 - Salaries & related expenses	\$6,650,806.05	\$1,423,816.66	\$5,226,989.39	21.41%
7300 - Indirect Cost Pool Expense	\$1,012,142.07	\$254,444.20	\$757,697.87	25.14%
7500 - Contract/Consultant Services	\$208,411.81	\$269,834.78	(\$61,422.97)	129.47%
8100 - Non personnel expenses	\$217,443.26	\$264,569.18	(\$47,125.92)	121.67%
8200 - Facility & equipment expenses	\$251,149.15	\$539,501.90	(\$288,352.75)	214.81%
8300 - Travel & meetings expenses	\$668,000.96	\$92,508.87	\$575,492.09	13.85%
8400 - Insurance Expense	\$81,915.40	\$294,192.97	(\$212,277.57)	359.14%
8600 - Business expenses	\$0.00	\$911.00	(\$911.00)	0.00%
8700 - Food Expenses	\$68,870.00	\$241,895.06	(\$173,025.06)	351.23%
8800 - In-Kind Expenses	\$962,476.00	\$84,868.72	\$877,607.28	8.82%
Total - Expense	\$10,140,214.70	\$3,511,905.40	\$6,628,309.30	34.63%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$500,216.13	\$310,772.33	\$189,443.80	62.13%
Total - Other Expense	\$500,216.13	\$310,772.33	\$189,443.80	62.13%
Net Income	\$664,546.67	(\$674,895.15)	\$1,339,441.82	-101.56%

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

Financial Row	10 Operating		
	Administration	Building Funds	Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	\$152.42	\$0.00	\$152.42
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$70.00	\$0.00	\$70.00
4400 - State Revenue	\$223,151.57	\$0.00	\$223,151.57
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$613,103.62	\$0.00	\$613,103.62
5000 - Rental Revenue	\$0.00	\$44,273.33	\$44,273.33
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$6,350.61	\$272.76	\$6,623.37
5400 - Revenue from other sources	\$0.00	\$78,337.40	\$78,337.40
Total - Income	\$842,828.22	\$122,883.49	\$965,711.71
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$150,822.46	\$0.00	\$150,822.46
7300 - Indirect Cost Pool Expense	\$7,106.40	\$0.00	\$7,106.40
7500 - Contract/Consultant Services	\$28,684.92	\$5,645.27	\$34,330.19
8100 - Non personnel expenses	\$94,147.23	\$1,380.20	\$95,527.43
8200 - Facility & equipment expenses	\$94,487.48	\$41,224.73	\$135,712.21
8300 - Travel & meetings expenses	\$16,784.92	\$452.92	\$17,237.84
8400 - Insurance Expense	\$259,229.74	\$0.00	\$259,229.74
8600 - Business expenses	\$0.00	\$911.00	\$911.00
8700 - Food Expenses	\$3,981.36	\$0.00	\$3,981.36
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$655,244.51	\$49,614.12	\$704,858.63
Net Ordinary Income	\$187,583.71	\$73,269.37	\$260,853.08
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$118,231.58	\$2,389.88	\$120,621.46
Total - Other Expense	\$118,231.58	\$2,389.88	\$120,621.46

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

Financial Row	20 Early Childhood							
		CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS 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	\$295.19	\$0.00	\$0.00	\$0.00	\$76,330.26	\$76,330.26
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$63,231.34	\$35,343.00	\$0.00	\$28,421.95	\$63,764.95
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,304.43	\$13,304.43
4500 - Federal Revenue	\$0.00	\$90,116.28	\$179,162.66	\$5,647.74	\$0.00	\$0.00	\$756,846.61	\$756,846.61
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	\$0.00	\$76,153.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	\$0.00	\$0.00	\$2,068.58	\$3,578.97	\$0.00	\$12.97	\$3,591.94
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	\$90,116.28	\$179,457.85	\$147,100.66	\$38,921.97	\$0.00	\$874,916.22	\$913,838.19
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	\$29,629.36	\$12,468.49	\$96,502.44	\$72,695.70	(\$28,590.27)	\$104,712.22	\$352,935.16	\$429,057.11
7300 - Indirect Cost Pool Expense	\$5,572.44	\$2,459.89	\$19,040.43	\$13,061.26	(\$5,874.81)	\$19,901.89	\$73,258.15	\$87,285.23
7500 - Contract/Consultant Services	\$0.00	\$1,077.35	\$114,034.57	\$18.75	\$23,861.40	\$0.00	\$6,970.75	\$30,832.15
8100 - Non personnel expenses	\$3,059.80	\$338.77	\$23,606.66	\$5,635.10	\$8,211.44	\$77.99	\$55,766.65	\$64,056.08
8200 - Facility & equipment expenses	\$0.00	\$748.00	\$2,974.16	\$2,872.18	\$12,690.54	\$99.55	\$21,142.29	\$33,932.38
8300 - Travel & meetings expenses	\$68.12	\$4,296.47	\$2,341.33	\$1,029.12	\$100.69	\$0.00	\$9,720.74	\$9,821.43
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	\$76,752.28	\$0.00	\$17,327.85	\$1,704.85	\$0.00	\$73,431.35	\$75,136.20
8800 - In-Kind Expenses	\$0.00	\$0.00	\$295.19	\$0.00	\$0.00	\$0.00	\$76,330.26	\$76,330.26
Total - Expense	\$38,329.72	\$98,141.25	\$258,794.78	\$112,639.96	\$12,103.84	\$124,791.65	\$669,555.35	\$806,450.84
Net Ordinary Income	(\$38,329.72)	(\$8,024.97)	(\$79,336.93)	\$34,460.70	\$26,818.13	(\$124,791.65)	\$205,360.87	\$107,387.35
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$0.00	\$0.00	\$31,836.52	\$635.81	\$6,480.08	\$0.00	\$18,596.86	\$25,076.94
Total - Other Expense	\$0.00	\$0.00	\$31,836.52	\$635.81	\$6,480.08	\$0.00	\$18,596.86	\$25,076.94

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

Financial Row	30 Community Service															
	CASA	Community Services	Drug Free Communities	Emergency Services EFSP	Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	Safe Place Healing Hearts	Second Chance	VOCA	Youth Build	Total			
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																
Income																
4000 - Contribution Revenue	\$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	\$70.00
4100 - InKind Revenue	\$0.00	\$0.00	\$0.00	\$8,243.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,243.27
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
4400 - State Revenue	(\$921.25)	\$2,903.68	\$71,859.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,842.17
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$13,684.00	\$0.00	\$0.00	\$0.00	\$129,998.09	\$0.00	\$35,276.25	\$3,378.10	\$2,150.57	\$8,134.38	\$10,000.86	\$48,646.00	\$251,268.25
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$7.64	\$36.02	\$13.00	\$14.00	\$5.37	\$0.00	\$5.37	\$3.59	\$24.64	\$6.52	\$1.19	\$0.00	\$6.51	\$159.73	\$1.67	\$279.88
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	(\$913.61)	\$2,939.70	\$71,872.74	\$21,941.27	\$5.37	\$0.00	\$5.37	\$132,501.68	\$24.64	\$35,282.77	\$3,449.29	\$2,150.57	\$8,140.89	\$10,160.59	\$48,647.67	\$336,203.57
Expense																
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$1,776.98	\$2,583.65	\$4,360.63	\$0.00	\$0.00	\$0.00	\$0.00	\$1,863.43	\$0.00	\$700.00	\$0.00	\$6,924.06
7200 - Salaries & related expenses	\$29,026.32	\$0.00	\$1,455.85	\$6,754.15	\$0.00	\$0.00	\$0.00	\$77,143.84	\$0.00	\$26,213.71	\$7,829.57	\$5,185.00	\$15,556.76	\$13,475.90	\$26,690.39	\$209,331.49
7300 - Indirect Cost Pool Expense	\$5,777.94	\$0.00	\$299.30	\$1,334.52	\$0.00	\$0.00	\$0.00	\$15,588.44	\$0.00	\$5,257.56	\$1,722.99	\$1,026.97	\$3,171.17	\$2,657.47	\$5,505.75	\$42,342.11
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$4,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,754.00	\$0.00	\$0.00	\$0.00	\$67.00	\$4,123.93	\$0.00	\$0.00	\$21,224.93
8100 - Non personnel expenses	\$784.13	\$231.91	\$0.00	\$4.57	\$0.00	\$0.00	\$0.00	\$2,665.18	\$88.01	\$1,315.08	\$276.35	\$621.84	(\$359.17)	\$0.00	\$878.48	\$6,506.38
8200 - Facility & equipment expenses	\$192.84	\$342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,528.00	\$0.00	\$1,360.00	\$518.00	\$1,079.00	\$760.00	\$771.00	\$3,000.00	\$13,550.84
8300 - Travel & meetings expenses	\$0.00	\$523.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,712.16	\$0.00	\$4,305.08	\$121.94	\$831.47	\$1,977.84	\$446.89	\$425.82	\$15,345.14
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	\$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	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$92.40	\$0.00	\$0.00	\$0.00	\$1,867.82	\$0.00	\$0.00	\$933.19	\$0.00	\$0.00	\$0.00	\$26.69	\$2,920.10
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$8,243.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,243.27
Total - Expense	\$35,781.23	\$1,097.85	\$6,035.15	\$16,428.91	\$1,776.98	\$2,583.65	\$4,360.63	\$122,259.44	\$88.01	\$38,451.43	\$11,402.04	\$10,674.71	\$25,230.53	\$18,051.26	\$36,527.13	\$326,388.32
Net Ordinary Income	(\$36,694.84)	\$1,841.85	\$65,837.59	\$5,512.36	(\$1,771.61)	(\$2,583.65)	(\$4,355.26)	\$10,242.24	(\$63.37)	(\$3,168.66)	(\$7,952.75)	(\$8,524.14)	(\$17,089.64)	(\$7,890.67)	\$12,120.54	\$9,815.25
Other Income and Expenses																
Other Expense																
8500 - Other Expense	\$35.46	\$1,467.33	\$0.00	\$5,350.00	\$0.00	\$0.00	\$0.00	\$9,790.56	\$0.00	\$157.64	\$0.00	\$0.00	\$26.00	\$0.00	\$15,628.94	\$32,455.93
Total - Other Expense	\$35.46	\$1,467.33	\$0.00	\$5,350.00	\$0.00	\$0.00	\$0.00	\$9,790.56	\$0.00	\$157.64	\$0.00	\$0.00	\$26.00	\$0.00	\$15,628.94	\$32,455.93

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

Financial Row	40 Housing Department							Total
	HUD		Construction	Apartment (Lift)	Housing	Self Help Housing	TMA	
	Apartment	Apartment						
	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	\$19,116.27	\$0.00	\$0.00	\$19,116.27
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$1,842.50	\$0.00	\$0.00	\$1,842.50
4500 - Federal Revenue	\$0.00	\$0.00	\$20,560.69	\$0.00	\$18,340.09	\$48,816.52	\$109,235.23	\$196,952.53
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$5,180.00	\$64,193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,373.00
5100 - Program Fee Revenue	\$93.14	\$782.00	\$0.00	\$3,940.82	\$18,658.96	\$0.00	\$0.00	\$23,474.92
5300 - Interest and Dividends	\$33,178.00	\$4,242.63	\$0.00	\$0.00	\$2,291.01	\$0.00	\$0.00	\$39,711.64
5400 - Revenue from other sources	\$0.00	\$2,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,450.00
Total - Income	\$38,451.14	\$71,667.63	\$20,560.69	\$3,940.82	\$60,248.83	\$48,816.52	\$109,235.23	\$352,920.86
Expense								
7000 - Grants, contracts, & direct assistance	\$35,278.00	\$3,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,438.00
7200 - Salaries & related expenses	\$7,466.84	\$1,780.85	\$71,295.84	(\$98.30)	(\$6,494.05)	\$51,999.92	\$63,395.85	\$189,346.95
7300 - Indirect Cost Pool Expense	\$1,607.78	\$349.67	\$14,162.15	\$1,010.79	(\$1,318.39)	\$10,095.15	\$13,233.03	\$39,140.18
7500 - Contract/Consultant Services	\$0.00	\$1,555.00	\$5,576.00	\$0.00	\$15,850.00	\$0.00	\$4,568.57	\$27,549.57
8100 - Non personnel expenses	\$612.99	\$1,637.27	\$8,498.14	\$2.56	\$6,160.86	\$1,537.34	\$2,400.03	\$20,849.19
8200 - Facility & equipment expenses	\$3,471.05	\$17,670.54	\$4,668.91	\$1,046.17	\$110,049.13	\$3,477.92	\$3,320.00	\$143,703.72
8300 - Travel & meetings expenses	\$51.25	(\$15.33)	\$1,712.12	\$257.95	(\$1,130.46)	\$8,482.87	\$14,671.01	\$24,029.41
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	\$48,487.91	\$26,138.00	\$105,913.16	\$2,219.17	\$123,117.09	\$75,593.20	\$101,588.49	\$483,057.02
Net Ordinary Income	(\$10,036.77)	\$45,529.63	(\$85,352.47)	\$1,721.65	(\$62,868.26)	(\$26,776.68)	\$7,646.74	(\$130,136.16)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$0.00	\$1,587.10	\$4,844.31	\$0.00	\$70,538.62	\$0.00	\$5,570.21	\$82,540.24
Total - Other Expense	\$0.00	\$1,587.10	\$4,844.31	\$0.00	\$70,538.62	\$0.00	\$5,570.21	\$82,540.24

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

Financial Row		
	Transit	Total
	Amount	Amount
Ordinary Income/Expense		
Income		
4000 - Contribution Revenue	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00
4400 - State Revenue	\$52,369.00	\$52,369.00
4500 - Federal Revenue	\$5,644.92	\$5,644.92
4900 - Recoveries from Programs	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00
5100 - Program Fee Revenue	\$56,148.48	\$56,148.48
5300 - Interest and Dividends	\$291.41	\$291.41
5400 - Revenue from other sources	\$0.00	\$0.00
Total - Income	\$114,453.81	\$114,453.81
Expense		
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00
7200 - Salaries & related expenses	\$118,241.16	\$123,656.08
7300 - Indirect Cost Pool Expense	\$24,389.98	\$25,493.53
7500 - Contract/Consultant Services	\$11,946.50	\$11,946.50
8100 - Non personnel expenses	\$8,253.51	\$9,906.86
8200 - Facility & equipment expenses	\$100,280.33	\$100,280.33
8300 - Travel & meetings expenses	\$14,421.49	\$14,421.49
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	\$310,616.15	\$310,616.15
Net Ordinary Income	(\$196,162.34)	(\$196,162.34)
Other Income and Expenses		
Other Expense		
8500 - Other Expense	\$11,373.49	\$11,373.49

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

Financial Row	Economic Development /Lending		State Parks		Raymond Gary	Total
	Amount	Amount	Clayton Lake Amount	Hugo Lake 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	\$4,752.50	\$0.00	\$5,077.17	\$9,829.67
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	\$744.03	\$3,177.00	\$2,491.00	\$23,734.83	\$2,712.00	\$32,114.83
5300 - Interest and Dividends	\$3,799.60	\$0.00	\$0.00	\$559.02	\$98.14	\$657.16
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$4,543.63	\$3,177.00	\$7,243.50	\$25,068.85	\$7,887.31	\$43,376.66
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	\$7,225.79	\$20,393.31	\$7,330.29	\$34,949.39
7300 - Indirect Cost Pool Expense	\$0.00	\$0.00	\$1,520.69	\$4,295.25	\$1,502.20	\$7,318.14
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$321.15	\$75.00	\$396.15
8100 - Non personnel expenses	\$215.33	\$0.00	\$256.55	\$23,221.14	\$235.06	\$23,712.75
8200 - Facility & equipment expenses	\$4,014.72	\$64.84	\$1,004.72	\$69,696.27	\$1,979.58	\$72,745.41
8300 - Travel & meetings expenses	\$0.00	\$0.00	\$53.75	\$1,981.98	\$276.94	\$2,312.67
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	\$4,230.05	\$64.84	\$10,061.50	\$119,909.10	\$11,399.07	\$141,434.51
Net Ordinary Income	\$313.58	\$3,112.16	(\$2,818.00)	(\$94,840.25)	(\$3,511.76)	(\$98,057.85)
Other Income and Expenses						
Other Expense						
8500 - Other Expense	\$0.00	\$0.00	\$241.09	\$3,384.24	\$567.14	\$4,192.47
Total - Other Expense	\$0.00	\$0.00	\$241.09	\$3,384.24	\$567.14	\$4,192.47

LIFT Community Action Agency Inc

Parent - Lift : LIFT Community Action Agency Inc

Credit Card Vendor Totals

Feb 2024

Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	\$11,572.74
DAVISON FUELS & OIL, LLC	\$8,698.44
HOME DEPOT BRC/GECF	\$7,416.57
TCM BANK NA	\$36,129.65
WAL-MART COMMUNITY BRC	\$5,563.86
Total	\$69,381.26

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

Program	Business expenses	Contractor/consultant Services	Facility & equipment expenses				Food Expenses				Non personnel expenses										Other Expense						Travel & meetings expenses				Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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			Construction		EQUIPMENT		Repair/Main		Food		Non-Food		Other Food		Events/Me		Medical/De		Office/Teac		Other/Maint		Telephone		WX		Advertising & Community		Computer & Software			Fees/Dues		Incentive		Other		PROJECT		Recognitio		Training & TTA		Out of Area		Vehicle																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
			Renovation	CAPITALIZE	Building/Equip	Total	Nutrition Cost	Nutrition Cost	Expense	Total	Expense	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies		Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies	Supplies

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Dec 2023, Adjust 2023, Jan 2024, Feb 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	\$8,765.99	\$184,325.01	4.54%
4500 - Federal Revenue	\$999,189.00	\$193,484.00	\$805,705.00	19.36%
Total - Income	\$1,192,280.00	\$202,249.99	\$990,030.01	16.96%
Gross Profit	\$1,192,280.00	\$202,249.99	\$990,030.01	16.96%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$512,515.00	\$105,754.95	\$406,760.05	20.63%
7230 - Pension plan contributions	\$50,593.00	\$6,957.01	\$43,635.99	13.75%
7240 - Employee benefits - not pension	\$68,696.00	\$14,966.74	\$53,729.26	21.79%
7250 - Payroll taxes, etc.	\$53,984.00	\$8,643.32	\$45,340.68	16.01%
Total - 7200 - Salaries & related expenses	\$685,788.00	\$136,322.02	\$549,465.98	19.88%
7300 - Indirect Cost Pool Expense	\$134,791.00	\$22,883.02	\$111,907.98	16.98%
7500 - Contract/Consultant Services	\$2,500.00	\$847.27	\$1,652.73	33.89%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$34,340.00	\$9,029.42	\$25,310.58	26.29%
8120 - Other/Maint Supplies	\$0.00	\$1,067.42	(\$1,067.42)	0.00%
8130 - Telephone & Internet	\$0.00	\$1,765.98	(\$1,765.98)	0.00%
8140 - Postage & shipping	\$0.00	\$84.07	(\$84.07)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$2,605.51	(\$2,605.51)	0.00%
8170 - Printing & copying	\$0.00	\$669.31	(\$669.31)	0.00%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$36,840.00	\$15,221.71	\$21,618.29	41.32%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$45.34	(\$45.34)	0.00%
8220 - Electric	\$25,500.00	\$2,328.04	\$23,171.96	9.13%
8225 - Water	\$0.00	\$356.08	(\$356.08)	0.00%
8230 - Trash	\$0.00	\$297.66	(\$297.66)	0.00%
8235 - Sewer	\$0.00	\$185.56	(\$185.56)	0.00%
8240 - Natural Gas	\$0.00	\$442.18	(\$442.18)	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	\$1,060.31	\$25,939.69	3.93%
Total - 8200 - Facility & equipment expenses	\$52,500.00	\$5,799.50	\$46,700.50	11.05%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,000.00	\$929.94	\$4,070.06	18.60%
8320 - Out of Area Travel	\$34,000.00	\$221.69	\$33,778.31	0.65%
8330 - Fuel Cost	\$0.00	\$176.57	(\$176.57)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$123.23	(\$123.23)	0.00%
Total - 8300 - Travel & meetings expenses	\$39,000.00	\$1,451.43	\$37,548.57	3.72%
8400 - Insurance Expense	\$13,500.00	\$1,654.63	\$11,845.37	12.26%
8700 - Food Expenses				
8710 - Food Nutrition Cost	\$22,070.00	\$14,846.05	\$7,223.95	67.27%
8730 - Other Food Expense	\$0.00	\$816.52	(\$816.52)	0.00%
Total - 8700 - Food Expenses	\$22,070.00	\$15,662.57	\$6,407.43	70.97%
8800 - In-Kind Expenses	\$0.00	\$8,765.99	(\$8,765.99)	0.00%
Total - Expense	\$986,989.00	\$208,608.14	\$778,380.86	21.14%
Other Income and Expenses				
Other Expense				

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8500 - Other Expense				
8530 - Fees/Dues	\$0.00	\$1,702.72	(\$1,702.72)	0.00%
8540 - Training & TTA	\$19,304.00	\$5,098.26	\$14,205.74	26.41%
8570 - Advertising & Community Sponsorships	\$2,000.00	\$726.04	\$1,273.96	36.30%
8590 - Other Expenses	\$21,496.00	\$0.00	\$21,496.00	0.00%
Total - 8500 - Other Expense	\$42,800.00	\$7,527.02	\$35,272.98	17.59%
Total - Other Expense	\$42,800.00	\$7,527.02	\$35,272.98	17.59%
Net Income	\$162,491.00	(\$13,885.17)	\$176,376.17	-8.55%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Dec 2023, Adjust 2023, Jan 2024, Feb 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	\$112,603.67	\$571,993.33	16.45%
4200 - Miscellaneous Revenue	\$0.00	\$7,924.80	(\$7,924.80)	0.00%
4500 - Federal Revenue	\$3,510,751.00	\$776,360.00	\$2,734,391.00	22.11%
Total - Income	\$4,195,348.00	\$896,888.47	\$3,298,459.53	21.38%
Gross Profit	\$4,195,348.00	\$896,888.47	\$3,298,459.53	21.38%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,038,720.00	\$425,425.95	\$1,613,294.05	20.87%
7230 - Pension plan contributions	\$202,000.00	\$30,320.55	\$171,679.45	15.01%
7240 - Employee benefits - not pension	\$273,476.00	\$61,151.73	\$212,324.27	22.36%
7250 - Payroll taxes, etc.	\$215,533.00	\$34,523.46	\$181,009.54	16.02%
Total - 7200 - Salaries & related expenses	\$2,729,729.00	\$551,421.69	\$2,178,307.31	20.20%
7300 - Indirect Cost Pool Expense	\$536,183.00	\$112,897.67	\$423,285.33	21.06%
7500 - Contract/Consultant Services	\$46,700.00	\$8,972.12	\$37,727.88	19.21%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$13,250.00	\$29,944.12	(\$16,694.12)	225.99%
8120 - Other/Maint Supplies	\$0.00	\$5,269.39	(\$5,269.39)	0.00%
8130 - Telephone & Internet	\$0.00	\$12,373.27	(\$12,373.27)	0.00%
8140 - Postage & shipping	\$0.00	\$392.15	(\$392.15)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$12,357.13	(\$12,357.13)	0.00%
8170 - Printing & copying	\$0.00	\$3,155.53	(\$3,155.53)	0.00%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$14,250.00	\$63,491.59	(\$49,241.59)	445.56%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$962.13	(\$962.13)	0.00%
8220 - Electric	\$35,000.00	\$10,353.47	\$24,646.53	29.58%
8225 - Water	\$0.00	\$1,173.94	(\$1,173.94)	0.00%
8230 - Trash	\$0.00	\$2,035.20	(\$2,035.20)	0.00%
8235 - Sewer	\$0.00	\$959.90	(\$959.90)	0.00%
8240 - Natural Gas	\$0.00	\$1,022.66	(\$1,022.66)	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	\$12,686.58	\$1,521.42	89.29%
Total - 8200 - Facility & equipment expenses	\$49,208.00	\$34,251.74	\$14,956.26	69.61%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$7,867.08	\$2,132.92	78.67%
8320 - Out of Area Travel	\$3,400.00	\$2,250.70	\$1,149.30	66.20%
8330 - Fuel Cost	\$0.00	\$1,098.52	(\$1,098.52)	0.00%
8335 - Vehicle Repair & Maint	\$7,000.00	\$574.83	\$6,425.17	8.21%
8340 - Child Transportation Exp	\$0.00	\$387.00	(\$387.00)	0.00%
Total - 8300 - Travel & meetings expenses	\$20,400.00	\$12,178.13	\$8,221.87	59.70%
8400 - Insurance Expense	\$23,500.00	\$7,718.06	\$15,781.94	32.84%
8700 - Food Expenses	\$46,800.00	\$40,219.24	\$6,580.76	85.94%
8800 - In-Kind Expenses	\$684,597.00	\$112,603.67	\$571,993.33	16.45%
Total - Expense	\$4,151,367.00	\$943,753.91	\$3,207,613.09	22.73%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8520 - Recognition	\$0.00	\$305.51	(\$305.51)	0.00%
8530 - Fees/Dues	\$865.00	\$4,034.13	(\$3,169.13)	466.37%
8540 - Training & TTA	\$39,956.00	\$6,085.25	\$33,870.75	15.23%
8570 - Advertising & Community Sponsorships	\$2,160.00	\$3,460.83	(\$1,300.83)	160.22%
8590 - Other Expenses	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8500 - Other Expense	\$43,981.00	\$13,885.72	\$30,095.28	31.57%
Total - Other Expense	\$43,981.00	\$13,885.72	\$30,095.28	31.57%
Net Income	\$0.00	(\$60,751.16)	\$60,751.16	0.00%

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

EHS CC 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$2,807.67	(\$2,807.67)	0.00%
4500 - Federal Revenue	\$2,216,745.00	\$1,063,141.00	\$1,153,604.00	47.96%
Total - Income	\$2,216,745.00	\$1,065,948.67	\$1,150,796.33	48.09%
Gross Profit	\$2,216,745.00	\$1,065,948.67	\$1,150,796.33	48.09%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$471,363.00	\$246,072.90	\$225,290.10	52.20%
7230 - Pension plan contributions	\$37,710.00	\$20,379.41	\$17,330.59	54.04%
7240 - Employee benefits - not pension	\$60,782.00	\$37,252.98	\$23,529.02	61.29%
7250 - Payroll taxes, etc.	\$40,302.00	\$19,453.12	\$20,848.88	48.27%
Total - 7200 - Salaries & related expenses	\$610,157.00	\$323,158.41	\$286,998.59	52.96%
7300 - Indirect Cost Pool Expense	\$123,968.00	\$64,970.62	\$58,997.38	52.41%
7500 - Contract/Consultant Services	\$1,016,075.00	\$519,445.15	\$496,629.85	51.12%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$64,000.00	\$85,304.59	(\$21,304.59)	133.29%
8120 - Other/Maint Supplies	\$5,000.00	\$2,992.31	\$2,007.69	59.85%
8130 - Telephone & Internet	\$14,400.00	\$2,451.77	\$11,948.23	17.03%
8140 - Postage & shipping	\$0.00	\$279.72	(\$279.72)	0.00%
8150 - Medical/Dental Supplies	\$1,000.00	\$6,982.11	(\$5,982.11)	698.21%
8160 - Events/Meeting Expense	\$0.00	\$16.65	(\$16.65)	0.00%
8170 - Printing & copying	\$15,000.00	\$3,427.72	\$11,572.28	22.85%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$101,400.00	\$101,454.87	(\$54.87)	100.05%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$372.49	(\$372.49)	0.00%
8220 - Electric	\$720.00	\$4,939.97	(\$4,219.97)	686.11%
8225 - Water	\$500.00	\$110.39	\$389.61	22.08%
8230 - Trash	\$300.00	\$375.89	(\$75.89)	125.30%
8235 - Sewer	\$300.00	\$50.64	\$249.36	16.88%
8240 - Natural Gas	\$500.00	\$352.62	\$147.38	70.52%
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	\$4,731.74	\$42,518.26	10.01%
Total - 8200 - Facility & equipment expenses	\$171,692.00	\$13,643.25	\$158,048.75	7.95%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$7,500.00	\$3,873.38	\$3,626.62	51.65%
8320 - Out of Area Travel	\$5,250.00	\$3,832.11	\$1,417.89	72.99%
8330 - Fuel Cost	\$5,000.00	\$1,266.90	\$3,733.10	25.34%
8335 - Vehicle Repair & Maint	\$0.00	\$428.75	(\$428.75)	0.00%
Total - 8300 - Travel & meetings expenses	\$17,750.00	\$9,401.14	\$8,348.86	52.96%
8400 - Insurance Expense	\$6,300.00	\$8,286.51	(\$1,986.51)	131.53%
8700 - Food Expenses	\$3,000.00	\$141.78	\$2,858.22	4.73%
8800 - In-Kind Expenses	\$0.00	\$2,807.67	(\$2,807.67)	0.00%
Total - Expense	\$2,050,342.00	\$1,043,309.40	\$1,007,032.60	50.88%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$25,000.00	\$9,093.00	\$15,907.00	36.37%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
8530 - Fees/Dues	\$1,500.00	\$2,224.25	(\$724.25)	148.28%
8540 - Training & TTA	\$42,863.00	\$16,063.57	\$26,799.43	37.48%
8560 - Computer & Software Related Expenses	\$0.00	\$6.12	(\$6.12)	0.00%
8570 - Advertising & Community Sponsorships	\$7,500.00	\$4,809.36	\$2,690.64	64.12%
8590 - Other Expenses	\$2,000.00	\$0.00	\$2,000.00	0.00%
8595 - Subsidy Expense	\$89,540.00	\$98,231.50	(\$8,691.50)	109.71%
Total - 8500 - Other Expense	\$168,403.00	\$130,427.80	\$37,975.20	77.45%
Total - Other Expense	\$168,403.00	\$130,427.80	\$37,975.20	77.45%
Net Income	(\$2,000.00)	(\$107,788.53)	\$105,788.53	5,389.43%

Funding Opportunity: Housing Stability Program
Funding Entity: Oklahoma Housing Finance Agency
Amount Requested: \$1,174,110

On June 2, 2023, Oklahoma House Bill 1031 became law, which established the Oklahoma Housing Stability Program (OHSP), and further created the Oklahoma Homebuilder Program and assigned administration to the Oklahoma Housing Finance Agency (OHFA). The purpose of the Oklahoma Homebuilder Program is to increase the number of Single-Family residences available for purchase across the State of Oklahoma. The Oklahoma Homebuilder Program will provide a 0% interest, 24 month recourse construction loan to homebuilders willing to fulfill this purpose.

LIFT Community Action Agency, Inc. is requesting the Board of Director's approval to submit an application to the Oklahoma Housing Finance Agency for the HSP loan program. If awarded, LIFT will use these funds to construct five single family homes in Choctaw County. One home would be located within the City limits of Hugo and four homes would be located approximately four miles outside of the city limits of Hugo, Oklahoma.

These homes would include several energy efficient measures making them more affordable and more attractive to potential homebuyers. The homes will range in square footage from 1250 to 1800 square feet of living space featuring three bedrooms and two baths. The homes will be marketed to all income households.

LIFT CAA would use proceeds from the sale of these homes to repay the loan dollars. All revenue generated will provide resources for ongoing housing development. Upon completion of construction and repayment of loan funds to OHFA, LIFT CAA could reapply for HSP funds to construct more homes.

LIFT Transit 5311 Grant FY 2025

LIFT Transit is applying for federal funds through the Section 5311 Nonurbanized Area Formula Grant. This is an annual grant made available through the Federal Transit Administration and administered at the state level by the Oklahoma Department of Transportation. The estimated amount of funds available is **\$452,200.00** based on the previous year's allocation.

These federal dollars will be applied to the expenses of operating the transit program in McCurtain, Pushmataha, and Choctaw Counties. The program year begins on October 1, 2024, and will close on September 30, 2025.

The final draft for this application is due on May 1, 2024.

AUTHORIZING RESOLUTION

Resolution Number: 25

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION, TRANSIT PROGRAMS DIVISION, FOR A GRANT UNDER 49 U.S.C. SECTION 5311, NONURBANIZED AREA FORMULA PROGRAM.

WHEREAS, pursuant to chapter 53 of title 49 U.S.C., the secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the Oklahoma Department of Transportation, hereinafter referred to as the DEPARTMENT, is submitting a Section 5311 Nonurbanized Area Formula grant application to the Federal Transit Administration, hereinafter referred to as the FTA; and

WHEREAS, the LIFT Community Action Agency, Inc. hereinafter referred to as APPLICANT wishes to receive financial assistance pursuant to the FTA Section 5311 Program finds that will be made available under this grant; and

WHEREAS, the APPLICANT will be required to execute a contract to receive the financial assistance pursuant to the FTA Section 5311 program grant; and,

WHEREAS, the contract will impose certain obligations upon the APPLICANT required by the FTA in accordance with the provisions under the chapter 53 of Title 49 U.S.C., as amended.

NOW, THEREFORE BE IT RESOLVED BY THE LIFT COMMUNITY ACTION AGENCY BOARD OF DIRECTORS THAT Rebecca Porter, Executive Director is authorized to:

1. submit a grant application to the DEPARTMENT seeking FTA Section 5311 program financial assistance for the purpose of operating a rural public transit system in Choctaw, McCurtain and Pushmataha Counties, Oklahoma;
2. execute certifications and assurances or any other documents as maybe required by the DEPARTMENT and/or FTA, for the purpose of receiving said grant;
3. furnish such additional information as the DEPARTMENT and/or FTA may require in connection with the application of the project;
4. set forth and execute Disadvantaged Business Enterprise policies and procedures in connection with the projects procurement needs; and
5. execute a contract with the DEPARTMENT seeking financial assistance on behalf of the APPLICANT to aid in the financing of above said projects.

CERTIFICATE

The undersigned duly qualified and acting chairperson of the Board of Directors of the LIFT Community Action Agency, Inc. Board of Directors certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the LIFT Community Action Agency Board of Directors held on March 12, 2024.

Signature of Authorized Representative

Date

David Hawkins, Board Chairperson
Title of Authorized Representative

OFFICIAL SEAL



Community Action Agency, Inc.

*Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman*

RESOLUTION

WHEREAS, it has come to the attention of the Board of Directors of LIFT Community Action Agency, Inc., that it becomes necessary from time to time for the Executive Director to take action on various matters, and

WHEREAS, the Executive Director of the agency is available and willing to perform as the contracting official for the agency, and

WHEREAS, the officers of the agency are not always readily available when a timely action or response is required.

WHEREAS, the Board of Directors have previously authorized the Executive Director to contract for and execute such legal matters and documents on behalf of the agency as may be required.

WHEREAS, it has come to the attention of the Board of Directors that the Executive Director is required to sign some legal documents as "President" of the agency.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director of LIFT Community Action Agency, Inc., be authorized to contract for and execute such legal matters on behalf of the agency as may be required and that said Executive Director may execute such documents on behalf of the agency as "Executive Director" or as "President" whichever may be required.

BE IT FURTHER RESOLVED, that this resolution shall remain in effect until rescinded by the Board of Directors.

Adopted and approved on this 12th day of March, 2024, in a regular meeting of the Board of Directors of LIFT Community Action Agency, Inc.

David Hawkins
Chairperson
Board of Directors

Witness



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



Funding Entity: KEDDO (Kiamichi Economic Development District of Oklahoma)
Funding Opportunity: FY2025 KEDDO AAA (Area Agency on Aging) Older Americans Act Title III Program for Title III-B– Transportation Services
Amount Requested: \$57,276
Project Timeline: 12 months (July 1, 2024 – June 30, 2025)

LIFT Community Action Agency’s Transit Program is requesting the Board’s Approval to apply to KEDDO’s Area Agency on Aging program for a Title III grant in the amount of \$57,276 in order to expand transportation services to older individuals (60 and over).

The Older Americans Act of 1965, as amended, provides grant funding for the development of comprehensive and coordinated service systems for older individuals. The KEDDO Area Agency on Aging administers Older Americans Act funding in the counties of Choctaw, Haskell, Latimer, LeFlore, McCurtain, Pittsburg, and Pushmataha. It is the Area Agency on Aging’s responsibility to assess the needs of older individuals in the planning and service area and to fund (or advocate for) services to meet the identified needs. Older individuals are defined as all persons 60 years of age and over. Services must be targeted to older individuals who are in greatest social and economic need, with particular attention to low-income minority individuals and older individuals residing in rural areas.

If awarded, Funds will be used by LCAA, Inc. to administer and operate a Title III program to provide public transportation for eligible participants residing in Choctaw, McCurtain and Pushmataha counties within the KEDDO district.

Funding Entity:	NeighborWorks America
Funding Opportunity:	FY24 National NeighborWorks® Week June 1st - June 8 th , 2024)
Project:	Social Media Campaign and Email Marketing
Funding Amount:	\$1000

Each June, NeighborWorks® America and its network of local organizations mobilize tens of thousands of volunteers, businesspeople, neighbors, friends, and local and national elected and civic leaders in a week of neighborhood change and awareness.

Through the National NeighborWorks Week initiative, organizations bring awareness not only to the needs that exist within communities but also the work that NWO's are doing to address these needs. These activities serve to:

- Build community spirit and celebrate community resilience.
- Showcase the way NeighborWorks benefits our community.
- Enhance our credibility with partners, funders, and community members.
- Reinforce value of being part of NeighborWorks with board, staff, and community.
- Improve brand awareness and name recognition for our NeighborWorks organization and NeighborWorks America

LIFT CAA is requesting Board Approval to request funds from NeighborWorks America in the amount of \$1000 to conduct two activities during NeighborWorks® Week.

Activity One-Social Media Campaign: LIFT CAA will engage in a Social Media campaign utilizing Facebook and Twitter and the NWW hashtag to increase awareness about the NeighborWorks philosophy and the partnership between LIFT and NeighborWorks America. This activity will occur throughout the entire week of June 1st through June 8th, 2024.

Activity Two-Email Marketing: LIFT CAA will send mass emails to staff, funders, Board members and others to raise awareness about NeighborWorks and to highlight the value of LIFT CAA's partnership with NeighborWorks America.



Choctaw Nation of Oklahoma Child Care Assistance Program

P.O. Box 1210 • Durant, OK • 74702-1210
580-924-8280 or 1-800-522-6170
Fax: 580-920-4959
www.cncca.org

Gary Batton, Chief

Jack Austin, Jr., Asst. Chief

Choctaws... Growing with Pride, Hope and Success

FY2023/2024

GRANT AWARD NOTIFICATION

Date: 2-13-24

PROVIDER: LIFT-Antlers ELC

We are pleased to notify you that your FY22/23 Improvement Grant application has been approved in the amount of:

\$ 2180.00

Attached you will find order forms you may use to list the items you wish to order from **Kaplan, Constructive Playthings (US Toy Co.) and Lakeshore**. Please complete the order form(s) and return them (it) to the Choctaw Nation Child Care Assistance office. You may send them by:

Mail: Choctaw Nation Child Care Assistance
Attn: Elizabeth Thompson
P.O. Box 1210
Durant, OK 74702

Fax: 580-920-4959 or email: ethompson@choctawnation.com

Your order will be placed as soon as possible after we receive it and you should receive your requested items within a few weeks.

Note: When you are preparing your orders, it will be helpful if you order a little over what the award amount is and mark them as your first choice to be deleted should we not be able to get those items.

Please feel free to contact me with any questions about your order.

Yakoke,

Elizabeth Thompson

Elizabeth Thompson, Child Care Assistance Program Manager
Phone: 580-642-7344
ethompson@choctawnation.com



Choctaw Nation of Oklahoma Child Care Assistance Program

P.O. Box 1210 • Durant, OK • 74702-1210

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Gary Batton, Chief

Jack Austin, Jr., Asst. Chief

Choctaws... Growing with Pride, Hope and Success

FY2023/2024

GRANT AWARD NOTIFICATION

Date: 2-13-24

PROVIDER: LFT-Broken Bow ELC

We are pleased to notify you that your FY22/23 Improvement Grant application has been approved in the amount of:

\$2240.00

Attached you will find order forms you may use to list the items you wish to order from **Kaplan, Constructive Playthings (US Toy Co.) and Lakeshore**. Please complete the order form(s) and return them (it) to the Choctaw Nation Child Care Assistance office. You may send them by:

Mail: Choctaw Nation Child Care Assistance
Attn: Elizabeth Thompson
P.O. Box 1210
Durant, OK 74702

Fax: 580-920-4959 or email: ethompson@choctawnation.com

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Please feel free to contact me with any questions about your order.

Yakoke,

Elizabeth Thompson

Elizabeth Thompson, Child Care Assistance Program Manager
Phone: 580-642-7344
ethompson@choctawnation.com



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Fax: 580-920-4959

www.cncca.org

Gary Batton, Chief

Jack Austin, Jr., Asst. Chief

Choctaws... Growing with Pride, Hope and Success

FY2023/2024

GRANT AWARD NOTIFICATION

Date: 2-13-24

PROVIDER: LIFT - Hugo ELC

We are pleased to notify you that your FY22/23 Improvement Grant application has been approved in the amount of:

\$ 2240.00

Attached you will find order forms you may use to list the items you wish to order from **Kaplan, Constructive Playthings (US Toy Co.) and Lakeshore**. Please complete the order form(s) and return them (it) to the Choctaw Nation Child Care Assistance office. You may send them by:

Mail: Choctaw Nation Child Care Assistance
Attn: Elizabeth Thompson
P.O. Box 1210
Durant, OK 74702

Fax: 580-920-4959 or email: ethompson@choctawnation.com

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Yakoke,

Elizabeth Thompson

Elizabeth Thompson, Child Care Assistance Program Manager
Phone: 580-642-7344
ethompson@choctawnation.com



Choctaw Nation of Oklahoma Child Care Assistance Program

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Fax: 580-920-4959
www.cncca.org

Gary Batton, Chief

Jack Austin, Jr., Asst. Chief

Choctaws... Growing with Pride, Hope and Success

FY2023/2024

GRANT AWARD NOTIFICATION

Date: 2-13-24

PROVIDER: LIFT-Idabel ELC

We are pleased to notify you that your FY22/23 Improvement Grant application has been approved in the amount of:

\$ 2140.00

Attached you will find order forms you may use to list the items you wish to order from **Kaplan, Constructive Playthings (US Toy Co.) and Lakeshore**. Please complete the order form(s) and return them (it) to the Choctaw Nation Child Care Assistance office. You may send them by:

Mail: Choctaw Nation Child Care Assistance
Attn: Elizabeth Thompson
P.O. Box 1210
Durant, OK 74702

Fax: 580-920-4959 or email: ethompson@choctawnation.com

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Please feel free to contact me with any questions about your order.

Yakoke,

Elizabeth Thompson

Elizabeth Thompson, Child Care Assistance Program Manager
Phone: 580-642-7344
ethompson@choctawnation.com

Remittance Info: Inv SHSPP Y5 INV1

National Institute for Children's Health Quality, Inc.
308 Congress Street, 5th Floor
Boston, MA 02210
6173912700

JPMorgan Chase Bank, N.A.
Verify: 888-237-9615
90-7162/3222

Item G2
0211892115

2/12/2024

PAY TO THE ORDER OF LIFT COMMUNITY ACTION AGENCY, INC.

\$ 2500.00

Two Thousand Five Hundred and 00/100

DOLLARS

0033467 01 MB 0.571 **AUTO T5 0 5030 74743-380908 -C11-P33500-I

VOID AFTER 90 DAYS



LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OK 74743-3809



John R. [Signature]
Bill.com, LLC, Issuer

⑈0211892115⑈ ⑆322271627⑆ 215376176⑈

From: National Institute for Children's Health Quality, Inc.
Pay To: LIFT COMMUNITY ACTION AGENCY, INC.

Date: 2/12/2024
Check #: 211892115

Invoice #	Bill Amount	Payment Amount
SHSPP_Y5 INV1	\$2,500.00	\$2,500.00
Total		\$2,500.00

**Get paid up to
7 days earlier
with BILL!**

Easily create your account and
get paid electronically.

Scan the QR code to get started



OR

Go to bill.com/epay and enter this
code:

44j02iir

DocuSign Envelope ID: 514E3250-F0P0-4692-5770-2A90A7105000

INVOICE

Grantor:	Please Remit To:
National Institute for Children's Health Quality 308 Congress Street 5th Floor Boston, MA 02210	Lift Community Action Agency 104 N E Street Hugo, OK 74743 SHSPP Y5 INV 1

Project Director:	Kenn Harris	Invoice #:	SHSPP_Y5_INV1
Project Number:	9351	Invoice Date:	01/22/24
Project Title:	Supporting Healthy Start Performance Project	Invoice Period:	01/01/24 to 01/22/24
Project Period:	06/01/23 to 05/31/24		
Agreement Amount:	\$ 2,500.00		
Account Contact:	Pam Waugh		
Contact Phone:			
Contact Email:	pam.waugh@nichq.org		

Description	Current	Cumulative	Budget
☒ Participate in the Healthy Start Cuff Kit Pilot Project extension between January 1, 2024 - March 31 2024.	2,500.00	-	2,500.00
☐			
☐			
☐			
☐			
Grand Total	2,500.00	-	2,500.00

Balance Due ☒ \$ 2,500.00

I certify to the best of my knowledge and belief that the information above is correct,
that all outlays were made in accordance with the grant agreement, that payment is
due, and that payment has not been previously requested.

Submitted by: *Rebecca Porter*

NICHQ

Approved by: _____

Date: _____



**MENTORING+**

Powered by Youth Collaboratory

SUBGRANTEE AGREEMENT

CONDITIONS OF SUB-AWARDS

Catalog of Federal Domestic Assistance (CFDA)

Title: Juvenile Mentoring Program
CFDA Number: 16.726
Type of Assistance: Project Grants
Title of Program: OJJDP FY 2023 Multistate Mentoring Programs Initiative
Award Number: 15PJDP-23-GG-05298-MENT

This Subgrantee Agreement, signed on February 15, 2024, between Youth Collaboratory of Pittsburgh, PA and **LIFT COMMUNITY ACTION AGENCY, INC. (LIFT) (Mentoring+ Antlers, OK)** is for the purposes of implementing and managing Youth Collaboratory's Mentoring+ project.

Contract Period March 1, 2024 to May 30, 2026
Period of Project Performance: March 1, 2024 to May 30, 2026
Match Enrollment Period: March 1, 2024 to December 31, 2025
Period of Reporting Requirements: March 1, 2024 to June 30, 2026

Total Budget Amount: \$100,000
Scope of Service: Service to 75 youth and 75 mentors during project

LIFT agrees to meet the following set of expectations:

1. Spend sub-award funding on eligible activities only as outlined in approved budget
2. Follow and adhere to listed program requirements and federal laws
3. Attend required trainings/meetings
4. Participate in required technical assistance and grant monitoring activities
5. Ensure that staff have the necessary equipment (webcam and microphone) for virtual meetings
6. Submit accurate monthly financial reports, due the 20th of the following month. Readily submit supporting documents upon request
7. Submit quarterly narrative reports on progress towards performance goals and annual work plan, due January 10th, April 10th, July 10th, and October 10th
8. Utilize the Youth Collaboratory IMS system to collect Mentoring+ data that is accurate, complete, relevant, and timely, per guidance provided by Youth Collaboratory
9. Prepare an end of grant report in template provided by Youth Collaboratory, due to Youth Collaboratory on or before June 30, 2026
10. Be in good standing as a member of Youth Collaboratory for each year of this sub-contract
11. Be in alignment with the Youth Collaboratory statements on [Equity and Liberation](#) and [Youth Collaboration](#) and continue efforts to ensure all our program practices are centered in equity
12. Participate in and comply with Youth Collaboratory and Department of Justice sponsored data collection and evaluation efforts

LIFT agrees to the following specific activities of this grant:

Implement the Mentoring+ project as designed:



1. Provide services to youth and mentors:
 - **Youth:** Provide service to no less than 75 youth during the program period, 50% served through existing matches and 50% served through new matches.
 - **Mentors:** Provide services to no less than 75 mentors during the program period, 50% served through existing matches and 50% served through new matches.
2. Training:
 - **Enhanced Training:** Incorporation of the enhanced training curricula in their mentoring program.
 - **In-Person Meeting/Training:** A minimum of two staff will participate in Youth Collaboratory's /In-person Meeting/Training event held the first and second year of the project.
 - **Staff Training:** All staff working on the project must complete Positive Youth Development training and training centered around equity, cultural responsiveness, restorative practices, well-being, and authentic youth collaboration.
3. Technical Assistance:
 - **Individualized Technical Assistance:** In partnership with Youth Collaboratory, create an individual TA Plan to ensure implementation of the program enhancements in their program.
 - **Technical Assistance Support:** Work with Youth Collaboratory to ensure implementation of the training as designed, & achievement of TA Plan goals.
 - **TA Support & Program Monitoring:** Host at least one technical assistance support/monitoring visit.
 - **Fiscal Monitoring:** Participate in on-going web-based fiscal reviews during the grant period.
 - **Chapter Meetings:** Participate in monthly online meetings/trainings, with necessary resources for virtual meetings, including a webcam and microphone.
4. Support:
 - **Tracking of Program Progress:** Submit documentation for program reports, data collection, & evaluation as required and requested.
 - **Evidence-Based Practices:** Incorporate evidence-based practices into the activities provided.
 - **Youth Development:** Integrate positive youth development into all aspects of the mentoring program, and exhibit effort to ensure positive outcomes are observed among a diverse range of mentees.
 - **Youth Collaboratory E-Newsletters:** Review Youth Collaboratory's E-Newsletter for relevant information and opportunities.

In addition, **LIFT** agrees to:

5. Letters of Agreement with Community Stakeholders: Hold a signed Letter of Agreement (LOA) with additional community stakeholders that includes LOAs representing 4 of the following categories: faith-based organizations, other non-profits, community-based organizations, local business/private industry, education provider, secondary education provider, mental health/counseling, workforce development program, child welfare system, juvenile justice providers, civic/local government. An agreement with at least one service provider that works with youth victimized by sex and/or labor trafficking is strongly encouraged.
6. Adhere to Rigorous Standards for Recruitment, Screening, Training, and Support of Mentors: Partners will use best practices to ensure that the practices they use in recruiting, screening, training, and supporting mentors meets high standards, and remains in compliance with any issued guidance from Department of Justice. At a minimum, this includes:
 - a. Recruitment of volunteers that reflect the diversity of youth being served
 - i. Develop & implement a volunteer recruitment plan
 - b. Volunteer screening
 - i. Written application



- ii. Background check
 - 1. State & federal criminal records through fingerprinting checks
 - 2. National sex offender registry
 - 3. Child abuse central registry
 - 4. Driving record check
- iii. Interview
- iv. References (at least 3 references)
- c. Training
 - i. Includes application of training enhancements developed for Mentoring+
 - ii. Includes training focused on positive youth development, equity, cultural responsiveness, restorative practices, well-being, and authentic youth collaboration.
- d. Matching
 - i. Based on common interests, practical considerations, & mentor motivation
- e. Match Support
 - i. Regular monthly contact to promote match sustainability
- f. Match Closure
 - i. Match closures celebrate accomplishments
- 7. Adhere to Rigorous Standards for Recruitment, Screening, Service Delivery, and Support for Youth:
Partners will use best practices to ensure that the practices they use in recruiting, screening, serving, and supporting youth meets high standards. At a minimum, this includes:
 - a. Recruitment of youth that reflect the diversity of the community in which the program is situated
 - i. Develop & implement a youth recruitment plan
 - b. Youth screening
 - i. Written application
 - ii. Meet criteria to be in Mentoring+
 - 1. Age 6 through age 17 at time of enrollment, with 30% of youth between the ages of 13-17 at enrollment
 - 2. Placed at-risk as defined by funder
 - c. Service Delivery
 - i. Matching
 - 1. Based on common interests, practical considerations, & mentor motivation
 - 2. With opportunity for the child or youth to provide input into the matching process
 - ii. Regular monthly contact to promote match sustainability
 - iii. Match Closure
 - 1. Match closures celebrate accomplishments
 - d. Support for Youth
 - i. Opportunities for leadership & development
 - ii. Recognition and celebration of culture

The following activities will be provided by **LIFT** to youth, mentors, and families participating in Mentoring+:

- 8. Parent/Caregiver Involvement
 - Schedule quarterly group events/activities for youth, mentors, & parents/caregivers
 - Staff contact parent/guardian monthly for match supervision & to assess family support needs and make necessary referrals
 - On-going recognition of parent/caregiver contributions
- 9. Structured Activities/Programs
 - Add or enhance structured monthly activities for matches
 - Research and incorporate evidence-based/good practices into match activities
- 10. On-Going Mentor Training & Support



- Provide additional mentor training on positive youth development, as well as training centered around equity, cultural responsiveness, restorative practices, well-being, and authentic youth collaboration.
- Staff contact mentors monthly for supervision & support.
- Mentors complete at least 2 hours of mentor development per year, in addition to LIFTpre-match training; mentors must complete a Positive Youth Development training and at least one other training.
- Mentors & mentees have LIFTstaff contact information – partner staff available as needed.
- Recognize contributions of each mentor, mentee, and parent/guardian at a minimum of annually (formal or informal recognition).

LIFT will use the following mentoring model for participants in the Mentoring+ project:

- Target Population & Criteria: The youth in the program are 6 to 17 years old at time of match (minimum of 30% of youth are 13-17 at enrollment) and are identified as being placed at-risk or high risk for engagement in delinquent behavior, be victimized, and/or have a risk for involvement in the juvenile justice system. These youth often experience risk factors such as high poverty, having a parent that is incarcerated, homelessness, abuse or neglect, exposure to opioids and other drugs, human trafficking, and exploitation, involved in the child welfare system, living in a rural community, exposure to trauma, negative peer influences, and low self-esteem/perception of self.
- Structure/Design: The mentoring program provides mentoring services one-on-one and group settings (not group mentoring). The length of the relationship is designed to be at least one year, though matches are encouraged to continue longer than 12 months.
- Frequency/Duration/Location:
 - Frequency: Mentors and youth meet for an average of 4 hours per month for at least 12 months.
 - Duration: Each match meeting is on average one to two hours long. In addition, mentors are encouraged to stay connected to the youth through email, text, and/or phone at least weekly.
 - Location: Mentor match activities occur in the community and at designated sites, based on the program goals and specific activities.
- Standards of Conduct: The mentoring program holds all people participating in the program to a certain standard of conduct to include staff, youth, mentors, and parents/caregivers. These standards vary depending on the role, but overall, all people agree to:
 - Commit to participation in the program for an average of 4 hours per month for at least 12 months.
 - Show respect for one another.
 - Participate in monthly match support by talking to mentoring program staff person about the relationship and what is going well and where there are any areas of concern.
 - Refrain from smoking, alcohol, and other drugs, using foul language, or engaging in unsafe activities when participating in the program.
 - Refrain from contacts that make others uncomfortable, such as derogatory remarks, including sexual innuendos, pinching, touching, or punching.
 - Report any suspected child abuse or neglect to the appropriate authority.

Any public materials produced through this grant must include the following language and/or the Mentoring+ and Youth Collaboratory logo (available by request):

"The Mentoring+ Program is administered by Youth Collaboratory. Partial funding is provided by the Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention."

LIFT agrees to adhere to all program requirements, applicable federal laws, regulations, and award special conditions (see attached Special Conditions document which outlines all of the special conditions this subgrant is subjected) including as follows:


MENTORING+

Powered by Youth Collaboratory

- To provide access to DOJ, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the grantee which are directly pertinent to Mentoring+ for the purpose of making audits, examinations, excerpts, and transcriptions.
- To ensure that LIFT policies and practices are in compliance with the guidance provided in Special Condition 16 (see Appendix 1) related to the determination of suitability to interact with participating minors. Additional guidance can be found at <https://www.ojp.gov/funding/Explore/Interact-Minors.htm>
- Grant activities are governed by the financial and administrative requirements set forth in the current edition of the DOJ Financial Guide and all other Special Conditions (see Appendix 1). Recipients and all subrecipients are responsible for compliance with these guidelines and special conditions. The financial guide and special conditions (see attachment for special conditions related to this sub-contract) may include cost reimbursement restrictions and funding requirements in addition to Federal laws and regulations noted in this document. The current DOJ Financial Guide can be found at <https://www.ojp.gov/funding/financialguidedojo/overview>.

CONFIDENTIALITY

LIFT agrees to adhere to standards of confidentiality regarding the sharing of personal information of project participants as defined by Youth Collaboratory and DOJ.

DUNS NUMBER

LIFT agrees to acquire and provide their unique DUNS Number to Youth Collaboratory. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the US Federal government for contracts or grants. To acquire a DUNS Number, go to <http://fedgov.dnb.com/webform>.

LIFT COMMUNITY ACTION AGENCY,
INC DUNS Number: _____

095453171

MODIFICATION TO THIS AGREEMENT

A request for modification and amendments to this Agreement may be initiated by either of the parties involved at any time and shall require written approval. Agreement of such modifications may require that the annual work plan be adjusted accordingly.

TERMINATION OF AGREEMENT

Any failure by **LIFT** to carry out these requirements is a material breach of this sub-award and can result in termination, withholding of funds, or re-negotiation of the subcontract and allocation of funds.

Youth Collaboratory reserves the right to conduct periodic reviews of progress as needed. Reviews will assess the quality and timeliness of performance, adherence to Mentoring+ guidelines and expectations, financial viability of the subgrantee, compliance to DOJ funding requirements, and utility of project products.

If performance is deemed unsatisfactory based upon a material breach or non-compliance, then termination of this sub-award may occur at any time with 30 days written notice. Settlement charges are limited to services rendered before the date of termination. Such charges must be billed within 45 days of termination. Youth Collaboratory reserves the right to request supporting documentation (i.e., time sheets and copies of paid invoices) of such final billing within 45 days of receipt. Youth Collaboratory will either notify grantee of

**MENTORING+**

Powered by Youth Collaboratory

contested charges or pay final billing no later than 90 days after receipt of final billing or receipt of requested supporting documents, whichever is later. Should a loss of federal funding occur, Youth Collaboratory shall have the right to terminate this agreement effective immediately upon written notice to LIFT.

Signature:	DocuSigned by: <i>Rebecca Porter</i>	Signature:	DocuSigned by: <i>Joy Thompson</i>
Date:	818F5F62D9124B8... 2/19/2024	Date:	1721CB3D721D46D... 2/16/2024
Printed Name:	Rebecca Porter	Printed Name:	Joy Thompson
Title:	Executive Director	Title:	Joy Thompson
Organization:	LIFT COMMUNITY ACTION AGENCY, INC	Organization:	Youth Collaboratory
Chapter Name:	MENTORING+ ANTLERS, OK		

Notice of Grant Award

Corporation for National and Community Service

250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000

Retired and Senior Volunteer Program

Grantee

Lift Community Action Agency Inc
209 N 4th St Hugo OK 74743-3809

EIN: 730772321
UEI: XL9DVU1YDGU2

Award Information

Agreement No.:	22SRGOK001	Performance Period:	04/01/2022 - 03/31/2025
Amendment No.:	2	Budget Period:	04/01/2024 - 03/31/2025
CFDA No.:	94.002	Grant Year:	3

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

Funding Information

Year 3	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$64,299	\$64,299
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$64,299	\$64,299

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$123,598
Total CNCS Funds Awarded to Date	\$187,897

Funding Source and Amount

2024--OPE1-P74-OPO-26000-4101	\$64,299.00
-------------------------------	-------------

Award Description

This award funds the approved 2024–25 RSVP program. Your 2024–25 statutory match is 30% and your budgetary match is 32.72%. This award is approved to add \$2,500 in one-time additional funds for travel related to training in FY 24.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://americorps.gov/sites/default/files/document/FY2024-General-Terms-Conditions-508-20230919.pdf> and the Program Terms and Conditions found at 2024 Terms and Conditions for Retired and Senior Volunteer Program (RSVP) Grants (americorps.gov). Recipient also agrees to comply with assurances and certifications made in the grant application, supporting documents, and with applicable federal statutes, regulations and guidelines.

Corporation for National and Community Service:

Notice of Grant Award

Retired and Senior Volunteer Program
Grantee

Lift Community Action Agency Inc
209 N 4th St Hugo OK 74743-3809

EIN: 730772321
UEI: XL9DVU1YDGU2

Award Information

Agreement No.: 22SRGOK001
Amendment No.: 2
CFDA No.:

Performance Period: 04/01/2022 - 03/31/2025
Budget Period: 04/01/2024 - 03/31/2025
Grant Year: 3

02/22/2024

Signature

Award Date

Sarah Fosbaugh
Senior Grants Officer

Andrew S. Lowe, 202-355-2153
Grants Officer

Genifer Ross
Program Officer

Lift Community Action Agency Inc

Legal Applicant

Karla Luginbill

Project Director

Rebecca Reynolds

Certifying Official/Executive Officer

LIFT Community Action, Inc.

CSBG-2024-LIFT CAA-00197

Contract Part I: 19394 CSBG 24

FAIN #: 2401OKCOSR

UEI #: 0

FEI #:

730772321

CONTRACT**PART I****SUMMARY AND SIGNATURES**

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Community Services Block Grant
Contract Number:	19394 CSBG 24
Federal Amount:	\$81,979.00
Match Amount:	\$0
Contract Amount:	\$81,979.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	28.00
Grant Award Amount - This Action:	\$81,979.00
Total Committed:	\$81,979.00
Total Obligated:	\$81,979.00
Source:	U.S. Department of Health and Human Services Community Services Block Grant Act of 1981, as amended. (42 USC§§9901, et seq.; P.L. 97-35, Title VI, Subtitle B). Catalog of Federal Domestic Assistance (CFDA) Number 93.569
Project Funding Period:	January 1, 2024 through September 30, 2025
Federal Award Period:	October 1, 2023 through September 30, 2025

Summary of Project

FY24 Community Service Block Grant

Budget Summary

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

LIFT Community Action, Inc.

CSBG-2024-LIFT CAA-00197

Contract Part I: 19394 CSBG 24

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action
	Agency, Inc.
Oklahoma Department of	209 N 4th St
Commerce	
900 North Stiles	Hugo, Oklahoma 74743
Oklahoma City, OK	
73104-3234	
AGREEMENT	Part I - Summary and
COMPONENTS:	Signatures
	<u>Part II - Terms and</u>
	<u>Conditions</u>

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

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

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

Executed by:	Executed by:
LIFT Community Action	Oklahoma Department of
Agency, Inc.	Commerce
Sheree Ensley	

Signature of Authorized	Signature of Authorized
Official	ODOC Official
2/26/2024	
Date	Date

HOME Program Written Agreement

**HOME INVESTMENT PARTNERSHIPS
HOME PROGRAM
WRITTEN AGREEMENT
PART I**

This Written Agreement entered into by and between Oklahoma Housing Finance Agency, a state beneficiary public trust, as the State of Oklahoma's designated Participating Jurisdiction (PJ) for the **HOME** Program (OHFA) and LIFT Community Action Agency, Inc. (LIFT) effective as of the 19th day of February, 2024.

SUMMARY

OHFA Contract Number: 23-HOME-1737

TERM OF THIS WRITTEN AGREEMENT: Date of execution through March 31, 2027

TYPE OF ACTIVITY:

CHDO Operating

Minimum Period in Years: N/A

HOME Funding Amount: \$ 50,000.00

Submit Reimbursement Report To: HOME Department
OHFA
P.O. Box 26720
Oklahoma City, OK 73126

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

Written Agreement Components: Part I-Summary and Signatures
Part II-Terms and Conditions
Part III-Special Conditions
Part IV-Budget

HOME Program Written Agreement

SIGNATURES FOR EXECUTION OF WRITTEN AGREEMENT

**HOME INVESTMENT PARTNERSHIPS
HOME PROGRAM
WRITTEN AGREEMENT
PART I**

OHFA and Freedom West Community Development Corporation, Inc., acknowledge and agree that the rights and obligations of each are subject to and governed by the federal HOME Program (24 CFR 92), The HOME Program Final Rule and other Federal Regulations as may be promulgated from time to time, OHFA HOME Program Rules and each of the terms and conditions set forth in Part I, Part II, Part III and Part IV to this Written Agreement, attached hereto and incorporated by this reference.

EXECUTED BY:
LIFT Community Action Agency, Inc.

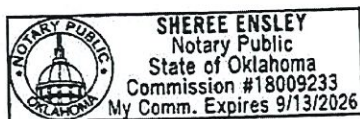
Rebecca Porter

Signature
Rebecca Porter, Executive Director

Date 2/15/2024

State of Oklahoma, County of Oklahoma
This Written Agreement was acknowledged
before me on the 15th of February, 2024
by Rebecca Porter, Executive Director,
LIFT Community Action Agency, Inc.

Sherree Ensley
Typed Name, Sherree Ensley Notarial Officer
My commission expires: 9-13-2026



EXECUTED BY:
Oklahoma Housing Finance Agency

Deborah Jenkins

Signature
Deborah Jenkins, Executive Director

Date 2/19/2024

State of Oklahoma, County of Oklahoma.
This Written Agreement was acknowledged
before me on the 19th of February, 2024
by Deborah Jenkins, Executive Director,
Oklahoma Housing Finance Agency

Danette L. Carr
Danette L. Carr, Notarial Officer
My commission expires: 10/18/26



**PART IV
BUDGET**

<u>Cost Categories</u>	<u>Amount</u>
Salaries	\$31,170.13
Fringe Expenses	\$10,632.13
Indirect Expenses	<u>\$ 8,197.74</u>
<u>Total HOME Project Funds</u>	<u>\$50,000.00</u>

In monitoring the performance of LIFT, OHFA will also refer to the more detailed budget provided in the Application, which is a part of this contract and incorporated by reference.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 07, 2024

Grant No. 06HP000312

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by May 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	\$2,173,882
Training and Technical Assistance	\$42,863
Total Funding	\$2,216,745

Program	Early Head Start
Federal Funded Enrollment	120

Period of Funding: 08/01/2024 - 07/31/2025

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a baseline application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Kobena Arthur, Head Start Program Specialist, at 214-767-8859 or kobena.arthur@acf.hhs.gov or Tiffany Sowels, Grants Management Specialist, at 214-767-8018 or Tiffany.Sowels@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Program improvement requests are prioritized and funded based on funding availability, and may require additional time before a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Kenneth Gilbert/

Kenneth Gilbert
Regional Program Manager
Office of Head Start

LIFT EARLY HEAD START-CHILD CARE PROGRAM BASELINE/NEW APPLICATION: 8/1/2024 - 7/31/2025	
HSES/Budget Narrative Line Items by Category	Budget Amount
a. PERSONNEL	
Total Personnel	\$476,657
b. FRINGE BENEFITS	
Total Fringe Benefits	\$162,588
c. TRAVEL	
1. Staff Out-of-Town Travel	\$5,000
Total Travel	\$5,000
d. EQUIPMENT	
Total Equipment	\$0
e. SUPPLIES	
1. Office Supplies	\$8,000
2. Child and Family Services Supplies	\$48,000
3. Food Services Supplies	\$3,000
4.1 Other Supplies - Disability/Transition/Medical/Dental	\$2,000
Total Supplies	\$61,000
f. CONTRACTUAL	
2. Health/Disabilities Services (Zen Gee Counseling/Psy. Serv.)	\$3,500
8.1 Other Contracts - Child Plus	\$5,000
8.2 Other Contracts - Teaching Strategies, LLC	\$9,000
8.3 Other Contracts - ITERS-R, ASQ, ASQ-SE	\$12,000
8.4 Other Contracts - Provider Reimbursements	\$1,167,036
8.5 Other Contracts - Mentor Coach	\$15,840
Total Contractual	\$1,212,376
g. CONSTRUCTION	
Total Construction	\$0
h. OTHER	
4. Utilities, Telephone	\$14,400
5. Building, Vehicle and Child Liability Insurance	\$6,000
6. Building Maintenance/Repair and Other Occupancy	\$45,000
8. Local Travel	\$7,500
10. Child Services Consultants	\$500
13. Parent Services	\$2,000
15. Publications/Advertising/Printing/Postage/Recruitment	\$15,000
17.1 Other - Fees/Dues	\$1,500
17.2 Other - Medical/Dental Screenings	\$1,000
17.3 Other - Equipment Maintenance/Gas	\$5,000
17.4 Other - Disabilities Services	\$3,000
17.5 Other - Transition	\$2,000
17.6 Other - Food/Meals	\$3,000
17.7 Staff Wellness Programming	\$25,000
Total Other	\$130,900
i. TOTAL DIRECT CHARGES	\$2,048,521
j. INDIRECT CHARGES	
Total Indirect Costs	\$125,361
Subtotal, Program Operations:	\$2,173,882
Training and Technical Assistance:	\$42,863
Total, Early Head Start-Child Care Program:	\$2,216,745

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

March 12, 2024

Choctaw County Clerk
300 E. Duke Street
Hugo, OK 74743

RE: Notice of Change in Meeting Schedule – LIFT Community Action Agency, Inc. Board of Directors

Notice is hereby given that the LIFT Community Action Agency, Inc. Board of Directors Meeting, to be held on April 9, 2024 at 10:00 a.m., has been cancelled. In accordance with the Oklahoma Open Meeting Act, as Amended, written notice of this change has been given to the County Clerk not less than ten days prior to the regularly-scheduled meeting. The next regularly-scheduled meeting will be held on Tuesday, May 14, 2024 at 10:00 a.m. at the Head Start Administration Office, located at 1005 S. 5th Street, Hugo, OK 74743 and will continue as planned according to the following schedule of meetings as filed with the Choctaw County Clerk on October 11, 2023.

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

Rebecca (Reynolds) Porter, Executive Director

Filed at the office of the clerk at _____ AM/PM on _____

Signed: _____

County Clerk

_____ Date



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



LIFT Transit

Vehicle Maintenance Policy

Section I Maintenance and Goals

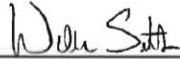
Section II Record Keeping

Section III Training

Section IV Warranty Recovery Program (Addendum A)

Adopted June 13, 2006
Revised February 14, 2012
Revised May 13, 2014
Revised April 12, 2022

This Vehicle Maintenance Policy has been reviewed and approved by the LIFT Community Action Agency, Inc. Board of Directors d/b/a LIFT Transit pursuant to the guidelines of the Federal Transit Administration and the Oklahoma Department of Transportation on this 12th day of April, 2022.



Board Chairperson



Witness

LIFT Transit Maintenance Policy

SECTION I

1. Maintenance Goals

The goal of LIFT Transit is to maintain every vehicle in the transit fleet according to the manufacturer's recommended service schedule. The life and quality of vehicle performance will be enhanced and extended by consistently following this schedule in a timely manner. We will achieve our goal of providing safe, reliable transportation to our clients through our continued commitment to these established practices.

A. Maintenance Objectives for Vehicles

- I. Conduct daily pre-trip and post-trip inspections to ensure safe vehicle operation. Drivers are trained and instructed to check fluids, tires, wipers, lift operations, etc at the beginning and end of each shift.
 1. Problems are reported to the on-site supervisor. The on-site supervisor will contact the ~~transit mechanic~~ **repair shop** and arrange for vehicle service for repairs that are required beyond the regularly, scheduled services. A sample of the pre-trip/post trip inspection log is included as **Attachment A**.
 2. Maintenance logs will be forwarded to the main office on a monthly basis. The ~~mechanic~~ **designated employee** will compare the hard copy data to the computer data concerning mileages for services performed, etc.
 3. The driver trainer will include review of pre-trip/post trip inspection sheet and maintenance logs in the monitoring sessions with each driver.
- II. **Provide** maintenance according the manufacturer's recommendations which include schedule of services listed by vehicle type in **Attachment B**.
- III. Monthly inspections will be completed by each on-site supervisor. These monthly inspections will be forwarded to the main office for review by a ~~Operations Manager~~ **designated employee**. Annual inspections will be completed by the **transit director** ~~transit mechanic~~, driver trainer and ~~Operations Manager~~ **the site supervisors**.

- IV. The ~~transit mechanic~~ **repair shop mechanic** will prepare work detail statements that will list the cost of goods and services performed. These work detail statements will be used to enter the information into the computer system to track service and repair. The invoice will be attached to the maintenance log and filed in the vehicle folder on a monthly basis. All invoices, fuel tickets and charge orders will contain the date, vehicle number and mileage at the time of purchase or repair.
- V. Warranty work will be scheduled ~~serviced by the transit mechanic~~ by the site supervisor. ~~If he~~
~~_____ is authorized by the dealer, the mechanic will perform the warranty work. If~~
~~_____ the mechanic is not authorized to complete the work, he will~~ **Site supervisors**
will coordinate the warranty work with local dealerships.

B. Maintenance Objectives for Shop Equipment/Facility

Each transit agency should have a plan for the safe and proper management of maintenance resources; including parts, equipment, facilities, fleet, and personnel.

Parts

Some standard parts such as oil filters, brake pads, and fuel filters are kept in stock in the shop. Price comparisons are made on parts once every quarter to ensure we are purchasing parts at the most competitive price available. Special parts are ordered by the mechanic as needed from approved vendors. Price comparisons are completed prior to every purchase.

Equipment

Preventive Maintenance

Tools, equipment, and other property are to be maintained in accordance to the manufacturer's recommended schedules. Monthly inspections are to be completed to check for any needed repair or corrective maintenance.

Machines, Tools and Equipment

Preventive maintenance and proper care of machinery, equipment and tools is essential. Equipment and tools in disrepair pose unnecessary hazards. It is important to place them in their proper designated storage place after use.

Jack Stands

Jack stands will be used whenever the wheels are raised two inches or more off the ground. The vehicle must be lowered onto the jack stands and not suspended over them. Care should be taken in instructing all shop personnel on the proper use and positioning of floor jacks and other lifting devices. Lift points should be marked on vehicles.

Equipment Guards

Guards will be installed and used on all equipment with belts, pulleys, or other moving parts.

Tire Inflation

Instructions for mounting/dismounting tires should be posted and strictly followed.

Tools

Tools should be kept clean of grease and oil. The tool should be properly selected for the job with the appropriate hand position and technique used for the employee's protection. Tools should be inspected regularly for defective conditions.

Cords/Hoses

Air hoses, extension cords, and droplights should be inspected regularly for worn or frayed condition. They should be kept in a stored or hanging position when not in use. They should be wiped clean after each use. All cords and electrical equipment will have a grounded plug.

Eyewash Stations

An eyewash station should be provided and located near a water supply.

Fire Extinguishers/First Aid Kit

At a minimum, one fire extinguisher should be available on each shop wall. A first aid kit should be displayed in the shop with easy access for shop employees. Both items will be inspected on a regular basis (first aid kit supplies, fire extinguisher charge and condition). Both items should be labeled indicating their permanent location.

Other Shop Equipment

All shop equipment should be inspected regularly for their condition and cleanliness. Broken or worn equipment (ladders, hoses, stools) should be replaced to eliminate the possibility of injury to an employee.

SECTION II

2. Record Keeping

- I. Maintenance records will be kept on file for a minimum of five years.
- II. Mileages will be entered into the computer maintenance program two times per week. ~~The mechanic~~ **site supervisor** will track maintenance and generate work orders. The mechanic will call on site supervisors to make appointment times.
- III. Hard copy maintenance data will be stored in the main transit office for ready availability for ~~the mechanic, operations manager and~~ the transit director.

- IV. Original invoices for the procurement of supplies and goods for service work will be attached to payment invoices and submitted to the agency accounting department for payment. Copies will be retained in the main transit office. ~~Mechanic will complete a work detail statement which will be filed in each vehicle file.~~

SECTION III

3. Training

- I. All transit employees will be trained in orientation concerning the pre-trip post-trip inspection procedures. Evaluations of performance will be conducted by the driver trainer during monitoring sessions.
- II. The ~~transit mechanic~~ driver trainer will conduct sessions within general training in-services to educate the drivers in the proper performance of vehicle operations. Topics of discussion will include ABS brake systems, proper tire pressure, etc.
- III. All drivers will participate in periodic training sessions and reviews to determine their ability to conduct pre-trip post-trip inspections and vehicle operations in a safe, efficient manner. This review will include simulation exercises in which the employee must “walk through” a pre-trip inspection and note the areas that are checked.
- IV. Training that addresses adverse weather conditions, etc will be conducted periodically to ensure that each driver has the understanding of these adverse weather conditions and possible hazards to avoid.

SECTION IV

(ADDENDUM A)

4. Warranty Recovery Program

LIFT Transit operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

I. Failed Components

Parts and components that may have failed prematurely are returned to the Maintenance Department. The transit mechanic staff researches the original installation date, miles of usage on the failed component, and the vendor it was originally purchased from. If the part or component is covered by a warranty, it is returned to the vendor.

II. Return to manufacturer/vendor

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. LIFT Transit retains copy of the warranty claim form for tracking purposes.

III. Receipt from manufacturer/vendor

When a unit/part is received at LIFT Transit, it is entered into the computer maintenance system and is coded as a warranty replacement. A purchase order form is completed for labor credit if applicable, and forwarded to the Accounting Department to make the necessary accounting adjustments. Labor credit if received is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

ATTACHMENT A

Driver's Pre-Trip Vehicle Inspection Report

Check ANY Defective Item and Give Details under "Remarks."

DATE: _____

VEHICLE NO. _____

ODOMETER: _____

TAG NO. _____

- ☐ Battery
- ☐ Engine Oil
- ☐ Radiator
- ☐ Starter
- ☐ Transmission-check fluid
- ☐ Steering Fluid
- ☐ Horn
- ☐ Oil Pressure
- ☐ Heater / AC
- ☐ Defroster
- ☐ Lights
- ☐ Head – Stop
- ☐ Tail – Dash
- ☐ Turn Indicators
- ☐ Brakes
- ☐ Tachograph
- ☐ Muffler & Tail Pipe
- ☐ Fuel Tank
- ☐ Tires & Air Pressure _____ lb.
- ☐ Spare Tire

- ☐ Windshield Cracks/chips
- ☐ Windshield Wipers
- ☐ Flashlight
- ☐ Mirrors
- ☐ Safety Equipment
- ☐ Fire Extinguisher
- ☐ First Aid Kit
- ☐ Two-Way Radio
- ☐ W/C Lift or Ramp
- ☐ Functioning
- ☐ Securements
- ☐ Manual Pump Arm
- ☐ Straps Present
- ☐ Seatbelts off Floor
- ☐ Windows
- ☐ Reflectors
- ☐ Exit Windows
- ☐ Accident Book
- ☐ Emergency Exits
- ☐ Fuel Card
- ☐ Registration / Insurance

Remarks: _____

☐ Condition of the above vehicle is satisfactory / ☐ Vehicle washed / Fully fueled ☐

Driver's Signature _____

☐ Above Defects Corrected

☐ Above Defects Need NOT Be Corrected For Safe Operation Of Vehicle

Mechanic's Signature _____ Date _____

Driver's Signature _____ Date _____

ATTACHMENT A

Driver's Post-Trip Vehicle Inspection Report

Check ANY Defective Item and Give Details under "Remarks."

DATE: _____

VEHICLE NO. _____

ODOMETER: _____

TAG NO. _____

- ☐ Battery
- ☐ Engine Oil
- ☐ Radiator
- ☐ Starter
- ☐ Transmission-check fluid
- ☐ Steering Fluid
- ☐ Horn
- ☐ Oil Pressure
- ☐ Heater / AC
- ☐ Defroster
- ☐ Lights
- ☐ Head – Stop
- ☐ Tail – Dash
- ☐ Turn Indicators
- ☐ Brakes
- ☐ Tachograph
- ☐ Muffler & Tail Pipe
- ☐ Fuel Tank
- ☐ Tires & Air Pressure ____ lb.
- ☐ Spare Tire

- ☐ Windshield Cracks/chips
- ☐ Windshield Wipers
- ☐ Flashlight
- ☐ Mirrors
- ☐ Safety Equipment
- ☐ Fire Extinguisher
- ☐ First Aid Kit
- ☐ Trash Removed
- ☐ W/C Lift or Ramp
- ☐ Functioning
- ☐ Restraints removed & stored Properly
- ☐ Seatbelts off Floor
- ☐ Windows
- ☐ Reflectors
- ☐ Exit Windows
- ☐ Accident Book
- ☐ Emergency Exits
- ☐ Fuel Card
- ☐ Registration / Insurance
- ☐ Doors Locked

Remarks: _____

FUEL PURCHASE

MILEAGE	GALLONS	\$ AMT

☐ Condition of the above vehicle is satisfactory / ☐ Vehicle washed / Fully fueled ☐

Driver's Signature _____

☐ Above Defects Corrected

☐ Above Defects Need NOT Be Corrected For Safe Operation Of Vehicle

Mechanic's Signature _____ Date _____

Driver's Signature _____ Date _____

ATTACHMENT B

Run General Service Checklist	5,000 MI	6,000 MI	6,000 MI	5,000 MI	5,000 MI	6,000 MI
Replace Spark Plugs	100,000 MI	100,000 MI	100,000 MI	100,000 MI	100,000 MI	100,000 MI
Run Engine Performance & Fueling Checklist	30,000 MI	30,000 MI	30,000 MI	30,000 MI	30,000 MI	30,000 MI
Service Transmission / Trans. Flush	50,000 MI	50,000 MI	50,000 MI	50,000 MI	50,000 MI	50,000 MI
Check / Flush Engine cooling system	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly
Run Engine Cooling & Heater Checklist	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly
Run Air-Conditioner Checklist	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly
Check WC Lift / Ramp	5,000 MI	6,000 MI	6,000 MI	5,000 MI	5,000 MI	6,000 MI
Check Emergency Exits	Once Monthly	Once Monthly	Once Monthly	Once Monthly	Once Monthly	Once Monthly
Check Emergency Hatch for DOT Insp.	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly	Once Yearly

Attachement B
Revised
4/14/2012
Revised
4/28/2014

The above service schedule will be removed. Services schedules for each make and model of vehicle in the transit fleet have been added as Attachment B.

Attachment B

This attachment has been revised to include maintenance schedule information for each year model and make of vehicle currently active in the transit fleet. These schedules include:

2005 Express

2006 Express

2015 Ford

2016 Dodge Caravan

2018 Dodge Caravan

2019 Dodge Caravan

2019 Ford Transit

2019 Ram ProMaster

2022 Chrysler Voyager

2023 Chrysler Voyager

2023 Ford Transit

2005 Express

CHEVROLET

Scheduled Maintenance

When the change engine oil light comes on, it means that service is required for your vehicle. Have your vehicle serviced as soon as possible within the next 600 miles (1 000 km). It is possible that, if you are driving under the best conditions, the engine oil life system may not indicate that vehicle service is necessary for over a year. However, your engine oil and filter must be changed at least once a year and at this time the system must be reset. Your GM Goodwrench® dealer has GM-trained service technicians who will perform this work using genuine GM parts and reset the system.

If the engine oil life system is ever reset accidentally, you must service your vehicle within 3,000 miles (5 000 km) since your last service. Remember to reset the oil life system whenever the oil is changed. See *Engine Oil Life System* on page 5-16 for information on the Engine Oil Life System and resetting the system.

When the change engine oil light appears, certain services, checks, and inspections are required. Required services are described in the following for "Maintenance I" and "Maintenance II." Generally, it is recommended that your first service be Maintenance I, your second service be Maintenance II, and that you alternate Maintenance I and Maintenance II thereafter. However, in some cases, Maintenance II may be required more often.

Maintenance I — Use Maintenance I if the change engine oil light comes on within 10 months since the vehicle was purchased or Maintenance II was performed.

Maintenance II — Use Maintenance II if the previous service performed was Maintenance I. Always use Maintenance II whenever the message comes on 10 months or more since the last service or if the message has not come on at all for one year.

Scheduled Maintenance

Service	Maintenance I	Maintenance II
Change engine oil and filter. See <i>Engine Oil</i> on page 5-13. Reset oil life system. See <i>Engine Oil Life System</i> on page 5-16. An Emission Control Service.	•	•
Lubricate chassis components. See <i>footnote #</i> .	•	•

Scheduled Maintenance (cont'd)

Service	Maintenance I	Maintenance II
Visually check for any leaks or damage. <i>See footnote (j).</i>	•	•
Inspect engine air cleaner filter or change indicator (if equipped). If necessary, replace filter. <i>See Engine Air Cleaner/Filter on page 5-18. See footnote (l).</i>		•
Rotate tires and check inflation pressures and wear. <i>See Tire Inspection and Rotation on page 5-62 and "Tire Wear Inspection" in At Least Once a Month on page 6-10.</i>	•	•
Inspect brake system. <i>See footnote (a).</i>	•	•
Check engine coolant and windshield washer fluid levels and add fluid as needed.	•	•
Perform any needed additional services. <i>See "Additional Required Services" in this section.</i>	•	•
Inspect suspension and steering components. <i>See footnote (b).</i>		•
Inspect engine cooling system. <i>See footnote (c).</i>		•
Inspect wiper blades. <i>See footnote (d).</i>		•
Inspect restraint system components. <i>See footnote (e).</i>		•
Lubricate body components. <i>See footnote (f).</i>		•
Check transmission fluid level and add fluid as needed.		•
Inspect shields, vehicles with GVWR above 10,000 lbs (4 536 kg) only. <i>See footnote (g).</i>		•
Inspect throttle system. <i>See footnote (m).</i>		•

6-5

Additional Required Services

The following services should be performed at the first maintenance service (I or II) after the indicated miles (kilometers) shown for each item.

Additional Required Services

Service and Miles (Kilometers)	25,000 (41 500)	50,000 (83 000)	75,000 (125 000)	100,000 (166 000)	125,000 (207 500)	150,000 (240 000)
Inspect fuel system for damage or leaks.	•	•	•	•	•	•
Inspect exhaust system for loose or damaged components.	•	•	•	•	•	•
Vehicles without a filter restriction indicator: Replace engine air cleaner filter. <i>See Engine Air Cleaner/Filter on page 5-18.</i>		•		•		•
Change automatic transmission fluid and filter (severe service). <i>See footnote (h).</i>		•		•		•
Change automatic transmission fluid and filter (normal service).				•		
Replace spark plugs and inspect spark plug wires. <i>An Emission Control Service.</i>				•		

6-6

Additional Required Services (cont'd)

Service and Miles (Kilometers)	25,000 (41 500)	50,000 (83 000)	75,000 (125 000)	100,000 (166 000)	125,000 (207 500)	150,000 (240 000)
Engine cooling system service (or every five years, whichever occurs first). An Emission Control Service. See footnote (i).						•
Inspect engine accessory drive belt. An Emission Control Service. See footnote (n).						•
Inspect evaporative control system. An Emission Control Service. See footnotes † and (k).		•		•		•

Maintenance Footnotes

† The U.S. Environmental Protection Agency or the California Air Resources Board has determined that the failure to perform this maintenance item will not nullify the emission warranty or limit recall liability prior to the completion of the vehicle's useful life. We, however, urge that all recommended maintenance services be performed at the indicated intervals and the maintenance be recorded.

Lubricate the front suspension, kingpin bushings, steering linkage, and rear driveline center splines.

(a) Visually inspect brake lines and hoses for proper hook-up, binding, leaks, cracks, chafing, etc. Inspect disc brake pads for wear and rotors for surface condition. Inspect other brake parts, including calipers, parking brake, etc.

(b) Visually inspect front and rear suspension and steering system for damaged, loose, or missing parts, signs of wear, or lack of lubrication. Inspect power steering lines and hoses for proper hook-up, binding, leaks, cracks, chafing, etc.

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Express

Scheduled Maintenance

SPECIAL OPERATING CONDITIONS

If you operate your vehicle **primarily** in one of the more demanding conditions listed below, you need to have some items maintained more frequently. If you only **occasionally** operate your vehicle under these conditions, it is not necessary to perform the additional maintenance. For specific recommendations, see your dealership service advisor or technician.

Towing a trailer or car-top carrier	
Inspect frequently, service as required	Inspect and lubricate U-joints, if equipped with grease fittings. See axle maintenance items under <i>Exceptions</i> .
Every 5000 miles (8000 km)	Inspect the wheels and related components for abnormal noise, wear, looseness or drag. Rotate tires*, inspect tires for wear and measure tread depth.
Every 5000 miles (8000 km) or six months	Change engine oil and filter. Inspect and lubricate U-joints, if equipped with grease fittings.
Every 30000 miles (48000 km)	Replace front wheel bearing grease and grease seals if non-sealed bearings are used.
Every 60000 miles (96000 km)	Replace spark plugs.

*Vehicles equipped with dual rear wheels should rotate the front wheels when specified; rear wheels only if unusual wear is noted.

Extensive idling or low-speed driving for long distances as in heavy commercial use (such as delivery, taxi, patrol car or livery)	
Every 5000 miles (8000 km)	Inspect brake system. Inspect wheels and related components for abnormal noise, wear, looseness or drag. Lubricate control arm and steering ball joints if equipped with grease fittings. Rotate tires*, inspect tires for wear and measure tread depth.

Scheduled Maintenance

Extensive idling or low-speed driving for long distances as in heavy commercial use (such as delivery, taxi, patrol car or livery)	
Every 5000 miles (8000 km) or six months	Change engine oil and filter. Inspect and lubricate U-joints, if equipped with grease fittings.
Every 30000 miles (48000 km)	Replace front wheel bearing grease and grease seals if non-sealed bearings are used.
Every 60000 miles (96000 km)	Replace spark plugs.

*Vehicles equipped with dual rear wheels should rotate the front wheels when specified; rear wheels only if unusual wear is noted.

Operating in dusty or sandy conditions such as unpaved or dusty roads	
Inspect frequently, service as required	Replace engine air filter.
Every 5000 miles (8000 km)	Inspect the wheels and related components for abnormal noise, wear, looseness or drag. Rotate tires*, inspect tires for wear and measure tread depth.
Every 5000 miles (8000 km) or six months	Change engine oil and filter. Inspect and lubricate U-joints, if equipped with grease fittings.
Every 30000 miles (48000 km)	Replace front wheel bearing grease and grease seals if non-sealed bearings are used.
Every 50000 miles (80000 km)	Change rear axle fluid.

*Vehicles equipped with dual rear wheels should rotate the front wheels when specified; rear wheels only if unusual wear is noted.

Exclusive use of E85 (flex fuel vehicles only)	
Every oil change interval	If ran exclusively on E85, fill the fuel tank full with regular unleaded fuel.

Scheduled Maintenance

Multi-Point Inspection Report Card as Recommended by Ford Motor Company

Vehicle: _____ Mileage: _____ Date: _____

Technician: _____

SAFETY

Brake system: ☐ OK ☐ Needs attention

Steering/suspension: ☐ OK ☐ Needs attention

Wheels/tires: ☐ OK ☐ Needs attention

Engine/cooling: ☐ OK ☐ Needs attention

Electrical: ☐ OK ☐ Needs attention

Exhaust: ☐ OK ☐ Needs attention

Fluids: ☐ OK ☐ Needs attention

Body/interior: ☐ OK ☐ Needs attention

Exterior: ☐ OK ☐ Needs attention

Overall condition: ☐ Good ☐ Fair ☐ Poor

Comments: _____

Technician Signature: _____ Date: _____

Scheduled Maintenance

NORMAL SCHEDULED MAINTENANCE AND LOG

Normal scheduled maintenance	
Every 7500 miles (12000 km) or six months (whichever comes first)	Change engine oil and filter. Rotate tires*, inspect tire wear and measure tread depth. Inspect wheels and related components for abnormal noise, wear, looseness or drag. Perform multi-point inspection (recommended).
Every 15000 miles (24000 km) or 12 months (whichever comes first)	Inspect automatic transmission fluid level. Consult dealer for requirements. Inspect brake pads, shoes, rotors, drums, brake linings, hoses and parking brake. Inspect engine cooling system strength and hoses. Inspect exhaust system and heat shields. Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints. Lubricate if equipped with grease fittings.

*Vehicles equipped with dual rear wheels should rotate the front wheels when specified; rear wheels only if unusual wear is noted.

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Scheduled Maintenance

Other maintenance items	
Every 10000 miles (16000 km)	Replace engine air filter.
Every 60000 miles (96000 km)	Change automatic transmission fluid and filter. Consult dealer for requirements. Replace front wheel bearing grease and seal if non-sealed bearings are used.
Every 17500 miles (28000 km)	Replace spark plugs.
Every 105000 miles (168000 km)	Change engine coolant.* Change rear axle fluid (Dana axle). Inspect accessory drive belt(s).**
Every 150000 miles (240000 km)	Change rear axle fluid (non-Dana axle). Replace accessory drive belt(s) if not replaced within the last 100000 miles (160000 km). Replace front wheel bearings and seal if non-sealed bearings are used.

*Initial replacement at six years or 105000 miles (168000 kilometers), then every three years or 45000 miles (72000 kilometers).

**If not replaced, inspect every 15000 miles (24000 kilometers).

Scheduled Maintenance

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Maintenance Schedule Log

Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	
P&A Code:	Hours:	P&A Code:	Hours:
Mileage:	Date:	Mileage:	Date:
Dealer Validation:		Dealer Validation:	

*Initial replacement at six years or 105000 miles (168000 kilometers), then every three years or 45000 miles (72000 kilometers).

**If not replaced, inspect every 15000 miles (24000 kilometers).



Scheduled Maintenance (cont'd)		
Service	Maintenance I	Maintenance II
Visually check for any leaks or damage. <i>See footnote (j).</i>	•	•
Inspect engine air cleaner filter or change indicator (if equipped). If necessary, replace filter. <i>See Engine Air Cleaner/Filter on page 5-18. See footnote (j).</i>		•
Rotate tires and check inflation pressures and wear. <i>See Tire Inspection and Rotation on page 5-62 and "Tire Wear Inspection" in At Least Once a Month on page 6-10.</i>	•	•
Inspect brake system. <i>See footnote (a).</i>	•	•
Check engine coolant and windshield washer fluid levels and add fluid as needed.	•	•
Perform any needed additional services. <i>See "Additional Required Services" in this section.</i>	•	•
Inspect suspension and steering components. <i>See footnote (b).</i>		•
Inspect engine cooling system. <i>See footnote (c).</i>		•
Inspect wiper blades. <i>See footnote (d).</i>		•
Inspect restraint system components. <i>See footnote (e).</i>		•
Lubricate body components. <i>See footnote (f).</i>		•
Check transmission fluid level and add fluid as needed.		•
Inspect shields, vehicles with GVWR above 10,000 lbs (4 536 kg) only. <i>See footnote (g).</i>		•
Inspect throttle system. <i>See footnote (m).</i>		•

6-5

Additional Required Services						
The following services should be performed at the first maintenance service (I or II) after the indicated miles (kilometers) shown for each item.						
Service and Miles (Kilometers)	25,000 (41 500)	50,000 (83 000)	75,000 (125 000)	100,000 (166 000)	125,000 (207 500)	150,000 (240 000)
Inspect fuel system for damage or leaks.	•	•	•	•	•	•
Inspect exhaust system for loose or damaged components.	•	•	•	•	•	•
Vehicles without a filter restriction indicator: Replace engine air cleaner filter. <i>See Engine Air Cleaner/Filter on page 5-18.</i>		•		•		•
Change automatic transmission fluid and filter (severe service). <i>See footnote (h).</i>		•		•		•
Change automatic transmission fluid and filter (normal service).				•		
Replace spark plugs and inspect spark plug wires. <i>An Emission Control Service.</i>				•		

6-6

Service and Miles (Kilometers)	Additional Required Services (cont'd)				
	25,000 (41 500)	50,000 (83 000)	75,000 (125 000)	100,000 (166 000)	125,000 (207 500)
Engine cooling system service (or every five years, whichever occurs first). An Emission Control Service. See footnote (i).					
Inspect engine accessory drive belt. An Emission Control Service. See footnote (n).					*
Inspect evaporative control system. An Emission Control Service. See footnotes † and (k).		*		*	*

Maintenance Footnotes

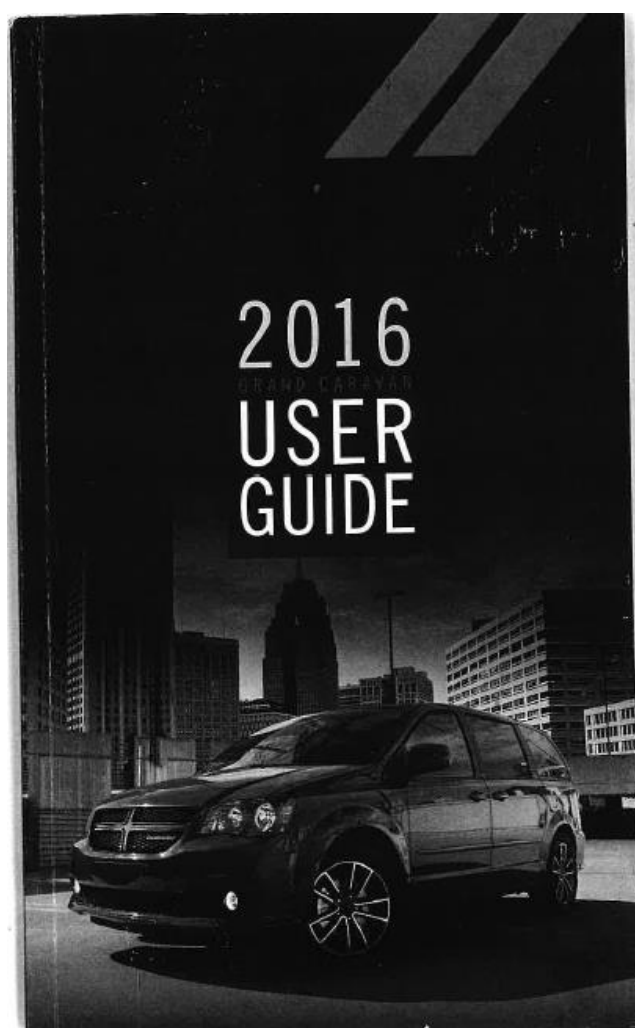
† The U.S. Environmental Protection Agency or the California Air Resources Board has determined that the failure to perform this maintenance item will not nullify the emission warranty or limit recall liability prior to the completion of the vehicle's useful life. We, however, urge that all recommended maintenance services be performed at the indicated intervals and the maintenance be recorded.

Lubricate the front suspension, kingpin bushings, steering linkage, and rear driveline center splines.

(a) Visually inspect brake lines and hoses for proper hook-up, binding, leaks, cracks, chafing, etc. Inspect disc brake pads for wear and rotors for surface condition. Inspect other brake parts, including calipers, parking brake, etc.

(b) Visually inspect front and rear suspension and steering system for damaged, loose, or missing parts, signs of wear, or lack of lubrication. Inspect power steering lines and hoses for proper hook-up, binding, leaks, cracks, chafing, etc.

6-7



MAINTAINING YOUR VEHICLE

Required Maintenance Intervals.

Refer to the maintenance schedules on the following page for the required maintenance intervals.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:
• Change oil and filter.
• Rotate the tires. Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
• Inspect battery and clean and tighten terminals as required.
• Inspect brake pads, shoes, rotors, drums, hoses and park brake.
• Inspect engine cooling system protection and hoses.
• Inspect exhaust system.
• Inspect engine air cleaner if using in dusty or off-road conditions.

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Maintenance Chart

Refer to the Maintenance Schedules on the following pages for the required maintenance intervals.

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, replace as necessary.	X		X		X		X		X		X		X	
Additional Maintenance														
Replace engine air filter.		X			X			X			X			X
Replace cabin/air conditioning filter.	X		X		X		X		X		X		X	
Replace spark plugs (3.6L engine). **								X						
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first.								X						X
Change automatic transmission fluid and filter if using your vehicle for any of the following: police, taxi, fleet, or frequent trailer towing.					X						X			

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Change automatic transmission fluid and filter.											X			
Inspect and replace PCV valve if necessary.									X					

** The spark plug change interval is mileage based only, yearly intervals do not apply.

WARNING!

- You can be badly injured working on or around a motor vehicle. Do only service work for which you have the knowledge and the right equipment. If you have any doubt about your ability to perform a service job, take your vehicle to a competent mechanic.
- Failure to properly inspect and maintain your vehicle could result in a component malfunction and affect vehicle handling and performance. This could cause an accident.

MAINTAINING YOUR VEHICLE

MAINTAINING YOUR V



SERVICING AND MAINTENANCE

SCHEDULED SERVICING

Your vehicle is equipped with an automatic oil change indicator system. The oil change indicator system will remind you that it is time to take your vehicle in for scheduled maintenance.

Based on engine operation conditions, the oil change indicator message will illuminate. This means that service is required for your vehicle. Operating conditions such as frequent short-trips, trailer tow, extremely hot or cold ambient temperatures, and E85 fuel usage will influence when the "Oil Change Required" message is displayed. Severe Operating Conditions can cause the change oil message to illuminate as early as 3,500 miles (5,600 km) since last reset. Have your vehicle serviced as soon as possible, within the next 500 miles (805 km).

Your authorized dealer will reset the oil change indicator message after completing the scheduled oil change. If a scheduled oil change is

performed by someone other than your authorized dealer, the message can be reset by referring to the steps described under "Instrument Cluster Display" in "Getting To Know Your Instrument Panel" in your Owner's Manual for further information.

NOTE:

Under no circumstances should oil change intervals exceed 10,000 miles (16,000 km), twelve months or 350 hours of engine run time, whichever comes first. The 350 hours of engine run or idle time is generally only a concern for fleet customers.

Severe Duty All Models

Change engine oil at 4,000 miles (6,500 km) if the vehicle is operated in a dusty and off road environment or is operated predominately at idle or only very low engine RPM's. This type of vehicle use is considered Severe Duty.

Once A Month Or Before A Long Trip:

- Check engine oil level.
- Check windshield washer fluid level.
- Check tire pressure and look for unusual wear or damage. Rotate tires at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
- Check the fluid levels of the coolant reservoir, brake master cylinder, and power steering and fill as needed.
- Check function of all interior and exterior lights.

SERVICING AND MAINTENANCE

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary	X			X		X		X		X		X		X
Inspect the brake linings, replace as necessary	X			X		X		X		X		X		X
Additional Maintenance														
Replace engine air filter		X		X				X			X			X
Replace cabin/air conditioning filter	X			X		X		X		X		X		X
Replace spark plugs (**)									X					
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first									X					X
Change automatic transmission fluid and filter if using your vehicle for any of the following: police, taxi, fleet, or frequent trailer towing				X							X			
Change automatic transmission fluid and filter											X			
Inspect and replace PCV valve if necessary									X					

(**) The spark plug change interval is mileage based only, yearly intervals do not apply.

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(**) The spark plug change interval is mileage based only, yearly intervals do not apply.

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FLUID CAPACITIES		
Fluid (Approximate)	U.S.	Metric
Engine Oil with Filter	20 Gallons	76 Liters
3.6L Engine (SAE 5W-20, API Certified)	6 Quarts	5.6 Liters
Cooling System *		
3.6L Engine (Mopar Antifreeze/Engine Coolant 10 Year/150,000 Mile Formula or equivalent) meeting the requirements of FCA Material Standard MS.90032	13.4 Quarts	12.6 Liters
* Includes heater and coolant recovery bottle filled to MAX level. Add 2.9 Quarts (2.8 Liters) if equipped with a rear heater.		
FLUIDS AND LUBRICANTS		
Engine		
Component	Fluid, Lubricant, Or Genuine Part	
Engine Coolant	We recommend you use Mopar Antifreeze/Coolant 10 Year/150,000 Mile Formula (0%glycol Additive Technology) meeting the requirements of FCA Material Standard MS.90032.	
Engine Oil	We recommend you use API Certified SAE 5W-20 Engine Oil, meeting the requirements of FCA Material Standard MS.6395 such as Mopar, Pennzoil, and Pennzoil Gold Semi-Synthetic. Refer to your engine oil filler cap for more.	
Engine Oil Filter	We recommend you use Mopar Engine Oil Filters.	

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Maintenance Plan

Required Maintenance Intervals.

Refer to the maintenance schedules on the following page for the required maintenance intervals.

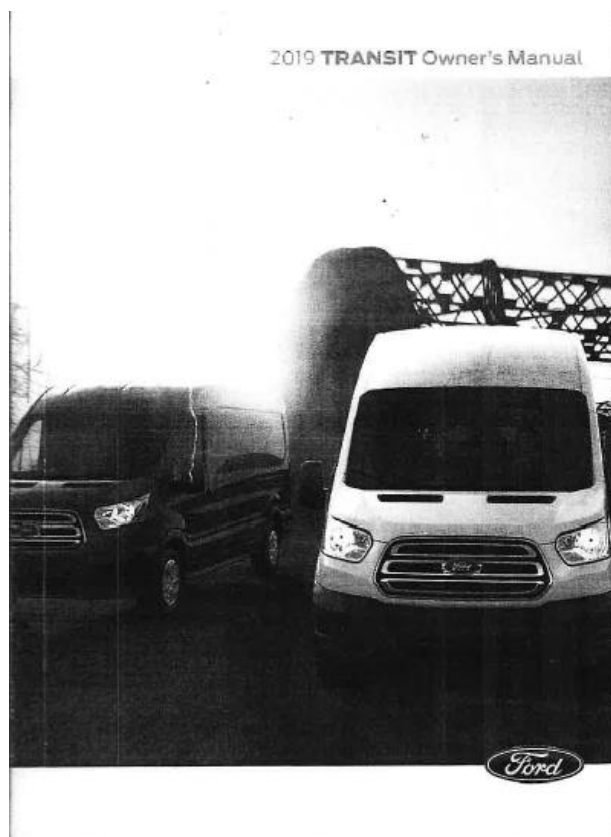
At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Change oil and filter.
- Rotate the tires. **Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.**
- Inspect battery and clean and tighten terminals as required.
- Inspect brake pads, shoes, rotors, drums, hoses and park brake.
- Inspect engine cooling system protection and hoses.
- Inspect exhaust system.
- Inspect engine air cleaner if using in dusty or off-road conditions.

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, replace as necessary.	X		X		X		X		X		X		X	
Additional Maintenance														
Replace engine air filter.		X			X			X			X			X
Replace cabin/air conditioning filter.	X		X		X		X		X		X		X	
Replace spark plugs. (**)									X					
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first.									X					X
Change automatic transmission fluid and filter (if using your vehicle for any of the following: police, taxi, fleet, or frequent trailer towing).					X						X			
Change automatic transmission fluid and filter.											X			
Inspect and replace PCV valve if necessary.									X					

(**) The spark plug change interval is mileage based only, yearly intervals do not apply.

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Scheduled Maintenance

Intelligent Oil-Life Monitor™

Your vehicle is equipped with an Intelligent Oil-Life Monitor that determines when you should change the engine oil based on how your vehicle is used. By using several important factors in its calculations, the monitor helps reduce the cost of owning

your vehicle and reduces environmental waste at the same time.

The following table provides examples of vehicle use and its impact on oil change intervals. It is a guideline only. Actual oil change intervals depend on several factors and generally decrease with severity of use.

When to expect the oil change message	
Interval	Vehicle use and example
7500-10000 miles (12000-16000 km)	Normal
	Normal commuting with highway driving. No, or moderate, load or towing. Flat to moderately hilly roads. No extended idling.
5000-7499 miles (8000-11999 km)	Severe
	Moderate to heavy load or towing. Mountainous or off-road conditions. Extended idling. Extended hot or cold operation.
3000-4999 miles (4800-7999 km)	Extreme
	Maximum load or towing. Extreme hot or cold operation.

Normal Maintenance Intervals

At every oil change interval as indicated by the information display*
Change engine oil and filter.
Rotate tires, inspect tire wear and measure tread depth.
Perform a multi-point inspection (recommended).
Inspect the automatic transmission fluid level (if equipped with dipstick). Consult your dealer for requirements.
Inspect the brake pads, shoes, rotors, drums, brake linings, hoses and parking brake.
Inspect the engine cooling system strength and hoses.

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Scheduled Maintenance

At every oil change interval as indicated by the information display*
Inspect the exhaust system and heat shields.
Inspect front axle and U-joints. Lubricate if equipped with grease fittings.
Inspect the steering linkage, ball joints, suspension, tire-rod ends, driveshaft and U-joints. Lubricate any areas with grease fittings.
Diesel engine fill diesel exhaust fluid.
Inspect the wheels and related components for abnormal noise, wear, looseness or drag.

* Do not exceed one year or 10000 miles (16000 kilometers) between service intervals.
Reset the Intelligent Oil-Life Monitor after engine oil and filter changes.

Other maintenance items ¹
Every 30000 miles (48000 km)
Torque rear axle U-bolts to specification.
Diesel engine replace fuel filter. ²
Replace engine air filter.
Every 45000 miles (70000 km)
Change diesel foam air filter.
Every 100000 miles (160000 km)
Replace spark plugs.
Inspect accessory drive belt(s). ³
Every 150000 miles (240000 km)
Change automatic transmission fluid and filter.
Change rear axle fluid.

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Scheduled Maintenance

Other maintenance items ¹
Replace accessory drive belt(s).
Every 200000 miles (320000 km)
Change engine coolant ²

Perform these maintenance items within 3000 miles (4800 kilometers) of the last engine oil and filter change. Do not exceed the designated distance for the interval.
Replace early if indicated by per Water in Fuel warning lamp. See **Warning Lamps and Indicators** (page 93).
After initial inspection, inspect every other oil change until replaced.
Initial replacement at ten years or 200000 miles (320000 km), then every five years or 100000 miles (160000 km).

GENERAL MAINTENANCE INFORMATION

Why Maintain Your Vehicle?

Carefully following the maintenance schedule helps protect against major repair expenses resulting from neglect or inadequate maintenance and may help to increase the value of your vehicle when you sell or trade it. Keep all receipts for completed maintenance with your vehicle.

We have established regular maintenance intervals for your vehicle based upon rigorous testing. It is important that you have your vehicle serviced at the correct times. These intervals serve two purposes: one is to maintain the reliability of your vehicle and the second is to keep the cost of owning your vehicle down.

It is your responsibility to have all scheduled maintenance performed and to make sure that the materials used meet the specifications identified in this owner's manual. See **Capacities and Specifications** (page 307).

Failure to perform scheduled maintenance invalidates warranty coverage on parts affected by the lack of maintenance.

Why Maintain Your Vehicle at Your Dealership?

Factory-trained Technicians

Service technicians participate in extensive factory-sponsored certification training to help them become experts on the operation of your vehicle. Ask your dealership about the training and certification their technicians have received.

Genuine Ford and Motorcraft Replacement Parts

Dealerships stock Ford, Motorcraft and Ford-authorized branded re-manufactured replacement parts. These parts meet or exceed our specifications. Parts installed at your dealership carry a nationwide 12-month or 12,000 mi (20,000 km) parts and labor limited warranty.

If you do not use Ford authorized parts they may not meet our specifications and depending on the part, it could affect emissions compliance.

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Scheduled Maintenance

Multi-point inspection
Horn operation.
Radiator, cooler, heater and A/C hoses.
Suspension component for leaks or damage.
Steering and linkage.
Tires (including spare) for wear and correct pressure ² .
Windshield for cracks, chips or pits.
Washer spray and wiper operation.

¹ Brake, coolant recovery reservoir, automatic transmission, power steering (if equipped with hydraulic power assist steering) and window washer.

² If your vehicle is equipped with a temporary mobility kit, check the tire sealant expiration Use By date on the canister. Replace as needed.

Be sure to ask your dealership service advisor or technician about the multi-point vehicle inspection. It is a comprehensive way to perform a thorough inspection of your vehicle. Your checklist gives you immediate feedback on the overall condition of your vehicle.

NORMAL SCHEDULED MAINTENANCE

Intelligent Oil-Life Monitor™

Your vehicle is equipped with an Intelligent Oil-Life Monitor that determines when you should change the engine oil based on how your vehicle is used. By using several important factors in its calculations, the monitor helps reduce the cost of owning your vehicle and reduces environmental waste at the same time.

The following table provides examples of vehicle use and its impact on oil change intervals. It is a guideline only. Actual oil change intervals depend on several factors and generally decrease with severity of use.

When to expect the oilChange message	
Interval	Vehicle use and example
7500-10000 miles (12000-16000 km)	Normal Normal commuting with highway driving. No, or moderate, load or towing. Flat to moderately hilly roads. No extended idling.
	Severe Moderate to heavy load or towing. Mountainous or off-road conditions. Extended idling.
5000-7499 miles (8000-11999 km)	

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Scheduled Maintenance

When to expect the oil change message	
Interval	Vehicle use and example
3000-4999 miles (4800-7999 km)	Extended hot or cold operation.
	Extreme Maximum load or towing. Extreme hot or cold operation.

Normal Maintenance Intervals

At every oil change interval as indicated by the information display*
Change engine oil and filter. ¹
Rotate tires, inspect tire wear and measure tread depth.
Perform a multi-point inspection (recommended).
Inspect the automatic transmission fluid level (if equipped with dipstick). Consult your dealer for requirements.
Inspect the brake pads, shoes, rotors, drums, brake linings, hoses and parking brake.
Inspect the engine cooling system strength and hoses.
Inspect the exhaust system and heat shields.
Inspect front axle and U-joints. Lubricate if equipped with grease fittings.
Inspect the steering linkage, ball joints, suspension, tire-rod ends, driveshaft and U-joints. Lubricate any areas with grease fittings.
Diesel engine fill diesel exhaust fluid.
Inspect the wheels and related components for abnormal noise, wear, looseness or drag.
Do not exceed one year or 10000 miles (16000 kilometers) between service intervals.
Reset the Intelligent Oil-Life Monitor after engine oil and filter changes.

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Scheduled Maintenance	
Other maintenance items ¹	
Every 30000 miles (48000 km)	Torque rear axle U-bolts to specification.
	Diesel engine replace fuel filter. ²
	Replace engine air filter.
Every 45000 miles (70000 km)	Change diesel foam air filter.
At 100000 miles (160000 km)	Change engine coolant. ⁴
Every 100000 miles (160000 km)	Replace spark plugs.
	Inspect accessory drive belt(s). ³
Every 150000 miles (240000 km)	Change automatic transmission fluid and filter.
	Change rear axle fluid.
	Replace accessory drive belt(s).

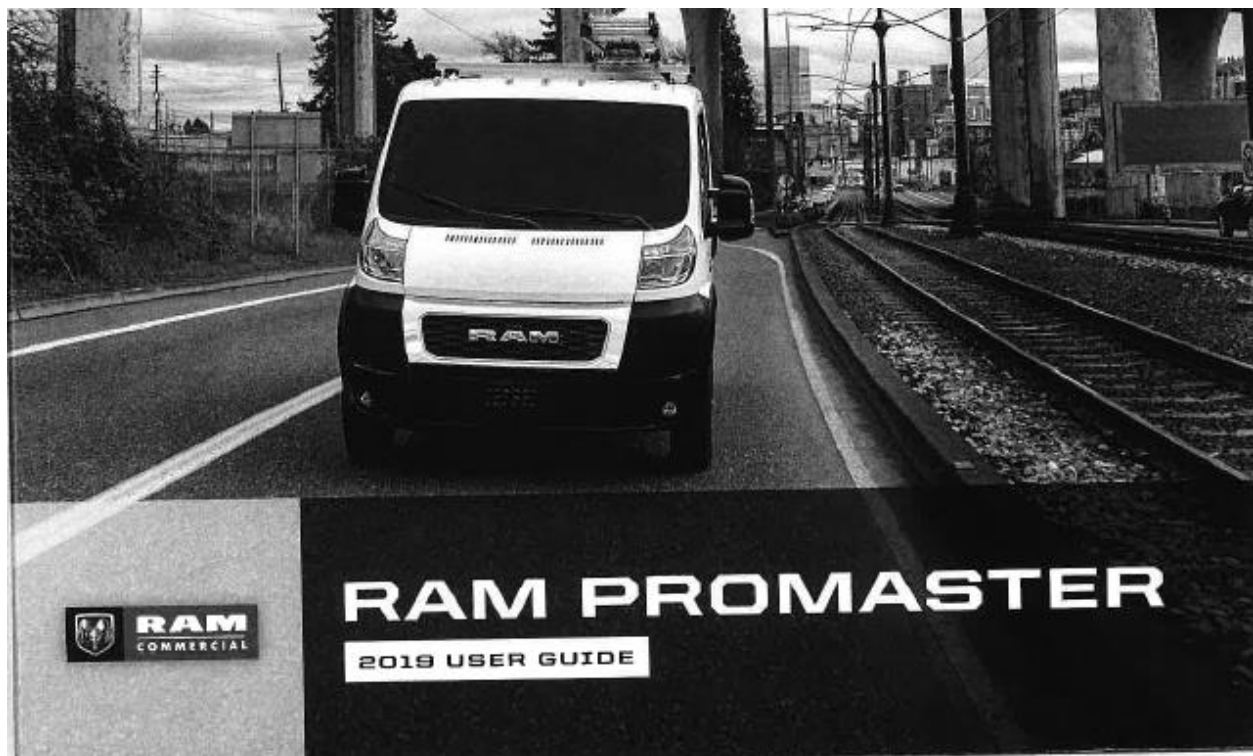
¹ Perform these maintenance items within 3000 miles (4800 kilometers) of the last engine oil and filter change. Do not exceed the designated distance for the interval.

² Replace early if indicated by per Water In Fuel warning lamp. See **Warning Lamps and Indicators** (page 93).

³ Initial replacement at six years or 100000 miles (160000 kilometers), then every three years or 50000 miles (80000 kilometers).

⁴ After initial inspection, inspect every other oil change until replaced.

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SERVICING AND MAINTENANCE

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake pads, replace as necessary.	X		X		X		X		X		X		X	
Additional Maintenance														
Replace engine air filter.		X			X			X			X			X
Replace cabin/air conditioning filter.	X		X		X		X		X		X		X	
Replace Brake Fluid every two years. *	X		X		X		X		X		X		X	
Replace spark plugs. **									X					

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Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first.									X					X
Change automatic transmission fluid and filter.					X						X			
Inspect and replace PCV valve if necessary.									X					

* The brake fluid change interval is time based only, mileage intervals do not apply.

** The spark plug change interval is mileage based only, yearly intervals do not apply.

WARNING!

- You can be badly injured working on or around a motor vehicle. Do only service work for which you have the knowledge and the right equipment. If you have any doubt about your ability to perform a

WARNING!

- service job, take your vehicle to a competent mechanic.
- Failure to properly inspect and maintain your vehicle could result in a component malfunction and effect vehicle handling and performance. This could cause an accident.

Heavy Duty Use Of The Vehicle

Change engine oil at 4,000 miles (6,500 km) or 350 hours of engine run time if the vehicle is operated in a dusty and off road environment or is operated predominately at idle or only very low engine RPM's. This type of vehicle use is considered Severe Duty.



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2022 Chrysler Voyager

OWNER'S MANUAL



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SERVICING AND MAINTENANCE

SCHEDULED SERVICING

Your vehicle is equipped with an automatic oil change indicator system. The oil change indicator system will remind you that it is time to take your vehicle in for scheduled maintenance.

Based on engine operation conditions, the oil change indicator message will illuminate. This means that service is required for your vehicle. Operating conditions such as frequent short-trips, trailer tow, extremely hot or cold ambient temperatures will influence when the "Oil Change Required" message is displayed. Have your vehicle serviced as soon as possible, within the next 500 miles (805 km).

An authorized dealer will reset the oil change indicator message after completing the scheduled oil change. If a scheduled oil change is performed by someone other than an authorized dealer > page 86.

NOTE:
Under no circumstances should oil change intervals exceed 10,000 miles (16,000 km), 12 months or 350 hours of engine run time, whichever comes first. The 350 hours of engine run or idle time is generally only a concern for fleet customers.

Once A Month Or Before A Long Trip:

- Check engine oil level.
- Check windshield washer fluid level.
- Check tire pressure and look for unusual wear or damage. Rotate tires at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
- Check the fluid levels of the coolant reservoir and brake master cylinder, fill as needed.
- Check function of all interior and exterior lights.

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MAINTENANCE PLAN

Refer to the Maintenance Plan for required maintenance.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- | |
|---|
| ● Change oil and filter. |
| ● Rotate the tires at the first sign of irregular wear, even if it occurs before the oil indicator system turns on. |
| ● Inspect battery and clean and tighten terminals as required. |
| ● Inspect the CV/Universal joints. |
| ● Inspect brake pads, shoes, rotors, drums, hoses and parking brake. |
| ● Inspect engine cooling system protection and hoses. |
| ● Inspect exhaust system. |
| ● Inspect engine air cleaner filter if using in dusty or off-road conditions. If required, replace engine air cleaner filter. |

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV/Universal joints.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect front suspension, boot seals, tie rod ends, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	
Inspect front accessory drive tensioner, idler pulley, and replace if necessary.														X

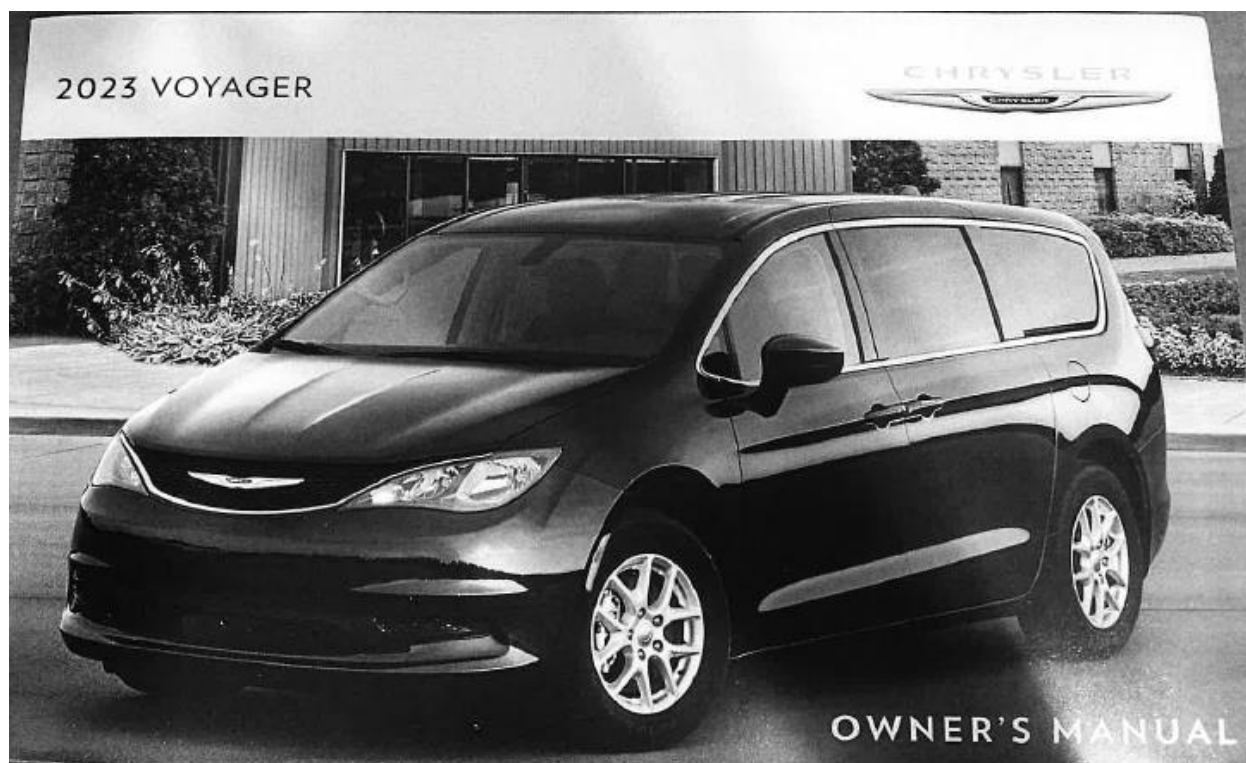
8

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Maintenance														
Replace engine air cleaner filter.		X			X			X			X			X
Replace cabin air filter.														
To be replaced every 12,000 mi (19,000 km).														
Replace spark plugs. ¹									X					
Replace the front accessory drive belt.														X
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first.									X					X
Replace PCV valve.									X					

1. The spark plug change interval is mileage based only; yearly intervals do not apply.

WARNING!

- You can be badly injured working on or around a motor vehicle. Do only service work for which you have the knowledge and the right equipment. If you have any doubt about your ability to perform a service job, take your vehicle to a competent mechanic.
- Failure to properly inspect and maintain your vehicle could result in a component malfunction and affect vehicle handling and performance. This could cause an accident.



MAINTENANCE PLAN

Refer to the Maintenance Plan for required maintenance.

At Every Oil Change Interval As Indicated By Oil Change Indicator System	
●	Change oil and filter.
●	Rotate the tires at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
●	Inspect battery and clean and tighten terminals as required.
●	Inspect the CV/Universal joints.
●	Inspect brake pads, shoes, rotors, drums, hoses and parking brake.
●	Inspect engine cooling system protection and hoses.
●	Inspect exhaust system.
●	Inspect engine air cleaner filter if using in dusty or off-road conditions. If required, replace engine air cleaner filter.

Mileage Or Time Passed (Whichever Comes First)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV/Universal joints.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect front suspension, boot seals, tie rod ends, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	
Inspect front accessory drive tensioner, idler pulley, and replace if necessary.														X

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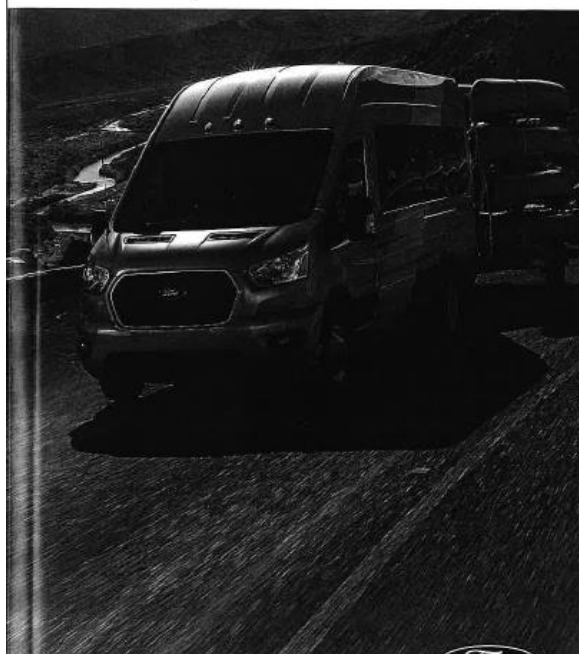
Mileage Or Time Passed (Whichever Comes First)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Maintenance														
Replace engine air cleaner filter.		X			X			X			X			X
Replace cabin air filter.	To be replaced every 12,000 miles (19,000 km).													
Replace spark plugs. ¹									X					
Replace the front accessory drive belt.														X
Flush and replace the engine coolant at 10 years or 150,000 miles (240,000 km) whichever comes first.									X					X
Replace PCV valve.									X					

1. The spark plug change interval is mileage based only; yearly intervals do not apply.

WARNING!

- You can be badly injured working on or around a motor vehicle. Do only service work for which you have the knowledge and the right equipment. If you have any doubt about your ability to perform a service job, take your vehicle to a competent mechanic.
- Failure to properly inspect and maintain your vehicle could result in a component malfunction and affect vehicle handling and performance. This could cause an accident.

2023 FORD TRANSIT Owner's Manual



Scheduled Maintenance

Multi-Point Inspection

Half-shaft dust boots	Windshield for cracks, chips or pits
Horn operation	Washer spray and wiper operation

Brake, coolant recovery reservoir and window washer.

Your vehicle has a temporary mobility kit; check the tire sealant expiration Use By date on the canister. Replace as needed.

Be sure to ask your dealership service advisor or technician about the multi-point vehicle inspection. It is a comprehensive way to perform a thorough inspection of your vehicle. Your checklist gives you immediate feedback on the overall condition of your vehicle.

NORMAL SCHEDULED MAINTENANCE - 3.5L DURATEC/3.5L ECOBOOST™

Intelligent Oil-Life Monitor™

Your vehicle is equipped with an Intelligent Oil-Life Monitor that determines when you should change the engine oil based on how your vehicle is used. By using several important factors in its calculations, the monitor helps reduce the cost of owning your vehicle and reduces environmental waste at the same time.

The following table provides examples of vehicle use and its impact on oil change intervals. It is a guideline only. Actual oil change intervals depend on several factors and generally decrease with severity of use.

When to expect the oil change message

Interval	Vehicle use and example
	Normal
7,500–10,000 mi (12,000–16,000 km)	Normal commuting with highway driving. No, or moderate, load or towing. Flat to moderately hilly roads. No extended idling.
	Severe
5,000–7,500 mi (8,000–12,000 km)	Moderate to heavy load or towing. Mountainous or off-road conditions. Extended idling.

Scheduled Maintenance

When to expect the oil change message	
Interval	Vehicle use and example
	Extended hot or cold operation.
	Extreme
3,000–5,000 mi (4,800–8,000 km)	Maximum load or towing. Extreme hot or cold operation.

Normal Maintenance Intervals

At every oil change interval as indicated by the information display ¹
Change engine oil and filter. ²
Rotate tires, inspect tire wear and measure tread depth.
Perform a multi-point inspection (recommended).
Inspect the automatic transmission fluid level (if equipped with dipstick). Consult your dealer for requirements.
Inspect the brake pads, shoes, rotors, drums, brake linings, hoses and parking brake.
Inspect the engine-cooling system strength and hoses.
Inspect the exhaust system and heat shields.
Inspect front axle and U-joints. Lubricate if equipped with grease fittings.
Inspect the steering linkage, ball joints, suspension, tire-rod ends, driveshaft and U-joints. Lubricate any areas with grease fittings.
Inspect the wheels and related components for abnormal noise, wear, looseness or drag.

¹ Do not exceed one year or 10,000 mi (16,000 km) between service intervals.² Reset the Intelligent Oil-Life Monitor after engine oil and filter changes.

Brake fluid maintenance ³	
Every 3 years	Change the brake fluid. ²

¹ Perform this maintenance item every 3 years. Do not exceed the designated time for the interval.² Brake fluid servicing requires special equipment available at your authorized dealer.

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Scheduled Maintenance

Other maintenance items ¹	
Every 20,000 mi (32,000 km)	Replace cabin air filter.
Every 30,000 mi (48,000 km)	Torque rear axle U-bolts to specification. Replace engine air filter.
At 200,000 mi (320,000 km)	Change engine coolant. ²
Every 100,000 mi (160,000 km)	Replace spark plugs. Inspect accessory drive belt(s). ³
Every 150,000 mi (240,000 km)	Change automatic transmission fluid and filter.
	Change front axle fluid.
	Change rear axle fluid.
	Change the transfer case fluid. ⁴ Replace accessory drive belt(s).

¹ Perform these maintenance items within 3,000 mi (4,800 km) of the last engine oil and filter change. Do not exceed the designated distance for the interval.² Initial replacement at ten years or 200,000 mi (320,000 km), then every five years or 100,000 mi (160,000 km).³ After initial inspection, inspect every other oil change until replaced.⁴ Four-wheel drive only.**NORMAL SCHEDULED MAINTENANCE - ELECTRIC MOTOR**

Normal Scheduled Maintenance ¹	
Every 12 months or 10,000 mi (16,000 km).	Rotate tires, inspect tire wear and measure tread depth. Perform multi-point inspection (recommended). Inspect brake pads, shoes, rotors, drums, brake linings, hoses and parking brake. Inspect the cooling system coolant level and coolant strength.

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Scheduled Maintenance

Normal Scheduled Maintenance ¹	
	Inspect half-shaft boots. Inspect steering linkage, ball joints, suspension and tie-rod ends. Inspect wheels and related components for abnormal noise, wear, looseness or drag. ²

¹ Do not exceed one year or 10,000 mi (16,000 km) between service intervals.

Brake Fluid Maintenance ¹	
Every 3 Years	Change brake fluid. ²

¹ Perform this maintenance item every 3 years. Do not exceed the designated time for the interval.² Brake fluid servicing requires special equipment available at your authorized dealer.

Other Maintenance Items	
Every 20,000 mi (32,000 km)	Replace cabin air filter. ¹
At 10 years or 150,000 mi (240,000 km)	Replace electric drive assembly fluid.
At 200,000 mi (322,000 km)	Change yellow coolant. ²

¹ Cabin air filter life is dependent on exposure to dusty and dirty conditions. Vehicles operated in these conditions require frequent inspection and replacement of the cabin air filter.² Initial replacement at 10 years or 200,000 mi (322,000 km), then every 5 years or 100,000 mi (160,000 km).

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Scheduled Maintenance**SPECIAL OPERATING
CONDITIONS SCHEDULED
MAINTENANCE**

If you operate your vehicle **primarily** in any of the following conditions, you need to perform extra maintenance as indicated. If you operate your vehicle **occasionally** under any of these conditions, it is not necessary to perform the extra maintenance. For specific recommendations, see your dealership service advisor or technician.

Perform the services shown in the following tables when specified or within 3000 miles (4800 kilometers) of the oil change required message appearing in the instrument cluster display.

- Example 1:** The message appears at 28,750 mi (46,270 km). Perform the 30,000 mi (48,000 km) automatic transmission fluid replacement.
- Example 2:** The message does not appear, but the odometer reads 30,000 mi (48,000 km) (for example, the Intelligent Oil-Life Monitor was reset at 25,000 mi (40,000 km)). Perform the engine air filter replacement.

Towing a trailer or using a car-top carrier	
As required	Change engine oil and filter as indicated by the instrument cluster display and perform services listed in the Normal Scheduled Maintenance chart.
Inspect frequently, service as required	Inspect and lubricate U-joints. See axle maintenance items under Exceptions .
Every 60,000 miles (96,000 km)	Replace spark plugs.

**Extensive Idling or Low-speed Driving for Long Distances, as in Heavy Commercial Use
(Such as Delivery, Taxi, Patrol Car or Livery)
Short Trips that do not allow the engine to get to operating temperature causing fuel
dilution and an increase of the engine oil level**

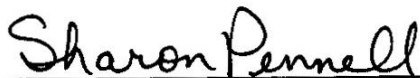
As required	Change engine oil and filter as indicated by the instrument cluster display and perform services listed in the Normal Scheduled Maintenance chart.
Inspect frequently, service as required	Replace engine air filter.
Every 60,000 miles (96,000 km)	Replace spark plugs.

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This vehicle maintenance policy has been adopted by the Little Dixie Community Action Agency, Inc. d/b/a Little Dixie Transit pursuant to the guidelines of the Federal Transit Administration and the Oklahoma Department of Transportation on this 13 day of June, 2006.

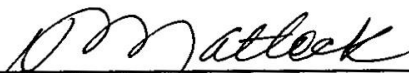


Board Chairperson



Witness

This vehicle maintenance policy has been revised and approved by the Little Dixie Community Action Agency, Inc. d/b/a Little Dixie Transit pursuant to the guidelines of the Federal Transit Administration and the Oklahoma Department of Transportation on this 14th day of February, 2012.

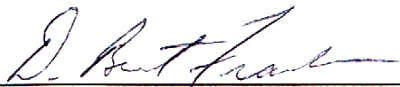


Board Chairperson



Witness

This vehicle maintenance policy has been revised and approved by the Little Dixie Community Action Agency, Inc. d/b/a Little Dixie Transit pursuant to the guidelines of the Federal Transit Administration and the Oklahoma Department of Transportation on this 13th day of May, 2014.

A handwritten signature in black ink, appearing to read "D. Butts", written over a horizontal line.

Board Chairperson

A handwritten signature in blue ink, reading "Sharon Pennell", written over a horizontal line.

Witness

LIFT TRANSIT

Drug and Alcohol Policy

Effective as of April 12, 2022

Adopted by: LCAA Board of Directors

Date Adopted: 04/12/2022

Adopted by: LDCAA Board of Directors

Date Adopted: 2/12/2002

Last Revised: 12/12/2017

8/11/2015

5/13/2014

4/10/2007

1/10/2006

6/15/2006

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Attachments

1. Acknowledgement of *LIFT Transit's* Drug and Alcohol Testing Policy
2. Copy of Board Resolution (signed)
3. Safety-Sensitive Positions and Functions
4. Contact Person(s) for *LIFT Transit*, Medical Review Officer and Substance Abuse Professional

I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

The LCAA BOARD OF DIRECTORS has approved and adopted the revisions to the *LIFT TRANSIT* Policy on Anti-Drug and Alcohol Misuse at its board meeting on April 12, 2022 formally changing the name from Little Dixie to LIFT. The last revision prior to the name change was on December 12, 2017, with approval of the original policy on February 12, 2002, and revisions on August 11, 2015, May 13, 2014, April 10, 2007, January 10, 2006, and June 15, 2005, as listed on the cover page of this document. A copy of the latest board approval is included in this policy as Attachment 2.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect *LIFT Transit's* policy. These additional provisions are identified by **bold text**.

In addition, the Department of Transportation (DOT) has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All *LIFT TRANSIT* employees are subject to the provisions of the Drug-Free Workplace Act of 1998.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug stature for a violation occurring in the workplace shall notify the *LIFT Transit* program director no later than five days after such conviction.

***LIFT TRANSIT'S* intention is to fully comply with the regulations of the US DOT and FTA (49 CFR, Part 32, Part 40 and Part 655). If any omissions or contradictions occur between this policy and the federal regulations, the federal regulations shall apply.**

If the regulations of the US DOT or the FTA change, this policy will be amended to reflect those changes and to remain consistent with regulations and US DOT requirements. When such changes occur, *LIFT TRANSIT* will notify all affected employees.

Once the governing board has adopted this policy, all safety sensitive employees shall be made aware of the policy and subsequent changes, and the effect it will have on them. The *LIFT TRANSIT* shall provide written notice to every covered employee and to representatives of employee organizations explaining the drug and alcohol misuse policies and procedures. (§655.16) See Attachment 1.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See Attachment 3 for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (Blood Alcohol Content (BAC) at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per *LIFT TRANSIT* policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a SAP and immediately terminated from employment.

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests may be conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug

and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when *LIFT TRANSIT* has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by *LIFT TRANSIT* using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, and the covered employee may have contributed to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by *LIFT TRANSIT* using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee will only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing- End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least six hours before the end of the shift.

All testing under the *LIFT TRANSIT'S* own authority will be conducted as a Non-DOT test, using Non-DOT custody and control forms.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, *LIFT TRANSIT* will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 g/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory at the employee's own expense.

LIFT TRANSIT guarantees that the split specimen test will be conducted in a timely fashion.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by *LIFT TRANSIT*.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or *LIFT TRANSIT* for drug testing.
- (7) Fail to undergo a medical evaluation as required by the Medical Review Officer (MRO) or *LIFT TRANSIT*'s Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the transit program director who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a *LIFT TRANSIT* supervisor. The misuse or abuse of legally prescribed drugs while performing transit business is prohibited. Refer to the "Over the Counter and Prescription Drug Guidelines".

Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. The employee must also obtain a written release from the attending physician that releases the employee to perform their job duties whenever they are using a performance-altering substance.

NOTE: Legally prescribed drugs, for purposes of this policy, do not include, regardless of the circumstances, any illegal drug, including marijuana or illegally obtained prescription drugs.

10. Education and Training

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

11. Confidentiality

Confidentiality will be applied to every aspect of the anti-drug program according to the following criteria:

- (1) After the MRO contacts the employee to discuss a positive confirmatory test result, and a final decision is released regarding the positive result, the listed contact person of *LIFT TRANSIT* shall serve as the sole point of contact.
- (2) Information regarding an individual's test results or rehabilitation may be released under the following circumstances: (§40.331)
 - a) A specific, written consent from an employee authorizing the release of information about that employee's drug or alcohol tests to an identified person
 - b) Upon request of DOT agency representatives:
 - 1) Access to facilities used for this part and DOT agency drug and alcohol program functions.
 - 2) All written, printed, and computer -based drug and alcohol program records and reports, files, materials, data, documents/documentation, agreements, contracts, policies, and statements that are required by this part and DOT agency regulations.
 - c) If requested by the National Transportation Safety Board as part of an accident investigation, information concerning post-accident tests administered after the accident.
 - d) If requested by a Federal, state or local safety agency with regulatory authority, drug and alcohol test records.
- (3) All records relating to drug and alcohol testing will be kept in a separate, locked file from other employee records.

12. Contact Persons

For questions about *LIFT TRANSIT*'s anti-drug and alcohol misuse program as well as the name of the MRO and SAP, see Attachment 4.

ATTACHMENT 1

ACKNOWLEDGEMENT OF *LIFT TRANSIT*'S
DRUG AND ALCOHOL TESTING POLICY

I, _____ the undersigned, hereby acknowledge that I have received a copy of the drug and alcohol testing policy and procedures mandated by the U. S. DOT and FTA for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of *LIFT TRANSIT*. Any provisions contained herein which are not required by 49 CFR Part 655 or 49 CFR Part 40, as amended, that have been imposed solely on the authority of the employer are designated as such in the policy document. I am aware that I may be required to undergo a drug and/or alcohol screen as outlined by *LIFT TRANSIT* policy requirements and that I may be referred to an education and treatment program depending on the results of the drug/alcohol screen. I agree to abide by all provisions of the drug and alcohol testing policy and procedures as a condition of my continued employment with the company.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in the policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand the information contained in the approved policy dated April 12, 2022, is subject to change, and that any such changes, or addendum, shall be given to me in a manner consistent with the provision of 49 CFR Part 655, as amended.

Employee Signature

Date

LIFT TRANSIT Representative

Date

FTA Drug and Alcohol Policy - *LIFT TRANSIT*

ATTACHMENT 2

COPY OF BOARD RESOLUTION

The LIFT Community Action Agency, Inc. Board of Directors hereby approves and adopts the revisions to the LIFT Transit Drug and Alcohol Policy as reviewed during the Board's monthly meeting on April 12, 2022.

Don Sate 04/12/2022
Board Chairperson Date

RRJ 4/12/2022
Witness Date

ATTACHMENT 3

SAFETY-SENSITIVE FUNCTIONS

A safety-sensitive function, as defined by PTA 49 CFR, Part 655, is any specified duty performed by *LIFT TRANSIT* employees related to the safe operation of mass transit service. These duties include the following activities:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL);
- Controlling dispatch or movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service;
- Carrying a firearm for security purposes.

The following specific job titles identify those employees who perform safety-sensitive job functions at *LIFT TRANSIT*:

- ▶ *Transit Clerk: supervises dispatch office including dispatcher and drivers.*
- ▶ *Transit Dispatcher: coordinates rides for passengers; driver scheduling.*
- ▶ *Transit Driver: operates revenue vehicles in the transport of passengers.*
- ▶ *Transit Mechanic: completes maintenance and repair of revenue vehicle fleet.*

ATTACHMENT 4

CONTACT PERSON(S)

Any questions regarding this policy or any other aspect of *LIFT TRANSIT'S* substance abuse program should be addressed to the following transit system representative(s):

Name: Jeannie McMillin

Title: Transit Director/ Primary DER/DAPM

Address: 511 West Jackson Street, Hugo, OK 74743

Telephone Number: (580) 326-8176

Name: ~~Steven Paschall, MD~~

Title: ~~(MRO)~~

Address: ~~9330 Priority Way W DR~~
~~Indianapolis, IN 46240~~

Telephone Number: ~~317-547-8620~~

Name: ComplianceOne, Inc..

Title: Substance Abuse Professional (SAP)

Address: 2121 Chelsea Drive, Topeka, KS, 66614

Telephone Number: 1-800-999-1196

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

PROCLAMATION

WHEREAS, April 11, 2024 marks the 56th anniversary of the passage of the U.S. Fair Housing Act, Title VII of the Civil Rights Act of 1968, as amended, which enunciates a national policy that housing throughout our Country be made available to all citizens without regard to race, color, creed, national origin, sex, familial status, and handicap, and encourages fair housing opportunities for all citizens; and

WHEREAS, LIFT Community Action Agency, Inc. is dedicated to highlighting the importance of the Fair Housing Act, by continuing to educate consumers and the general public about their right to equal housing opportunities, and by continuing to expand our programs and our partnership efforts with other organizations to help assure every citizen of their right to fair housing; and

NOW, THEREFORE, the Board of Directors of LIFT Community Action Agency, Inc. does hereby resolve to support the National designation of April 2024 as

FAIR HOUSING MONTH

within LIFT Community Action Agency's service area, and we urge all of our local citizens to join us in recognizing the importance of equal access to housing and to personally adopt the spirit of equal housing opportunity.

IN WITNESS WHEREOF, signed this 12th day of March, 2024.

David Hawkins, Chairman
Board of Directors
LIFT Community Action Agency, Inc.



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





RECRUITING & RETAINING TRIPARTITE BOARDS

Jerry Wright
Director of Consulting
jwright@okcnp.org
(405) 463-6886, ext. 214

Tripartite Board Defined

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

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



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Board Matrix

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



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Background

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

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



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Roles & Responsibilities of a Tripartite Board

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



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Uniqueness of Tripartite Boards

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



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Commonalities with every other Board of Directors

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



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Govern = To Steer

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

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

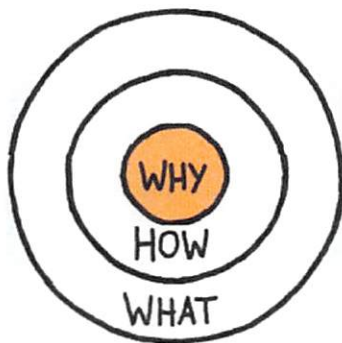


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Your Mission: to make a difference in someone's life or in the world



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What

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

How

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

Why

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

Legal Duties

01 Duty of Care

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

02 Duty of Loyalty

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

03 Duty of Obedience

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

04 Duty of Transparency

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

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

Boards Manage Two Things

- Themselves
- The Executive Director

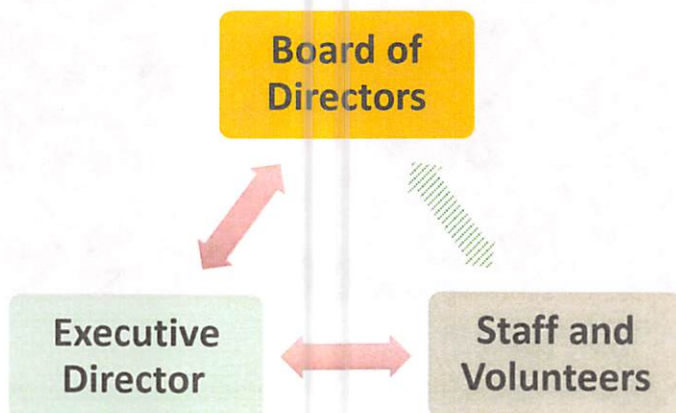


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Leadership in a Nonprofit



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

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

Tasks of a Board

PLANNING

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

MONITORING

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

BOARD GOV. & POLICY

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

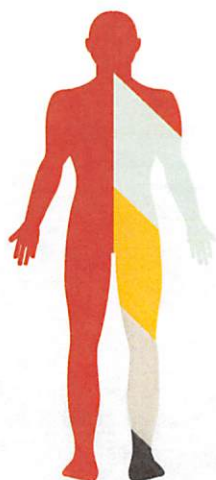
FUNDRAISING & EXTERNAL RELATIONS

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



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Board Member Recruitment



► Board Member Prospects

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

► Board Matrix

How would this tool aid your recruitment focus?

► Involve Board Members

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

► Recruitment Strategy

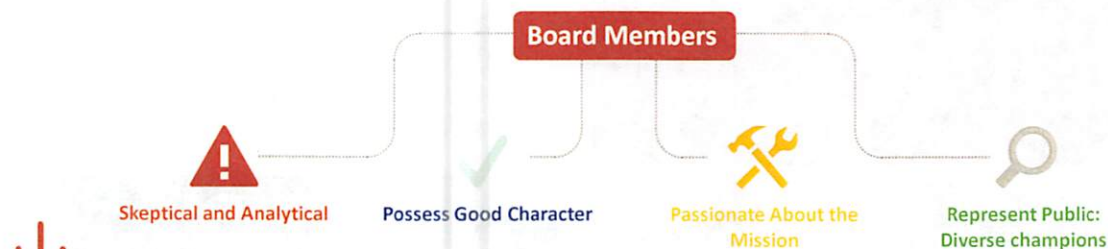
What bases do you cover well? Which base could you spend more time on?

► Engagement

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

4 Essential Characteristics

For Board Members



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

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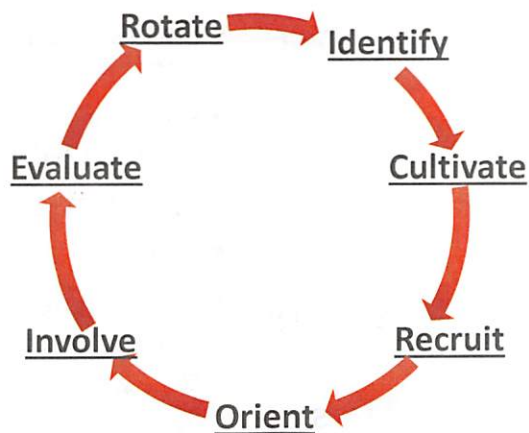
Keeping A Good Board

The Care and Feeding of a High-Functioning Board



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

Board Recruiting Cycle



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Identify

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

Board of Directors' Matrix

Skills and Experience	John Canale	Lee Givens	Ed Crank Barnett	Donna L. Hargrave	Thomas A. Hargrave	Richard Hargrave	Robert Hargrave	Patricia Hargrave	Frank Hargrave	John Hargrave	Thomas Hargrave	Lee Hargrave	Arthur Hargrave	Hugh Hargrave	David Hargrave
Financial Services															
Senior Executive															
CEO/CFO															
Legal															
Information Technology															
Marketing															
Government/Public Sector															
Other Not Profit Directorship															
Financially Knowledgeable															
Financial Expert															
Large Corporation															
Multi-Country Asia															



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Materials to Share with Potential Board Members

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



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Orientation: Tell Your 3 Stories

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



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Orientation Check-list

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



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Engaging Board Members

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



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Evaluation

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

"Look to the future. Turn what has been done into a better path. If you are a leader, the question must always be: how will we be better for it?"

-- Wilma Mankiller, first woman chief of the Cherokee Nation.



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Rotate

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

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



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Removing an Ineffective Board Member

- Term Limits
- Personal Intervention
- Removal or Impeachment



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Questions?

Oklahoma Center for Nonprofits

720 W. Wilshire Blvd. Suite 115, Oklahoma City, OK 73116

www.okcnp.org

Jerry Wright, Director of Consulting
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jwright@okcnp.org



OKLAHOMA CENTER FOR NONPROFITS

Category One: Consumer Input and Involvement

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

A. Guidance on the Definition and Intent of the Standard

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

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

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

B. Guidance on Compliance and Documentation

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

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

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

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

C. Beyond Compliance: Benchmarking Organizational Performance

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

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

Transit Advisory Council

Meeting Minutes

December 12, 2023

1005 S. 5th Street

Hugo, OK 74743

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division.

These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services.

The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the tenth meeting, held on December 12, 2023 at 9:45 a.m., Advisory Council members were advised that the transit program was ending the calendar year with a significant increase in the number of KEDDO trips provided. Advisory council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.



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: 1/31/2024

Name of Person being nominated for Employee of the Month: Sarah Wallace

Name of Person submitting the nomination: Mattie McKee, Darla Galyon, Jordan Mack

- X Is a hard worker Sarah has a strong work ethic and desire to help the program
- X Respects others _____
- X Is on time Sarah can always be counted on to be on time
- X Is organized _____
- X Keeps a positive attitude Sarah never has an issue shifting directions at a moments notice
- X Encourages other people _____
- X Is willing to help others Sarah is always willing to assist
- X Makes a good first impression Sarah greets co-workers and families with a great attitude
- X Follows all workplace rules _____
- X Uses resources wisely _____
- X Has good work attendance Sarah is a very dependable employee
- X Represents the agency well Sarah's interactions with families exemplifies what Head Start strives for
- X Is a loyal employee Sarah is dedicated in helping the program run smoothly
- X Handles crisis well _____
- X Goes above and beyond the call of duty Sarah is always willing to do whatever she can to help
- X Works well with others (team player) _____



- X Is creative _____
- X Likes to learn new things Sarah has taken great initiative to learn the many aspects of being a family advocate _____
- X Is a good listener _____
- X Communicates well _____
- X Dependable Sarah is an employee you can always count on _____
- 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.

Sarah Wallace has been a family advocate since June 2023 during which time she has not only shown dedication to her position helping families but also in helping the program as a whole. Many times Sarah has been asked to step into a classroom to help care for children and she has done so with no hesitation. While helping in the classroom Sarah has also been able to complete her family advocate duties as well as attend classes to complete her Family Advocate credential. Sarah is a problem solver and does whatever she can in helping us ensure classrooms can remain fully staffed at a moments notice.

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 (kjames@littledixie.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

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

Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
February 2024

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of February there were 40 children, age birth to 3, that were provided services in the Early Head Start centers and 102 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 291 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 January, we had 124 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 35 participants, with 6 of them being father figures.

Father Involvement

The Dad's Day activities for the month of January were various snowman, penguin, and Valentine's Day crafts as well as "How can you make the world a better place?" MLK activity. For the January Dad's Day, there were 151 people that participated in Dad's Day activities with 62 being father figures. In addition, 25 dads/father figures participated in parent meetings for January. Since the beginning of the 2023-2024 school year, we have had 661 father figures participate in family engagement activities.

Nutrition

In the month of February, the nutrition team completed their second round of CACFP kitchen checks. We were pleased to find there were no findings in our first or second round of CACFP checks. The nutrition team has completed our first round of EHS & EHS-CC folder checks. We have also completed our second round of folder checks for Head Start. BMI letters went out to centers this month, which is based on our children's growth charts. We are looking to fill, Valliant and Idabel HS cook positions. The nutrition team is continuously diving into 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 we 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

February was a short and busy month. Some of our students attended a Stephen Fite musical concert. His whimsical songs are a delight for children and geared to hold their interest and teach skills. The children and teachers had a wonderful experience. Teachers turned in TSGOLD outcomes for the winter. Reports from these outcomes can be shared with parents to help them understand the development of their child during Parent-Teacher/Home Visits. These conferences/visits are being held for the Spring semester.

Professional Development

During the month of February, the Professional Development Specialist scheduled 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. An ELCCCT class was scheduled in February in which several newly hired LIFT employees participated. Also, the Professional Development Specialist helped several employees renew or apply for their Professional Development Ladders and Oklahoma Directors Credentials.

In February the Professional Development Specialist facilitated in-service for all Head Start, Early Head Start, and Early Head Start – Childcare staff that was held at the Hugo Kiamichi Technology Center. This year Sarah Shores and Lesa Curry from the Oklahoma State Department of Health showed a training film on Resiliency – The Biology of Stress and the Science of Hope. They also conducted a presentation on Neurobiology/Epigenetics/Adverse Childhood Experiences/Resilience (N.E.A.R.) Science – Beyond ACEs. The trainings consisted of a science-informed, evidence-based curriculum that walked the staff through how toxic stress and trauma can affect the brain, how trauma can be passed down through generations, in-depth information about Adverse Childhood Experiences study findings, and building strength & capacity in individuals and communities through resilience. Conscious Discipline training on the Power of Attention and the Power of Perception was presented to all staff. Also, staff learned about new recruitment techniques, ERSEA procedures and how to help children transition between Early Head Start to Head Start programs and from Head Start to public school.

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 February 2024.

We have officially kicked off our recruitment season for the 2024-2025 school year. We held our February In-service and provided each classroom with a Recruitment Folder and Apple Yard Signs. Each folder has marketing materials to disseminate in the area they serve and ensures we are covering all areas.

We continue to focus on recruiting for open job positions. Our radio ad for February 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.

The Outreach Specialist is also focusing on upcoming spring events by providing marketing materials to be distributed at each event. Planning has also begun for our LIFT Community Corral

to celebrate 60 years of community action in May. Head Start will be setting up a booth and recruiting for enrollment and open job positions.

- **Help Me Grow**

- Help Me Grow is a system model that we have integrated into our Head Start/Early Head Start programs. It serves as the backbone for resources to serve our Head Start families and community. We are working closely with the Family Advocates to utilize the HMG model as they interact with their families. The overall goal of Help Me Grow is to ensure that through proper coordination and connectivity that families have access to the resources they need, while also ensuring that children are meeting important developmental milestones, through routine developmental screenings.

- **County Coalition Meetings**

- The Outreach Specialist attends monthly meetings to meet with other community partners and discuss, collaborate and inform.

- **Help Me Grow Newsletter**



- **Radio Ad**

- *Attention: LIFT Head Start, Early Head Start and Early Head Start Childcare is **HIRING!** 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.*

- **Disability Recruitment Letters**

- 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. As of the beginning of February, these have officially been sent out.

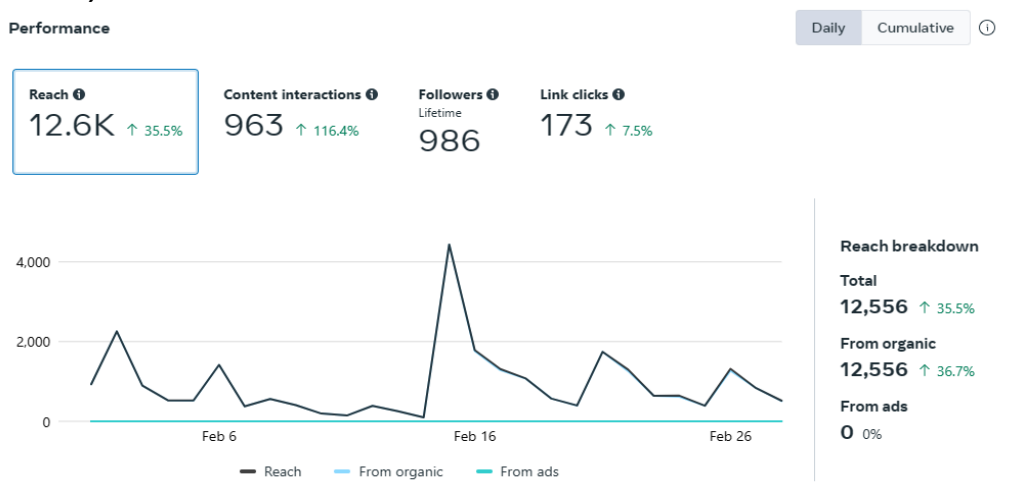
- **February In-Service 2024**

- New and Updated Recruitment Folders for HS-EHS-CC Staff
 - A new Recruitment Folder was created for our HS-EHS-CC programs. This was distributed at our February In-Service. The folder includes ERSEA information, new flyers, tear flyers, policy council information, and enrollment applications. These are provided so each center can help put up flyers and canvas their community with our program information to help with recruitment/enrollment for the 2024-2025 school year.



- In addition to the new recruitment folders, the Outreach Specialist presented information over recruitment materials, events, parades and social media, and Help Me Grow. We have asked the teachers and support staff to assist with dissemination of flyers and outreach materials to help recruit enrollment for the 2024-2025 school year.
- Outreach Specialist met with Family Advocates to further delve into recruitment and Help Me Grow. They play a key role in recruitment and helping families get the resources they need, utilizing our Help Me Grow system.
- Social media-Call to Action: During in-service we asked everyone to please share three specific posts on Facebook. Asking everyone to do this at once helps push out information and awareness of our services to each of the counties we serve. See the data below showing the spike in our “Facebook reach” in the middle of February.

February In-Service Call-to-Action Facebook Data



Recruitment for Open Job Positions on Facebook

Posted on 2/21/24



Impressions: 2,156

Reach: 1,887

Engagement: 541

Shares: 169

Posted on 2/15/2024



Impressions: 7,562

Reach: 6,690

Engagement: 541

Shares: 169

Posted on 2/6/2024



Impressions: 1,392

Reach: 1,311

Engagement: 77

Shares: 17

Posted on 2/2/2024



Impressions: 3,887
Reach: 3,560
Engagement: 262
Shares: 48

Recruitment for Enrollment on Facebook

Posted on 2/15/2024



Impressions: 2,456
Reach: 2,196
Engagement: 178
Shares: 114

Posted on 2/15/2024



Impressions: 3,155
Reach: 2,827
Engagement: 186
Shares: 113

- **New Apple Yard Signs**

- We redesigned our annual apple yard signs for the 2024-2025 school year. These have been sent to every center and our Family Advocates. We have requested that they canvas their service area. Over 300 were purchased and will be disseminated throughout Choctaw, McCurtain and Push counties.
- This was also posted on Facebook on February 22, 2023.

- *Be on the lookout for our new signs! 🍎 These will be distributed throughout Choctaw, McCurtain and Pushmataha counties! If you're interested in pre-school services, submit your application by clicking the link--><https://liftca.org/head-start-application/>*
- The post garnered the following
 - Impressions: 1,813
 - Reach: 1,623
 - Engagement: 151
 - Shares: 32





Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of February. 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

- [Application Window Closing Soon for the 2024–2025 National Head Start Fellowship Program](#) (email)
- [Dear Colleague Letter on Improving Access to Preschool Through a Mixed Delivery Approach](#) (email)
 - Available in [Spanish \(español\)](#)
- [Director Garvin Celebrates Head Start Love](#) (vlog)
- [Director Khari M. Garvin Reflects on Full Enrollment Initiative Feedback](#)
- [Fiscal Year 2023 Improper Payment Study](#) (email)
- [New Rule to Improve Child Care Access, Affordability, and Stability in CCDF](#) (email)
 - Available in [Spanish \(español\)](#)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [Coaching to Support Equity, Inclusion, and Belonging](#) (video)
- [Featured Resources from 2024 Dual Language Learner Celebration Week](#) (email)
- [Inclusion Lab Mobile App](#) (email)
 - Available in [Spanish \(español\)](#)
- [Infant and Toddler iPD Learning Courses](#) (email)
 - Available in [Spanish \(español\)](#)
- [Multicultural Principles for Early Childhood Leaders](#)
- [Planned Instructional Sequences \(PInS\)](#)
- [Playful Learning and Joyful Teaching in Preschools](#) (video)
- [Responding to Persistent Challenging Behavior as a Leader](#) (video)
- [The ABCs of Addressing Persistent Challenging Behavior](#) (video)
- [Understanding the Foundations of the Home Visitor Role](#) (video)

Health, Behavioral Health, and Safety

- [Healthy Feeding from the Start for Expectant Families](#)
- [Pregnancy-related Health Disparities for American Indian and Alaska Native Families](#)
- [Reducing Environmental Health Hazards in Early Childhood Settings](#) (video)
- [Responsive Feeding Tool for Home Visitors](#)

Newsletters

- [Disabilities Services Newsletter Issue No. 76](#)
- [Resources to Make You Smile! Issue No. 36](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 29](#)
 - Available in [Spanish \(español\)](#)

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Head Start Careers

- [Children's Services Coordinator](#) *Farmington, NM*
- [Early Childhood Center Director](#) *Manchester, NH*
- [Family Recruitment and Retention Coordinator](#) *Wichita, KS*

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

Upcoming Events for March

- Monday, March 4: [MyPeers Orientation for Classroom Staff](#)
- Wednesday, March 6: [Promoting Language Development for Children Who Are Dual Language Learners \[in Spanish\]](#)
- Thursday, March 7: [Plan, Observe, Tinker, and Teach in Preschool](#)
- Friday, March 8–10: [2024 National Migrant and Seasonal Head Start Association Conference](#)
- Monday, March 11–12: [Region XII Office of Head Start Summit](#)
- Tuesday, March 12: [Tackling Challenging Behaviors with Opportunity](#)
- Wednesday, March 13: [Spring Garden Storytime](#)
- Wednesday, March 20
 - [Responding In the Moment to Behaviors That Challenge Adults](#)
 - [MyPeers Orientation for Transportation, Facilities, and Safety Staff](#)
- Wednesday, March 20–22: [Early Childhood STEM Institute](#)
- Thursday, March 21
 - [Do Sea Lions Wear Sunglasses?](#)
 - [Supporting Preschool Learning with American Sign Language](#)
- Monday, March 25: [Infant and Early Childhood Mental Health Consultation National Office Hours](#)
- Wednesday, March 27: [Using Health Literacy Principles in Early Childhood Programs](#)
- Thursday, March 28
 - [Emerging Eye Health Issues in Young Children](#)
 - [Family Style Dining: Conversations Around the Table](#)
 - [Nurturing African American Boys' Success](#)

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).

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



ADMINISTRATION FOR
CHILDREN & FAMILIES

February 26, 2024

Dear Colleagues,

We are writing to encourage you to work with local educational agencies and early childhood partners in your states and communities to serve more of our youngest learners in high-quality preschool¹ through a mixed delivery approach. A mixed delivery approach involves a coordinated effort on the part of States and local communities to support preschool programs across a range of quality settings, building on the expertise and capacity of existing providers and leveraging existing Federal, state, and local funding.

There are several Federal funding streams available through the U.S. Department of Health and Human Services and the U.S. Department of Education highlighted in this letter that can be coordinated to expand high-quality preschool services. Improving access is particularly critical for young children impacted by the COVID-19 public health emergency and for families who continue to struggle to find affordable, high-quality preschool opportunities. In fact, only 17% of three-year-olds and 41% of four-year-olds in the United States attend a public preschool.²

Mixed delivery preschool approaches should be inclusive of the full range of high-quality early care and education settings including community-based child care providers, schools, Head Start programs, and family child care homes. A successful mixed delivery approach requires careful planning, collaborative decision-making, and state and local coordination across Child Care and Development Fund (CCDF) administrators, school leaders, State educational agencies (SEAs) and local school districts, Head Start leaders, providers of Individuals with Disabilities Education Act (IDEA) services, early childhood providers (including family child care), early childhood professional organizations and labor unions, among others.

We encourage stakeholders across preschool-serving settings to take additional steps to coordinate their efforts, including coordinated enrollment, and identify ways a mixed delivery approach can be used to improve access to high-quality preschool experiences and meet the needs of more children and families.

¹ Weiland C, Yoshikawa H. Impacts of a prekindergarten program on children's mathematics, language, literacy, executive function, and emotional skills. *Child Dev.* 2013;84(6):2112-2130. doi:10.1111/cdev.12099

² Friedman-Krauss, A. H., Barnett, W. S., Hodges, K. S., Garver, K. A., Weisenfeld, G., Gardiner, B. A., Jost, T. M. (2023). *The State of Preschool 2022: State Preschool Yearbook*. New Brunswick, NJ: National Institute for Early Education Research.

By forging these partnerships, early childhood leaders have an opportunity to amplify the benefits of a mixed delivery approach, which include:

- Expanding preschool services to reach additional children and families by leveraging and maximizing Federal, State, and local funding, and using facilities and resources already available in the community;
- Improving quality in a range of early childhood programs by providing access to preschool funding and supports for meeting developmentally appropriate preschool standards, and leveraging the expertise of all early childhood providers with experience supporting developmentally appropriate practice with our youngest learners in community-based centers and homes, as well as in schools;
- Supporting parents in selecting a setting and location that best meets their child's and family's needs, such as providing a longer program day or more flexible scheduling offered in many child care programs, or allowing older and younger siblings to attend the same site;
- Improving access to early intervention and early childhood special education in inclusive early childhood settings to provide more seamless experiences for development and learning for children with disabilities;
- Creating culturally and linguistically responsive environments and services for students identified as dual language learners and/or English learners;
- Ensuring children and families have access to an array of child development, health, mental health, family support, and other comprehensive services (such as those offered by Head Start); and
- Supporting smooth transitions between preschool and kindergarten, laying a path for success in the early elementary years.

As States and communities are designing or refining their mixed delivery approaches to preschool, we encourage them to consider the diverse and comprehensive needs of children and their families and ensure that their needs are fully met regardless of the setting in which they receive preschool services. This includes ensuring children and families have access to inclusive early childhood programs with early intervention and early childhood special education services; providing supports for retaining a child's home language and building English proficiency and fluency; ensuring supports based on financial needs; and delivering other services for which they are eligible in schools, Head Start, and/or child care programs.

To bolster the supply of high-quality preschool services, it is essential that early educators are paid a wage that honors and reflects their skills, experience, and qualifications whether they are in a school, community-based child care, Head Start, family child care home, or other setting. Providing competitive, equitable wages to providers regardless of the setting in which they work is a foundational part of ensuring both equity and high-quality programming. We encourage State and local leaders to examine opportunities to leverage early care and education funding to increase compensation and improve pay equity for early educators across all settings.

Federal funds, when effectively layered and braided, can support greater access to preschool, provide full-day, full-year high-quality services to meet families' needs, provide adequate wages and benefits to staff, and improve quality across programs. The Federal programs, detailed in the appendix, generally can be used to support preschool activities, though allowability determinations may vary depending on the program.

We encourage all States and communities to consider how they can implement mixed delivery preschool or expand their mixed delivery system including engaging new partners in this work. We are grateful for all your efforts to ensure more of our youngest learners can participate in high-quality preschool.

Sincerely,

A handwritten signature in black ink that reads "Swati Adarkar". The signature is fluid and cursive, with the first name "Swati" being more prominent than the last name "Adarkar".

Swati Adarkar
Deputy Assistant Secretary for Policy and Early Learning
U.S. Department of Education

A handwritten signature in black ink that reads "Katie Hamm". The signature is bold and cursive, with the first name "Katie" being more prominent than the last name "Hamm".

Katie Hamm
Deputy Assistant Secretary for Early Childhood Development
U.S. Department of Health and Human Services

Appendix: Additional Information on Federal Funds Available for Preschool Activities

From the U.S. Department of Health and Human Services, Administration for Children and Families:

- Head Start
 - Grantees: The Office of Head Start awards grants to public and private agencies on a competitive basis. Head Start grant recipients provide comprehensive early learning and development, health, and family support services to low-income families in a variety of settings including centers, family child care, school, and children's own homes as described in the Head Start Program Performance Standards and in accordance with the Head Start Act of 2007.
 - [Office of Head Start website](#) and [Head Start Early Childhood Learning & Knowledge Center website](#)
 - Head Start grant recipients should contact their Regional Office Program Specialist with any questions on the use of Head Start grant funds.
- Child Care and Development Fund (CCDF)
 - Grantees: The Office of Child Care administers the CCDF which provides federal funding to state, territory, and tribal lead agencies for child care subsidies to increase access to child care for eligible low-income families and improve the quality of all child care. CCDF funds include mandatory, matching, and discretionary funding streams and are distributed through formula grants.
 - [Office of Child Care website](#)
 - Please contact your [Office of Child Care regional program office](#) with any questions on the use of Federal CCDF funds.
- Preschool Development Grants Birth Through Five (PDG B-5)
 - Grantees: The Office of Early Childhood Development awards PDG B-5 grants to states and territories to support early childhood services for children birth to age five. Funds support a needs assessment, strategic planning, family engagement, quality improvement, workforce compensation and supports, and direct services for young children. PDG B-5 grants support a range of activities aimed at improving collaboration and direct services within a mixed delivery system that includes child care and family child care providers, Head Start, state pre-kindergarten, and home visiting.
 - [Office of Early Childhood Development PDG B-5 website](#) and [National Technical Assistance Center for Preschool Development Grant Birth through Five \(PDG B-5 TA\) website](#)
 - PDG B-5 grantees should contact their assigned Administration for Children and Families program officer with any questions on the use of funds.

From the U.S. Department of Education:

- Title I, Part A of the ESEA – Improving Basic Programs Operated by Local Educational Agencies (LEAs):
 - Grantees: This is a formula grant to SEAs, which in turn provide subgrants to school districts via formula to help students in high-poverty schools meet challenging State academic standards.
 - [Office of Elementary and Secondary Education \(OESE\) Office of Formula Grants Title I website](#)
 - [Contact the OESE Title I office](#)
- Title II, Part A of the ESEA – Supporting Effective Instruction:
 - Grantees: This is a formula grant to SEAs, which in turn provides subgrants to school districts via a formula to increase student achievement consistent with the challenging State academic standards; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders.
 - [OESE Supporting Effective Instruction State Grants—Title II, Part A website](#)
 - [Contact the OESE Title II office](#)
- Title III, Part A of the ESEA – English Language Acquisition, Language Enhancement, and Academic Achievement:
 - Grantees: This is a formula grant to SEAs, which in turn provide subgrants to school districts via a formula to help English Learner (EL) children and youth learn English and meet challenging state academic content and student academic achievement standards.
 - [English Language Acquisition State Grants – Title III, Part A website](#)
 - [Contact the Title III office](#)
- Title IV, Part B of the ESEA – Nita M. Lowey 21st Century Community Learning Centers:
 - Grantees: This is a formula grant to SEAs, which in turn provide subgrants to eligible entities on a competitive basis to support the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools.
 - [OESE 21st Century Community Learning Centers website](#)
 - [Contact the OESE 21st Century Community Learning Center office](#)

- Full-Service Community Schools Program:
 - Grantees: This is a competitive grant to eligible entities including LEAs, the Bureau of Indian Education and community-based organizations, nonprofit organizations, or other public or private entities to provide comprehensive academic, social, and health services for students, students' family members, and community members that will result in improved educational outcomes for children.
 - [OESE Full-Service Community Schools Program website](#)
 - [Contact the OESE Full-Service Community Schools Program office](#)
- Promise Neighborhoods Program:
 - Grantees: This is a competitive grant to eligible entities, including Institutions of Higher Education, Indian or Tribal organizations and non-profit programs in formal partnership with a high-need LEAs an IHE, the office of a chief elected official or a local government, or an Indian or Tribal organization to significantly improve the academic and developmental outcomes of children living in the most distressed communities of the United States, including ensuring school readiness, high school graduation, and access to a community-based continuum of high-quality services.
 - [OESE Promise Neighborhoods Website](#)
 - [Contact the OESE Promise Neighborhoods office](#)
- IDEA Part B and Part C
 - Grantees: Formula grants to states to provide early intervention, special education and related services for infants, toddlers, and children with disabilities. Part C of the IDEA provides funds to state lead agencies to make available early intervention services for infants and toddlers with disabilities, birth through age 2, and their families. At the State's option, IDEA Part C services may be available beyond age three to the beginning of the school year following the child's third, fourth or fifth birthday. Part B of the IDEA makes available a free appropriate public education in the least restrictive environment to eligible children with disabilities ages 3 through 21 by making available special education and related services to children with disabilities Discretionary grants to support research, demonstrations, technical assistance and dissemination, technology development, personnel preparation and development, and parent training and information centers.
 - [IDEA Website](#)
 - [Office of Special Education Program State Formula Grants website](#)
 - [Contact your state Office of Special Education Programs office](#)
- [*Non-Regulatory Guidance Early Learning in the Every Student Succeeds Act Expanding Opportunities to Support our Youngest Learners*](#)



New Rule to Improve Child Care Access, Affordability, and Stability in CCDF

The Administration for Children and Families (ACF), Office of Child Care (OCC) announces a [new rule](#) that will lower costs for families that receive child care subsidies, improve payment practices to child care providers, and increase families' child care options. The changes make much needed updates to the Child Care and Development Fund (CCDF), which is the nation's largest funding stream to help families afford child care and improve quality in child care settings.

The rule strengthens key policies in the Child Care and Development Block Grant Act of 2014 and builds on the guidance provided in the 2016 CCDF final rule. It addresses programmatic and systemic challenges to stabilize and strengthen the child care system.

2024 CCDF Updates

Key updates include:

- **Reducing costs to families**
 - Limits the amount that families pay for child care to no more than 7% of their household income
 - Makes it easier for Lead Agencies to eliminate co-payments for many more families
- **Improving payments to providers**
 - Requires Lead Agencies to make on-time payments to child care providers and better cover the cost of providing care
 - Follows common business practices that will make it easier for child care providers to participate in CCDF and will better stabilize their operations
- **Expanding choices for families**
 - Simplifies ways for families to find child care that meets their needs
- **Cutting red tape**
 - Clarifies flexibilities for presumptive eligibility to allow more families to start child care assistance right away so they do not lose out on a job opportunity
 - Encourages Lead Agencies to streamline enrollment processes to make it easier for families to apply for and receive child care assistance if they have already demonstrated eligibility for another benefit program

Read the Rule

Select the link to read the full rule: <https://www.federalregister.gov/public-inspection/2024-04139/improving-child-care-access-affordability-and-stability-in-the-child-care-and-development-fund>

Resources related to the rule, including upcoming webinars, will be available on the new [OCC rule resource page](#).

Save the Date!

OCC is hosting two related webinars on Thursday, March 7. The first webinar outlines the final rule for all interested parties. The second focuses on the impact of the rule specifically for tribal programs.

- March 7, noon to 1 p.m. ET: [Webinar on 2024 CCDF Final Rule](#)
- March 7, 3:30–4:30 p.m. ET: [Webinar on 2024 CCDF Final Rule for Tribal CCDF Programs](#)

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
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
February-24	2937	2901	3461	9299
YEARLY TOTALS	26792	26898	34579	88,269

January 2024 HEAD START TIME & ATTENDANCE REPORT													
As of 1/31/24	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		16	94.9%
Antlers 2			0			0	0	0		0			
Battiest	9		9	1		1	8	0		8	4	17	73.5%
Boswell 1	10	1	11	2		2	9	0		9	4	18	88.6%
Boswell 2	10		10	5	1	6	4	1		5	3	18	87.1%
Broken Bow 1	20		20	3		3	17	0		17		19	79.0%
Broken Bow 3	13	1	14	1	1	2	12	1	1/29/2024	13		19	80.8%
Clayton 1	15		15	1		1	14	0		14	4	19	85.0%
Clayton 2	10		10	1		1	9	0		9	2	19	90.1%
Forest Grove 1	12	1	13	1	1	2	11	1	1/24/2024	12	5	17	78.5%
Forest Grove 2	16	2	18	1	1	2	16	1	1/24/2024	17	8	17	78.0%
Fort Towson	12		12	4		4	8	0		8	4	16	82.0%
Haworth	11	1	12	1		1	11	0		11	2	14	73.4%
Horace Mann 1	13		13	1		1	12	0		12		16	88.0%
Horace Mann 2	14		14	1		1	13	0		13	4	16	91.4%
Horace Mann 3	15		15	1		1	14	0		14		16	84.8%
Hugo 2	7		7	1		1	6	0		6		16	85.4%
Hugo 4	10		10		1	1	9	1	1/4/2024	10		16	70.6%
Idabel 1	11		11			0	11	0		11		17	84.0%
Idabel 2		7	7			0	7	0		7		6	97.6%
Idabel 3	14	1	15	2	1	3	12	1	1/9/2024	13		17	87.3%
Rattan 1	13	1	14	2		2	12	0		12	3	18	94.3%
Rattan 2	3		3			0	3	0		3	3	18	90.7%
Rattan 3	7	1	8	1		1	7	0		7	2	18	93.7%
Soper 1	14		14	2		2	12	0		12	6	18	91.7%
Soper 2	21	1	22	3		3	19	0		19	10	19	87.3%
Valliant 1			0			0	0	0		0			
Valliant 2	14		14	2		2	12	0		12		17	83.3%
TOTALS	310	17	327	37	6	43	284	6		290	64		85.0%

January 2024 Pre-K TIME & ATTENDANCE REPORT

As of 1/31/24	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	1		1	3	18	92.7%
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	1	0	1	3		92.7%

January 2024 EHS Time and Attendance												
As of 1/31/24	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	55	1	56	32	1	33	23	1	1	1/19/2024	20	79.4%
Hugo	28		28	16		16	12	1	0		20	75.7%
Idabel	29		29	19	1	20	9	2	1	1/22/2024	19	83.7%
TOTALS	112	1	113	67	2	69	44	4	2			79.3%

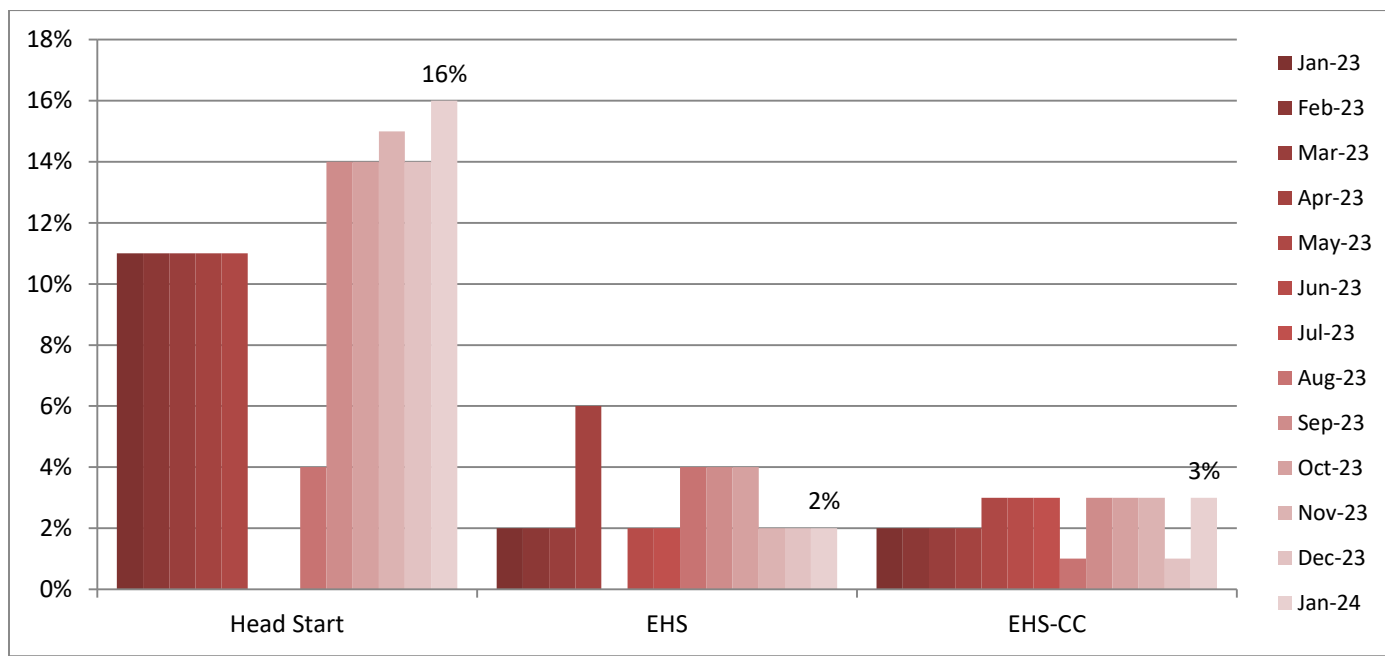
January 2024 EHS-CC Time and Attendance												
As of 1/31/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	18		18	10		10	8		0		17	84.6%
ELC-Broken Bow	42	2	44	28	2	30	14	1	2	1/29/2024	19	76.5%
ELC-Hugo	17		17	10		10	7		0		20	79.3%
ELC-Idabel	39	1	40	24	3	27	13	3	3	1/22/2024	19	76.7%
Cabbage Patch	34	1	35	15	3	18	17	5	3	1/30/2024	21	76.5%
The LearningTree	76	4	80	40	2	42	38	1	2	1/22/2024	20	83.8%
TOTALS	226	8	234	127	10	137	97	10	10			80.1%

Data Analysis Report Summary

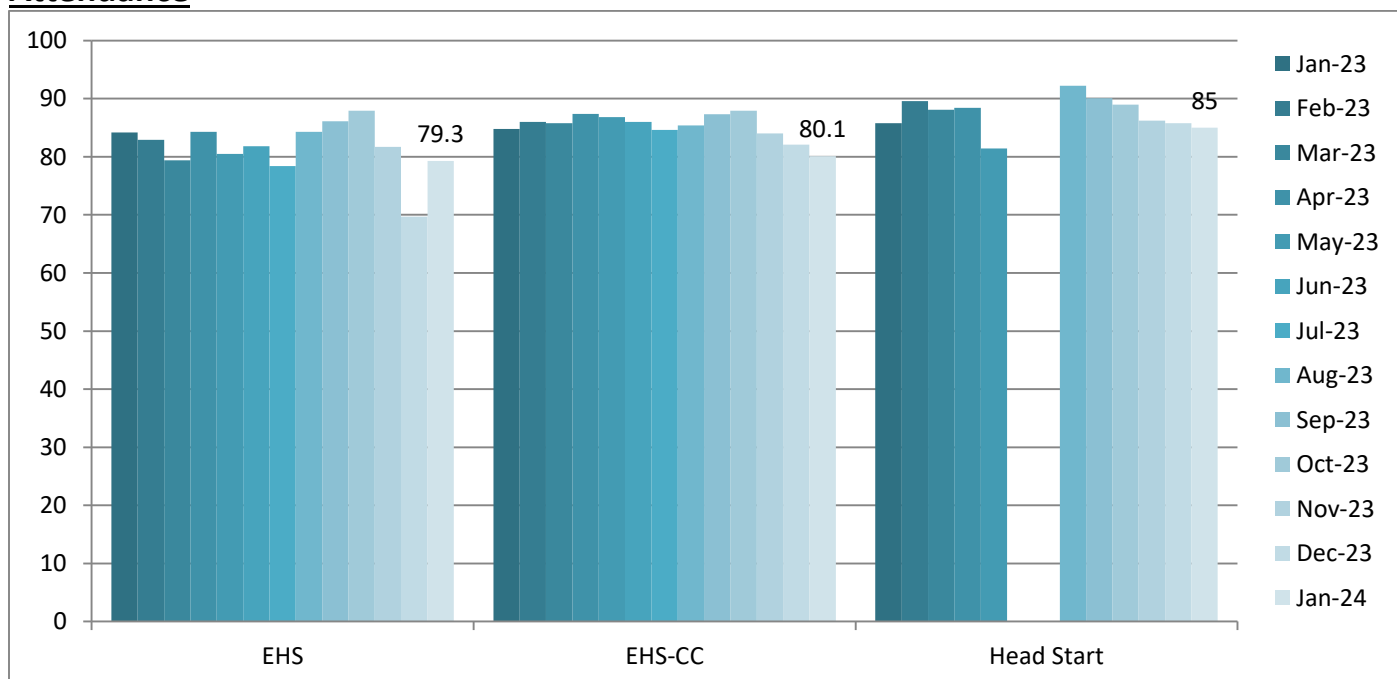
January 2024

Disabilities

IEP/IFSP –

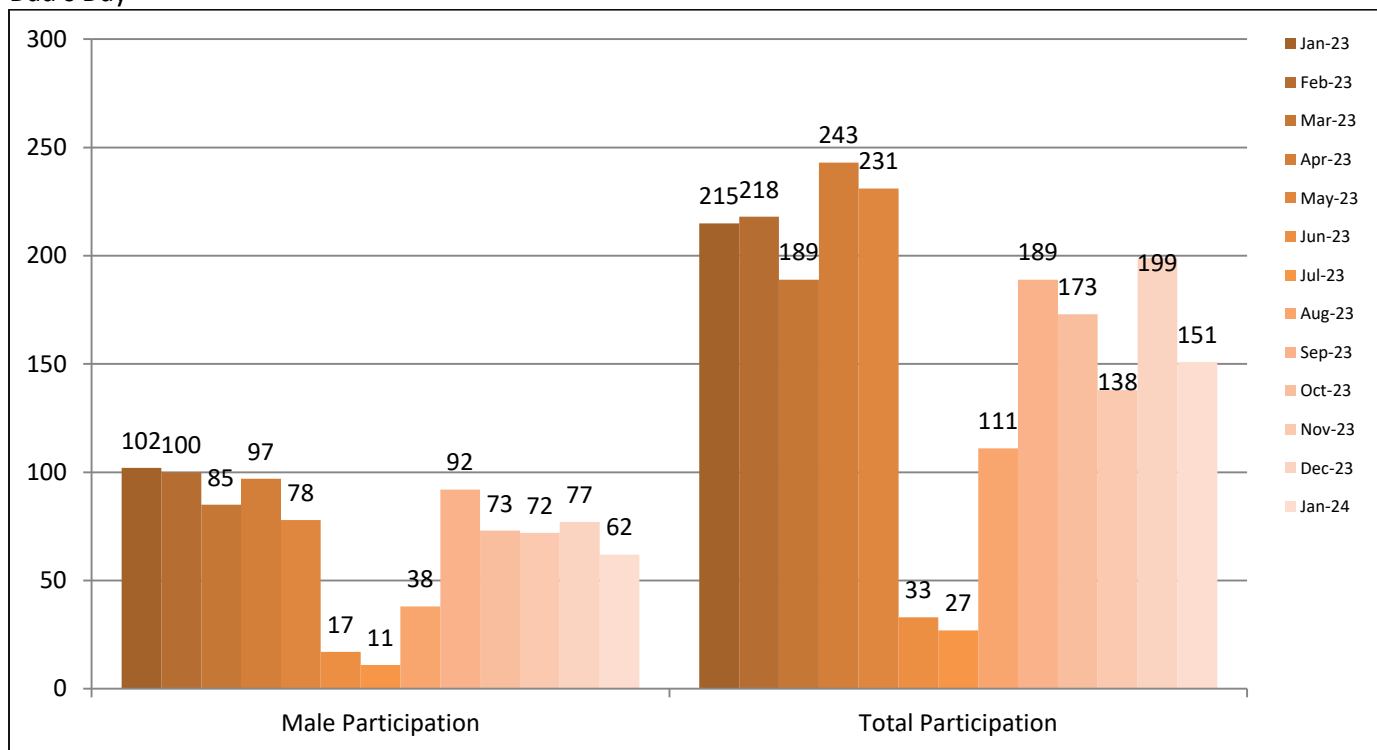


Attendance

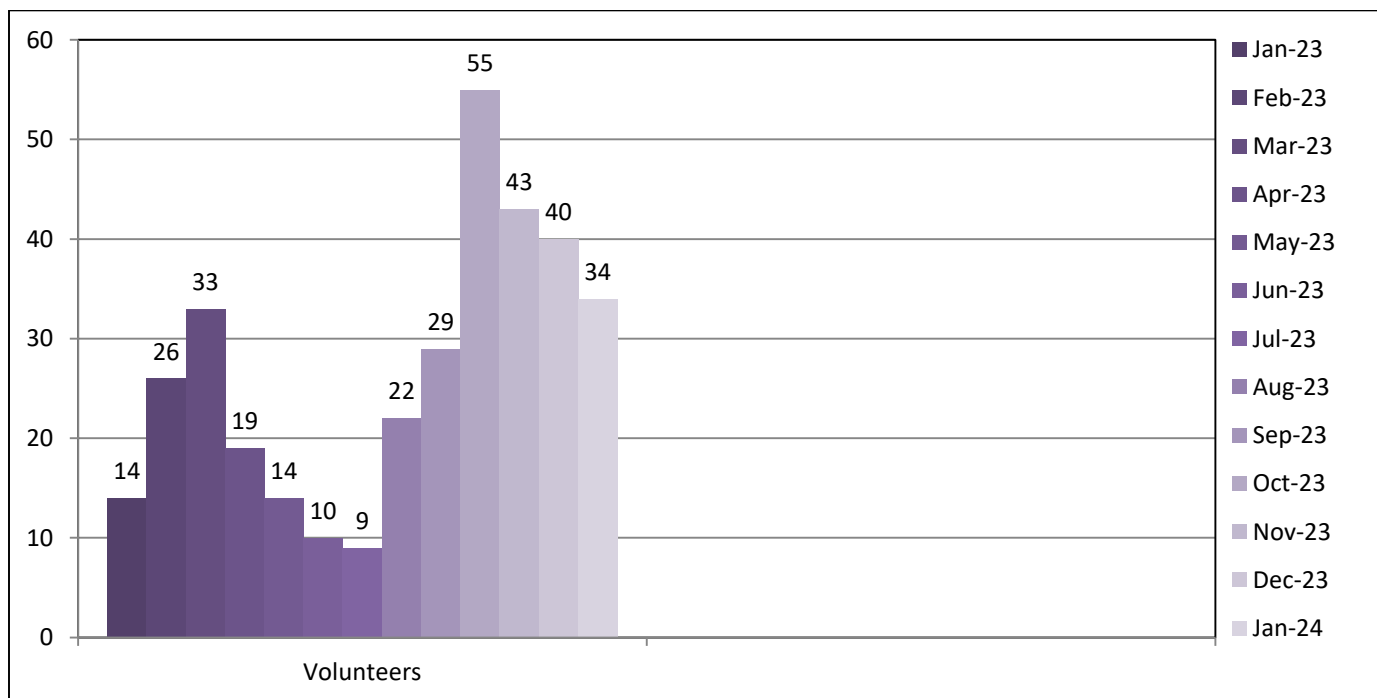


Family & Community Engagement

Dad's Day



Parents Ready to Read





U.S. Department of Justice
Office of Justice Programs
PROGRAM OFFICE

Washington, D.C. 20531

February 12, 2024

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

RE:
15PBJA-21-GG-04047-SCAX, BJA FY 21 Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program, Award Amount \$896,730.

Dear Ms. Reynolds,

Thank you for the time and assistance you and your staff provided during the Bureau of Justice Assistance Enhanced Programmatic Desk Review (EPDR) conducted on January 23, 2024. The EPDR provided valuable information on the status of your grant program.

No programmatic or administrative issues requiring formal resolution were identified during the EPDR. The Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program appears to be progressing according to the plan presented in the approved application and is in compliance with Federal, OJP and BJA guidelines for the award.

If you have further questions concerning the EPDR, your program, or available technical assistance, please do not hesitate to contact me at (202) 305-8064 and/or Jennifer.L.Lewis@ojp.usdoj.gov. Thank you again for your cooperation and assistance during the EPDR.

Sincerely,

Jennifer Lewis
State Policy Advisor
Bureau of Justice Assistance

Cc: Sheree Ensley, Fiscal Officer
Taylor Dunn, Second Chance Director
Dionne Frankum, Program Supervisor



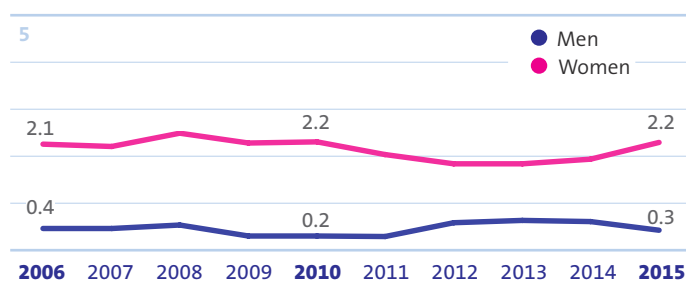
Sexual Violence

Sexual violence encompasses a variety of criminal acts—from sexual threats to unwanted contact to rape. Sexual violence is pervasive and often traumatizing to its victims. For a number of reasons, however, including the stigma and insensitive treatment often associated with these crimes, **sexual violence remains highly underreported**. Sexual violence is also a difficult concept to measure, primarily due to: inconsistent definitions of sexual assault and rape; differing reporting requirements across local, state, and national law enforcement; and low conviction rates. While people of all genders and gender identities are victims of sexual violence, the majority of these acts are perpetrated by male offenders against female victims. **Most victims know the perpetrator in some capacity**, either as a friend, acquaintance, family member, or intimate partner. *For more information, see the Campus Victimization fact sheet in this series.*

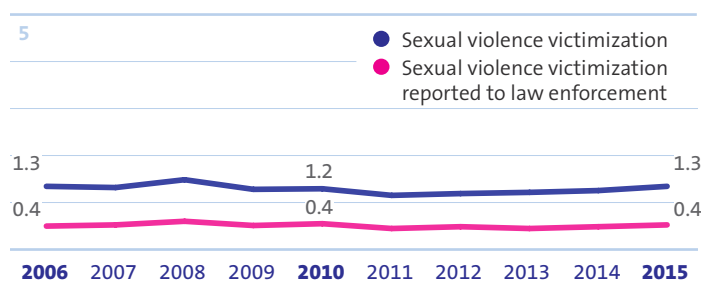
CRIME TRENDS

Over their lifetime, an estimated **19% of women and 2% of men will have been raped**, while **44% of women and 23% of men** will experience some other form of **sexual violence**.^A According to the Bureau of Justice Statistics, in the 10 years from 2006 to 2015, the rates of sexual violence for both women and men experienced no significant change. Rates of sexual violence reported to police also did not change significantly from 2006 to 2015. Consistently across this period, an average of 33% of sexual victimizations were reported to police.^B

Sexual Violence by Victim Sex^{B*}
rate per 1,000 people



Sexual Violence Victimization and Reporting^{B*}
rate per 1,000 people



*Estimates based on 3-year rolling averages centered on the most recent year.

Of sexual violence victims in 2015, about **19%** reported receiving **victim services**, which could include information, emotional support, help finding resources, and other assistance.^B

Sexual Violence Victims Who Received Victim Services^B



DID YOU KNOW?

In 2010, **38%** of heterosexual female rape victims were **18–24 years old** when they were first raped; **28%** were first raped between **11 and 17 years old**.^C

In 2011, **64%** of **multiracial women** and **40%** of **multiracial men** had experienced some form of sexual violence other than rape.^A

In 2016, an estimated **14,900 military members** experienced a sexual assault in the year prior—a decrease from 2014.^D

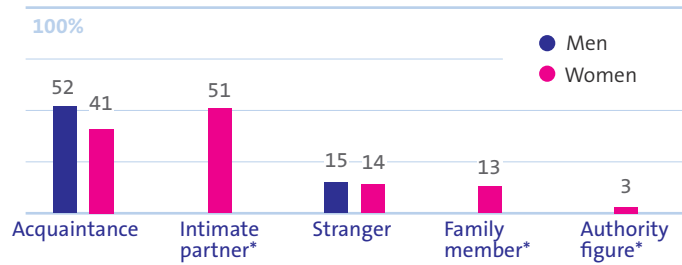
Of **inmates** in state and federal prison in 2011–2012, **4%** reported experiencing sexual victimization.^E

CURRENT DATA ON SEXUAL VIOLENCE

According to the 2010 National Intimate Partner and Sexual Violence Survey (NISVS), **about half (51%) of female victims** of rape reported being raped by an **intimate partner**, and 40.8% by an acquaintance. For **male victims, more than half (52.4%)** reported being raped by an **acquaintance**, and 15.1% by a stranger.^F

Rape Victims' Relationship to the Perpetrator^F

by victim sex



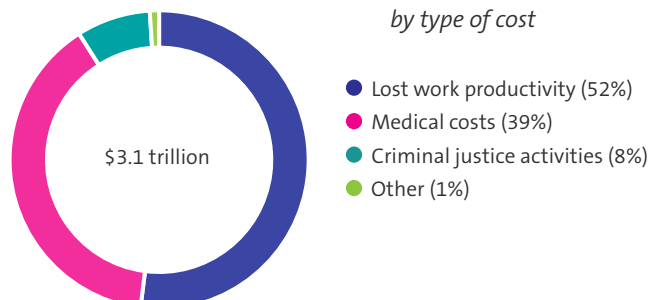
*Estimates not reported for men due to small sample size.

THE COST OF SEXUAL VIOLENCE

The estimated lifetime cost of rape victimization is \$122,461 per victim, or **\$3.1 trillion for all rape victims**. Lost work productivity and medical costs are the highest costs associated with rape victimization, totaling \$1.6 and \$1.2 trillion, respectively. Criminal justice service activities associated with rape victimization total \$234 billion, while other costs, including victim property loss or damage, total \$36 billion.^G

Economic Burden of Sexual Violence^G

by type of cost



CAMPUS SEXUAL ASSAULT

A survey of more than 23,000 students across 9 higher education institutions found that:^H

- **1 in 5 female students** in their fourth year of college had experienced attempted or completed **sexual assault** while in college.
- **Freshman women** were at greater risk for sexual assault during the **first months** of the school year (August-October) than at any other time throughout college.
- About 65% of surveyed rape victims reported the incident to a friend, family member, or roommate. **Less than 10% reported it to police or school officials.**

In 2015, the Association of American Universities (AAU) published a report on sexual assault and sexual misconduct. Based on a survey of more than **150,000 students at 27 universities**, their findings indicated:^I

- 11.7% of student respondents reported experiencing some form of **nonconsensual** sexual contact.
- The most common reason for not reporting sexual assault and sexual misconduct victimization was that **students did not consider the victimization to be serious enough.**
- Other common reasons for not reporting sexual assault and sexual misconduct included fear that **nothing would be done, embarrassment, and emotional distress.**

SOURCES

- Matthew J. Breiding et al., *Prevalence and Characteristics of Sexual Violence, Stalking, and Intimate Partner Violence Victimization - National Intimate Partner and Sexual Violence Survey, 2011*, (Atlanta: CDC, 2014), www.cdc.gov/mmwr/pdf/ss/ss6308.pdf
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- Cora Peterson et al., "Lifetime Economic Burden of Rape Among U.S. Adults," *Am J Prev Med* (Jan 2017), [www.ajpmonline.org/article/S0749-3797\(16\)30615-8/abstract](http://www.ajpmonline.org/article/S0749-3797(16)30615-8/abstract)
- Christopher Krebs et al., "Campus Climate Survey Validation Study Final Technical Report," (Washington, DC: Bureau of Justice Statistics, U.S. Department of Justice, 2016), www.bjs.gov/content/pub/pdf/ccsvsfr.pdf
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STALKING AND SEXUAL VIOLENCE

BOTH CRIMES ARE:

PREVALENT {in the United States }



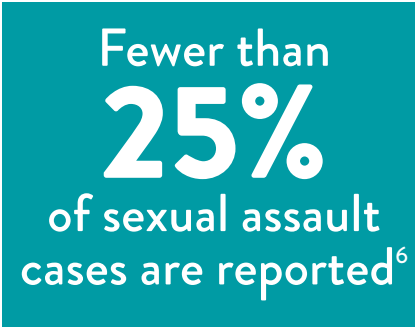
MISUNDERSTOOD AND MINIMIZED

Victims of both of these crimes are frequently **NOT BELIEVED**, told they are **OVERREACTING** and/or **BLAMED** and accused of doing something wrong to have invited the offender's behavior.

PERPETRATED BY SOMEONE THE VICTIM KNOWS



UNDERREPORTED { to police }



TRAUMATIC { for victims and survivors }



Victims of stalking and sexual assault suffer both acute and long-lasting trauma. Stalking victims and survivors suffer much higher rates of depression, anxiety, insomnia, and social dysfunction than people in the general population.⁷

REFERENCES

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Disponible en español
www.childwelfare.gov/pubs/factsheets/sp_signs.cfm

Recognizing Child Abuse and Neglect: Signs and Symptoms



The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination.

If you do suspect a child is being harmed, reporting your suspicions may protect the child and get

What's Inside:

- Recognizing child abuse
- Types of abuse
- Signs of physical abuse
- Signs of neglect
- Signs of sexual abuse
- Signs of emotional maltreatment

help for the family. Any concerned person can report suspicions of child abuse and neglect. Some people (typically certain types of professionals) are required by law to make a report of child maltreatment under specific circumstances—these are called mandatory reporters. For more information, see the Child Welfare Information Gateway publication, *Mandatory Reporters of Child Abuse and Neglect*: www.childwelfare.gov/systemwide/laws_policies/statutes/mandatory.cfm

For more information about where and how to file a report, contact your local child protective services agency or police department. An additional resource for information and referral is the Childhelp® National Child Abuse Hotline (800.4.A.CHILD).

Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect.

The Child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen

- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home

The Parent:

- Shows little concern for the child
- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of emotional needs

The Parent and Child:

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

Types of Abuse

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note, however, that these

types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

Signs of Physical Abuse

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

Signs of Neglect

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the **parent or other adult caregiver**:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting

- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

Consider the possibility of sexual abuse when the **parent or other adult caregiver**:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development

- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

RESOURCES ON THE CHILD WELFARE INFORMATION GATEWAY WEBSITE

Child Abuse and Neglect

www.childwelfare.gov/can/index.cfm

Defining Child Abuse and Neglect

www.childwelfare.gov/can/defining/

Preventing Child Abuse and Neglect

www.childwelfare.gov/preventing/

Reporting Child Abuse and Neglect

www.childwelfare.gov/responding/reporting.cfm

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