



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

AUGUST 13, 2024 • 10:00 AM

HEAD START ADMINISTRATION OFFICE
1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

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

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, August 13, 2024 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Report from the Committee for Nominations
- D.** Consideration, Discussion, and Vote to Elect LIFT CAA Board of Directors Officers for 2024-2025 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- E.** Consideration, Discussion, and Vote to Elect LIFT CAA Executive and Personnel Committee Members for 2024-2025 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- F.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- G.** Consideration, Discussion, and Vote to Approve July 2024 Regular Meeting Minutes (*Organizational Standard 5.5*)
- H.** Consideration, Discussion, and Vote to Approve June 2024 Financial Reports; Distribution of July 2024 Financials for September 2024 Consideration and Vote (*OS 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$81,499**
 - 1. Choctaw County Emergency Food and Shelter Program – Phase 41 Funding Application to EFSP/United Way - **\$9,000**
 - 2. McCurtain County EFSP – Phase 41 Funding Application to EFSP/United Way - **\$1,500**
 - 3. Pushmataha County EFSP – Phase 41 Funding Application to EFSP/United Way - **\$6,700**
 - 4. FY 2025 Retired and Senior Volunteer Program Grant Application to AmeriCorps - **\$64,299**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$3,299,420.17**
 - 1. Child Care Stabilization Grant Program Awards (Year 3/Quarter 4, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 - 2. SFY 2025 Older Americans Act Title III KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma - **\$47,142.17**
 - 3. 2024 Grant Award (Innovation & Pilot Project) from Potts Family Foundation, Inc. - **\$34,247**
 - 4. FY 2024 Regional Supplemental Grant Award from NeighborWorks® America - **\$15,000**
 - 5. FY 2024 Early Head Start-Child Care Partnership Program Grant Award (New/Baseline & Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start - **\$2,267,831** (*Non-Federal Share Waiver Total: \$463,842.75*)

6. Fathers Forward Initiative Contract Award (Choctaw County, Year 1) from Oklahoma Department of Human Services - **\$300,000**
7. Fathers Forward Initiative Contract Award (McCurtain Co., Year 1) from OKDHS - **\$300,000**
8. Fathers Forward Initiative Contract Award (Pushmataha Co., Year 1) from OKDHS - **\$300,000**
9. Choctaw County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$9,000**
10. McCurtain County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$1,500**
11. Pushmataha County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$6,700**

- K. Consideration, Discussion, and Vote to Approve Revised LIFT Transit Drug and Alcohol Policy
- L. Consideration, Discussion, and Vote to Elect Board Members for Vacant Committee Seats (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article XI*):
 - Asset Management Committee (1)
 - By-Laws Committee (1)
 - Compensation Committee (1)
 - Finance/Audit/Loan Committee (1)
 - Risk Assessment and Management Committee (1)
 - Succession Committee (1)
- M. Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2024-2025 School Year
- N. Consideration, Discussion and Vote to Approve 2024 HS/EHS/EHS-CC Community Assessment
- O. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale
- P. Office of Head Start Focus Area 1 Monitoring Review Update (OS 5.9)
- Q. Board Training (OS 5.7):
 - Open Meeting Act
 - Open Records Act
 - Role/Recording of the Board Meeting Minutes
- R. Board Training/Programmatic Report: Quarterly Housing Production (April – June) as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- S. Policy Council Report (OS 2.1 & 5.9)
- T. Recognition of August 2024 Employee of the Month:
Aimy Kuykendall, Park Assistant – Hugo Lake Park
- U. Recognition of Service Awards
 - Five Years:* April McAhren, Teacher Assistant – Head Start Program
 - Michelle Pulliam, Program Analyst – Technical & Management Assistance Program
 - Vicki Reed, Cook – Head Start Program
 - Michael Taylor, Transit Driver – Transit Program
 - Ten Years:* Stacey Hill, Teacher – Head Start Program
 - Twenty-Five Years:* Pam Waugh, Program Director – Healthy Start Program
 - Thirty-Five Years:* Sheila Price, Teacher – Head Start Program

- V. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports – Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis (OS 5.9)
- W. 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*)
- X. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____

LIFT COMMUNITY ACTION AGENCY, INC. EXECUTIVE AND PERSONNEL COMMITTEE		
<i>NAME</i>	<i>OFFICE</i>	<i>COUNTY REPRESENTED</i>
David Hawkins	Board Chairman	McCurtain
Leah Thomas	Vice-Chairman	Choctaw
Brad Burgett	Secretary/Treasurer	Pushmataha
Craig Young		McCurtain
		Choctaw
Vickie Leathers		Pushmataha
Sandra Meeks		McCurtain

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

ARTICLE VI
Meetings

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

ARTICLE X
Executive Committee

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

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

MINUTES
BOARD OF DIRECTORS MEETING
July 9, 2024
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, July 9, 2024 at 10:20 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 (15 Board Members present, 11 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Colby Bryant, Brad Burgett, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jia Johnson, Sandra Meeks, Carolyn Pool, David Smith, William Smith, Jim Bob Sullivan, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, Jordan Hill, Sharon Johnson, Vickie Leathers, Jeffery Lucas, Kara Maness, Consuelo Splawn, Leah Thomas, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Johnny Moffitt, Rhonda Teague, Sheree Ensley, Darla Galyon, Macy Self, Brandon McDaniel, Jacque Batson, Kimberly Wright, Jordan Mack, Sommer Springfield, Mattie McKee, Stella Dennis, Amber Duncan, 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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on July 9, 2024 at 9:05 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for May 2024 and was presented with the June 2024 Financial Reports. In addition, the Committee was presented with and approved a proposal to increase rent amounts by 10% (at select facilities), security deposits by 10% (at all locations), and pet deposits by 10% (at Terry Hill Apartments only). Rental rates at LIFT CAA's apartment/multi-family housing complexes have not increased since 2017, and these increases will help to offset rising operational costs. 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 June 2024 Regular Meeting Minutes and the May 2024 Financial Reports; the June 2024 Financials were distributed for consideration and vote at the August 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Andrea Henkel to approve the June 2024 Regular Meeting Minutes and the May 2024 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of \$11,097.32; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
2. Second Chance Act: Improving Reentry Education and Employment Outcomes Application to U.S. Department of Justice, Bureau of Justice Assistance in the amount of \$900,000; if awarded, LIFT CAA will partner with the County Jails in Choctaw, McCurtain, and Pushmataha Counties as well as the Probation and Parole Offices representing the tri-county area to implement the program. Through these collaborations, program staff will provide both pre- and post-release services designed to strengthen education and employment outcomes for individuals returning to their communities after a period of incarceration.
3. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of \$157,134; if awarded, this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Debra Williams to approve the submission of resolutions and/or grant applications in the amount of \$1,068,231.32 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2024 YouthBuild Program Grant Award from U.S. Department of Labor, Employment and Training Administration in the amount of \$1,219,000; 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. YouthBuild Program Donation (Penn Foster Sponsorship) from International Paper in the amount of \$5,160; these funds will be used to support tuition costs for six YouthBuild participants to work towards earning their accredited high school diploma during the new FY 2024 Program Grant period.
3. FY 2024 Community Services Block Grant Award (4th Allocation) from Oklahoma Department of Commerce/Community Development in the amount of \$115,169; these funds represent the core funding source to support Community Action Agencies and other

CSBG-funded organizations whose primary mission is to address and alleviate poverty within their communities. This fourth allocation of funds will be used for operational support of agency programs. The total amount awarded for FY 2024 is \$234,423.

4. FY 2024 Head Start/Early Head Start Program Supplement Grant Award (Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start in the amount of \$104,591; this funding will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 2.35% COLA increase (Budget Period: 12/1/2023–11/30/2024). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds have been divided between Personnel Salaries, Fringe Benefits, and Indirect Costs associated with staff salaries, along with allocations under the Contractual and Other categories. The 2.35% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.35% in the Head Start/EHS/EHS-Child Care pay scale.
5. WorkReady Oklahoma Employment Center Contract Award (Year 2) from Oklahoma Department of Human Services in the amount of \$1,404,775; these funds will be used to continue operations of the WRO (WorkReady Oklahoma) Employment Training Center in Idabel, Oklahoma during Year 2 of the contract. The program supports five positions that will serve more than 700 individuals over the course of five years. Services involve training, coaching, and supports aimed at preparing individuals for employment.
6. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount of \$11,097.32; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
7. YouthBuild Program Donation (Penn Foster Sponsorship) from First United Bank in the amount of \$5,160; these funds will be used to support tuition costs for six YouthBuild participants to work towards earning their accredited high school diploma during the new FY 2024 Program Grant period.

A motion was made by Carolyn Pool and seconded by Jim Bob Sullivan to approve acceptance of grants, contracts, and awards in the amount of \$2,864,952.32 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of FY 2025 Head Start/Early Head Start Program Grant Application to the Administration for Children and Families, Office of Head Start. James explained that the agency was currently working on the FY 2025 Head Start/Early Head Start Program Grant Continuation Application for Program Operations and Training and Technical Assistance. Total requested funding in the amount of \$4,614,531 would be comprised of \$3,592,315 for Head Start and \$1,022,216 for Early Head Start (Funding Period: 12/1/2024–11/30/2025), with a Federal Funded Enrollment of 435 children (387 Head Start, 48 EHS). James detailed at length the program plan and budgets for Head Start and Early Head Start being proposed; a Change in Scope – Enrollment Reduction Amendment request for the Head Start Program (to reduce enrollment to 295) is currently pending. The Board of Directors discussed the request and provided input regarding the application. A motion was made by Brad Burgett and seconded by Colby Bryant to approve submission of the FY 2025 Head Start/Early Head Start Program Grant Application to the

Administration for Children and Families, Office of Head Start. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Financial Services Manual (Organizational Standard 8.10). Ensley explained that the proposed updates to the Financial Services Manual reflect the agency's change in name/rebranding and current Accounting Department/Central Purchasing operations, including the move from modified cash to full accrual basis, redefined inventory guidelines, and defined reporting responsibilities between fiscal and program staff. A motion was made by Brent Franks and seconded by Andrea Henkel to approve the LIFT CAA Financial Services Manual. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve LIFT CAA's Cost Allocation Procedures (Organizational Standard 8.12). Ensley explained that the agency's Cost Allocation Procedures describe the cost allocation methodology. Proposed updates to the procedures reflect the agency's change in name/rebranding and current operations, including the move from modified cash to full accrual basis and the defined capitalization of equipment by purchase date, per the upcoming Office of Management and Budget Uniform Guidance update (effective October 1, 2024). A motion was made by Brent Franks and seconded by David Smith to approve LIFT CAA's Cost Allocation Procedures. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of Employee Benefit Plan Form 5500 (Plan Year 2023, Period: 4/1/2023–3/31/2024). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by Andrea Henkel and seconded by Debra Williams to approve submission of Employee Benefit Plan Form 5500 for Plan Year 2023. The roll call vote was: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2023-2024 Self-Assessment Plan. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2023-2024 documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by David Smith and seconded by Jia Johnson to approve the 2023-2024 Self-Assessment Plan. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Goals (Organizational Standard 5.7). James explained that this was a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. She explained that goals are approved for the individual Victim Services Programs (Court Appointed Special Advocates, Safe Place Healing Hearts, Safe Place Healing Hearts Too, and Victim Advocacy Services) typically in conjunction with various grant applications at different times during the year. However, this action approves more generalized goals for each program, consistent with the existing goals and activities/work being conducted. After review and discussion, a motion was made by Brad Burgett and seconded by Colby Bryant to approve the Victim Services Programs Goals as presented. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Policies and Procedures Manual (Organizational Standard 5.7). James explained that this approval was also a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. There are no revisions proposed since the last update to the Policies and Procedures Manual, which was approved by the Board in November 2022. James then discussed the various components of the Manual with the Board. A motion was made by Colby Bryant and seconded by Brad Burgett to approve the Victim Services Programs Policies and Procedures Manual. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

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

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2024 Customer Satisfaction Report for the 1st and 2nd Quarters (January – June) in accordance with CSBG Organizational Standard 1.3. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 1st and 2nd Quarters, a total of 94 surveys were collected. Of those, 46% were from Choctaw County, 33% from Pushmataha County, 18% from McCurtain County, and

3% from other counties served. The programs represented during the 1st and 2nd Quarters included Apartments, Second Chance, and Weatherization. Of those responding, 100% were satisfied with regards to satisfaction level for agency services received.

Sommer Springfield, Head Start/Early Head Start/EHS-Child Care Assistant Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Spring 2023-2024 Child Outcomes and Assessment Results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the June 18, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Jacqueline Batson (Administrative Support, Work Ready Idabel) as the July 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Savanna Sisk (Teacher Assistant, Head Start Program); Ten Years – Margie Owens (Apartment Manager, Housing Programs); and Fifteen Years – Hope Scott (Teacher, Head Start Program).

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, and Data Analysis (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Jim Bob Sullivan to adjourn the regular meeting. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. Voting record is attached (Item W).

The Regular Meeting adjourned at 11:00 a.m.

Brad Burgett, Secretary/Treasurer

10:20

July 9, 2024		Present	Absent	DIE			F			G			H			I		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓			✓		
3	Colby Bryant	✓		✓			✓			✓			✓			✓		
4	Brad Burgett	✓				✓	✓			✓			✓			✓		
5	Kevin Cory		✓															
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Kristi Graham	✓		✓			✓			✓			✓			✓		
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson		✓															
13	Vickie Leathers		✓															
14	Jeffery Lucas		✓															
15	Kara Maness		✓															
16	Sandra Meeks	✓		✓			✓			✓			✓			✓		
17	Carolyn Pool	✓		✓			✓			✓			✓			✓		
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																		

	July 9, 2024	Present	Absent	J			K			L			M			N		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓			✓		
3	Colby Bryant	✓		✓			✓			✓			✓			✓		
4	Brad Burgett	✓		✓			✓			✓			✓			✓		
5	Kevin Cory		✓															
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Kristi Graham	✓		✓			✓			✓			✓			✓		
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson		✓															
13	Vickie Leathers		✓															
14	Jeffery Lucas		✓															
15	Kara Maness		✓															
16	Sandra Meeks	✓		✓			✓			✓			✓			✓		
17	Carolyn Pool	✓		✓			✓			✓			✓			✓		
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																		

B. Franks

D. Smith

A. Henkel

D. Williams

D. Smith

J. Johnson

B. Burgett

C. Bryant

L. Bryant

B. Burgett

11:00

July 9, 2024		Present	Absent	✓			3											
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓					✓											
3	Colby Bryant	✓					✓											
4	Brad Burgett	✓					✓											
5	Kevin Cory		✓															
6	Brent Franks	✓					✓											
7	Kristi Graham	✓					✓											
8	Patsy Guess		✓															
9	Andrea Henkel	✓					✓											
10	Jordan Hill		✓															
11	Jia Johnson	✓					✓											
12	Sharon Johnson		✓															
13	Vickie Leathers		✓															
14	Jeffery Lucas		✓															
15	Kara Maness		✓															
16	Sandra Meeks	✓					✓											
17	Carolyn Pool	✓					✓											
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 Jul 2024

FINANCIAL ROW	AMOUNT (AS OF JUL 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$8,988,139.39	\$9,869,315.88	(\$881,176.49)	-8.93%
1020 - Payroll Account	\$385,003.13	\$363,621.18	\$21,381.95	5.88%
1021 - First United Accounts Payable	(\$9,700.99)	(\$34,318.47)	\$24,617.48	-71.73%
1022 - First United TH Reserve	\$143,763.24	\$139,439.77	\$4,323.47	3.10%
1023 - First United General Escrow	\$112,701.37	\$159,540.20	(\$46,838.83)	-29.36%
1024 - First United Marina License	\$81.76	\$240.82	(\$159.06)	-66.05%
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	\$1,846.35	\$1,835.61	\$10.74	0.59%
1040 - Petty Cash	\$410.00	\$410.00	\$0.00	0.00%
1050 - McCurtain County National Bank	\$17,180.72	\$17,224.53	(\$43.81)	-0.25%
1070 - Fund to Fund Allocation Transfers	\$129,272.44	\$0.00	\$129,272.44	0.00%
Total - 1000 - Cash	\$10,593,596.50	\$11,342,208.61	(\$748,612.11)	-6.60%
Total Bank	\$10,593,596.50	\$11,342,208.61	(\$748,612.11)	-6.60%
Accounts Receivable				
1100 - Receivables	\$442,163.14	\$2,096,483.02	(\$1,654,319.88)	-78.91%
1300 - Other receivables				
1320 - Notes/loans receivable	\$334,632.06	\$335,515.82	(\$883.76)	-0.26%
1321 - Loans Receivable from Belmont	\$169,984.48	\$162,809.48	\$7,175.00	4.41%
1322 - Loans Receivable from Clayton	\$211,027.53	\$202,957.53	\$8,070.00	3.98%
1323 - Loans Receivable rom Kiamichi	\$123,563.90	\$123,563.90	\$0.00	0.00%
1324 - Loans Receivable from SOCDC	\$422,001.57	\$422,001.57	\$0.00	0.00%
1326 - Loans Receivable from Rouleau House	\$51,909.76	\$51,909.76	\$0.00	0.00%
Total - 1300 - Other receivables	\$1,313,119.30	\$1,298,758.06	\$14,361.24	1.11%
Total Accounts Receivable	\$1,755,282.44	\$3,395,241.08	(\$1,639,958.64)	-48.30%
Other Current Asset				
1400 - Other assets	\$2,070.86	\$26,628.16	(\$24,557.30)	-92.22%
1500 - Investments	\$375,590.59	\$374,467.59	\$1,123.00	0.30%
NS097 - Interfund Due to /Due from	(\$0.01)	(\$0.01)	\$0.00	0.00%
Payroll Float	\$22,178.72	\$0.00	\$22,178.72	0.00%
Total Other Current Asset	\$399,840.16	\$401,095.74	(\$1,255.58)	-0.31%
Total Current Assets	\$12,748,719.10	\$15,138,545.43	(\$2,389,826.33)	-15.79%
Fixed Assets				
1600 - Fixed operating assets				
1610 - Land	\$1,087,094.00	\$1,087,094.00	\$0.00	0.00%
1620 - Buildings	\$7,056,276.04	\$7,056,276.04	\$0.00	0.00%
1630 - Leasehold Improvements	\$2,123,010.79	\$2,123,010.79	\$0.00	0.00%
1640 - Computers & Equipment over \$5,000	\$900,393.01	\$900,393.01	\$0.00	0.00%
1650 - Vehicles	\$3,609,015.32	\$3,609,015.32	\$0.00	0.00%
Total - 1600 - Fixed operating assets	\$14,775,789.16	\$14,775,789.16	\$0.00	0.00%
1700 - Accum deprec - fixed operating assets	(\$7,667,418.56)	(\$7,667,418.56)	\$0.00	0.00%
Total Fixed Assets	\$7,108,370.60	\$7,108,370.60	\$0.00	0.00%
Other Assets				
1800 - Other Assets	\$16,716.68	\$16,729.67	(\$12.99)	-0.08%
Total Other Assets	\$16,716.68	\$16,729.67	(\$12.99)	-0.08%
Total ASSETS	\$19,873,806.38	\$22,263,645.70	(\$2,389,839.32)	-10.73%
Liabilities & Equity				
Current Liabilities				
Accounts Payable	(\$23,700.30)	(\$19,536.23)	(\$4,164.07)	21.31%
Other Current Liability	\$1,046,397.94	\$1,384,636.67	(\$338,238.73)	-24.43%
Total Current Liabilities	\$1,022,697.64	\$1,365,100.44	(\$342,402.80)	-25.08%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$2,030.84	\$4,100.28	(\$2,069.44)	-50.47%
2780 - Lease liability	\$727.94	\$727.94	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$2,758.78	\$4,828.22	(\$2,069.44)	-42.86%

FINANCIAL ROW	AMOUNT (AS OF JUL 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
Total Long Term Liabilities	\$2,758.78	\$4,828.22	(\$2,069.44)	-42.86%
Equity	\$18,848,349.96	\$20,893,717.04	(\$2,045,367.08)	-9.79%
Total Liabilities & Equity	\$19,873,806.38	\$22,263,645.70	(\$2,389,839.32)	-10.73%

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

FINANCIAL ROW	AMOUNT (JAN 2024 - JUL 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$56,750.44	\$42,867.82	\$13,882.62	32.38%
4100 - Inkind Revenue	\$744,791.34	\$1,268,433.18	(\$523,641.84)	-41.28%
4200 - Miscellaneous Revenue	\$729,577.22	\$3,707,973.17	(\$2,978,395.95)	-80.32%
4400 - State Revenue	\$1,115,543.12	\$1,306,592.16	(\$191,049.04)	-14.62%
4500 - Federal Revenue	\$8,152,587.36	\$15,335,877.40	(\$7,183,290.04)	-46.84%
4900 - Recoveries from Programs	\$2,269,816.65	\$3,631,342.57	(\$1,361,525.92)	-37.49%
5000 - Rental Revenue	\$431,388.87	\$657,610.55	(\$226,221.68)	-34.40%
5100 - Program Fee Revenue	\$889,465.69	\$1,723,429.39	(\$833,963.70)	-48.39%
5300 - Interest and Dividends	\$178,704.23	\$178,422.14	\$282.09	0.16%
5400 - Revenue from other sources	\$668,839.04	\$1,736,410.96	(\$1,067,571.92)	-61.48%
5800 - Special Event Expense	\$3,186.00	\$8,795.33	(\$5,609.33)	-63.78%
Total - Income	\$15,240,649.96	\$29,597,754.67	(\$14,357,104.71)	-48.51%
Cost Of Sales				
8000 - Cost of Goods Sold	\$2,027.47	\$169.31	\$1,858.16	1,097.49%
Total - Cost Of Sales	\$2,027.47	\$169.31	\$1,858.16	1,097.49%
Gross Profit	\$15,238,622.49	\$29,597,585.36	(\$14,358,962.87)	-48.51%
Expense				
7000 - Grants, contracts, & direct assistance	\$717,880.05	\$1,922,010.30	(\$1,204,130.25)	-62.65%
7200 - Salaries & related expenses	\$6,774,601.74	\$11,604,663.35	(\$4,830,061.61)	-41.62%
7300 - Indirect Cost Pool Expense	\$1,194,498.74	\$1,917,677.75	(\$723,179.01)	-37.71%
7500 - Contract/Consultant Services	\$1,440,277.86	\$1,695,750.90	(\$255,473.04)	-15.07%
8100 - Non personnel expenses	\$806,803.87	\$1,174,591.55	(\$367,787.68)	-31.31%
8200 - Facility & equipment expenses	\$1,621,589.58	\$2,236,740.58	(\$615,151.00)	-27.50%
8300 - Travel & meetings expenses	\$364,985.27	\$635,710.63	(\$270,725.36)	-42.59%
8400 - Insurance Expense	\$1,490,107.99	\$2,043,164.06	(\$553,056.07)	-27.07%
8600 - Business expenses	\$918.50	\$8,063.62	(\$7,145.12)	-88.61%
8700 - Food Expenses	\$912,932.04	\$1,609,006.95	(\$696,074.91)	-43.26%
8800 - In-Kind Expenses	\$744,791.34	\$1,268,433.18	(\$523,641.84)	-41.28%
Total - Expense	\$16,069,386.98	\$26,115,812.87	(\$10,046,425.89)	-38.47%
Net Ordinary Income	(\$830,764.49)	\$3,481,772.49	(\$4,312,536.98)	-123.86%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,214,592.69	\$1,661,896.44	(\$447,303.75)	-26.92%
Total - Other Expense	\$1,214,592.69	\$1,661,896.44	(\$447,303.75)	-26.92%
Net Other Income	(\$1,214,592.69)	(\$1,661,896.44)	\$447,303.75	-26.92%
Net Income	(\$2,045,357.18)	\$1,819,876.05	(\$3,865,233.23)	-212.39%

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$8,988,139.39
1020 - Payroll Account	\$385,003.13
1021 - First United Accounts Payable	(\$9,700.99)
1022 - First United TH Reserve	\$143,763.24
1023 - First United General Escrow	\$112,701.37
1024 - First United Marina License	\$81.76
1025 - First United Deposit (PayPal)	\$2,115.20
1028 - First United Unrestricted Funds CD	\$822,783.89
1030 - Shamrock Bank - Clayton	\$1,846.35
1040 - Petty Cash	\$410.00
1050 - McCurtain County National Bank	\$17,180.72
1070 - Fund to Fund Allocation Transfers	\$129,272.44
Total - 1000 - Cash	\$10,593,596.50
Total Bank	\$10,593,596.50
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	\$234,408.57
1110 - Accounts Receivable	\$209,914.38
1120 - Due From (A/R)	(\$2,159.81)
Total - 1100 - Receivables	\$442,163.14
1300 - Other receivables	
1320 - Notes/loans receivable	\$334,632.06
1321 - Loans Receivable from Belmont	\$169,984.48
1322 - Loans Receivable from Clayton	\$211,027.53
1323 - Loans Receivable rom Kiamichi	\$123,563.90
1324 - Loans Receivable from SOCDC	\$422,001.57
1326 - Loans Receivable from Rouleau House	\$51,909.76
Total - 1300 - Other receivables	\$1,313,119.30
Total Accounts Receivable	\$1,755,282.44
Other Current Asset	
1400 - Other assets	
1465 - Advances Paid	\$2,070.86
Total - 1400 - Other assets	\$2,070.86
1500 - Investments	
1530 - Property/Lots held for Sale	\$375,516.35
1599 - Undeposited Funds	\$74.24
Total - 1500 - Investments	\$375,590.59
NS097 - Interfund Due to /Due from	(\$0.01)
Payroll Float	\$22,178.72
Total Other Current Asset	\$399,840.16
Total Current Assets	\$12,748,719.10
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$1,087,094.00
1620 - Buildings	\$7,056,276.04
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$900,393.01
1650 - Vehicles	\$3,609,015.32
Total - 1600 - Fixed operating assets	\$14,775,789.16
1700 - Accum deprec - fixed operating assets	
1725 - Accum deprec - building	(\$5,578,660.84)
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)
1740 - Accum. Amortization Leases	(\$16,116.90)
Total - 1700 - Accum deprec - fixed operating assets	(\$7,667,418.56)
Total Fixed Assets	\$7,108,370.60
Other Assets	
1800 - Other Assets	
1810 - Right to Use Asset - Leases	\$16,729.67

FINANCIAL ROW	AMOUNT
1950 - State Dated Payables	(\$12.99)
Total - 1800 - Other Assets	\$16,716.68
Total Other Assets	\$16,716.68
Total ASSETS	\$19,873,806.38
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	(\$23,700.30)
Total - 2000 - Payables	(\$23,700.30)
Total Accounts Payable	(\$23,700.30)
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	\$253,000.55
2110 - Wages Payable	\$352,669.53
2120 - Accrued Employee Benefits	\$290,286.81
2130 - Accrued payroll taxes	\$29,128.19
2135 - Indirect Payable	\$76,297.76
2150 - Home Loan Escrow Accounts	\$1,128.09
2160 - Due to (Liab)	\$22,255.06
2180 - Accrued Payroll Deductions	(\$8,801.71)
Total - 2100 - Accrued liabilities	\$1,015,964.28
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$29,055.50
2455 - Sales Taxes Payable	\$1,378.16
Total - 2400 - Refundable Advances	\$30,433.66
Total Other Current Liability	\$1,046,397.94
Total Current Liabilities	\$1,022,697.64
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	\$2,030.84
2780 - Lease liability	\$727.94
Total - 2700 - Long-term notes & loans payable	\$2,758.78
Total Long Term Liabilities	\$2,758.78
Equity	
3000 - Net Assets	\$12,712.37
Retained Earnings	\$20,880,994.77
Net Income	(\$2,045,357.18)
Total Equity	\$18,848,349.96
Total Liabilities & Equity	\$19,873,806.38

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Functional Expense
From Jan 2024 to Jul 2024

FINANCIAL ROW	- UNASSIGNED Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	(\$2,374,499.03)	(\$29,763.05)	\$742.35	(\$19,285.94)	\$370.75	\$377,077.74	(\$2,045,357.18)
Adjustments to Net Income							
Accounts Receivable	\$1,453,601.81	\$883.76	\$0.00	\$214,710.62	\$0.00	(\$29,237.55)	\$1,639,958.64
Other Current Asset	\$280,899.25	\$0.00	\$0.00	(\$59,184.96)	\$0.00	(\$219,335.71)	\$2,378.58
Accounts Payable	(\$3,335.88)	\$0.00	\$0.00	\$11,361.13	\$0.00	(\$12,189.32)	(\$4,164.07)
Sales Tax Payable	\$9,693.96	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,315.80)	\$1,378.16
Other Current Liabilities	\$318,858.69	\$0.00	\$0.00	(\$46,567.62)	\$0.00	(\$611,907.96)	(\$339,616.89)
Total Adjustments to Net Income	\$2,059,717.83	\$883.76	\$0.00	\$120,319.17	\$0.00	(\$880,986.34)	\$1,299,934.42
Total Operating Activities	(\$314,781.20)	(\$28,879.29)	\$742.35	\$101,033.23	\$370.75	(\$503,908.60)	(\$745,422.76)
Investing Activities							
Other Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$12.99
Total Investing Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$12.99
Financing Activities							
Long Term Liabilities	(\$2,069.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,069.44)
Other Equity	\$0.00	\$0.00	\$0.00	(\$585,592.75)	\$0.00	\$585,582.85	(\$9.90)
Total Financing Activities	(\$2,069.44)	\$0.00	\$0.00	(\$585,592.75)	\$0.00	\$585,582.85	(\$2,079.34)
Net Change in Cash for Period	(\$316,850.64)	(\$28,879.29)	\$742.35	(\$484,559.52)	\$370.75	\$81,687.24	(\$747,489.11)
Cash at Beginning of Period	\$21,701,928.01	\$2,732.89	\$964.22	(\$8,924,130.62)	\$182.72	(\$1,440,517.37)	\$11,341,159.85
Cash at End of Period	\$21,385,077.37	(\$26,146.40)	\$1,706.57	(\$9,408,690.14)	\$553.47	(\$1,358,830.13)	\$10,593,670.74

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$2,045,357.18)
Adjustments to Net Income	
Accounts Receivable	\$1,639,958.64
Other Current Asset	\$2,378.58
Accounts Payable	(\$4,164.07)
Sales Tax Payable	\$1,378.16
Other Current Liabilities	(\$339,616.89)
Total Adjustments to Net Income	\$1,299,934.42
Total Operating Activities	(\$745,422.76)
Investing Activities	
Other Asset	\$12.99
Total Investing Activities	\$12.99
Financing Activities	
Long Term Liabilities	(\$2,069.44)
Other Equity	(\$9.90)
Total Financing Activities	(\$2,079.34)
Net Change in Cash for Period	(\$747,489.11)
Cash at Beginning of Period	\$11,341,159.85
Cash at End of Period	\$10,593,670.74

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Activity
From Jan 2024 to Jul 2024
Options: Activity Only

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$2,045,357.18)
Adjustments to Net Income	
Accounts Receivable	\$1,639,958.64
Other Current Asset	\$2,378.58
Accounts Payable	(\$4,164.07)
Sales Tax Payable	\$1,378.16
Other Current Liabilities	(\$339,616.89)
Total Adjustments to Net Income	\$1,299,934.42
Total Operating Activities	(\$745,422.76)
Investing Activities	
Other Asset	\$12.99
Total Investing Activities	\$12.99
Financing Activities	
Long Term Liabilities	(\$2,069.44)
Other Equity	(\$9.90)
Total Financing Activities	(\$2,079.34)
Net Change in Cash for Period	(\$747,489.11)
Cash at Beginning of Period	\$11,341,159.85
Cash at End of Period	\$10,593,670.74

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Revenue Stream Distribution by Month
From Apr 2024 to Jul 2024

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	TOTAL
Federal Grants	\$943,684.66	\$1,159,648.84	\$1,466,458.39	\$794,867.41	\$4,364,659.30
Recoveries	\$343,613.45	\$285,690.32	\$489,015.44	\$351,544.87	\$1,469,864.08
Federal Pass Through	\$180,765.22	\$229,549.75	\$487,184.86	\$193,495.21	\$1,090,995.04
Non Federal	\$245,800.76	\$182,998.00	\$67,141.88	\$51,023.37	\$546,964.01
Program Revenue	\$194,862.65	\$170,755.75	\$168,705.16	\$180,760.98	\$715,084.54
State Contracts	\$192,989.44	\$149,018.83	\$25,338.60	\$160,829.77	\$528,176.64
Federal Contract		\$113,233.27	\$105,768.36	\$109,578.57	\$328,580.20
State Pass Through	\$26,416.91	\$26,552.91	\$87,755.93	\$9,522.09	\$150,247.84
Corporate/Business/Foundation	\$8.34		\$7.85	\$34,254.74	\$34,270.93
Transit Contract	\$29,000.27	\$17,574.75	\$19,479.30	\$24,351.90	\$90,406.22
State Grants	\$8,623.84	\$12,300.42	\$7,888.12	\$711.17	\$29,523.55
Apartment Revenue	\$11,630.00	\$11,630.00	\$11,630.00	\$11,630.00	\$46,520.00
Miscellaneous	\$1,501.09		\$20,321.49	\$13.75	\$21,836.33
Transit Fares	\$4,201.05	\$5,984.20	\$5,487.66	\$6,286.65	\$21,959.56
Management Fees	\$2,071.77	\$2,030.53	\$3,654.09	\$2,005.58	\$9,761.97
- Unassigned -	\$494.95	(\$429.33)	(\$85.00)		(\$19.38)
Total	\$2,185,664.40	\$2,366,538.24	\$2,965,752.13	\$1,930,876.06	\$9,448,830.83

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

Agency Wide

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$59,867.00	\$56,750.44	\$3,116.56	94.79%
4100 - Inkind Revenue	\$1,750,932.00	\$744,791.34	\$1,006,140.66	42.54%
4200 - Miscellaneous Revenue	\$10,000.00	\$731,887.22	(\$721,887.22)	7,318.87%
4400 - State Revenue	\$2,387,705.74	\$1,115,543.12	\$1,272,162.62	46.72%
4500 - Federal Revenue	\$18,086,404.95	\$8,226,585.36	\$9,859,819.59	45.48%
4900 - Recoveries from Programs	\$2,012,486.97	\$2,269,816.65	(\$257,329.68)	112.79%
5000 - Rental Revenue	\$0.00	\$456,806.87	(\$456,806.87)	0.00%
5100 - Program Fee Revenue	\$0.00	\$897,708.35	(\$897,708.35)	0.00%
5300 - Interest and Dividends	\$0.00	\$179,809.80	(\$179,809.80)	0.00%
5400 - Revenue from other sources	\$0.00	\$668,913.49	(\$668,913.49)	0.00%
5800 - Special Event Expense	\$0.00	\$3,186.00	(\$3,186.00)	0.00%
Total - Income	\$24,307,396.66	\$15,351,798.64	\$8,955,598.02	63.16%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$2,027.47	(\$2,027.47)	0.00%
Total - Cost Of Sales	\$0.00	\$2,027.47	(\$2,027.47)	0.00%
Gross Profit	\$24,307,396.66	\$15,349,771.17	\$8,957,625.49	63.15%
Expense				
7000 - Grants, contracts, & direct assistance	\$107,326.25	\$718,658.69	(\$611,332.44)	669.60%
7200 - Salaries & related expenses	\$12,137,930.11	\$7,263,909.75	\$4,874,020.36	59.84%
7300 - Indirect Cost Pool Expense	\$2,094,571.64	\$1,279,696.84	\$814,874.80	61.10%
7500 - Contract/Consultant Services	\$1,635,116.81	\$1,449,474.86	\$185,641.95	88.65%
8100 - Non personnel expenses	\$1,102,805.87	\$815,630.62	\$287,175.25	73.96%
8200 - Facility & equipment expenses	\$1,290,954.15	\$1,630,338.76	(\$339,384.61)	126.29%
8300 - Travel & meetings expenses	\$1,034,207.01	\$368,770.45	\$665,436.56	35.66%
8400 - Insurance Expense	\$90,915.40	\$1,489,267.40	(\$1,398,352.00)	1,638.08%
8600 - Business expenses	\$0.00	\$918.50	(\$918.50)	0.00%
8700 - Food Expenses	\$138,370.00	\$916,050.84	(\$777,680.84)	662.03%
8800 - In-Kind Expenses	\$1,557,841.00	\$744,791.34	\$813,049.66	47.81%
Total - Expense	\$21,190,038.24	\$16,677,508.05	\$4,512,530.19	78.70%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$2,452,811.75	\$1,248,277.53	\$1,204,534.22	50.89%
Total - Other Expense	\$2,452,811.75	\$1,248,277.53	\$1,204,534.22	50.89%
Net Income	\$664,546.67	(\$2,576,014.41)	\$3,240,561.08	-387.63%

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

Operations

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$1,302.42	(\$1,302.42)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$32,981.71	(\$32,981.71)	0.00%
4400 - State Revenue	\$0.00	\$282,091.92	(\$282,091.92)	0.00%
4900 - Recoveries from Programs	\$2,012,486.97	\$2,269,816.65	(\$257,329.68)	112.79%
5000 - Rental Revenue	\$0.00	\$178,753.31	(\$178,753.31)	0.00%
5300 - Interest and Dividends	\$0.00	\$29,046.19	(\$29,046.19)	0.00%
5400 - Revenue from other sources	\$0.00	\$253,337.40	(\$253,337.40)	0.00%
5800 - Special Event Expense	\$0.00	\$40.00	(\$40.00)	0.00%
Total - Income	\$2,012,486.97	\$3,047,369.60	(\$1,034,882.63)	151.42%
Gross Profit	\$2,012,486.97	\$3,047,369.60	(\$1,034,882.63)	151.42%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
7200 - Salaries & related expenses	\$1,480,512.38	\$783,676.82	\$696,835.56	52.93%
7300 - Indirect Cost Pool Expense	\$0.00	\$32,723.46	(\$32,723.46)	0.00%
7500 - Contract/Consultant Services	\$115,215.21	\$143,413.00	(\$28,197.79)	124.47%
8100 - Non personnel expenses	\$54,841.35	\$172,765.56	(\$117,924.21)	315.03%
8200 - Facility & equipment expenses	\$40,902.28	\$264,096.52	(\$223,194.24)	645.68%
8300 - Travel & meetings expenses	\$82,133.76	\$46,199.25	\$35,934.51	56.25%
8400 - Insurance Expense	\$34,962.98	\$1,007,451.32	(\$972,488.34)	2,881.48%
8600 - Business expenses	\$0.00	\$911.00	(\$911.00)	0.00%
8700 - Food Expenses	\$0.00	\$9,122.60	(\$9,122.60)	0.00%
Total - Expense	\$1,808,567.96	\$2,470,359.53	(\$661,791.57)	136.59%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$153,301.25	\$327,381.16	(\$174,079.91)	213.55%
Total - Other Expense	\$153,301.25	\$327,381.16	(\$174,079.91)	213.55%
Net Income	\$50,617.76	\$249,628.91	(\$199,011.15)	493.16%

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

Financial Row	- No Department -		10 Operating		
			Administration	Building Funds	Total
	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$0.00	\$0.00	\$1,302.42	\$0.00	\$1,302.42
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	(\$117.14)	\$0.00	\$30,671.71	\$0.00	\$30,671.71
4400 - State Revenue	\$0.00	\$0.00	\$282,091.92	\$0.00	\$282,091.92
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$2,269,816.65	\$0.00	\$2,269,816.65
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$178,753.31	\$178,753.31
5100 - Program Fee Revenue	\$6,180.54	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	(\$193.26)	\$28,533.46	\$705.99	\$29,046.19
5400 - Revenue from other sources	\$0.00	(\$89,669.01)	\$264,669.01	\$78,337.40	\$253,337.40
5800 - Special Event Expense	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Total - Income	\$6,103.40	(\$89,862.27)	\$2,877,125.17	\$257,796.70	\$3,045,059.60
8000 - Cost of Goods Sold					
8020 - Ship Store (Resale Inv)	\$400.53	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$400.53	\$0.00	\$0.00	\$0.00	\$0.00
Expense					
7000 - Grants, contracts, & direct assistance	\$300.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
7200 - Salaries & related expenses	\$700,554.80	\$0.00	\$724,017.87	\$0.00	\$724,017.87
7300 - Indirect Cost Pool Expense	\$94,574.13	\$0.00	\$30,661.65	\$0.00	\$30,661.65
7500 - Contract/Consultant Services	\$63,767.82	\$0.00	\$111,846.73	\$31,132.27	\$142,979.00
8100 - Non personnel expenses	\$39,137.86	\$0.00	\$157,639.63	\$14,049.26	\$171,688.89
8200 - Facility & equipment expenses	\$97,034.33	\$0.00	\$145,136.50	\$118,960.02	\$264,096.52
8300 - Travel & meetings expenses	\$1,136.91	\$0.00	\$45,497.09	\$702.16	\$46,199.25
8400 - Insurance Expense	\$1,880.05	\$0.00	\$959,205.80	\$49,265.00	\$1,008,470.80
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$911.00	\$911.00
8700 - Food Expenses	\$154,016.02	\$121.21	\$9,001.39	\$0.00	\$9,122.60
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$1,152,401.92	\$121.21	\$2,193,006.66	\$215,019.71	\$2,408,147.58
Net Ordinary Income	(\$1,146,699.05)	(\$89,983.48)	\$684,118.51	\$42,776.99	\$636,912.02
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$24,015.83	\$0.00	\$292,056.30	\$2,643.82	\$294,700.12
Total - Other Expense	\$24,015.83	\$0.00	\$292,056.30	\$2,643.82	\$294,700.12

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

Early Childhood

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$44,247.00	\$34,247.00	\$10,000.00	77.40%
4100 - Inkind Revenue	\$980,803.00	\$434,875.16	\$545,927.84	44.34%
4200 - Miscellaneous Revenue	\$0.00	\$605,469.59	(\$605,469.59)	0.00%
4400 - State Revenue	\$0.00	\$135,460.12	(\$135,460.12)	0.00%
4500 - Federal Revenue	\$7,041,268.00	\$4,672,188.58	\$2,369,079.42	66.35%
5100 - Program Fee Revenue	\$0.00	\$351,537.00	(\$351,537.00)	0.00%
5300 - Interest and Dividends	\$0.00	\$17,218.31	(\$17,218.31)	0.00%
Total - Income	\$8,066,318.00	\$6,250,995.76	\$1,815,322.24	77.50%
Gross Profit	\$8,066,318.00	\$6,250,995.76	\$1,815,322.24	77.50%
Expense				
7200 - Salaries & related expenses	\$4,234,849.23	\$2,992,637.72	\$1,242,211.51	70.67%
7300 - Indirect Cost Pool Expense	\$834,746.77	\$592,108.29	\$242,638.48	70.93%
7500 - Contract/Consultant Services	\$1,103,276.00	\$1,017,876.03	\$85,399.97	92.26%
8100 - Non personnel expenses	\$167,129.00	\$330,183.97	(\$163,054.97)	197.56%
8200 - Facility & equipment expenses	\$164,393.00	\$167,270.41	(\$2,877.41)	101.75%
8300 - Travel & meetings expenses	\$105,204.00	\$65,243.49	\$39,960.51	62.02%
8400 - Insurance Expense	\$43,000.00	\$128,714.72	(\$85,714.72)	299.34%
8700 - Food Expenses	\$76,870.00	\$743,469.41	(\$666,599.41)	967.18%
8800 - In-Kind Expenses	\$787,712.00	\$434,875.16	\$352,836.84	55.21%
Total - Expense	\$7,517,180.00	\$6,472,379.20	\$1,044,800.80	86.10%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$386,647.00	\$336,802.93	\$49,844.07	87.11%
Total - Other Expense	\$386,647.00	\$336,802.93	\$49,844.07	87.11%
Net Income	\$162,491.00	(\$558,186.37)	\$720,677.37	-343.52%

LIFT Community Action Agency Inc+A1:J169
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jul 2024

Financial Row	20 Early Childhood								
	CACFP - Daycare Homes		Early Head Start CC		Early Learning Centers		HS/EHS		Total
	Amount	Amount	Amount	Amount	Amount	Amount	EHS Amount	Head Start Amount	Total Amount
Ordinary Income/Expense									
Income									
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,247.00	\$34,247.00	\$34,247.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$1,766.49	\$9,739.30	\$0.00	\$0.00	\$423,369.37	\$423,369.37	\$434,875.16
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$284,382.61	\$187,495.46	\$0.00	\$133,591.52	\$321,086.98	\$605,469.59
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,460.12	\$135,460.12	\$135,460.12
4500 - Federal Revenue	\$0.00	\$600,984.72	\$1,102,084.66	\$35,338.67	\$0.00	\$0.00	\$2,933,780.53	\$2,933,780.53	\$4,672,188.58
4900 - Recoveries from Programs	\$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
5100 - Program Fee Revenue	\$168.00	\$0.00	\$0.00	\$351,369.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351,537.00
5300 - Interest and Dividends	\$0.00	\$0.00	\$0.00	\$6,411.44	\$10,768.38	\$0.00	\$38.49	\$10,806.87	\$17,218.31
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$168.00	\$600,984.72	\$1,103,851.15	\$687,241.02	\$198,263.84	\$0.00	\$3,660,487.03	\$3,858,750.87	\$6,250,995.76
8000 - Cost of Goods Sold									
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense									
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$102,632.72	\$53,441.86	\$350,796.16	\$379,705.03	\$30,867.65	\$395,751.15	\$1,474,620.88	\$1,901,239.68	\$2,787,815.45
7300 - Indirect Cost Pool Expense	\$19,820.10	\$10,444.84	\$68,970.72	\$68,395.18	\$8,937.54	\$76,781.20	\$297,906.92	\$383,625.66	\$551,256.50
7500 - Contract/Consultant Services	\$0.00	\$3,975.05	\$494,281.29	\$1,776.24	\$488,895.42	\$0.00	\$28,084.03	\$516,979.45	\$1,017,012.03
8100 - Non personnel expenses	\$3,279.61	\$1,603.44	\$87,097.94	\$23,854.27	\$15,210.74	\$77.99	\$196,733.55	\$212,022.28	\$327,857.54
8200 - Facility & equipment expenses	\$152.50	\$2,618.00	\$9,113.39	\$8,683.12	\$50,746.85	\$374.89	\$93,110.71	\$144,232.45	\$164,799.46
8300 - Travel & meetings expenses	\$68.12	\$16,732.08	\$10,658.67	\$3,341.30	\$441.16	\$51.00	\$33,366.86	\$33,859.02	\$64,659.19
8400 - Insurance Expense	\$0.00	\$0.00	\$15,821.80	\$24,527.80	\$4.00	\$0.00	\$88,361.12	\$88,365.12	\$128,714.72
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$273.36	\$429,755.70	\$14.22	\$62,643.96	\$10,708.63	\$0.00	\$236,954.74	\$247,663.37	\$740,350.61
8800 - In-Kind Expenses	\$0.00	\$0.00	\$1,766.49	\$9,739.30	\$0.00	\$0.00	\$423,369.37	\$423,369.37	\$434,875.16
Total - Expense	\$126,226.41	\$518,570.97	\$1,038,520.68	\$582,666.20	\$605,811.99	\$473,036.23	\$2,872,508.18	\$3,951,356.40	\$6,217,340.66
Net Ordinary Income	(\$126,058.41)	\$82,413.75	\$65,330.47	\$104,574.82	(\$407,548.15)	(\$473,036.23)	\$787,978.85	(\$92,605.53)	\$33,655.10
Other Income and Expenses									
Other Expense									
8500 - Other Expense	\$0.00	\$59.70	\$190,411.33	\$3,500.75	\$14,456.19	\$0.00	\$128,374.96	\$142,831.15	\$336,802.93
Total - Other Expense	\$0.00	\$59.70	\$190,411.33	\$3,500.75	\$14,456.19	\$0.00	\$128,374.96	\$142,831.15	\$336,802.93

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

Community Service

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$15,620.00	\$21,182.02	(\$5,562.02)	135.61%
4100 - Inkind Revenue	\$582,629.00	\$309,916.18	\$272,712.82	53.19%
4200 - Miscellaneous Revenue	\$10,000.00	\$13,774.65	(\$3,774.65)	137.75%
4400 - State Revenue	\$2,387,705.74	\$527,817.35	\$1,859,888.39	22.11%
4500 - Federal Revenue	\$6,152,586.00	\$1,343,325.96	\$4,809,260.04	21.83%
5300 - Interest and Dividends	\$0.00	\$859.60	(\$859.60)	0.00%
5400 - Revenue from other sources	\$0.00	\$24,599.15	(\$24,599.15)	0.00%
5800 - Special Event Expense	\$0.00	\$2,480.00	(\$2,480.00)	0.00%
Total - Income	\$9,148,540.74	\$2,243,954.91	\$6,904,585.83	24.53%
Gross Profit	\$9,148,540.74	\$2,243,954.91	\$6,904,585.83	24.53%
Expense				
7000 - Grants, contracts, & direct assistance	\$107,326.25	\$38,716.21	\$68,610.04	36.07%
7200 - Salaries & related expenses	\$4,512,216.57	\$1,025,875.54	\$3,486,341.03	22.74%
7300 - Indirect Cost Pool Expense	\$861,414.73	\$204,391.59	\$657,023.14	23.73%
7500 - Contract/Consultant Services	\$240,509.00	\$71,988.53	\$168,520.47	29.93%
8100 - Non personnel expenses	\$600,864.61	\$136,262.60	\$464,602.01	22.68%
8200 - Facility & equipment expenses	\$312,288.71	\$105,718.92	\$206,569.79	33.85%
8300 - Travel & meetings expenses	\$311,829.43	\$76,766.56	\$235,062.87	24.62%
8400 - Insurance Expense	\$50.00	\$6,047.32	(\$5,997.32)	12,094.64%
8600 - Business expenses	\$0.00	\$7.50	(\$7.50)	0.00%
8700 - Food Expenses	\$61,500.00	\$8,777.03	\$52,722.97	14.27%
8800 - In-Kind Expenses	\$582,629.00	\$309,916.18	\$272,712.82	53.19%
Total - Expense	\$7,590,628.30	\$1,984,467.98	\$5,606,160.32	26.14%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,557,911.73	\$235,338.82	\$1,322,572.91	15.11%
Total - Other Expense	\$1,557,911.73	\$235,338.82	\$1,322,572.91	15.11%
Net Income	\$0.71	\$24,148.11	(\$24,147.40)	3,401,142.25%

LIFT Community Action Agency Inc+A1:J169
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jul 2024

Financial Row																	
	CASA	Community Services	Drug Free Communities	Emergency Services	EFSP	Total	Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	RX	Safe Place Healing Hearts	Second Chance	VOCA	WORK READY OK	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																	
Income																	
4000 - Contribution Revenue	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,862.02	\$21,182.02
4100 - Inkind Revenue	\$0.00	\$0.00	\$67,554.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,351.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,009.98	\$309,916.18
4200 - Miscellaneous Revenue	\$1,274.65	\$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	\$0.00	\$10,000.00	\$13,774.65
4400 - State Revenue	\$4,429.80	\$81,903.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$924.77	\$0.00	\$0.00	\$421.31	\$0.00	\$0.00	\$527,817.35
4500 - Federal Revenue	\$0.00	\$33,380.48	\$43,693.00	\$0.00	\$0.00	\$0.00	\$494,510.09	\$12,882.54	\$194,217.97	\$23,695.10	\$0.00	\$97,739.00	\$111,091.45	\$68,995.33	\$0.00	\$263,121.00	\$1,343,325.96
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$138.61	\$38.59	\$40.77	\$14.45	\$0.00	\$14.45	\$10.66	\$81.83	\$17.64	\$10.99	\$0.00	\$0.00	\$19.30	\$439.96	\$0.00	\$24.29	\$859.60
5400 - Revenue from other sources	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,099.15	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,599.15
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$980.00	\$0.00	\$0.00	\$1,500.00	\$2,480.00
Total - Income	\$13,863.06	\$115,322.25	\$111,288.23	\$14.45	\$0.00	\$14.45	\$497,020.75	\$21,063.52	\$194,235.61	\$45,857.83	\$924.77	\$97,739.00	\$112,090.75	\$69,856.60	\$0.00	\$524,517.29	\$1,803,794.11
8000 - Cost of Goods Sold																	
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense																	
7000 - Grants, contracts, & direct assistance	\$0.00	\$24,599.15	\$0.00	\$2,193.62	\$2,756.40	\$4,950.02	\$0.00	\$324.24	\$0.00	\$0.00	\$0.00	\$3,021.71	\$0.00	\$5,094.32	\$0.00	\$248.13	\$38,237.57
7200 - Salaries & related expenses	\$0.00	\$11,452.97	\$29,573.26	\$0.00	\$0.00	\$0.00	\$325,984.56	\$10,900.76	\$142,709.59	\$30,494.53	\$1,951.07	\$37,477.81	\$65,192.59	\$56,387.07	\$7,860.28	\$116,903.06	\$949,535.90
7300 - Indirect Cost Pool Expense	\$0.00	\$2,229.09	\$5,782.92	\$0.00	\$0.00	\$0.00	\$64,873.71	\$2,106.32	\$28,363.16	\$6,310.05	\$393.38	\$7,482.87	\$13,121.20	\$11,017.97	\$1,523.07	\$23,858.25	\$189,276.80
7500 - Contract/Consultant Services	\$0.00	\$14,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,342.09	\$1,331.00	\$2,599.00	\$0.00	\$403.76	\$22,222.00	\$0.00	\$195.00	\$705.68	\$71,988.53
8100 - Non personnel expenses	\$330.77	\$4,032.75	\$22.67	\$0.00	\$0.00	\$0.00	\$19,502.79	\$863.37	\$12,246.02	\$907.99	\$0.00	\$3,608.93	\$4,775.12	\$752.11	\$4,451.73	\$11,910.17	\$134,909.56
8200 - Facility & equipment expenses	\$912.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,148.00	\$225.00	\$5,416.98	\$1,813.00	\$0.00	\$3,944.50	\$2,660.00	\$2,676.48	\$3,500.00	\$15,832.41	\$105,718.92
8300 - Travel & meetings expenses	\$1,358.09	\$1,521.85	\$132.92	\$0.00	\$0.00	\$0.00	\$15,858.92	\$1,841.90	\$10,197.17	\$1,141.96	\$0.00	\$4,287.67	\$8,654.02	\$1,785.32	\$452.75	\$24,789.06	\$76,691.52
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$0.00	\$0.00	\$1,494.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,529.00	\$6,047.32
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	\$7.50	\$7.50
8700 - Food Expenses	\$0.00	\$0.00	\$255.57	\$0.00	\$0.00	\$0.00	\$3,870.87	\$0.00	\$578.36	\$933.19	\$0.00	\$0.00	\$0.00	\$0.00	\$52.03	\$217.04	\$8,777.03
8800 - In-Kind Expenses	\$0.00	\$0.00	\$67,554.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,351.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,009.98	\$309,916.18
Total - Expense	\$2,600.86	\$58,815.81	\$103,321.80	\$2,193.62	\$2,756.40	\$4,950.02	\$477,604.94	\$17,592.59	\$202,110.28	\$50,446.78	\$2,344.45	\$60,227.25	\$116,624.93	\$77,713.27	\$18,034.86	\$434,010.28	\$1,626,398.12
Net Ordinary Income	\$11,262.20	\$56,506.44	\$7,966.43	(\$2,179.17)	(\$2,756.40)	(\$4,935.57)	\$19,415.81	\$3,470.93	(\$7,874.67)	(\$4,588.95)	(\$1,419.68)	\$37,511.75	(\$4,534.18)	(\$7,856.67)	(\$18,034.86)	\$90,507.01	\$177,395.99
Other Income and Expenses																	
Other Expense																	
8500 - Other Expense	\$2,934.56	\$9,080.00	\$7,597.35	\$0.00	\$0.00	\$0.00	\$27,340.53	\$1,097.03	\$23,957.70	\$114.55	\$0.00	\$1,633.12	\$2,770.75	\$5,675.13	\$3,560.38	\$73,061.27	\$235,338.82
Total - Other Expense	\$2,934.56	\$9,080.00	\$7,597.35	\$0.00	\$0.00	\$0.00	\$27,340.53	\$1,097.03	\$23,957.70	\$114.55	\$0.00	\$1,633.12	\$2,770.75	\$5,675.13	\$3,560.38	\$73,061.27	\$158,822.37

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

Housing

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$187,500.00	\$0.00	\$187,500.00	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$78,823.41	(\$78,823.41)	0.00%
4400 - State Revenue	\$0.00	\$6,448.75	(\$6,448.75)	0.00%
4500 - Federal Revenue	\$4,892,550.95	\$1,999,148.90	\$2,893,402.05	40.86%
5000 - Rental Revenue	\$0.00	\$278,053.56	(\$278,053.56)	0.00%
5100 - Program Fee Revenue	\$0.00	\$80,991.48	(\$80,991.48)	0.00%
5300 - Interest and Dividends	\$0.00	\$116,365.12	(\$116,365.12)	0.00%
5400 - Revenue from other sources	\$0.00	\$376,366.02	(\$376,366.02)	0.00%
Total - Income	\$5,080,050.95	\$2,936,197.24	\$2,143,853.71	57.80%
Gross Profit	\$5,080,050.95	\$2,936,197.24	\$2,143,853.71	57.80%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$656,748.02	(\$656,748.02)	0.00%
7200 - Salaries & related expenses	\$1,910,351.93	\$976,855.46	\$933,496.47	51.13%
7300 - Indirect Cost Pool Expense	\$398,410.14	\$198,546.15	\$199,863.99	49.83%
7500 - Contract/Consultant Services	\$176,116.60	\$106,956.72	\$69,159.88	60.73%
8100 - Non personnel expenses	\$279,970.91	\$71,247.85	\$208,723.06	25.45%
8200 - Facility & equipment expenses	\$773,370.16	\$641,187.43	\$132,182.73	82.91%
8300 - Travel & meetings expenses	\$535,039.82	\$72,220.69	\$462,819.13	13.50%
8400 - Insurance Expense	\$12,902.42	\$180,389.17	(\$167,486.75)	1,398.10%
8700 - Food Expenses	\$0.00	\$665.78	(\$665.78)	0.00%
8800 - In-Kind Expenses	\$187,500.00	\$0.00	\$187,500.00	0.00%
Total - Expense	\$4,273,661.98	\$2,904,817.27	\$1,368,844.71	67.97%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$354,951.77	\$202,842.59	\$152,109.18	57.15%
Total - Other Expense	\$354,951.77	\$202,842.59	\$152,109.18	57.15%
Net Income	\$451,437.20	(\$171,462.62)	\$622,899.82	-37.98%

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

Financial Row	40 Housing Department									
				HUD Apartments (Lift)				Self Help Housing	TMA	Total
	Amount	Amount	Amount	Amount	Amount	Housing Weatherization Amount	Total 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
4100 - Inkind Revenue	\$0.00	\$0.00	\$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	\$78,823.41	\$0.00	\$78,823.41	\$0.00	\$0.00	\$78,823.41
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$6,448.75	\$0.00	\$6,448.75	\$0.00	\$0.00	\$6,448.75
4500 - Federal Revenue	\$0.00	\$0.00	\$245,041.01	\$0.00	\$785,565.86	\$0.00	\$785,565.86	\$294,934.52	\$673,607.51	\$1,999,148.90
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$9,722.50	\$242,913.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$252,635.56
5100 - Program Fee Revenue	\$460.14	\$2,317.65	\$0.00	\$16,688.00	\$56,999.94	\$0.00	\$56,999.94	\$55.75	\$0.00	\$76,521.48
5300 - Interest and Dividends	\$96,287.00	\$13,039.32	\$0.00	\$0.00	\$7,038.80	\$0.00	\$7,038.80	\$0.00	\$0.00	\$116,365.12
5400 - Revenue from other sources	\$0.00	\$8,575.00	\$0.00	\$0.00	\$367,791.02	\$0.00	\$367,791.02	\$0.00	\$0.00	\$376,366.02
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$106,469.64	\$266,845.03	\$245,041.01	\$16,688.00	\$1,302,667.78	\$0.00	\$1,302,667.78	\$294,990.27	\$673,607.51	\$2,906,309.24
8000 - Cost of Goods Sold										
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense										
7000 - Grants, contracts, & direct assistance	\$103,637.00	\$10,320.00	\$0.00	\$0.00	\$367,791.02	\$0.00	\$367,791.02	\$0.00	\$175,000.00	\$656,748.02
7200 - Salaries & related expenses	\$42,122.27	\$15,351.21	\$381,542.38	\$457.45	(\$24,717.54)	\$15,691.00	(\$9,026.54)	\$218,740.44	\$258,541.68	\$907,728.89
7300 - Indirect Cost Pool Expense	\$8,857.32	\$2,972.23	\$75,420.85	\$3,772.13	(\$4,726.42)	\$3,286.38	(\$1,440.04)	\$42,267.65	\$52,913.46	\$184,763.60
7500 - Contract/Consultant Services	\$0.00	\$17,780.50	\$22,729.00	\$0.00	\$41,793.00	\$0.00	\$41,793.00	\$0.00	\$17,001.22	\$99,303.72
8100 - Non personnel expenses	\$2,358.80	\$3,027.24	\$38,110.01	\$162.72	\$11,262.30	\$0.00	\$11,262.30	\$4,306.44	\$8,933.10	\$68,160.61
8200 - Facility & equipment expenses	\$11,523.69	\$126,986.64	\$5,397.62	\$1,046.17	\$469,784.39	\$0.00	\$469,784.39	\$12,151.19	\$11,620.00	\$638,509.70
8300 - Travel & meetings expenses	\$51.25	(\$1,606.82)	\$7,901.24	\$503.84	(\$3,009.91)	\$0.00	(\$3,009.91)	\$27,083.65	\$40,132.68	\$71,055.93
8400 - Insurance Expense	\$0.00	\$155,865.12	\$0.00	\$0.00	\$24,362.05	\$0.00	\$24,362.05	\$162.00	\$0.00	\$180,389.17
8600 - Business expenses	\$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	\$0.00	\$665.78	\$0.00	\$665.78	\$0.00	\$0.00	\$665.78
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$168,550.33	\$330,696.12	\$531,101.10	\$5,942.31	\$883,204.67	\$18,977.38	\$902,182.05	\$304,711.37	\$564,142.14	\$2,807,325.42
Net Ordinary Income	(\$62,080.69)	(\$63,851.09)	(\$286,060.09)	\$10,745.69	\$419,463.11	(\$18,977.38)	\$400,485.73	(\$9,721.10)	\$109,465.37	\$98,983.82
Other Income and Expenses										
Other Expense										
8500 - Other Expense	\$1,189.72	\$14,656.09	\$58,535.64	\$4,433.35	\$105,806.60	\$0.00	\$105,806.60	\$478.68	\$17,209.51	\$202,309.59
Total - Other Expense	\$1,189.72	\$14,656.09	\$58,535.64	\$4,433.35	\$105,806.60	\$0.00	\$105,806.60	\$478.68	\$17,209.51	\$202,309.59

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

Transportation

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4400 - State Revenue	\$0.00	\$104,747.00	(\$104,747.00)	0.00%
4500 - Federal Revenue	\$0.00	\$136,921.92	(\$136,921.92)	0.00%
5100 - Program Fee Revenue	\$0.00	\$210,373.49	(\$210,373.49)	0.00%
5300 - Interest and Dividends	\$0.00	\$710.25	(\$710.25)	0.00%
5400 - Revenue from other sources	\$0.00	\$12,594.46	(\$12,594.46)	0.00%
Total - Income	\$0.00	\$465,347.12	(\$465,347.12)	0.00%
Gross Profit	\$0.00	\$465,347.12	(\$465,347.12)	0.00%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$12,594.46	(\$12,594.46)	0.00%
7200 - Salaries & related expenses	\$0.00	\$559,007.74	(\$559,007.74)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$113,669.64	(\$113,669.64)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$22,650.50	(\$22,650.50)	0.00%
8100 - Non personnel expenses	\$0.00	\$23,904.29	(\$23,904.29)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$126,134.03	(\$126,134.03)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$99,644.09	(\$99,644.09)	0.00%
8400 - Insurance Expense	\$0.00	\$77,820.55	(\$77,820.55)	0.00%
Total - Expense	\$0.00	\$1,035,425.30	(\$1,035,425.30)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$94,457.48	(\$94,457.48)	0.00%
Total - Other Expense	\$0.00	\$94,457.48	(\$94,457.48)	0.00%
Net Income	\$0.00	(\$664,535.66)	\$664,535.66	0.00%

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

Financial Row	50 Transportation		
	Transit		Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00
4400 - State Revenue	\$0.00	\$104,747.00	\$104,747.00
4500 - Federal Revenue	\$0.00	\$62,923.92	\$62,923.92
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$210,097.49	\$210,097.49
5300 - Interest and Dividends	\$0.00	\$710.25	\$710.25
5400 - Revenue from other sources	\$0.00	\$12,594.46	\$12,594.46
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00
Total - Income	\$0.00	\$391,073.12	\$391,073.12
8000 - Cost of Goods Sold			
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$12,594.46	\$12,594.46
7200 - Salaries & related expenses	\$19,022.81	\$517,868.89	\$536,891.70
7300 - Indirect Cost Pool Expense	\$3,838.75	\$105,444.64	\$109,283.39
7500 - Contract/Consultant Services	\$0.00	\$22,404.50	\$22,404.50
8100 - Non personnel expenses	\$4,026.74	\$23,398.82	\$27,425.56
8200 - Facility & equipment expenses	\$0.00	\$126,134.03	\$126,134.03
8300 - Travel & meetings expenses	\$0.00	\$97,795.39	\$97,795.39
8400 - Insurance Expense	\$0.00	\$77,641.66	\$77,641.66
8600 - Business expenses	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$26,888.30	\$983,282.39	\$1,010,170.69
Net Ordinary Income	(\$26,888.30)	(\$592,209.27)	(\$619,097.57)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$94,453.48	\$94,453.48
Total - Other Expense	\$0.00	\$94,453.48	\$94,453.48

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

Economic Development

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$19.00	(\$19.00)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$955.00	(\$955.00)	0.00%
4400 - State Revenue	\$0.00	\$58,977.98	(\$58,977.98)	0.00%
4500 - Federal Revenue	\$0.00	\$75,000.00	(\$75,000.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$246,635.38	(\$246,635.38)	0.00%
5300 - Interest and Dividends	\$0.00	\$15,610.33	(\$15,610.33)	0.00%
5400 - Revenue from other sources	\$0.00	\$2,016.46	(\$2,016.46)	0.00%
5800 - Special Event Expense	\$0.00	\$626.00	(\$626.00)	0.00%
Total - Income	\$0.00	\$399,840.15	(\$399,840.15)	0.00%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$1,626.94	(\$1,626.94)	0.00%
Total - Cost Of Sales	\$0.00	\$1,626.94	(\$1,626.94)	0.00%
Gross Profit	\$0.00	\$398,213.21	(\$398,213.21)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$180,764.60	(\$180,764.60)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$37,303.27	(\$37,303.27)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$22,822.26	(\$22,822.26)	0.00%
8100 - Non personnel expenses	\$0.00	\$37,678.17	(\$37,678.17)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$225,618.10	(\$225,618.10)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$7,559.46	(\$7,559.46)	0.00%
8400 - Insurance Expense	\$0.00	\$86,964.27	(\$86,964.27)	0.00%
Total - Expense	\$0.00	\$598,710.13	(\$598,710.13)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$27,438.72	(\$27,438.72)	0.00%
Total - Other Expense	\$0.00	\$27,438.72	(\$27,438.72)	0.00%
Net Income	\$0.00	(\$227,935.64)	\$227,935.64	0.00%

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

Financial Row	60 Economic Development						
	Economic Development/ Lending			State Parks			Total
	Amount	Amount	Amount	Clayton Lake Amount	Hugo Lake Amount	Raymond Gary Amount	
Ordinary Income/Expense							
Income							
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$19.00	\$0.00	\$0.00	\$19.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$955.00	\$0.00	\$955.00
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$28,515.00	\$0.00	\$30,462.98	\$58,977.98
4500 - Federal Revenue	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$3,457.91	\$7,218.50	\$21,829.00	\$162,219.96	\$50,403.81	\$241,671.27
5300 - Interest and Dividends	\$0.00	\$12,843.63	\$0.00	\$0.00	\$1,361.13	\$300.00	\$1,661.13
5400 - Revenue from other sources	\$0.00	\$0.00	\$157.40	\$0.00	\$1,764.61	\$20.00	\$1,942.01
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$626.00	\$0.00	\$626.00
Total - Income	\$0.00	\$91,301.54	\$7,375.90	\$50,363.00	\$166,926.70	\$81,186.79	\$305,852.39
8000 - Cost of Goods Sold							
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,626.94	\$0.00	\$1,626.94
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$1,626.94	\$0.00	\$1,626.94
Expense							
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$0.00	\$0.00	\$0.00	\$28,292.24	\$100,490.86	\$39,274.03	\$168,057.13
7300 - Indirect Cost Pool Expense	\$0.00	\$0.00	\$0.00	\$5,818.84	\$20,850.96	\$8,012.87	\$34,682.67
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$19,640.26	\$3,182.00	\$22,822.26
8100 - Non personnel expenses	\$144.68	\$1,210.33	\$0.00	\$1,507.77	\$31,767.00	\$2,994.07	\$36,268.84
8200 - Facility & equipment expenses	\$0.00	\$17,400.01	\$226.94	\$5,871.14	\$175,335.28	\$26,463.25	\$207,896.61
8300 - Travel & meetings expenses	\$0.00	\$0.00	\$0.00	\$53.75	\$5,222.95	\$2,170.38	\$7,447.08
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$5,823.03	\$73,627.21	\$7,514.03	\$86,964.27
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$144.68	\$18,610.34	\$226.94	\$47,366.77	\$426,934.52	\$89,610.63	\$564,138.86
Net Ordinary Income	(\$144.68)	\$72,691.20	\$7,148.96	\$2,996.23	(\$261,634.76)	(\$8,423.84)	(\$259,913.41)
Other Income and Expenses							
Other Expense							
8500 - Other Expense	\$0.00	\$0.00	\$0.00	\$2,286.63	\$18,976.74	\$5,708.55	\$26,971.92
Total - Other Expense	\$0.00	\$0.00	\$0.00	\$2,286.63	\$18,976.74	\$5,708.55	\$26,971.92

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

NAME	AMOUNT (GROSS)
CAPITAL ONE	\$18,000.16
DAVISON FUELS & OIL, LLC	\$9,411.55
HOME DEPOT BRC/GECF	\$2,879.04
TCM BANK NA	\$36,753.79
WAL-MART COMMUNITY BRC	\$9,491.86
Total	\$76,536.40

LIFT Community Action Agency Inc												
Parent - Lift : LIFT Community Action Agency Inc												
Credit Card Report												
Jul 2024												
Program	Cost of Goods Sold	Facility & equipment expenses				Food Expenses			Grants, contracts, & direct assistance			
		FURNITURE, APPLIANCES & EQUIPMENT - NOT CAPITALIZED	Repair/Maint for Building/Equip	Space Lease	Total	Food Nutrition Cost	Non -Food, Nutrition Cost	Other Food Expense	Total	Direct Assistance - Other	Direct Assistance - Utilities	Total
	Ship Store (Resale Inv) Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration		\$2,412.67	\$281.04		\$2,693.71			\$296.86	\$296.86			\$0.00
Apartments					\$0.00				\$0.00			\$0.00
CASA					\$0.00				\$0.00			\$0.00
Community Services					\$0.00				\$0.00			\$0.00
Early Head Start					\$0.00				\$0.00			\$0.00
Early Head Start Child Care			\$33.68	\$45.91	\$79.59				\$0.00			\$0.00
Early Learning Centers					\$0.00	\$126.28	\$43.74	\$582.36	\$752.38			\$0.00
Head Start			\$222.02	\$104.09	\$326.11		\$1,377.64	\$479.92	\$1,857.56			\$0.00
Healthy Start					\$0.00				\$0.00			\$0.00
Housing					\$0.00				\$0.00			\$0.00
Mentoring					\$0.00				\$0.00	\$324.24		\$324.24
Safe Place Healing Hearts					\$0.00				\$0.00		\$141.99	\$141.99
State Park Operations	\$279.41	\$1,434.19	\$27.70		\$1,461.89				\$0.00			\$0.00
T&MA					\$0.00				\$0.00			\$0.00
TRANSIT					\$0.00				\$0.00			\$0.00
Tri-CORPS					\$0.00				\$0.00			\$0.00
VOCA					\$0.00				\$0.00	\$291.47		\$291.47
WRO		\$132.30			\$132.30		\$52.03	\$251.69	\$303.72			\$0.00
Youth Build					\$0.00		\$48.50		\$48.50			\$0.00
Total	\$279.41	\$3,979.16	\$564.44	\$150.00	\$4,693.60	\$126.28	\$1,521.91	\$1,610.83	\$3,259.02	\$615.71	\$141.99	\$757.70

[illegible]

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

7/31/24

HS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$684,597.00	\$382,853.48	\$301,743.52	55.92%
4200 - Miscellaneous Revenue	\$0.00	\$7,924.80	(\$7,924.80)	0.00%
4500 - Federal Revenue	\$3,510,751.00	\$2,448,873.00	\$1,061,878.00	69.75%
Total - Income	\$4,195,348.00	\$2,839,651.28	\$1,355,696.72	67.69%
Gross Profit	\$4,195,348.00	\$2,839,651.28	\$1,355,696.72	67.69%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,038,720.00	\$1,287,447.55	\$751,272.45	63.15%
7230 - Pension plan contributions	\$202,000.00	\$92,313.54	\$109,686.46	45.70%
7240 - Employee benefits - not pension	\$273,476.00	\$200,289.39	\$73,186.61	73.24%
7250 - Payroll taxes, etc.	\$215,533.00	\$104,298.76	\$111,234.24	48.39%
Total - 7200 - Salaries & related expenses	\$2,729,729.00	\$1,684,349.24	\$1,045,379.76	61.70%
7300 - Indirect Cost Pool Expense	\$536,183.00	\$339,357.53	\$196,825.47	63.29%
7500 - Contract/Consultant Services	\$46,700.00	\$28,217.31	\$18,482.69	60.42%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$13,250.00	\$99,958.56	(\$86,708.56)	754.40%
8120 - Other/Maint Supplies	\$0.00	\$14,960.58	(\$14,960.58)	0.00%
8130 - Telephone & Internet	\$0.00	\$35,058.10	(\$35,058.10)	0.00%
8140 - Postage & shipping	\$0.00	\$576.77	(\$576.77)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$16,403.12	(\$16,403.12)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$113.90	(\$113.90)	0.00%
8170 - Printing & copying	\$0.00	\$11,147.58	(\$11,147.58)	0.00%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$14,250.00	\$178,218.61	(\$163,968.61)	1,250.66%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$2,582.82	(\$2,582.82)	0.00%
8220 - Electric	\$35,000.00	\$28,082.68	\$6,917.32	80.24%
8225 - Water	\$0.00	\$2,964.94	(\$2,964.94)	0.00%
8230 - Trash	\$0.00	\$6,840.99	(\$6,840.99)	0.00%
8235 - Sewer	\$0.00	\$2,315.26	(\$2,315.26)	0.00%
8240 - Natural Gas	\$0.00	\$1,920.22	(\$1,920.22)	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	\$48,752.29	(\$34,544.29)	343.13%
Total - 8200 - Facility & equipment expenses	\$49,208.00	\$98,517.06	(\$49,309.06)	200.21%
8300 - Travel & meetings expenses	\$20,400.00	\$32,016.50	(\$11,616.50)	156.94%
8400 - Insurance Expense	\$23,500.00	\$76,352.55	(\$52,852.55)	324.90%
8700 - Food Expenses	\$46,800.00	\$110,127.60	(\$63,327.60)	235.32%
8800 - In-Kind Expenses	\$684,597.00	\$382,853.48	\$301,743.52	55.92%
Total - Expense	\$4,151,367.00	\$2,930,009.88	\$1,221,357.12	70.58%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$2,455.85	(\$2,455.85)	0.00%
8530 - Fees/Dues	\$865.00	\$15,609.55	(\$14,744.55)	1,804.57%
8540 - Training & TTA	\$39,956.00	\$33,451.69	\$6,504.31	83.72%
8560 - Computer & Software Related Expenses	\$0.00	\$41,250.71	(\$41,250.71)	0.00%
8570 - Advertising & Community Sponsorships	\$2,160.00	\$7,296.97	(\$5,136.97)	337.82%
8590 - Other Expenses	\$1,000.00	\$832.45	\$167.55	83.25%
Total - 8500 - Other Expense	\$43,981.00	\$100,897.22	(\$56,916.22)	229.41%
Total - Other Expense	\$43,981.00	\$100,897.22	(\$56,916.22)	229.41%
Net Income	\$0.00	(\$191,255.82)	\$191,255.82	0.00%

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

7/31/24

EHS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$193,091.00	\$43,939.90	\$149,151.10	22.76%
4500 - Federal Revenue	\$999,189.00	\$603,496.00	\$395,693.00	60.40%
Total - Income	\$1,192,280.00	\$647,435.90	\$544,844.10	54.30%
Gross Profit	\$1,192,280.00	\$647,435.90	\$544,844.10	54.30%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$512,515.00	\$314,076.00	\$198,439.00	61.28%
7230 - Pension plan contributions	\$50,593.00	\$19,303.42	\$31,289.58	38.15%
7240 - Employee benefits - not pension	\$68,696.00	\$48,587.58	\$20,108.42	70.73%
7250 - Payroll taxes, etc.	\$53,984.00	\$25,693.41	\$28,290.59	47.59%
Total - 7200 - Salaries & related expenses	\$685,788.00	\$407,660.41	\$278,127.59	59.44%
7300 - Indirect Cost Pool Expense	\$134,791.00	\$80,334.31	\$54,456.69	59.60%
7500 - Contract/Consultant Services	\$2,500.00	\$4,881.65	(\$2,381.65)	195.27%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$34,340.00	\$32,068.95	\$2,271.05	93.39%
8120 - Other/Maint Supplies	\$0.00	\$2,871.00	(\$2,871.00)	0.00%
8130 - Telephone & Internet	\$0.00	\$4,585.25	(\$4,585.25)	0.00%
8140 - Postage & shipping	\$0.00	\$123.63	(\$123.63)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$3,457.82	(\$3,457.82)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$583.62	(\$583.62)	0.00%
8170 - Printing & copying	\$0.00	\$2,381.69	(\$2,381.69)	0.00%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$36,840.00	\$46,071.96	(\$9,231.96)	125.06%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$140.91	(\$140.91)	0.00%
8220 - Electric	\$25,500.00	\$8,169.66	\$17,330.34	32.04%
8225 - Water	\$0.00	\$1,110.19	(\$1,110.19)	0.00%
8230 - Trash	\$0.00	\$1,376.20	(\$1,376.20)	0.00%
8235 - Sewer	\$0.00	\$646.45	(\$646.45)	0.00%
8240 - Natural Gas	\$0.00	\$977.76	(\$977.76)	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	\$13,750.45	\$13,249.55	50.93%
Total - 8200 - Facility & equipment expenses	\$52,500.00	\$27,255.95	\$25,244.05	51.92%
8300 - Travel & meetings expenses	\$39,000.00	\$4,584.56	\$34,415.44	11.76%
8400 - Insurance Expense	\$13,500.00	\$21,381.26	(\$7,881.26)	158.38%
8700 - Food Expenses	\$22,070.00	\$31,009.50	(\$8,939.50)	140.51%
8800 - In-Kind Expenses	\$0.00	\$43,939.90	(\$43,939.90)	0.00%
Total - Expense	\$986,989.00	\$667,119.50	\$319,869.50	67.59%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$417.35	(\$417.35)	0.00%
8530 - Fees/Dues	\$0.00	\$4,089.34	(\$4,089.34)	0.00%
8540 - Training & TTA	\$19,304.00	\$18,023.19	\$1,280.81	93.37%
8560 - Computer & Software Related Expenses	\$0.00	\$7,609.62	(\$7,609.62)	0.00%
8570 - Advertising & Community Sponsorships	\$2,000.00	\$1,576.67	\$423.33	78.83%
8590 - Other Expenses	\$21,496.00	\$26.27	\$21,469.73	0.12%
Total - 8500 - Other Expense	\$42,800.00	\$31,742.44	\$11,057.56	74.16%
Total - Other Expense	\$42,800.00	\$31,742.44	\$11,057.56	74.16%
Net Income	\$162,491.00	(\$51,426.04)	\$213,917.04	-31.65%

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

Options: Activity Only

7/31/24

EHSCC 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$4,278.97	(\$4,278.97)	0.00%
4500 - Federal Revenue	\$2,216,745.00	\$1,986,063.00	\$230,682.00	89.59%
Total - Income	\$2,216,745.00	\$1,990,341.97	\$226,403.03	89.79%
Gross Profit	\$2,216,745.00	\$1,990,341.97	\$226,403.03	89.79%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$471,363.00	\$426,682.52	\$44,680.48	90.52%
7230 - Pension plan contributions	\$37,710.00	\$36,647.08	\$1,062.92	97.18%
7240 - Employee benefits - not pension	\$60,782.00	\$68,093.14	(\$7,311.14)	112.03%
7250 - Payroll taxes, etc.	\$40,302.00	\$33,803.90	\$6,498.10	83.88%
Total - 7200 - Salaries & related expenses	\$610,157.00	\$565,226.64	\$44,930.36	92.64%
7300 - Indirect Cost Pool Expense	\$123,968.00	\$112,507.91	\$11,460.09	90.76%
7500 - Contract/Consultant Services	\$1,016,075.00	\$900,399.98	\$115,675.02	88.62%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$64,000.00	\$135,952.66	(\$71,952.66)	212.43%
8120 - Other/Maint Supplies	\$5,000.00	\$7,499.11	(\$2,499.11)	149.98%
8130 - Telephone & Internet	\$14,400.00	\$4,350.82	\$10,049.18	30.21%
8140 - Postage & shipping	\$0.00	\$378.63	(\$378.63)	0.00%
8150 - Medical/Dental Supplies	\$1,000.00	\$8,913.07	(\$7,913.07)	891.31%
8160 - Events/Meeting Expense	\$0.00	\$205.27	(\$205.27)	0.00%
8170 - Printing & copying	\$15,000.00	\$7,706.58	\$7,293.42	51.38%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$101,400.00	\$165,006.14	(\$63,606.14)	162.73%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$611.23	(\$611.23)	0.00%
8220 - Electric	\$720.00	\$7,612.99	(\$6,892.99)	1,057.36%
8225 - Water	\$500.00	\$234.37	\$265.63	46.87%
8230 - Trash	\$300.00	\$810.44	(\$510.44)	270.15%
8235 - Sewer	\$300.00	\$119.38	\$180.62	39.79%
8240 - Natural Gas	\$500.00	\$524.48	(\$24.48)	104.90%
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	\$7,096.73	\$40,153.27	15.02%
Total - 8200 - Facility & equipment expenses	\$171,692.00	\$19,719.13	\$151,972.87	11.49%
8300 - Travel & meetings expenses	\$17,750.00	\$17,878.68	(\$128.68)	100.72%
8400 - Insurance Expense	\$6,300.00	\$24,108.31	(\$17,808.31)	382.67%
8700 - Food Expenses	\$3,000.00	\$156.00	\$2,844.00	5.20%
8800 - In-Kind Expenses	\$0.00	\$4,278.97	(\$4,278.97)	0.00%
Total - Expense	\$2,050,342.00	\$1,809,281.76	\$241,060.24	88.24%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$25,000.00	\$10,581.97	\$14,418.03	42.33%
8530 - Fees/Dues	\$1,500.00	\$6,940.30	(\$5,440.30)	462.69%
8540 - Training & TTA	\$42,863.00	\$32,985.10	\$9,877.90	76.95%
8560 - Computer & Software Related Expenses	\$0.00	\$17,932.09	(\$17,932.09)	0.00%
8570 - Advertising & Community Sponsorships	\$7,500.00	\$6,813.54	\$686.46	90.85%
8590 - Other Expenses	\$2,000.00	\$56.33	\$1,943.67	2.82%
8595 - Subsidy Expense	\$89,540.00	\$213,232.40	(\$123,692.40)	238.14%
Total - 8500 - Other Expense	\$168,403.00	\$288,541.73	(\$120,138.73)	171.34%
Total - Other Expense	\$168,403.00	\$288,541.73	(\$120,138.73)	171.34%
Net Income	(\$2,000.00)	(\$107,481.52)	\$105,481.52	5,374.08%

Balance 123200.48
ended 7/31/24

Phase 41 Local Recipient Organization – Choctaw County

Legal Name: Lifting Individuals For Tomorrow (LIFT) Community Action Agency, Inc.

Responsible Officer: Rebecca Porter / 209 North 4th Street, Hugo, Oklahoma, 74743 / 580-326-3351

Target Population: Choctaw County, Oklahoma

FEIN: 73-0772321

DUNS/UEI: XL9DVU1YDGU2

Funding Request: \$9,000.00

The Emergency Food and Shelter Program (EFSP) is a Federal Program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA). This program serves low income families in Choctaw County with utility/Propane, Rental/Mortgage and Food Assistance when funds are available.

Budget:

Rent/Mortgage	\$3,600.00
Utilities	\$3,600.00
Food	\$1,800.00
Total	\$9,000.00

Phase 41 Local Recipient Organization – McCurtain County

Legal Name: Lifting Individuals For Tomorrow (LIFT) Community Action Agency, Inc.

Responsible Officer: Rebecca Porter / 209 North 4th Street, Hugo, Oklahoma, 74743 / 580-326-3351

Target Population: McCurtain County, Oklahoma

FEIN: 73-0772321

DUNS/UEI: XL9DVU1YDGU2

Funding Request: \$1,500.00

The Emergency Food and Shelter Program (EFSP) is a Federal Program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA). This program serves low income families in McCurtain County with Utility/Propane assistance when funds are available.

Budget:

Utilities	\$1,500.00
Total	\$1,500.00

Phase 41 Local Recipient Organization – Pushmataha County

Legal Name: Lifting Individuals For Tomorrow (LIFT) Community Action Agency, Inc.

Responsible Officer: Rebecca Porter / 209 North 4th Street, Hugo, Oklahoma, 74743 / 580-326-3351

Target Population: Pushmataha County, Oklahoma

FEIN: 73-0772321

DUNS/UEI: XL9DVU1YDGU2

Funding Request: \$6,700.00

The Emergency Food and Shelter Program (EFSP) is a Federal Program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA). This program serves low income families in Pushmataha County with utility/Propane, Rental/Mortgage and Food Assistance when funds are available.

Budget:

Rent/Mortgage	\$2,680.00
Utilities	\$2,680.00
Food	\$1,340.00
Total	\$6,700.00

Funding Entity: AmeriCorps
Funding Opportunity: FY 2025 Retired and Senior Volunteer Program
Grant Application
Amount Requested: \$64,299
Agency Program: AmeriCorps Seniors RSVP

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

The AmeriCorps Seniors RSVP grant opportunity allows applicants to identify the most urgent needs in their community and engage volunteers who bring a lifetime of skills, knowledge and lived experience to their volunteer commitments, which range from a few hours to 40 hours per week. Applicants may propose programs that address a variety of community needs. However, AmeriCorps Seniors is prioritizing the following issue areas for this RSVP funding competition:

- Supporting older adults and their caregivers;
- Helping older adults re-enter the workforce;
- Preventing and mitigating fraud and scams;
- Reducing the number of people who are unhoused;
- Supporting local climate change initiatives; and
- Supporting behavioral health initiatives, including mental health and substance use.

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

The grant application is due September 18, 2024.

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 3 (4th Quarter):

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$7,000

3rd Quarter Total: \$18,000

CNO Payment Remittance Advice

From Payer	Choctaw Nation of Oklahoma 1802 Chukka Hina Durant Oklahoma US 74701	Supplier or Party To Payee	LIFT COMMUNITY ACTION AGENCY INC LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST Hugo OK US 74743
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Remittance Detail							
Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
1017002JUNE2024B	6/1/24-06/30/24 provider#53 peid#1017002	06/30/2024	USD	4,092.00	0.00	0.00	4,092.00
1017002JUNE2024D	6/1/24-6/30/24 provider#1157 peid#1017002	06/30/2024	USD	1,668.00	0.00	0.00	1,668.00
AB1017002109202023	3RD YR 4TH QTR 7/24-9/24 9/2/23	09/02/2023	USD	11,000.00	0.00	0.00	11,000.00
AB1017002209202023	3RD YD 4TH QTR 7/24-9/24 9/20/23	09/20/2023	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	23,760.00



**KIAMICHI ECONOMIC DEVELOPMENT
DISTRICT OF OKLAHOMA**
Contract



15004959

Purchase Authorization #

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

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

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

1.0 Contract Period

Both parties are in agreement that this contract shall be in effect for a period beginning **July 1, 2024 and ending June 30, 2025**. This contract may be renewed, at the sole option of KEDDO, under the same terms and conditions upon approval of the updated Request for Proposal and Emergency Operations for an additional one 12-month period(s) with a finite ending date of **June 30, 2025**.

2.0 Scope of Work

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

3.0 Compensation and Billing

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

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

Pursuant to Section 85.44(B) of Title 74 of the Oklahoma Statute (74 O.S. § 85.44 (B)) payment for all services herein shall be made in arrears after products have been delivered or services provided.

KEDDO shall not make any advance payments or advance deposits. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.71 and 62 O.S. § 34.72. Contractor must have sufficient capital to operate for 45 days.

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

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

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

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

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

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

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

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

4.0 Modification

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

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

5.0 Termination for Convenience

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

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

6.0 Termination for Cause

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

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

7.0 Sub-Contracting

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

8.0 Travel Expenses

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

9.0 Unavailability of Funding

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

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

10.0 Insurance

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

11.0 Limitation of Liability

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

12.0 Employment Relationship

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

13.0 Confidential Information

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

14.0 Grievance Procedure

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

15.0 Access to and Retention of Records

As used in this clause, records include books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with KEDDO the Contractor or sub-contractor agrees any pertinent state or federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The Contractor is required to retain records relative to the contract for the duration of the contract and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the seven year period, the records are required to be maintained for two years from the date that all issues arising out of the action are resolved or until the end of the seven year retention period, whichever is later.

16.0 Audit

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

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

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

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

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

17.0 Compliance with Law

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

18.0 Contract Jurisdiction

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

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

19.0 Severability

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

20.0 Equipment

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

21.0 Conflict of Interest

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

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

22.0 Failure to Enforce

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

23.0 Oklahoma Taxpayer and Citizen Protection Act of 2007

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

24.0 Equal Opportunity and Discrimination

Contractor agrees to comply with all federal and state laws prohibiting discrimination and assures services will be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the basis of age except as the law allows.

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

25.0 Drug-free Workplace

Contractors that:

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

26.0 Environmental Protection

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

27.0 Whistleblower Protection Act

The parties acknowledge and agree the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, 41 U.S.C. Section 4712, may apply to this contract or grant and that no employee of a Contractor, Sub-Contractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a Federal contract.

28.0 Lobbying

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

29.0 Debarment, Suspension, and Other Responsibility Matters

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

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

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

30.0 False Claims Act

Contractor shall promptly notify KEDDO of any credible evidence that a principal, employee, agent, contractor, sub-grantee, Sub-Contractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct.

31.0 Resources

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

32.0 KEDDO Logo Requirements

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

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

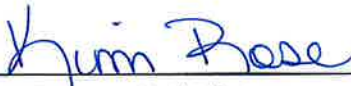
33.0 Summation

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

Signature and Agreement

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

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

	<u>Rebecca Porter</u>	<u>7/1/2024</u>
Contractor representative Signature	Contractor Representative name (print)	Date
	<u>Kim Rose</u>	<u>7/1/2024</u>
KEDDO representative Signature	KEDDO Representative name (print)	Date

FollowUp Form

2024 Grant Project Name

Family Support and Resiliency Initiative

Amount Awarded

\$34,247.00

The conditions for this Grant Award are as follows:

Grant Conditions I*

- Grantee will use the Grant Award in its entirety, within one year from the date in which the Grant Award is delivered to Grantee, solely for the intended purpose that was described in Grantee's application.
- Any portion of the Grant Award which is not used for this purpose must be returned to the Foundation.
- We strongly encourage using this grant to gain matching funds from other funders.
- No portion of the Grant Award shall be utilized: (a) To carry on propaganda, or otherwise to attempt, to influence legislation (within the meaning of section 4945(d)(1)), (b) To influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of section 4945(d)(2)), (c) To make any grant which does not comply with the requirements of section 4945(d) (3) or (4), or (d) To undertake any activity for any purpose other than one specified in section 170(c)(2)(B).

I agree.

Grant Conditions II*

- Grantee agrees to maintain complete and accurate records of all receipts and expenditures made by it in connection with the Grant Award and to provide copies of same upon request of the Foundation.
- **Publicity:** Grantee agrees to allow the Foundation to review and approve the text of any proposed publicity concerning this grant prior to its release. The Foundation may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in the Foundation's periodic public reports, newsletters, and news releases.
- Grantee agrees to provide evaluation(s) to the Foundation specifying progress and/or accomplishments resulting from the Grant Award, as requested, and possibly attend a board meeting during the year. These evaluation(s) will be available on your Foundation profile.
- Please consider this grant the full annual support from the Potts Family Foundation and consider rolling any table sponsorships or events into this gift, or not soliciting the foundation for additional giving during

this grant period.

- Unless specifically requested by individual family members, please do not solicit individual family members for additional gifts or sponsorships during this grant period.

I agree.

Full Name*

Rebecca Porter

Date*

06/27/2024

Your Organization's W-9*

Form W-9 - LIFT CAA 1.pdf

Photo*

Please upload a photo you'd like to go along with being listed on our website. Whatever you'd like - staff, photo of service being provided, your building or logo, etc.!

LIFT CAA Logo.jpg

Mailing Address (if different from your Foundant profile)

209 North 4th Street, Hugo, OK 74743

Grant funding from the Potts Family Foundation will be used to establish the Family Support and Resiliency Initiative. Project funding will allow for the creation of a new Family Advocate staff position—a key component of the initiative whose purpose will be to provide evidence-based family support services to children (prenatal to age 5) and their families. Additionally, the project will focus on developing child, family and community resilience, supporting early relational health, and preventing and mitigating adverse childhood experiences (ACEs).

2024 Potts Family Foundation Grant Project Budget

Personnel: \$21,489

Fringe Benefits: \$2,106

Indirect Costs: \$5,652

Local Travel: \$2,500

Supplies/Other Costs: \$2,500

Total: \$34,247

POTTS FAMILY FOUNDATION, INC.
909 E. BRITTON ROAD
OKLAHOMA CITY, OK 73114-7802

Bank of Oklahoma
Oklahoma City, Oklahoma

6707

DATE	CHECK NO.	AMOUNT
6/28/2024	6707	\$ 34,247.00

PAY THIRTY FOUR THOUSAND TWO HUNDRED FORTY SEVEN DOLLARS AND 00 CENTS *****

TO THE
ORDER OF

LIFT Community Action Agency, Inc.
209 N. 4th Street
Hugo, OK 74743

Potts Family Foundation, Inc.

Ana J. Guffin

⑈006707⑈ ⑆103900036⑆ 808205364⑈

PAYEE: LIFT Community Action Agency, Inc.		VEND ID#: LIFTCOMMU		6707
				CHECK DATE: 6/28/2024
INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	DISCOUNT TAKEN	NET AMOUNT PAID
2024 Grant	6/27/2024	\$34,247.00	\$0.00	\$34,247.00
TOTAL				34,247.00

Potts Family Foundation, Inc.

*Rec'd
7/24/24*

Funding Opportunity: FY24 Supplemental Grant
Funding Entity: NeighborWorks® America
Amount Received: \$15,000

LIFT Community Action Agency, Inc. is requesting the Board's approval to accept an award from NeighborWorks® America for the FY24 Supplemental Grant for their opportunity to conduct Capital Needs Assessments at nine LIFT Apartment locations. LIFT Apartments have not been able to conduct a Capital Needs Assessment since 2013 due to increased insurance premiums, resulting in properties not cash flowing.

	# of Units	Address	Date of Last CNA
Belmont Place	20	311 S 14 th Street Hugo, OK 74743	N/A
Clayton Place	10	1301 Pine Street Clayton, OK 74536	N/A
Boswell	3	320 Hunter Ave Boswell, OK 74727	2013
Ft. Towson	3	606 W Boston Ave Ft Towson, OK 74735	2013
Garvin	3	211 W Williams Garvin, OK 74736	2013
Terry Hill	60	410 N L Street Hugo, OK 74743	2013
Kiamichi Place	16	1307 SE 3 rd Street Antlers, OK 74523	N/A
Chappell	3	112 N Chappell Drive Valliant, OK 74736	2013
Soper	3	104 Hayes St Soper, OK 74759	N/A



NeighborWorks America
1255 Union Street, NE
Suite 500
Washington DC 20002
United States

Bank Of America

Item ID
00000009/69
Page 2 of 2

PAY fifteen thousand and 00/100

NOT VALID AFTER 180 DAYS

DATE 7/24/2024

TO LIFT Community Action Agency, Inc.
THE 209 North 4th Street
ORDER Hugo OK 74743
OF United States

\$ ***\$15,000.00

VOID

****ACH PAYMENT****

NeighborWorks America

00000009/69

LIFT Community Action Agency, Inc.

7/24/2024

Date	INVOICE	Memo	Orig. Amt.	Amt. Due	Amount
7/22/2024	51426		\$15,000.00	\$15,000.00	\$15,000.00
					\$15,000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS



Award# 06HP000581-01-00

FAIN# 06HP000581

Federal Award Date: 07/23/2024

Recipient Information**1. Recipient Name**

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

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

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

8. Authorized Official

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

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

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

10. Program Official Contact Information

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

Federal Award Information**11. Award Number**

06HP000581-01-00

12. Unique Federal Award Identification Number (FAIN)

06HP000581

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Early Head Start Child Care Partnership

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 08/01/2024 - **End Date** 07/31/2025**20. Total Amount of Federal Funds Obligated by this Action** \$2,267,831.00

20a. Direct Cost Amount \$2,139,642.00

20b. Indirect Cost Amount \$128,189.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$0.00**24. Total Approved Cost Sharing or Matching, where applicable** \$103,115.00**25. Total Federal and Non-Federal Approved this Budget Period** \$2,370,946.00**26. Period of Performance Start Date** 08/01/2024 - **End Date** 07/31/2029**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$2,370,946.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Notice of Award

Award# 06HP000581-01-00

FAIN# 06HP000581

Federal Award Date: 07/23/2024

Recipient Information

Recipient Name

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

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$487,412.00
b. Fringe Benefits	\$155,694.00
c. Total Personnel Costs	\$643,106.00
d. Equipment	\$0.00
e. Supplies	\$61,000.00
f. Travel	\$5,000.00
g. Construction	\$0.00
h. Other	\$154,413.00
i. Contractual	\$1,276,123.00
j. TOTAL DIRECT COSTS	\$2,139,642.00
k. INDIRECT COSTS	\$128,189.00
l. TOTAL APPROVED BUDGET	\$2,267,831.00
m. Federal Share	\$2,267,831.00
n. Non-Federal Share	\$103,115.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G064122	06HP00058101	ACFOHS	41.51	93.600	\$2,224,968.00	75-24-1536
4-G064121	06HP00058101	ACFOHS	41.51	93.600	\$42,863.00	75-24-1536

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards LIFT COMMUNITY ACTION AGENCY, INC. a project period of 08/01/2024-07/31/2029 for the operation of an Early Head Start program in the designated service area. This action awards \$2,224,968 for operations and \$42,863 for training and technical assistance for the initial budget period of 08/01/2024-07/31/2025.

Early Head Start population: 120 infants and toddlers.

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

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

This grant is subject to the requirements included in Attachments 1, 2, and 3.

This action approves a waiver of the non-federal match requirement. This action reduces the amount of matching funds from \$556,958 to \$103,115 for the 08/01/2024 – 07/31/2025 budget period.

This action awards \$51,086 for the cost-of-living adjustment increase for Early Head Start program operations, based on the application submitted for this period.

Per ACF-PI-OHS-24-01 (Federal Reporting of Standard Forms 425 and 428), Federal awards that have budget periods starting on or after October 1, 2023 will be required to submit two Federal Financial Reports (SF-425) during a 12-month budget period. A Semi-annual Federal Financial Report (SF425) is due in PMS by 3/1/2025. An Annual Federal Financial Report is due 10/30/2025. If this is the last budget period of the project period, a Final Federal Financial Report is due 11/28/25 (in lieu of an Annual report).



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

This State of Oklahoma Contract (“Contract”) is entered into between the state of Oklahoma by and through the Office of Management and Enterprise Services (“State”) on behalf of the Department of Human Services (“Agency”) and LIFT Community Action Agency, Inc (“Supplier”) and is effective as of the effective date set forth on a properly issued purchase order or, if no effective date is listed, the date of last signature (“Effective date”). The term of the Contract will be for 12 months from the effective date with the option for up to two additional one-year periods, with a finite date of September 30, 2026.

Purpose

The State is awarding the Contract to Supplier for the provision of funding non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men’s involvement in family life, as more particularly described in certain Contract Documents. Supplier submitted a proposal for services in Choctaw County, with no vendor documents or confidentiality requests. Supplier did submit exceptions. This Contract Document memorializes the agreement of the parties with respect to terms of the Contract that is being awarded to Supplier.

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

1. The parties agree that Supplier has not yet begun performance of work under the Contract. Upon full execution of the Contract, Supplier may begin work. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
 - 2.1. SolicitationEV00000399, Attachment A;
 - 2.1.a. Recommended Curricula, Appendix 1
 - 2.1.b. Scope of Work, Exhibit 1
 - 2.1.c. Org Qualifications, Exhibit 2
 - 2.1.d. Performance Measures, Exhibit 3
 - 2.1.e. Commitment to Fatherhood, Exhibit 4
 - 2.2. General Terms, Attachment B;
 - 2.3. Reserved, Attachment C;
 - 2.4. Reserved, Attachment D;
 - 2.5. Response to Specification, Attachment E-1
 - 2.6. Price and Budget, Attachment E-2

3. The parties additionally agree:
- 3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
 - 3.2. To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.
4. The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Department of Human Services and OMES shall not be responsible for such.
- Please send invoices and billing inquiries to:
- dhsaccountspayable@okdhs.org
5. The undersigned Agency hereby attests that any required terms and conditions based on a Federal Award applicable to this Contract are included herein.
6. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

SIGNATURES

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Agreement and to bind their respective party thereto.

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

By: 
Amanda Otis (Jul 30, 2024 09:16 CDT)

Name: Amanda Otis

Title: State Purchasing Director

LIFT COMMUNITY ACTION AGENCY,
INC.

By: 
Rebecca Reynolds Porter (Jul 29, 2024 11:43 CDT)

Name: Rebecca Reynolds Porter

Title: Executive Director

Date: Jul 30, 2024

Date: Jul 29, 2024

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

By: 
Lindsey Kanaly (Jul 29, 2024 17:05 CDT)

By: 
Katey N. Campbell (Jul 29, 2024 15:25 CDT)

Name: Lindsey Kanaly

Name: Katey N. Campbell

Title: Agency Deputy Director

Title: Agency Counsel

Date: Jul 29, 2024

Date: Jul 29, 2024

ATTACHMENT A

SOLICITATION NO.

EV00000399

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

PURPOSE

Oklahoma Department of Human Services (OKDHS) seeks to fund non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men's involvement in family life.

For the purposes of this contract, Supplier will provide high quality father-specific services to low-income families with minor children. Through these programs, OKDHS aims to accomplish the following goals:

- Increase fathers' parenting knowledge and skills
- Enhance fathers' relationship skills and co-parenting relationship quality, and
- Improve economic stability for fathers and families

OKDHS will fund program designs that align with these goals and include essential program components described in the Scope of Work.

BACKGROUND

Over the past three decades, studies have demonstrated that active, involved fatherhood is not simply a matter of men's motivation, but rather a product of multiple systemic factors, including the quality of communication with the child's mother, parenting skills, economic self-sufficiency, and the father's mental health. Research has also concluded that active father involvement is associated with a wide range of positive outcomes for children, co-parents, families and communities. In response, evidence-based fatherhood programs help men appreciate the responsibilities associated with parenting while also empowering them to act on their intentions to be active participants in their children's lives.

Temporary Assistance for Needy Families (TANF) is a federally funded block grant assigned to the State of Oklahoma to provide multiple services to vulnerable families in need. This project falls under OKDHS's Familyhood Initiative.

The funding for this project will be categorized under TANF Purposes 3 and/or 4:

3 - Prevent and reduce the incidence of out-of-wedlock pregnancies

4 - Encourage the formation and maintenance of two parent families. Fatherhood programs under TANF Purpose 4 include co-parenting when the child(ren) reside in a residence that does not include both biological or adoptive parents.

1. Contract Term and Renewal Options

The Contract term, which begins on the later of October 1, 2023, or the effective date of the Contract (Contract Award Date) and will end September 30, 2024. The contract may be renewed for up to two (2) additional one-year periods.

2. Additional Contract Requirements

2.1 Invoices shall be submitted monthly and shall be in accordance with the approved line-item budget. Invoices shall identify the purchase order number, services provided and month of service. Payments to Supplier will be issued by EFT. If an overpayment or underpayment has been made to Supplier, any subsequent payments to Supplier may be adjusted to the correct account. A written explanation of the adjustment will be issued to the Supplier

2.2 The Supplier agrees that any final budget revision shall be submitted no later than sixty (60) days prior to the Contract end date.

- a. Any request to change budget by moving 19% or less from any 1 line item to another line item must be submitted in writing to OKDHS for written approval. Budget change requests require submission of Budget Revision form and narrative of the requested change
- b. Any request to change budget by moving 20% or more of any 1 line item to another line item must be submitted to OKDHS for written approval and formal budget modification. Budget change requests require submission of Budget Revision form and narrative of the requested change and will be required to go through the *formal* modification process.
- c. Negotiated Indirect Cost Rate Approval (NICRA) changes to the indirect cost rate will take effect in conjunction with the contract renewal.
- d. Out of state travel must be approved in advance by the OKDHS Contract Monitor.

2.3 Per federal requirements where Contractors receive in excess of \$750,000 per year in state and federal funds, these contractors must have a certified independent audit of its operations related to this contract conducted in accordance with Government Auditing

Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

- a. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. DHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.
- b. Contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 180 calendar days of the conclusion of the Contractor's fiscal year. Reports should be sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125
- c. At the request of OKDHS or the Oklahoma State Auditor, Contractor will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

2.4 For purposes of this Solicitation, Attachment B, para 6.3 is modified as follows: Deviations, substitutions, or changes in a product or service, including changes of key personnel, shall not be made unless expressly authorized in writing by the Customer. Key personnel are defined as Project Director, Project Manager and Fiscal Manager. Any substitution of key personnel shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract. All requests must be submitted in writing through Ergo with justification for the change, including resumes for any key personnel changes.

2.5 The Supplier shall work with OKDHS to appropriately spend TANF funds on allowable programs and expenditures. Throughout the contract, the Supplier shall be responsible for:

- a. Meeting with OKDHS and/or assigned Technical Assistance team on an as needed basis to review budget and discuss the program being claimed for TANF reimbursement.

- b. Meeting with OKDHS and/or assigned Technical Assistance team as needed to discuss any changes in expenditures or reporting
- c. Working with OKDHS to define and assist in the implementation of work steps for ensuring TANF funding is spent in accordance with federal guidelines including 2 CFR Part 200 and 45 CFR 75.352.
- d. As necessary, providing access to data for data matching and analysis undertake other activities incidental to carrying out this obligation.
- e. Providing accurate and current information on the Supplier expenditures to OKDHS sufficient to complete TANF federal reporting. Forward claiming information to agreed-upon format and time schedule for programs.
- f. Working with OKDHS to ensure that no expenditure made with federal TANF dollars under this Contract are claimed as federal revenue or state or local match under a federal program other than TANF.
- g. Informing OKDHS of any substantial change in spending or program administration that may be reported as TANF according to terms of the Contract. Such a change may be related to projected revisions, to programmatic modifications, or to any other factor that might affect a TANF claim. The Supplier shall inform OKDHS as soon as it becomes aware of such a change.
- h. Preparing any agency documents which, in the normal course of business, the Supplier would need to maintain as necessary documentation for internal and external audits and provide required documentation for any audits or reviews of the projects under this Contract that support OKDHS' responsibilities under this Contract Document.
- i. Register their organization, programs, and workshops on Be A Neighbor ([Oklahoma - Be a neighbor](#)).

2.6 Reporting

- a. Supplier will provide OKDHS data included in the final project statement attached to the Contract.
- b. On an annual basis, the Supplier will provide a projected expenditure breakdown of TANF totals for that fiscal year. This will be developed in conjunction with OKDHS and will be updated upon agreement of Supplier and OKDHS.
- c. The Supplier shall track and record all data/information necessary to complete the reports listed in the table below in ERGO:

	NAME OF REPORT	FREQUENCY	DUE DATE
1.	Number of Fathers served monthly	Monthly	Submitted with the monthly invoice, not later than 30 (thirty) days after the service period being claimed has ended.
2.	Number of Fathers completing the Program	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.

3.	Number of Fathers showing improvement in Hope Scores based on Pre/Post assessments	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.
4.	8–10-page Lessons Learned Program Brief describing implementation successes, challenges and replication guidance.	Conclusion of Contract Year 3.	Submitted with the final invoice not later than (30) thirty days after the end of Year 3 Contract period.

- d. The Supplier understands that the reports are due within the timeframes established and that OKDHS will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.
- 2.7 OKDHS shall work with Supplier to appropriately spend TANF funds on allowable programs and expenditures. Throughout this contract, OKDHS will be responsible for:
- a. Meeting with Supplier as needed to discuss any changes in expenditures, regulations, and/or reporting.
 - b. Ensuring no expenditures reported as federal TANF under this Contract are claimed as federal revenue or state or local match under a federal program other than the TANF program, provided the Supplier fulfilled their respective responsibilities under this Contract Document, including, for example, providing accurate and current expenditure information, current federal match information (in applicable contracts), and program or regulatory changes that may affect any TANF reimbursement claiming.
 - c. Meeting with the Supplier as needed to review their annual budget and discuss the program funded with federal TANF dollars.

Exhibit V: Budget

EXHIBIT 5 PROPOSED BUDGET

Bidder Name: LIFT Community Action Agency, Inc. Date: 03/22/2024

Bidder Contact: Rebecca Porter, Executive Director Phone: 580-326-3351

Requested Dollar Amount: \$ 900,000

Budget Line Item	Year 1	Year 2	Year 3	TOTAL
Labor	\$157,412	\$174,491	\$174,491	\$506,394
Contractual	0.00	\$0.00		
Other	\$142,588	\$125,509	\$125,509	\$393,606
Total	\$300,000	\$300,000	\$300,000	\$900,000

CONTRACT YEAR 1

Summary Budget Request:

Budget Line Item	TOTAL
Labor:	
Personnel/Salaries	\$117,375
Fringe Benefits	\$40,037
Contractual:	
Contract A	0.00
Contract B	0.00
Other:	
Travel/Per Diem/Training	\$10,855
Office Supplies	\$18,800
Space	\$4,320
Telephone/Internet	\$2,160
Background Checks	\$450
Curriculum	\$3,297
24:7 Dad Posters	\$1,800
Supportive Services	\$15,000
Participant Incentives	\$52,725
Marketing	\$1,959
Admin Costs/IDC	\$31,222
Total	\$300,000



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

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Purpose

The State is awarding the Contract to Supplier for the provision of funding non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men’s involvement in family life, as more particularly described in certain Contract Documents. Supplier submitted a proposal for services in McCurtain County, with no vendor documents or confidentiality requests. Supplier did submit exceptions. This Contract Document memorializes the agreement of the parties with respect to terms of the Contract that is being awarded to Supplier.

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

1. The parties agree that Supplier has not yet begun performance of work under the Contract. Upon full execution of the Contract, Supplier may begin work. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
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 - 2.1.b. Scope of Work, Exhibit 1
 - 2.1.c. Org Qualifications, Exhibit 2
 - 2.1.d. Performance Measures, Exhibit 3
 - 2.1.e. Commitment to Fatherhood, Exhibit 4
 - 2.2. General Terms, Attachment B;
 - 2.3. Reserved, Attachment C;
 - 2.4. Reserved, Attachment D;
 - 2.5. Response to Specification, Attachment E-1
 - 2.6. Price and Budget, Attachment E-2

3. The parties additionally agree:
- 3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
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4. The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Department of Human Services and OMES shall not be responsible for such.
- Please send invoices and billing inquiries to:
- dhsaccountspayable@okdhs.org
5. The undersigned Agency hereby attests that any required terms and conditions based on a Federal Award applicable to this Contract are included herein.
6. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

SIGNATURES

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Agreement and to bind their respective party thereto.

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

By: 
Amanda Otis (Jul 30, 2024 09:15 CDT)

LIFT COMMUNITY ACTION AGENCY,
INC.

By: 
Rebecca Reynolds Porter (Jul 29, 2024 14:08 CDT)

Name: Amanda Otis

Name: Rebecca Reynolds Porter

Title: State Purchasing Director

Title: Executive Director

Date: Jul 30, 2024

Date: Jul 29, 2024

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

By: 
Lindsey Kanaly (Jul 29, 2024 17:04 CDT)

By: 
Katey Campbell (Jul 29, 2024 15:23 CDT)

Name: Lindsey Kanaly

Name: Katey Campbell.

Title: Agency Deputy Director

Title: Agency Counsel

Date: Jul 29, 2024

Date: Jul 29, 2024

ATTACHMENT A

SOLICITATION NO.

EV00000399

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

PURPOSE

Oklahoma Department of Human Services (OKDHS) seeks to fund non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men's involvement in family life.

For the purposes of this contract, Supplier will provide high quality father-specific services to low-income families with minor children. Through these programs, OKDHS aims to accomplish the following goals:

- Increase fathers' parenting knowledge and skills
- Enhance fathers' relationship skills and co-parenting relationship quality, and
- Improve economic stability for fathers and families

OKDHS will fund program designs that align with these goals and include essential program components described in the Scope of Work.

BACKGROUND

Over the past three decades, studies have demonstrated that active, involved fatherhood is not simply a matter of men's motivation, but rather a product of multiple systemic factors, including the quality of communication with the child's mother, parenting skills, economic self-sufficiency, and the father's mental health. Research has also concluded that active father involvement is associated with a wide range of positive outcomes for children, co-parents, families and communities. In response, evidence-based fatherhood programs help men appreciate the responsibilities associated with parenting while also empowering them to act on their intentions to be active participants in their children's lives.

Temporary Assistance for Needy Families (TANF) is a federally funded block grant assigned to the State of Oklahoma to provide multiple services to vulnerable families in need. This project falls under OKDHS's Familyhood Initiative.

The funding for this project will be categorized under TANF Purposes 3 and/or 4:

3 - Prevent and reduce the incidence of out-of-wedlock pregnancies

4 - Encourage the formation and maintenance of two parent families. Fatherhood programs under TANF Purpose 4 include co-parenting when the child(ren) reside in a residence that does not include both biological or adoptive parents.

1. Contract Term and Renewal Options

The Contract term, which begins on the later of October 1, 2023, or the effective date of the Contract (Contract Award Date) and will end September 30, 2024. The contract may be renewed for up to two (2) additional one-year periods.

2. Additional Contract Requirements

2.1 Invoices shall be submitted monthly and shall be in accordance with the approved line-item budget. Invoices shall identify the purchase order number, services provided and month of service. Payments to Supplier will be issued by EFT. If an overpayment or underpayment has been made to Supplier, any subsequent payments to Supplier may be adjusted to the correct account. A written explanation of the adjustment will be issued to the Supplier

2.2 The Supplier agrees that any final budget revision shall be submitted no later than sixty (60) days prior to the Contract end date.

- a. Any request to change budget by moving 19% or less from any 1 line item to another line item must be submitted in writing to OKDHS for written approval. Budget change requests require submission of Budget Revision form and narrative of the requested change
- b. Any request to change budget by moving 20% or more of any 1 line item to another line item must be submitted to OKDHS for written approval and formal budget modification. Budget change requests require submission of Budget Revision form and narrative of the requested change and will be required to go through the *formal* modification process.
- c. Negotiated Indirect Cost Rate Approval (NICRA) changes to the indirect cost rate will take effect in conjunction with the contract renewal.
- d. Out of state travel must be approved in advance by the OKDHS Contract Monitor.

2.3 Per federal requirements where Contractors receive in excess of \$750,000 per year in state and federal funds, these contractors must have a certified independent audit of its operations related to this contract conducted in accordance with Government Auditing

Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

- a. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. DHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.
- b. Contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 180 calendar days of the conclusion of the Contractor's fiscal year. Reports should be sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125
- c. At the request of OKDHS or the Oklahoma State Auditor, Contractor will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

2.4 For purposes of this Solicitation, Attachment B, para 6.3 is modified as follows: Deviations, substitutions, or changes in a product or service, including changes of key personnel, shall not be made unless expressly authorized in writing by the Customer. Key personnel are defined as Project Director, Project Manager and Fiscal Manager. Any substitution of key personnel shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract. All requests must be submitted in writing through Ergo with justification for the change, including resumes for any key personnel changes.

2.5 The Supplier shall work with OKDHS to appropriately spend TANF funds on allowable programs and expenditures. Throughout the contract, the Supplier shall be responsible for:

- a. Meeting with OKDHS and/or assigned Technical Assistance team on an as needed basis to review budget and discuss the program being claimed for TANF reimbursement.

- b. Meeting with OKDHS and/or assigned Technical Assistance team as needed to discuss any changes in expenditures or reporting
- c. Working with OKDHS to define and assist in the implementation of work steps for ensuring TANF funding is spent in accordance with federal guidelines including 2 CFR Part 200 and 45 CFR 75.352.
- d. As necessary, providing access to data for data matching and analysis undertake other activities incidental to carrying out this obligation.
- e. Providing accurate and current information on the Supplier expenditures to OKDHS sufficient to complete TANF federal reporting. Forward claiming information to agreed-upon format and time schedule for programs.
- f. Working with OKDHS to ensure that no expenditure made with federal TANF dollars under this Contract are claimed as federal revenue or state or local match under a federal program other than TANF.
- g. Informing OKDHS of any substantial change in spending or program administration that may be reported as TANF according to terms of the Contract. Such a change may be related to projected revisions, to programmatic modifications, or to any other factor that might affect a TANF claim. The Supplier shall inform OKDHS as soon as it becomes aware of such a change.
- h. Preparing any agency documents which, in the normal course of business, the Supplier would need to maintain as necessary documentation for internal and external audits and provide required documentation for any audits or reviews of the projects under this Contract that support OKDHS' responsibilities under this Contract Document.
- i. Register their organization, programs, and workshops on Be A Neighbor ([Oklahoma - Be a neighbor](#)).

2.6 Reporting

- a. Supplier will provide OKDHS data included in the final project statement attached to the Contract.
- b. On an annual basis, the Supplier will provide a projected expenditure breakdown of TANF totals for that fiscal year. This will be developed in conjunction with OKDHS and will be updated upon agreement of Supplier and OKDHS.
- c. The Supplier shall track and record all data/information necessary to complete the reports listed in the table below in ERGO:

	NAME OF REPORT	FREQUENCY	DUE DATE
1.	Number of Fathers served monthly	Monthly	Submitted with the monthly invoice, not later than 30 (thirty) days after the service period being claimed has ended.
2.	Number of Fathers completing the Program	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.

3.	Number of Fathers showing improvement in Hope Scores based on Pre/Post assessments	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.
4.	8–10-page Lessons Learned Program Brief describing implementation successes, challenges and replication guidance.	Conclusion of Contract Year 3.	Submitted with the final invoice not later than (30) thirty days after the end of Year 3 Contract period.

- d. The Supplier understands that the reports are due within the timeframes established and that OKDHS will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.
- 2.7 OKDHS shall work with Supplier to appropriately spend TANF funds on allowable programs and expenditures. Throughout this contract, OKDHS will be responsible for:
- a. Meeting with Supplier as needed to discuss any changes in expenditures, regulations, and/or reporting.
 - b. Ensuring no expenditures reported as federal TANF under this Contract are claimed as federal revenue or state or local match under a federal program other than the TANF program, provided the Supplier fulfilled their respective responsibilities under this Contract Document, including, for example, providing accurate and current expenditure information, current federal match information (in applicable contracts), and program or regulatory changes that may affect any TANF reimbursement claiming.
 - c. Meeting with the Supplier as needed to review their annual budget and discuss the program funded with federal TANF dollars.

EXHIBIT 5 PROPOSED BUDGET

Bidder Name: LIFT Community Action Agency, Inc. Date: 03/22/2024

Bidder Contact: Rebecca Porter, Executive Director Phone: 580-326-3351

Requested Dollar Amount: \$ 900,000

Budget Line Item	Year 1	Year 2	Year 3	TOTAL
Labor	\$157,412	\$174,491	\$174,491	\$506,394
Contractual	0.00	\$0.00		
Other	\$142,588	\$125,509	\$125,509	\$393,606
Total	\$300,000	\$300,000	\$300,000	\$900,000

CONTRACT YEAR 1

Summary Budget Request:

Budget Line Item	TOTAL
Labor:	
Personnel/Salaries	\$117,375
Fringe Benefits	\$40,037
Contractual:	
Contract A	0.00
Contract B	0.00
Other:	
Travel/Per Diem/Training	\$10,855
Office Supplies	\$18,800
Space	\$4,320
Telephone/Internet	\$2,160
Background Checks	\$450
Curriculum	\$3,297
24:7 Dad Posters	\$1,800
Supportive Services	\$15,000
Participant Incentives	\$52,725
Marketing	\$1,959
Admin Costs/IDC	\$31,222
Total	\$300,000



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

This State of Oklahoma Contract (“Contract”) is entered into between the state of Oklahoma by and through the Office of Management and Enterprise Services (“State”) on behalf of the Department of Human Services (“Agency”) and LIFT Community Action Agency, Inc (“Supplier”) and is effective as of the effective date set forth on a properly issued purchase order or, if no effective date is listed, the date of last signature (“Effective date”). The term of the Contract will be for 12 months from the effective date with the option for up to two additional one-year periods, with a finite date of September 30, 2026.

Purpose

The State is awarding the Contract to Supplier for the provision of funding non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men’s involvement in family life, as more particularly described in certain Contract Documents. Supplier submitted a proposal for services in Pushmataha County, with no vendor documents or confidentiality requests. Supplier did submit exceptions. This Contract Document memorializes the agreement of the parties with respect to terms of the Contract that is being awarded to Supplier.

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

1. The parties agree that Supplier has not yet begun performance of work under the Contract. Upon full execution of the Contract, Supplier may begin work. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
 - 2.1. SolicitationEV00000399, Attachment A;
 - 2.1.a. Recommended Curricula, Appendix 1
 - 2.1.b. Scope of Work, Exhibit 1
 - 2.1.c. Org Qualifications, Exhibit 2
 - 2.1.d. Performance Measures, Exhibit 3
 - 2.1.e. Commitment to Fatherhood, Exhibit 4
 - 2.2. General Terms, Attachment B;
 - 2.3. Reserved, Attachment C;
 - 2.4. Reserved, Attachment D;
 - 2.5. Response to Specification, Attachment E-1
 - 2.6. Price and Budget, Attachment E-2

3. The parties additionally agree:
- 3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
 - 3.2. To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.
4. The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Department of Human Services and OMES shall not be responsible for such.
- Please send invoices and billing inquiries to:
- dhsaccountspayable@okdhs.org
5. The undersigned Agency hereby attests that any required terms and conditions based on a Federal Award applicable to this Contract are included herein.
6. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

SIGNATURES

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Agreement and to bind their respective party thereto.

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

By: 
Amanda Otis (Jul 30, 2024 09:15 CDT)

Name: Amanda Otis

Title: State Purchasing Director

LIFT COMMUNITY ACTION AGENCY,
INC.

By: 
Rebecca Reynolds Porter (Jul 29, 2024 11:43 CDT)

Name: Rebecca Reynolds Porter

Title: Executive Director

Date: Jul 30, 2024

Date: Jul 29, 2024

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

By: 
Lindsey Kanaly (Jul 29, 2024 17:05 CDT)

By: 
Katey N. Campbell (Jul 29, 2024 15:25 CDT)

Name: Lindsey Kanaly

Name: Katey N. Campbell

Title: Agency Deputy Director

Title: Agency Counsel

Date: Jul 29, 2024

Date: Jul 29, 2024

ATTACHMENT A

SOLICITATION NO.

EV00000399

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

PURPOSE

Oklahoma Department of Human Services (OKDHS) seeks to fund non-governmental organizations to develop and implement fatherhood specific services aimed at increasing men's involvement in family life.

For the purposes of this contract, Supplier will provide high quality father-specific services to low-income families with minor children. Through these programs, OKDHS aims to accomplish the following goals:

- Increase fathers' parenting knowledge and skills
- Enhance fathers' relationship skills and co-parenting relationship quality, and
- Improve economic stability for fathers and families

OKDHS will fund program designs that align with these goals and include essential program components described in the Scope of Work.

BACKGROUND

Over the past three decades, studies have demonstrated that active, involved fatherhood is not simply a matter of men's motivation, but rather a product of multiple systemic factors, including the quality of communication with the child's mother, parenting skills, economic self-sufficiency, and the father's mental health. Research has also concluded that active father involvement is associated with a wide range of positive outcomes for children, co-parents, families and communities. In response, evidence-based fatherhood programs help men appreciate the responsibilities associated with parenting while also empowering them to act on their intentions to be active participants in their children's lives.

Temporary Assistance for Needy Families (TANF) is a federally funded block grant assigned to the State of Oklahoma to provide multiple services to vulnerable families in need. This project falls under OKDHS's Familyhood Initiative.

The funding for this project will be categorized under TANF Purposes 3 and/or 4:

3 - Prevent and reduce the incidence of out-of-wedlock pregnancies

4 - Encourage the formation and maintenance of two parent families. Fatherhood programs under TANF Purpose 4 include co-parenting when the child(ren) reside in a residence that does not include both biological or adoptive parents.

1. Contract Term and Renewal Options

The Contract term, which begins on the later of October 1, 2023, or the effective date of the Contract (Contract Award Date) and will end September 30, 2024. The contract may be renewed for up to two (2) additional one-year periods.

2. Additional Contract Requirements

2.1 Invoices shall be submitted monthly and shall be in accordance with the approved line-item budget. Invoices shall identify the purchase order number, services provided and month of service. Payments to Supplier will be issued by EFT. If an overpayment or underpayment has been made to Supplier, any subsequent payments to Supplier may be adjusted to the correct account. A written explanation of the adjustment will be issued to the Supplier

2.2 The Supplier agrees that any final budget revision shall be submitted no later than sixty (60) days prior to the Contract end date.

- a. Any request to change budget by moving 19% or less from any 1 line item to another line item must be submitted in writing to OKDHS for written approval. Budget change requests require submission of Budget Revision form and narrative of the requested change
- b. Any request to change budget by moving 20% or more of any 1 line item to another line item must be submitted to OKDHS for written approval and formal budget modification. Budget change requests require submission of Budget Revision form and narrative of the requested change and will be required to go through the *formal* modification process.
- c. Negotiated Indirect Cost Rate Approval (NICRA) changes to the indirect cost rate will take effect in conjunction with the contract renewal.
- d. Out of state travel must be approved in advance by the OKDHS Contract Monitor.

2.3 Per federal requirements where Contractors receive in excess of \$750,000 per year in state and federal funds, these contractors must have a certified independent audit of its operations related to this contract conducted in accordance with Government Auditing

Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

- a. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. DHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.
- b. Contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 180 calendar days of the conclusion of the Contractor's fiscal year. Reports should be sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125
- c. At the request of OKDHS or the Oklahoma State Auditor, Contractor will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

2.4 For purposes of this Solicitation, Attachment B, para 6.3 is modified as follows: Deviations, substitutions, or changes in a product or service, including changes of key personnel, shall not be made unless expressly authorized in writing by the Customer. Key personnel are defined as Project Director, Project Manager and Fiscal Manager. Any substitution of key personnel shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract. All requests must be submitted in writing through Ergo with justification for the change, including resumes for any key personnel changes.

2.5 The Supplier shall work with OKDHS to appropriately spend TANF funds on allowable programs and expenditures. Throughout the contract, the Supplier shall be responsible for:

- a. Meeting with OKDHS and/or assigned Technical Assistance team on an as needed basis to review budget and discuss the program being claimed for TANF reimbursement.

- b. Meeting with OKDHS and/or assigned Technical Assistance team as needed to discuss any changes in expenditures or reporting
- c. Working with OKDHS to define and assist in the implementation of work steps for ensuring TANF funding is spent in accordance with federal guidelines including 2 CFR Part 200 and 45 CFR 75.352.
- d. As necessary, providing access to data for data matching and analysis undertake other activities incidental to carrying out this obligation.
- e. Providing accurate and current information on the Supplier expenditures to OKDHS sufficient to complete TANF federal reporting. Forward claiming information to agreed-upon format and time schedule for programs.
- f. Working with OKDHS to ensure that no expenditure made with federal TANF dollars under this Contract are claimed as federal revenue or state or local match under a federal program other than TANF.
- g. Informing OKDHS of any substantial change in spending or program administration that may be reported as TANF according to terms of the Contract. Such a change may be related to projected revisions, to programmatic modifications, or to any other factor that might affect a TANF claim. The Supplier shall inform OKDHS as soon as it becomes aware of such a change.
- h. Preparing any agency documents which, in the normal course of business, the Supplier would need to maintain as necessary documentation for internal and external audits and provide required documentation for any audits or reviews of the projects under this Contract that support OKDHS' responsibilities under this Contract Document.
- i. Register their organization, programs, and workshops on Be A Neighbor ([Oklahoma - Be a neighbor](#)).

2.6 Reporting

- a. Supplier will provide OKDHS data included in the final project statement attached to the Contract.
- b. On an annual basis, the Supplier will provide a projected expenditure breakdown of TANF totals for that fiscal year. This will be developed in conjunction with OKDHS and will be updated upon agreement of Supplier and OKDHS.
- c. The Supplier shall track and record all data/information necessary to complete the reports listed in the table below in ERGO:

	NAME OF REPORT	FREQUENCY	DUE DATE
1.	Number of Fathers served monthly	Monthly	Submitted with the monthly invoice, not later than 30 (thirty) days after the service period being claimed has ended.
2.	Number of Fathers completing the Program	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.

3.	Number of Fathers showing improvement in Hope Scores based on Pre/Post assessments	Annually	Submitted with the final invoice, not later than (30) thirty days after the end of the contract period/ fiscal year.
4.	8–10-page Lessons Learned Program Brief describing implementation successes, challenges and replication guidance.	Conclusion of Contract Year 3.	Submitted with the final invoice not later than (30) thirty days after the end of Year 3 Contract period.

- d. The Supplier understands that the reports are due within the timeframes established and that OKDHS will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.
- 2.7 OKDHS shall work with Supplier to appropriately spend TANF funds on allowable programs and expenditures. Throughout this contract, OKDHS will be responsible for:
- a. Meeting with Supplier as needed to discuss any changes in expenditures, regulations, and/or reporting.
 - b. Ensuring no expenditures reported as federal TANF under this Contract are claimed as federal revenue or state or local match under a federal program other than the TANF program, provided the Supplier fulfilled their respective responsibilities under this Contract Document, including, for example, providing accurate and current expenditure information, current federal match information (in applicable contracts), and program or regulatory changes that may affect any TANF reimbursement claiming.
 - c. Meeting with the Supplier as needed to review their annual budget and discuss the program funded with federal TANF dollars.

EXHIBIT 5 PROPOSED BUDGET

Bidder Name: LIFT Community Action Agency, Inc. Date: _____

Bidder Contact: Rebecca Porter, Executive Director Phone: 580-326-3351

Requested Dollar Amount: \$ 900,000

Budget Line Item	Year 1	Year 2	Year 3	TOTAL
Labor	\$157,412	\$174,491	\$174,491	\$506,394
Contractual	0.00	\$0.00		
Other	\$142,588	\$125,509	\$125,509	\$393,606
Total	\$300,000	\$300,000	\$300,000	\$900,000

CONTRACT YEAR 1

Summary Budget Request: \$300,000

Budget Line Item	TOTAL
Labor:	
Personnel/Salaries	\$117,375
Fringe Benefits	\$40,037
Contractual:	
Contract A	0.00
Contract B	0.00
Other:	
Travel/Per Diem/Training	\$10,855
Office Supplies	\$18,800
Space	\$4,320
Telephone/Internet	\$2,160
Background Checks	\$450
Curriculum	\$3,297
24:7 Dad Posters	\$1,800
Supportive Services	\$15,000
Participant Incentives	\$52,725
Marketing	\$1,959
Admin Costs/IDC	\$31,222
Total	\$300,000

Phase 41 Local Board Plan**Due date for submission: July 29, 2024**Jurisdiction: **Choctaw County, OK, Local Board ID# 6926-00**Award Amount: **\$9,000**

Phase 41 start date: 10/01/2022

The administrative allowance of \$180 is included in the award amount.**Local Board ID: 692600****Spending Period Extension Request** If extension date is not selected, the end date for this spending period will be 12/31/2024.

☐ November 30, 2022	☐ December 31, 2022	☐ January 31, 2023	☐ February 28, 2023
☐ March 31, 2023	☐ April 30, 2023	☐ May 31, 2023	☐ June 30, 2023
☐ July 31, 2023	☐ August 31, 2023	☐ September 30, 2023	☐ October 31, 2023
☐ November 30, 2023	☐ December 31, 2023	☐ January 31, 2024	☐ February 29, 2024
☐ March 31, 2024	☐ April 30, 2024	☐ May 31, 2024	☐ June 30, 2024
☐ July 31, 2024	☐ August 31, 2024	☐ September 30, 2024	☐ October 31, 2024
☐ November 30, 2024	☒ December 31, 2024		

The Local Board certifies that public notice of availability of these funds appeared in print in the **Hugo News** on **07/03/2024**

The advertisement appeared at least 10 business days prior to our Local Board's allocation decision.

The Local Board will meet: **quarterly**. We understand that if meeting semiannually, copies of meeting minutes must be included with the Phase 41 Final Report.

Our Local Board ☒ does (copy attached) ☐ does not have additional requirements beyond those of the National Board (select one).

As the chair of the Local Board, I certify that the Local Board meets the requirements as stated on the Local Board Certification Form and that the above information and all information provided on the attached forms and via the EFSP website are correct. Our Local Board understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program, including those not specifically stated in the Manual and the accompanying Phase 41 Responsibilities and Requirements Manual.

Choctaw County, OK, Local Board ID# 6926-00**Signature of Local Board Chair:**

DocuSigned by:

Rebecca Reynolds

Date: 8/7/2024

Print Name of Local Board Chair: Rebecca Reynolds

NOTE: Indicate below at least one alternate authorized signature which is acceptable for the processing of your jurisdiction's paperwork, i.e., Local Board Plans, Second Payment Requests, etc., to be used in the absence of the Local Board Chair. Alternate signatories must be members of the Local Board or the Local Board contact. Submission of any type of documentation from an unauthorized signer will not be processed.

Sheree Ensley

Print Name

DocuSigned by:

Sheree Ensley

Signature

signer

Position with Local Board

Print Name

Signature

Position with Local Board

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

PHASE 41 LOCAL BOARD PLAN CERTIFICATION

By signing the Local Board Certification Form, our Local Board certifies we have thoroughly read and understand the Responsibilities and Requirements Manual. We agree to administer the Emergency Food and Shelter Program (EFSP) as required. Additionally, we certify that the local private non-profit or governmental agencies selected as LROs reflected on the Local Board Plan have read and understand the Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. The agencies understand that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. They have certified this by completing and signing the Phase 41 Local Recipient Organization (LRO) Certification Form and/or the Fiscal Agent/Fiscal Conduit Agency Certification, as necessary. This form has been forwarded by the Local Board with the Local Board Certification Form as part of the Local Board Plan. The Local Board and each LRO have retained a copy for their records.

The Local Board certifies it has selected agencies that meet the EFSP requirements, including but not limited to the items noted and each agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement or expand existing programs and services.
- Is nonprofit or an agency of government.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- Is not debarred or suspended from receiving Federal funds.
- Has not received an adverse or no opinion audit.
- Practices nondiscrimination (agencies with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds).
- Does not charge any client a fee for services funded by EFSP.
- Has a private, not-for-profit voluntary board.
- Will provide all required reports and documentation, as requested, to the Local Board in a timely manner.
- Will expend monies only on EFSP eligible costs and keep complete documentation (and provide, if requested) on all expenditures for a minimum of three years after end-of-program date and for compliance issues, until resolved.
- Will spend all funds and close out the program by the jurisdiction's selected end-of-program deadline.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- **Has provided a Unique Entity Identification (UEI) number and required associated information to EFSP. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov).**

This also certifies that the Local Board agrees to or has complied with the following roles and responsibilities:

1. Invited National Board agencies and/or their local affiliates to participate on the Local Board. **Has included a homeless or formerly homeless person as a member of the Local Board.** Has included a Native American to participate on the Local Board where a federally recognized reservation lies in or encompasses the jurisdiction. Has considered adding additional board members to broaden community

- representation including special emphasis groups (e.g., elderly, families with children, Native Americans, veterans, and mentally and physically disabled).
2. Has elected a chair.
3. Has advertised locally via print media, the availability of funds, including the acknowledgement of the Federal funding source and has waited 10 business days before allocating funds.
4. Has promoted the program to all agencies with the capacity to provide emergency food and/or shelter assistance, including those on Native American reservations, not just those represented on the Local Board.
5. Has held meetings to decide which local private or public agencies should receive grants and determined the amount of grant funds to each, will monitor expenditures of funds and eligible cost compliance at the local level, and will ensure all funds are properly spent before the jurisdiction's end-of-program date.
6. Has established a written appeals process for participation or funding by funded or non-funded agencies.
7. Has submitted the Local Board Certification with the Local Board Plan, Board Roster, LRO Certification forms and Certification Regarding Lobbying forms (as needed) to the National Board by the specified deadline.
8. Will provide technical assistance on EFSP guidelines and requirements to LROs.
9. Will coordinate with state agencies that administer food, utility, and other Federal assistance programs.
10. Will reallocate funds within a jurisdiction or LRO, as necessary, (e.g., from food to shelter). If funds are transferred from one LRO to another, will notify the National Board using the EFSP website and affected LROs in writing as promptly as possible or before the specified deadline.
11. **Understands that if deadline dates given by the National Board to Local Boards and LROs for the submission of second payments, EFT forms and reallocations and resolution of compliance problems are not met, that the remaining unpaid funds for the jurisdiction will be forfeited and reclaimed by the National Board.**
12. **Will submit Final Reports to the National Board on expenditures and LROs' programs after jurisdiction's selected end-of-program date as required.**
13. Will ensure that any funds unspent (\$5.00 or more) at end-of-program are promptly returned to the National Board.
14. Will obtain and review for accuracy all Final Reports and spreadsheets for LROs and documentation for specified LROs and will forward to the National Board. Will require fund reimbursements from LROs in the event of expenditures violating the eligible costs under this award.
15. **Will remain in operation until all program and compliance requirements of the National Board have been satisfied.**
16. Will retain all records related to the program for three years from the end-of-program date; more than three years, if necessary, until compliance issues are resolved.

Please do not alter the Local Board Certification form; any questions regarding the form should be directed to EFSP staff.

www.efsp.unitedway.org

Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064
Phone 703-706-9660 Fax 703-706-9677

41-7002-00 002 E1

07/15/2024

7002-00 McCurtain County, OK

LRO 002

Sheree Ensley
Little Dixie Community Action Agency
209 4th Street
Hugo, OK 74743

LRO ID: 700200-002

RE: Account Status for Phase 41 LRO ID: 700200-002

The funds you are receiving are Federal funds as authorized under Public Law 117-328. The CFDA number for the Emergency Food and Shelter Program is 97.024.

Please complete the Second Payment Request/Interim Report to receive the balance of the funds allocated to your agency. The Second Payment Request/Interim Report may be found on the Emergency Food and Shelter Program (EFSP) website, efsp.unitedway.org. You may now access the form and instructions online for submission to your Local Board. After signing in, select **Interim and Second Payment** from the menu on the left side of the screen.

Your Local Board has been notified that a payment has been issued to your LRO. They will also be notified that Second Payment Requests/Interim Reports and EFT Forms are available online for funded LROs.

As of today, our records indicate that your LRO has received the following awards(s) under this phase of the Emergency Food and Shelter National Board Program:

Award Amount	\$1,500.00
Award Adjustments	\$0.00
Award Total	\$1,500.00

Your LRO may begin charging expenses against this total as of 10/01/2022. Funds must be expended prior to 12/31/2024.

To date, your LRO has received the following payment(s):

First (EFT E531746)	\$750.00
Bank Account ABA# 103100881 Acct# XXXXXXXXXXXX0375	
Deposited: 07/24/2024	
Payment Total	\$750.00

Monies still due your LRO: \$750.00

Sincerely,



Yvonne Walker
Vice President

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

PHASE 41 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- Has not received an adverse or no opinion audit.
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Unique Entity Identification (UEI) number and required associated information to EFSP. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov).
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

PLEASE ENSURE THIS INFORMATION IS ACCURATE BEFORE SIGNING.

LRO ID #: 700200002
FEIN #: 73-0772321
UEI#: **XL9DVU1YDGU2**
LRO Legal Name: Little Dixie Community Action Agency
Address: 209 4th Street Hugo OKLAHOMA 74743
Phone #: 580-326-3351
Fax #: 580-286-3559
Email: sheree.ensley@liftca.org
LRO Contact: Sheree Ensley

Signature:

Sheree Ensley

114846175279485

Date: 7/5/2024

Phase 41 Local Board Plan

Due date for submission: July 29, 2024

Jurisdiction: **Pushmataha County, OK, Local Board ID# 7048-00**

Award Amount: **\$6,700**

Phase 41 start date: 10/01/2022

The administrative allowance of \$134 is included in the award amount.

Local Board ID: **704800**

Spending Period Extension Request If extension date is not selected, the end date for this spending period will be 12/31/2024.

☐ November 30, 2022	☐ December 31, 2022	☐ January 31, 2023	☐ February 28, 2023
☐ March 31, 2023	☐ April 30, 2023	☐ May 31, 2023	☐ June 30, 2023
☐ July 31, 2023	☐ August 31, 2023	☐ September 30, 2023	☐ October 31, 2023
☐ November 30, 2023	☐ December 31, 2023	☐ January 31, 2024	☐ February 29, 2024
☐ March 31, 2024	☐ April 30, 2024	☐ May 31, 2024	☐ June 30, 2024
☐ July 31, 2024	☐ August 31, 2024	☐ September 30, 2024	☐ October 31, 2024
☐ November 30, 2024	☒ December 31, 2024		

The Local Board certifies that public notice of availability of these funds appeared in print in the **Antlers American** on **07/03/2024**

The advertisement appeared at least 10 business days prior to our Local Board's allocation decision.

The Local Board will meet: **semiannually**. We understand that if meeting semiannually, copies of meeting minutes must be included with the Phase 41 Final Report.

Our Local Board ☐ does (copy attached) ☒ does not have additional requirements beyond those of the National Board (select one).

As the chair of the Local Board, I certify that the Local Board meets the requirements as stated on the Local Board Certification Form and that the above information and all information provided on the attached forms and via the EFSP website are correct. Our Local Board understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program, including those not specifically stated in the Manual and the accompanying Phase 41 Responsibilities and Requirements Manual.

Pushmataha County, OK, Local Board ID# 7048-00

Signature of Local Board Chair:

DocuSigned by:

Vickie Leathers

F614EA0F3EB94D7...

Date: 7/29/2024

Print Name of Local Board Chair: Vickie Leathers

NOTE: Indicate below at least one alternate authorized signature which is acceptable for the processing of your jurisdiction's paperwork, i.e., Local Board Plans, Second Payment Requests, etc., to be used in the absence of the Local Board Chair. Alternate signatories must be members of the Local Board or the Local Board contact. Submission of any type of documentation from an unauthorized signer will not be processed.

Sheree Ensley

Print Name

DocuSigned by:

Sheree Ensley

Signature

Signer

Position with Local Board

DeeDee Atwood

Print Name

DocuSigned by:

DeeDee Atwood

Signature

Secretary

Position with Local Board

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

PHASE 41 LOCAL BOARD PLAN CERTIFICATION

By signing the Local Board Certification Form, our Local Board certifies we have thoroughly read and understand the Responsibilities and Requirements Manual. We agree to administer the Emergency Food and Shelter Program (EFSP) as required. Additionally, we certify that the local private non-profit or governmental agencies selected as LROs reflected on the Local Board Plan have read and understand the Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. The agencies understand that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. They have certified this by completing and signing the Phase 41 Local Recipient Organization (LRO) Certification Form and/or the Fiscal Agent/Fiscal Conduit Agency Certification, as necessary. This form has been forwarded by the Local Board with the Local Board Certification Form as part of the Local Board Plan. The Local Board and each LRO have retained a copy for their records.

The Local Board certifies it has selected agencies that meet the EFSP requirements, including but not limited to the items noted and each agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement or expand existing programs and services.
- Is nonprofit or an agency of government.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- Is not debarred or suspended from receiving Federal funds.
- Has not received an adverse or no opinion audit.
- Practices nondiscrimination (agencies with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds).
- Does not charge any client a fee for services funded by EFSP.
- Has a private, not-for-profit voluntary board.
- Will provide all required reports and documentation, as requested, to the Local Board in a timely manner.
- Will expend monies only on EFSP eligible costs and keep complete documentation (and provide, if requested) on all expenditures for a minimum of three years after end-of-program date and for compliance issues, until resolved.
- Will spend all funds and close out the program by the jurisdiction's selected end-of-program deadline.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- **Has provided a Unique Entity Identification (UEI) number and required associated information to EFSP. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov).**

This also certifies that the Local Board agrees to or has complied with the following roles and responsibilities:

1. Invited National Board agencies and/or their local affiliates to participate on the Local Board. **Has included a homeless or formerly homeless person as a member of the Local Board.** Has included a Native American to participate on the Local Board where a federally recognized reservation lies in or encompasses the jurisdiction. Has considered adding additional board members to broaden community

representation including special emphasis groups (e.g., elderly, families with children, Native Americans, veterans, and mentally and physically disabled).

2. Has elected a chair.
3. Has advertised locally via print media, the availability of funds, including the acknowledgement of the Federal funding source and has waited 10 business days before allocating funds.
4. Has promoted the program to all agencies with the capacity to provide emergency food and/or shelter assistance, including those on Native American reservations, not just those represented on the Local Board.
5. Has held meetings to decide which local private or public agencies should receive grants and determined the amount of grant funds to each, will monitor expenditures of funds and eligible cost compliance at the local level, and will ensure all funds are properly spent before the jurisdiction's end-of-program date.
6. Has established a written appeals process for participation or funding by funded or non-funded agencies.
7. Has submitted the Local Board Certification with the Local Board Plan, Board Roster, LRO Certification forms and Certification Regarding Lobbying forms (as needed) to the National Board by the specified deadline.
8. Will provide technical assistance on EFSP guidelines and requirements to LROs.
9. Will coordinate with state agencies that administer food, utility, and other Federal assistance programs.
10. Will reallocate funds within a jurisdiction or LRO, as necessary, (e.g., from food to shelter). If funds are transferred from one LRO to another, will notify the National Board using the EFSP website and affected LROs in writing as promptly as possible or before the specified deadline.
11. **Understands that if deadline dates given by the National Board to Local Boards and LROs for the submission of second payments, EFT forms and reallocations and resolution of compliance problems are not met, that the remaining unpaid funds for the jurisdiction will be forfeited and reclaimed by the National Board.**
12. **Will submit Final Reports to the National Board on expenditures and LROs' programs after jurisdiction's selected end-of-program date as required.**
13. Will ensure that any funds unspent (\$5.00 or more) at end-of-program are promptly returned to the National Board.
14. Will obtain and review for accuracy all Final Reports and spreadsheets for LROs and documentation for specified LROs and will forward to the National Board. Will require fund reimbursements from LROs in the event of expenditures violating the eligible costs under this award.
15. **Will remain in operation until all program and compliance requirements of the National Board have been satisfied.**
16. Will retain all records related to the program for three years from the end-of-program date; more than three years, if necessary, until compliance issues are resolved.

Please do not alter the Local Board Certification form; any questions regarding the form should be directed to EFSP staff.

LIFT TRANSIT

Drug and Alcohol Policy

Effective as of August 13, 2024

Adopted by: LCAA Board of Directors

Date Adopted: 08/13/2024

Adopted by: LDCAA Board of Directors

Date Adopted: 2/12/2002

Last Revised: 3/12/2024

4/12/2022

12/12/2017

8/11/2015

5/13/2014

4/10/2007

1/10/2006

6/20/2006

FTA Drug and Alcohol Policy - *LIFT TRANSIT*

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Attachments

1. Acknowledgement of *LIFT* 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 March 12, 2024. The *LCAA Board of Directors* approved and adopted the revisions to the *LIFT Transit* Policy on Anti-Drug and Alcohol Misuse 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 statute for a violation occurring in the workplace shall notify the *LIFT Transit* program director no later than five days after such conviction.

FTA Drug and Alcohol Policy - *LIFT TRANSIT*

***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.

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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.

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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-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.

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- (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

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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.

FTA Drug and Alcohol Policy - *LIFT TRANSIT*

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 August 13, 2024, 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 March 12, 2024.

David Hawkins 3/12/2024
Board Chairperson Date

Kimberly Cox 3/12/24
Witness Date

ATTACHMENT 3

SAFETY-SENSITIVE FUNCTIONS

A safety-sensitive function, as defined by FTA 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.*

FTA Drug and Alcohol Policy - *LIFT TRANSIT*

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: LIFT Transit Director/ Primary DER/DAPM

Address: 511 West Jackson Street, Hugo, OK 74743

Telephone Number: (580) 326-8176

Name: Sylvia Watkins

Title: LIFT Transit Trainer/Secondary DER

Address: 312 NW Texas Street Idabel, OK 74745

Telephone Number: (580) 317-0039

Name: Nationwide Medical Review

Title: MRO

Address: 7160 Graham Rd Indianapolis, IN 46250

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.

Board of Directors Committee Membership - 2024

NAME	OFFICE	COUNTY REPRESENTED
EXECUTIVE AND PERSONNEL COMMITTEE		
David Hawkins	Board Chairman	McCurtain
Leah Thomas	Vice-Chairman	Choctaw
Brad Burgett	Secretary/Treasurer	Pushmataha
Craig Young		McCurtain
		Choctaw
Vickie Leathers		Pushmataha
Sandra Meeks		McCurtain
ASSET MANAGEMENT COMMITTEE		
Kevin Cory		Choctaw
		Pushmataha
Vickie Leathers	Chairperson	Pushmataha
Vicky Wade		McCurtain
Craig Young		McCurtain
FINANCE/AUDIT/LOAN COMMITTEE		
William Smith		Choctaw
Sandra Meeks		McCurtain
		Choctaw
Brent Franks		Pushmataha
David Smith		Pushmataha
David Hawkins		McCurtain
Leah Thomas		Choctaw
Brad Burgett	Chairperson	Pushmataha
COMPENSATION COMMITTEE		
Sandra Meeks	Chairperson	McCurtain
		Pushmataha
William Smith		Choctaw
COMPOSITION COMMITTEE		
William Smith	Chairperson	Choctaw
Andrea Henkel		McCurtain
Vickie Leathers		Pushmataha
SUCCESSION COMMITTEE		
		Choctaw
Vickie Leathers	Chairperson	Pushmataha
Andrea Henkel		McCurtain
BY-LAWS COMMITTEE		
		Choctaw
Andrea Henkel		McCurtain
William Smith		Choctaw
Brent Franks	Chairperson	Pushmataha

LIFT Community Action Agency, Inc.

Board of Directors Committee Membership - 2024

NAME	OFFICE	COUNTY REPRESENTED
COMMITTEE TO RESEARCH PRIVATE AND LOW-INCOME SECTOR REPRESENTATION FOR McCURTAIN COUNTY		
Andrea Henkel	Chairperson	McCurtain
Vicky Wade		McCurtain
Craig Young		McCurtain
COMMITTEE TO RESEARCH PRIVATE AND LOW-INCOME SECTOR REPRESENTATION FOR CHOCTAW COUNTY		
William Smith	Chairperson	Choctaw
Kevin Cory		Choctaw
Leah Thomas		Choctaw
COMMITTEE TO RESEARCH PRIVATE AND LOW-INCOME SECTOR REPRESENTATION FOR PUSHMATAHA COUNTY		
Brent Franks	Chairperson	Pushmataha
Vickie Leathers		Pushmataha
David Smith		Pushmataha
COMMITTEE FOR NOMINATIONS		
Brad Burgett	Chairperson	Pushmataha
Sandra Meeks		McCurtain
Kevin Cory		Choctaw
BOARD GIVING COMMITTEE		
Brad Burgett		Pushmataha
Andrea Henkel	Chairperson	McCurtain
Leah Thomas		Choctaw
BOARD TRAINING COMMITTEE		
Leah Thomas	Chairperson	Choctaw
David Smith		Pushmataha
Vicky Wade		McCurtain
RISK ASSESSMENT AND MANAGEMENT COMMITTEE		
Kevin Cory	Chairperson	Choctaw
David Smith		Pushmataha
David Hawkins		McCurtain
		Choctaw
William Smith		Choctaw
Andrea Henkel		McCurtain
Sandra Meeks		McCurtain
Vickie Leathers		Pushmataha
Brent Franks		Pushmataha
<i>From Amended and Restated By-Laws: Article XI, Other Committees</i> <i>Section 1. At any Board meeting the Board may establish any committees it considers necessary for carrying on its business. Members of said committees shall be elected by majority vote of the Board. To the extent possible, the composition of these committees shall fairly reflect the composition of the full Board.</i> <i>Section 2. The Board shall establish all standing committees. The Board Chairman shall be responsible for appointing the chairman of each standing and temporary committee. Standing committees shall exist until terminated by majority vote of the Board. A committee quorum vote shall be required for any official committee action. A quorum shall be more than fifty percent (50%) of the current membership of the committee. Each committee chairman shall report the actions of the committee to the Board of Directors.</i>		

Board Committee Roles/Responsibilities

Committees allow Board of Directors to be more productive and effective in their duties. The role of a Board Committee can be to prepare recommendations for the Board, to decide that a matter does not need to be addressed by the full Board, to advise agency staff and/or in some cases, to take on a significant project. Although the full Board is responsible for the decision they make, Board Members rely on the diligence and thoughtfulness of Committees in making their recommendation.

Executive and Personnel Committee

Executive Committees are often comprised of the Board Officers and can include other configurations such as committee chairs. LIFT CAA's Executive Committee consists of seven members, including the three elected officers and at least one representative from each sector (public, low-income, and private) who are elected by majority vote of the Board.

The Executive Committee can meet no more than two times during a twelve-month period that takes the place of a full Board meeting.

The Executive Committee also performs functions as the Personnel Committee, serving in an advisory capacity related to personnel policies and other such decisions. This can include acting as the employee grievance board in the event of a formal written grievance against the Executive Director or when an employee formally appeals a decision by the Executive Director to the Board.

The Executive and Personnel Committee performs an annual review of the Executive Director's performance as well, which is presented to the Board.

In the event of a vacancy of the Executive Director, the Executive Committee of the Board of Directors convenes to conduct the search process and recommend an Executive Director for hiring to the Board, as well as takes steps to help the new Executive Director succeed.

Asset Management Committee

The purpose for the Asset Committee is to review and monitor the assets (properties) of the agency. They meet on an as-needed basis.

Finance/Audit/Loan Committee

The Finance, Audit, and Loan Committee tasks are:

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and to ensure consistency between the budget and the agency's plans or needs
- To report to the Board any financial irregularities, concerns, or opportunities
- To recommend financial guidelines to the Board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)

- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short- and long-term investments
- To advise the Executive Director, Fiscal Officer and other appropriate staff on financial priorities and information systems, depending on committee member expertise
- To review bids and recommend the selection of an auditor to the Board, receive the audit report, meet with the auditor and respond to the auditor's recommendation, and
- To review active loans and approve loans provided through the agency's lending program.

Compensation Committee

The purpose of the Compensation Committee of the Board of Directors is to review, approve, and make recommendations regarding the compensation of the Executive Director and salary schedule of the agency.

Composition Committee

The purpose of this Committee to ensure that the agency Board membership meets our unique makeup, consisting of at least one-third members from the low-income community, one-third public officials or their representatives and one-third members from the private sector.

Succession Committee

The purpose of the Succession Committee is to develop and maintain a current succession plan for the Executive Director. The Committee assigns or designates a person to perform the duties of the Executive Director when an absence occurs, and reviews the policy on even years, bringing the plan to the Board for approval in November of the review year.

By-Laws Committee

The By-Laws Committee reviews the By-Laws for the purpose of considering any additions and/or revisions which may be necessary or advisable by the Board of Directors. The Committee is charged with preparing and revising the By-Laws; the Committee reviews and/or revises the By-Laws every five years, submitting to an attorney for final review.

Committees to Research Private and Low Income Sector Representation for Choctaw County, McCurtain County and Pushmataha County

When a membership vacancy exists within the private or low-income sectors of the Board, the Committee for that county reviews eligible entities to identify a replacement in compliance with private or low-income sector representation requirements. This also ensures that the low-income population is adequately represented and that the Board is a continuing and effective mechanism to support the mission of the agency.

Committee for Nominations

The purpose of this Committee is to review the performance of the current Officers of the Board, review other qualified candidates, and then present a slate of Officers to the Board for consideration and vote during the Annual Meeting held in August each year.

Board Giving Committee

The purpose of this Committee is to ensure Board Member participation in fundraising efforts, the provision of personal financial gifts to the agency, and strategies to raise additional funds from other sources. The Board Giving Committee provides updates on the status of contributions to the overall Board no less than two times a year.

Board Training Committee

The purpose of the Board Training Committee is to advise the Executive Director over the direction of education and training for Board Members, as well as provide guidance in meeting related goals and objectives. This helps to ensure each representative is an effective and efficient member of the Board of Directors. The Committee meets every two years to review the Board Self-Assessment; using the results of the Self-Assessment, the Committee makes recommendations for training and education goals to meet self-identified needs. The Committee also oversees the New Board Member Mentor initiative.

Risk Assessment and Management Committee

The purpose of this Committee is to exercise oversight of management's responsibility, and review the risk outline of the agency to ensure that risk is not higher than the risk determined by the Board. The Committee provides recommendations to the Board related to the adoption of risk assessment procedures. The Committee also reviews and assesses the quality, integrity and effectiveness of the agency's risk management systems, and ensures that the risk policies and strategies are effectively managed.

July 22-26, 2024, Sept. 2-6, 2024, Oct. 14-18, 2024, Nov. 25-29, 2024, Jan. 6-10, 2025, Feb. 17-21, 2025, March 31-April 4, 2025, May 12-16, 2025, June 23-27, 2025

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

*=Follow Recipe

Kelli Warr 20/40

July 29-Aug. 2 2024, Sept. 9-13, 2024, Oct. 21-25, 2024, Dec. 2-6, 2024, Jan. 13-17, 2025, Feb. 24-28, 2025, April 7-11, 2025, May 19-23, 2025, June 30-July 4, 2025

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

*=Follow Recipe

Kelli Warr 10/4/20

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
1% Milk - 6oz	1% Milk - 6oz	1% Milk - 6oz	1% Milk - 6oz	1% Milk - 6oz	
WG French Toast sticks - 1.1oz	Chex Cereal-3/4c	Whole Wheat Biscuit 0.5oz	Cream of Wheat- 1/2c	Whole Wheat Pancake .5oz	
Applesauce- 1/2c	Strawberries - 1/2c	Pineapple Tidbits - 1/2c	Diced Peaches - 1/2c	Mixed Fruit - 1/2c	
		Jelly-Extra			
1% Milk- 6oz	1% Milk- 6oz	1% Milk- 6oz	1% Milk- 6oz	1% Milk- 6oz	
1 1/2 oz Chicken Nuggets-CN Labeled	Tater Tot Bake w/ 1 1/2 oz Ground Beef	1 1/2 oz Chicken and 1/4 Cup Brown Rice *	Pizza Burger with 1 oz Ground Beef*	Pinto Beans 1/2c	
1/4 cup Macaroni & Cheese w/ WW Noodles	Whole Wheat Bread. 5 oz	Sweet Peas-1/4c	Whole Wheat Bun -.5 oz	Cornbread or Muffin* -.6oz	
Sweet Potato Fries-1/4c	Baby Carrots -1/4c Sliced Apples 1/4 Cup	Applesauce -1/4c WW Roll .5 oz	Green Beans -1/4c	Cheesy Potatoes- 1/4c	
Broccoli-1/4c			Orange Wedges- 1/4c	Bananas 1/4c	**Pinto Beans to be served 3/8c = serve 1/2 cup each.
Grape Juice-1/2 Cup	Water	1% Milk -4oz	1% Milk-4oz	Water	
Graham Cracker-0.5oz	Peanut Butter-1 tbsp Saltine Crackers-0.5oz	Apple Sauce Muffins*-0.9oz	WW Bug Bites .5 oz	Sun Chips-0.5oz Bean Dip-1/8c	
					**Bean Dip is refried beans or cooked Pintos.

Kelli Wann RD/ND

Aug. 12-16, 2024, Sept. 23-27, 2024, Nov. 4-8, 2024, Dec. 16-20, 2024, Jan. 27-31, 2025, March 10-14, 2025, April 21-25, 2025, June 2-6, 2025, July 21-25 2025

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

*=Follow Recipe

Week 4

Kelli Warr 10/60

Aug 19-23, 2024, Sept. 30-Oct. 4, 2024, Nov. 11-15, 2024, Dec. 23-27, 2024, Feb. 5-9, 2025, March 17-21, 2025, April 28-May 2, 2025, June 9-13, 2025, July 18-25, 2025						
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Corn Flakes-1/2c Diced Peaches - 1/2c	1% Milk - 6oz Bagel 1 each .5 oz w/ 1oz Cream Cheese Spread Orange Wedge - 1/2c	1% Milk - 6oz Rice Krispies-3/4c Fruit Cocktail - 1/2c	1% Milk - 6oz Scrambled Eggs-1/4c Whole Wheat Toast 1 slice .05 oz Apple slices - 1/2c	1% Milk - 6oz Whole Wheat Waffles .5 oz Blueberries - 1/2c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 6oz Grilled 1 1/2 oz Cheese Sandwich on Whole Wheat Bread.5 oz Sweet Peas-1/4c Sliced Carrots Carrots-1/4c Fruit Mix-1/4c	1% Milk- 6oz 1 1/2 oz Beef Soup (Mixed Vegetables) Green Beans-1/4 c Cornbread -.05 oz Diced Pears- 1/4c	1% Milk- 6oz 1 1/2 oz Beef or Chicken Tacos-wg Taco Shells .5 oz(from Food Truck) Sliced Tomatoes/ lettuce 1/4 c each Refried Beans -1/4c Mandarin Oranges-1/4c	1% Milk- 6oz 1 1/2 oz Chicken Nuggets - CN Labeled Mixed Vegetables-1/4c French Fries-1/4c WW Roll .5 oz	1% Milk- 6oz 1/2 Cup Lima Beans w/ Turkey Ham Bits Cheesy Potatoes-1/2c Rosy Applesauce -1/4c Corn Bread .06 oz	
PM Snack	Water Peanut Butter-1 tbsp. Saltine Crackers-0.5oz	1% Milk -4oz Toasted Oats-1/2c	1% Milk- 4oz Whole Wheat Cheddar Cheese Toast - .5 oz	1% Milk - 4oz Cheese Its- 0.5oz	1 % Milk-4oz Animal Crackers-0.5oz	

*=Follow Recipe

Kelli Warr 10/10

Aug. 26-30, 2024, Oct. 7-11, 2024, Nov. 18-22, 2024, Dec. 30-Jan. 3, 2025, Feb. 10-14, 2025, March 24-28, 2025, May 5-9, 2025, June 16-20, 2025, July 28-Aug 1, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Chex Cereal-3/4c Mandarin Oranges - 1/2c	1% Milk - 6oz Toast w/Gravy - .5 oz Diced Peaches - 1/2c	1% Milk - 6oz Cream of Wheat-1/2c Strawberries - 1/2c	1% Milk - 6oz Toasted Oats-1/2c Fruit Cocktail - 1/2c	1% Milk - 6oz Oatmeal 1/2 cup Pineapple Tidbits - 1/2c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 6oz 1 1/2 oz Chicken Salad Sandwiches* on Whole Wheat Bread .5 oz Baby Carrots -1/4c Mixed Fruit 1/4c	1% Milk- 6oz 1/4 Cup Whole Wheat Spaghetti w/ 1 1/2 oz Ground Beef Meat Sauce* Fresh Salad - 1/2c or Green Beans 1/4cup Fresh Bananas 1/4 cup	1% Milk- 6oz 1 1/2 oz Chicken and Dumplings* Sweet Peas -1/4c Apple Wedge-1/4c WW Roll .5oz	1% Milk- 6oz Hamburger Stew* 3/4 Cup Cheese Slice-0.5oz Oranges-1/4c Green Beans 1/4 cup	1% Milk- 6oz 1 1/2 oz Turkey Ham Sandwiches on Whole Wheat Bread .5 oz Mixed Vegetables-1/4c Pears -1/4c	
PM Snack	1% Milk -4oz Graham Crackers-0.5oz	Water Yogurt-1/4 Cup Fresh Fruit-1/2c	1% Milk - 4oz Wheat Crackers-0.5oz	Water Apple Slices 1/2c Peanut Butter -1 tbsp.	Water Mozzarella Cheese Stick-0.5oz Soft Pretzels-0.5 oz	

*=Follow Recipe

Kelli Warner RD/MS

Week 1

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

July 22-26, 2024, Sept. 2-6, 2024, Oct. 14-18, 2024, Nov. 25-29, 2024, Jan. 6-10, 2025, Feb. 17-21, 2025, March 31-April 4, 2025, May 12-16, 2025, June 23-27, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz 100% Whole Grain Cornflakes - 1/2c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz Old-Fashioned Oatmeal 1/4 c Applesauce - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Pancake - 1oz Diced Pears - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Biscuit or Toast w/Gravy - 1each Pineapple Tidbits - 1/4c	1% Milk - 4oz Whole Milk -4oz Toasted Oats - 1/2c Bananas or Mixed Fruit - 1/4c	
Lunch	1% Milk- 4oz Whole Milk - 4oz WW Macaroni & Cheese 1/4 cup 10Z Fish Sticks-CN Labeled Broccoli-1/8c Tropical Fruit 1/8c	Whole Milk - 4oz 1 OZ Chicken Spaghetti WW Noodles 1/4 Cup Corn 1/8 Cup Diced Peaches 1/8 Cup .5OZ WW Roll	1% Milk- 4oz Whole Milk - 4oz 10Z Cheese 10Z Burger W/W Bun.5OZ French Fries-1/8cup Lettuce/Tomato/ Pickle -1/8 cup	1% Milk- 4oz Whole Milk - 4oz 1/4 Cup Black-eyed Peas w/ Turkey Ham Bits* Cornbread or Muffins* 0.6 oz. Carrots 1/8c Oranges 1/8c	1% Milk- 4oz Whole Milk - 4oz BBQ 1oz Chicken on WW Bread .5 oz Tator Tots 1/8c Mandarin Oranges 1/8c	
PM Snack	1% Milk-4oz Whole Milk - 4oz Ritz Crackers-0.5 oz	1% Milk-4oz Whole Milk - 4oz Mozzarella Cheese Stick-0.5oz Wheat Cracker-0.5oz	Water Whole Wheat Toast- .5oz Peanut Butter-1 tbsp.	Water Hard Boiled Egg- 1each Triscuit Cracker-0.5oz	1% Milk-4oz Whole Milk - 4oz Graham Cracker- 0.5oz	

*=Follow Recipe

Reviewed: *Kelli Warr 10/10*

Week 2

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

July 29-Aug. 2 2024, Sept. 9-13, 2024, Oct. 21-25, 2024, Dec. 2-6, 2024, Jan. 13-17, 2025, Feb. 24-28, 2025, April 7-11, 2025, May 19-23, 2025, June 30-July 4, 2025

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

Reviewed: *Kelli Warr 10/10*

*=Follow Recipe

Week 3

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

Aug. 5-9, 2024, Sept. 16-20, 2024, Oct. 28-Nov. 1, 2024, Dec. 9-13, 2024, Jan. 20-24, 2025, March 3-7, 2025, April 14-18, 2025, May 26-30, 2025, July 14-18, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz	1% Milk - 4oz Whole Milk - 4oz	1% Milk - 4oz Whole Milk - 4oz	1% Milk - 4oz Whole Milk -4oz	1% Milk - 4oz Whole Milk - 4oz	
	WG French Toast sticks - 1.1oz Applesauce- 1/4c	CheX Cereal-3/4c Strawberries - 1/4c	Whole Wheat Biscuit 0.5oz Pineapple Tidbits - 1/4c Jelly-Extra	Cream of Wheat- 1/4c Diced Peaches - 1/4c	WW Pancake 1oz Mixed Fruit - 1/4c	
Lunch	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk - 4oz	
	1 oz Chicken Nuggets- CN Labeled 1/4 cup Macaroni & Cheese w/ WW Noodle's Sweet Potato Fries-1/8c Broccoli-1/8c	1/4 cup Tater Tot Bake w/ Ground Beef 1oz Whole Wheat Bread .5oz Sliced Carrots-1/8c Diced Pears 1/8 cup	1oz Chicken Noodle Soup WW Noodles 1/4 Cup Sweet Peas-1/8c Applesauce -1/8c	Pizza Burger with Ground Beef 1 oz Whole Wheat Bun .5oz Green Beans -1/8c Mixed Fruit 1/8 cup	Pinto Beans 1/4c Cornbread or Muffin* -.6oz French Fries 1/8 Cup Mandarin Oranges 1/8cup	
PM Snack	Grape Juice-1/2 cup	Water	1% Milk -4oz Whole Milk - 4oz	1% Milk-4oz Whole Milk - 4oz	Water	
	Graham Cracker- 0.5oz	Peanut Butter-1 tbsps Sliced apples- 1/2 cup	Apple Sauce Muffins*-0.9oz	Saltine Crackers .5 oz	Yogurt 1/4 Cup Sliced Bananas 1/2 Cup	**Bean Dip is refried beans or cooked Pintos.

***=Follow Recipe**

Reviewed: *Kelli Wann RO/KD*

Week 4

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug. 12-16, 2024, Sept. 23-27, 2024, Nov. 4-8, 2024, Dec. 16-20, 2024, Jan. 27-31, 2025, March 10-14, 2025, April 21-25, 2025, June 2-6, 2025, July 21-25 202

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz Chex Cereal-3/4c Bananas - 1/4c	1% Milk - 4oz Whole Milk - 4oz 100% Old Fashioned Oatmeal-1/4c Blueberries - 1/4c	1% Milk - 4oz Whole Milk - 4oz Toasted Oats-1/2c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz WW French Toast Sticks- 1.1oz Strawberries - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Waffle .5 oz Pineapple Tidbits - 1/4c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 4oz Whole Milk -4oz 1 oz Fish Sticks-CN Labeled Whole Wheat Bread- .5 oz Sweet Potato Fries-1/8c Applesauce-1/8c	1% Milk- 4oz Whole Milk - 4oz 1 oz Beef Goulash* with Whole Wheat Noodles 1/4 cup Green Beans - 1/8c Diced Pears- 1/8c	1% Milk- 4oz Whole Milk -4oz 1 oz Beef Vegetable Soup 1/4 Cup Corn Bread Square .6oz Pineapple tidbits- 1/8c	1% Milk- 4oz Whole Milk -4oz 1 oz Beef Stroganoff* w/ Whole Wheat Noodles 1/4 Cup Green Peas-1/8c Tropical Fruit-1/8c	1% Milk- 4oz Whole Milk - 4oz 1oz Beef Bologna & 1 Slice of cheese 1oz Sandwiches on WW Bread .5 oz Lettuce/Tomato/ Pickle-1/8c Mixed Fruit -1/8c	
PM Snack	1% Milk-4oz Whole Milk - 4oz Banana Muffin or Square* 0.9oz	Water Mozzarella Cheese- 0.5oz Wheat Crackers- 0.5oz	Orange Juice-1/2 cup Soft Pretzles-0.5oz	Water Cheddar Cheese- 0.5oz Saltine Crackers- 0.5oz	1% Milk -4oz Whole Milk - 4oz Animal Crackers- 0.5oz	

Reviewed: *Kelli Warr 10/10*

***=Follow Recipe**

Week 5

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

Aug 19-23, 2024, Sept. 30-Oct. 4, 2024, Nov. 11-15, 2024, Dec. 23-27, 2024, Feb. 5-9, 2025, March 17-21, 2025, April 28-May 2, 2025, June 9-13, 2025, July

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

*=Follow Recipe

Reviewed: *Kelli Warner 10/16/20*

Week 6

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

Aug. 26-30, 2024, Oct. 7-11, 2024, Nov. 18-22, 2024, Dec. 30-Jan. 3, 2025, Feb. 10-14, 2025, March 24-28, 2025, May 5-9, 2025, June 16-20, 2025, July 28-Aug 1, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk -4oz	1% Milk - 4oz Whole Milk - 4oz	1% Milk -4oz Whole Milk - 4oz	1% Milk - 4oz Whole Milk -4oz	1% Milk -4oz Whole Milk - 4oz	**Utilize available Seasonal Fresh Fruits
	Chex Cereal-3/4c Mandarin Oranges - 1/4c	Whole Wheat Toast w/Gravy - .5 oz Diced Peaches - 1/4c	Toasted Oats-1/2c Fruit Cocktail - 1/4c	Cream of Wheat- 1/4c Diced Pears - 1/4c	Whole Wheat Cinnamon Toast.5oz Pineapple Tidbits - 1/4c	
Lunch	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk -4oz	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk - 4oz	1% Milk- 4oz Whole Milk -4oz	
	1 oz Chicken Salad Sandwiches* on Whole Wheat Bread.5 oz Baby Carrots - 1/8c Mixed Fruit 1/8c	1/4 cup Whole Wheat Spaghetti w/ 1 oz Ground Beef Meat Sauce* Diced Pears 1/8c Cheesy Broccoli- 1/8c	1 oz Chicken and Dumplings* WW Bread .5 oz Sweet Peas -1/8c Sliced Apples - 1/8c	1 oz (Beef) Hamburger Stew 1/4 Cup Cheese Slice- 0.5oz Oranges-1/8c Cornbread* 0.6oz Green Beans 1/8 cup	1 oz Turkey Ham Sandwiches W/W Bread .5 oz Mixed Vegetables- 1/8c Diced Peaches - 1/8c	
PM Snack	1% Milk -4oz Whole Milk - 4oz	Water	1% Milk - 4oz Whole Milk - 4oz	Water	Water	
	Graham Crackers- 0.5oz	Yogurt 1/4 cup Fresh Fruit-1/2c	Wheat Crackers- 0.5oz	Apple Slices 1/2c Peanut Butter -1 tbsp.	Mozzarella Cheese Stick- 0.5oz Soft Pretzels .5 oz	

*=Follow Recipe

Reviewed: *Kelli Warr 10/14/20*

Week 1

Head Start Weekly Menu
30 Day Cycle

Ages 3-5

July 22-26, 2024, Sept. 2-6, 2024, Oct. 14-18, 2024, Nov. 25-29, 2024, Jan. 6-10, 2025, Feb. 17-21, 2025, March 31-April 4, 2025, May 12-16, 2025, June 23-27, 2025

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

***=Follow Recipe**

Reviewed: *Kelli Warr 10/60*

Week 2

Head Start Weekly Menu
30 Day Cycle

Ages 3-5

July 29-Aug. 2 2024, Sept. 9-13, 2024, Oct. 21-25, 2024, Dec. 2-6, 2024, Jan. 13-17, 2025, Feb. 24-28, 2025, April 7-11, 2025, May 19-23, 2025, June 30-July 4, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk-4oz Cheese Its-0.5oz	Water Yogurt - 1/4 cup Fresh Fruit 1/2 cup	Water Mozzarella Cheese Stick-0.5oz Wheat Cracker-0.5oz	1% Milk-4oz Fresh Bananas-1/2 cup	1% Milk-4oz Animal Crackers- 0.5oz	

***=Follow Recipe**

Reviewed: *Kelli Warr 8/10*

Week 3

Head Start Weekly Menu

Ages 3-5

30 Day Cycle

Aug. 5-9, 2024, Sept. 16-20, 2024, Oct. 28-Nov. 1, 2024, Dec. 9-13, 2024, Jan. 20-24, 2025, March 3-7, 2025, April 14-18, 2025, May 26-30, 2025, July 14-18, 2025

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

***=Follow Recipe**

Reviewed: *Kelli Wann RO/KD*

Aug. 12-16, 2024, Sept. 23-27, 2024, Nov. 4-8, 2024, Dec. 16-20, 2024, Jan. 27-31, 2025, March 10-14, 2025, April 21-25, 2025, June 2-6, 2025, July 21-25 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk-4oz Fresh Bananas 1/2 Cup	Water Mozzarella Cheese-0.5oz Wheat Crackers-0.5oz	Orange Juice-1/2 cup Soft Pretzles-0.5oz	Water Cheddar Cheese-0.5oz Saltine Crackers-0.5oz	1% Milk -4oz Animal Crackers-0.5oz	

*=Follow Recipe

Reviewed: *Kelli Wanner RD/MS*

Week 5

Head Start Weekly Menu
30 Day Cycle

Ages 3-5

Aug 19-23, 2024, Sept. 30-Oct. 4, 2024, Nov. 11-15, 2024, Dec. 23-27, 2024, Feb. 5-9, 2025, March 17-21, 2025, April 28-May 2, 2025, June 9-13, 2025, July 18-25, 2025

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

***=Follow Recipe**

Reviewed: *Kelli Warr 10/10*

Head Start Weekly Menu
30 Day Cycle

Aug. 26-30, 2024, Oct. 7-11, 2024, Nov. 18-22, 2024, Dec. 30-Jan. 3, 2025, Feb. 10-14, 2025, March 24-28, 2025,

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk -4oz Graham Crackers- 0.5oz	Water Yogurt-2oz Fresh Fruit-1/2c	1% Milk - 4oz Wheat Crackers- 0.5oz	Water Apple Slices 1/2c Peanut Butter -1 tbsp.	Water Mozzeralla Cheese Stick- 0.5oz Ritz Crackers .5oz	

*=Follow Recipe

Reviewed: *Kelli Wann 10/40*



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

July 2, 2024

Lift Community Action Agency, Inc.

Dear Grant Recipient,

This letter is to notify you that your agency will receive a Focus Area 1 (FA1) monitoring review in Fiscal Year 2025 (FY25). You will receive additional information regarding your review, including the assigned Review Lead and review dates, approximately 45 days prior to the event.

Please note: The Office of Head Start (OHS) is strictly regulating scheduled reviews and will not authorize changes to review dates.

Monitoring Reviews for FY25*

06CH012393 06HP000312	Focus Area 1 (FA1)
--------------------------	--------------------

**Please note that this monitoring review does not imply automatic renewal of a grant, nor does it affect decisions related to the Designation Renewal System (DRS).*

More information about the overall monitoring season can be found on OHS' FY25 Monitoring Information Memorandum (IM) can be found at <https://eclkc.ohs.acf.hhs.gov/browse/topic/federal-monitoring>. OHS also provides monitoring resources for grant recipients on the Early Childhood Learning and Knowledge Center at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>.

Please contact the OHS Monitoring Team with any questions.

Sincerely,

OHS Monitoring Team

Understanding Oklahoma's Open Meeting Act & Open Records Act

Abby Dillsaver
General Counsel to the Attorney General

Transparency

The Open Meeting Act Title 25 O.S. §§ 301-314

Overview



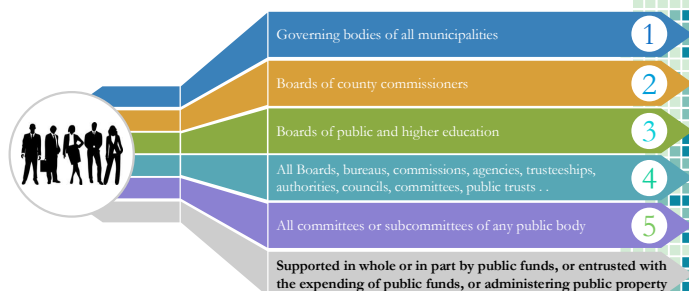
- 1 When is the Act triggered?
- 2 What actions must be taken before meetings?
- 3 What procedures must be followed during meetings?
- 4 What consequences may ensue from violations of the Act?

1. When is the OMA triggered?

When is the OMA triggered?

- Every regular, special, emergency, or reconvened **meeting** of a **public body** shall be open, except as provided by the Act.
- The Act applies when there is a:
 - majority of a public body together,
 - and that public body is conducting the business of the public body
- “**Public body**” and “**meeting**” are both defined by statute.

“Public Body” Defined



Public Body Does Not Include

- Judiciary
- Legislature and legislators
- Administrative staff of public bodies (including faculty meetings and athletic staff meetings of institutions of higher ed when not meeting with public body)
- Other specific exceptions per statute, i.e. racing stewards, Council on Judicial Complaints, etc.

Public Body Does Not Include

- Committees that are purely fact finding, information, recommendatory, or advisory with no decision-making authority.
 - Andrews v. Ind. School District No. 29 of Cleveland Co.*, 1987 OK 40, 737 P.2d 929.
- Private organizations which contract to provide goods or services to the public on behalf of a governmental agency and receive payment from public funds merely as reimbursement for goods or services provided.
 - 2002 OK AG 37.

25 O.S. § 304(1)

“Meeting” Defined

- When conducting business of a public body
- By a majority of its members
- Being personally together, OR, by teleconference, as authorized by § 307.1
- Note:** a “meeting” does not include informal gatherings of a majority of members when no business of the public body is being discussed. 25 O.S. § 304(2).

25 O.S. § 304(2)

Electronic and Telephonic Communications

- Prohibits deciding or taking action (voting) on any matter by phone or email
- Also prohibits deciding or taking action on any matter at an “informal gathering”
- Caution!** Discussion in a group email/social media group can create a virtual meeting subject to the OMA.

25 O.S. § 306

Hypothetical: Post-Board Meeting Lunch

- Does the OMA apply?
- Best Practice: majority of body’s members should not attend lunch together
- Note:** If members insist on a group lunch, announce it at the end of the meeting, and invite everyone to join the public body.

25 O.S. § 306

2. What actions must be taken before meetings?

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Four Types of Meetings



25 O.S. § 304(3)-(6)

Provide Notice: Regular Meetings

- When?**
 - Annually by December 15 for the next calendar year
 - Include *date, time, and place* of meetings
 - Regular meetings can be changed with 10 days notice to the appropriate office, and limited new business is permitted

25 O.S. § 311

Provide Notice: Regular Meetings

- To whom?**
- State public bodies: Secretary of State
 - County public bodies: County Clerk of the county where the body is principally located
 - Municipal public bodies: municipal clerk

25 O.S. § 311

[illegible]

Provide Notice: Special Meetings

- **When:** 48 hours notice of date, time, and place
 - Excludes Saturdays, Sundays, and State holidays
- **Form:** includes notice
 - **Notice:** in writing, in person, or by telephonic means to the proper record keeping official (i.e. SOS, county clerk) AND to those who have filed written requests to receive notice of a meeting

25 O.S. § 311(A)(12)

Provide Notice: Emergency Meetings

- **Defined:** “[A] situation involving injury to persons or injury and damages to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damages or immediate financial loss”
- **When:** Give advance notice that is reasonable and possible under the circumstances.
- **Form:** Give notice as soon as possible, whether in person, by phone, or electronic means.

25 O.S. § 311(A)(13)

Provide Notice: Continued or Reconvened Meetings

- **When:** Announce date, time, and place of continued/reconvened meeting at original meeting

25 O.S. § 311(A)(11)

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Post the Meeting's Agenda

- **When.**
 - **Regular Meeting:** Display agenda 24 hours prior to meeting, excluding Saturday, Sunday, and Oklahoma State holidays
 - *Ex: Meeting is at 10:00 a.m. on Monday, so agenda must be posted no later than 10:00 a.m. the Friday before.*
 - **Special Meeting:** Notice posted 48 hours in advance and agenda posted 24 hours prior to meeting

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- Where.**
1. Post notice and agenda at principal office (or location of meeting if no office exists)
 - ❑ *Must be visible to the public the entire 24 hours before the meeting begins*
- OR**
2. Post on public body's website
 - ❑ Must also maintain an email distribution system and send notice to this group no less than 24 hours in advance,
 - ❑ *AND*, post notice and agenda at the principal office (or location of meeting) during normal business hours at least 24 hours in advance

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- **What:**
Must contain sufficient information for the public to identify the items of business and the purpose. 25 O.S. § 311(B).

"Agendas [must] be worded in plain language, directly stating the purpose . . . The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence."
Haworth Bd. of Ed. v. Havens,
 637 P.2d 902, 904 (Okla. Civ. App. 1981).

Agendas

- Cannot take action if the action is not on the agenda
- Cannot be vague
 - Ex: "Executive Director's Report"
 - Needs more detail on what the report will cover.
- List *proposed* executive sessions
- New Business only permitted at regularly scheduled meetings

25 O.S. § 311(B)

New Business

- Defined: "Any matter not known about or which could not have been reasonably foreseen prior to the time of posting [the agenda]."
 □ *New Business is NOT what someone forgot needed to be on the agenda.*
- To consider new business at a regular meeting, timely post an agenda containing an item called "new business."
- **New business is only allowed at a regular meeting**
- **Caution!** Use sparingly, only when not reasonably foreseeable prior to posting the agenda.

25 O.S. § 311(A)(10)

Failed Agenda Example

Agenda said purpose of the meeting was to:

1. Appoint new board member.
2. Interview a new administrator.
3. Hire principals.

- The court found the agenda was deceptively vague and a willful violation where the school board hired a superintendent.
Haworth Bd. of Ed. v. Havens, 637 P.2d 902 (Okla. Civ. App. 1981).
- ***Best Practice:** Be specific and clear. Do not vaguely refer to the action planned to be taken or discussed.

3. What actions must be taken during meetings?

When and Where to Hold Meetings

- Meetings "shall be held at specified times and places which are convenient to the public"
- Use good judgment
 - Not a locked courthouse on a public holiday.
Rogers v. Excise Bd., 1984 OK 95, 701 P.2d 754.

25 O.S. § 303

Recording Votes

- The vote of each member must be both:
 - Publicly cast, AND
 - Recorded
- Section 306's prohibition on informal gatherings ensures actions are taken publicly and recorded
- **Caution!** Failure to meet both requirements results in the action being invalid. *Oldham v. Drummond Bd. of Ed.*, 1975 OK 147, 542 P.2d 1309.

25 O.S. § 305

Recording Votes

- Must record the vote of each individual member at a meeting
- If vote is unanimous, it is sufficient to record "5-0 in favor of..." *Graybill v. Oklahoma State Bd. of Educ.*, 1978 OK 124, 585 P.2d 1358.
 - However, best practice is to record how each individual voted, including yes and no votes, and whether there were any abstentions.

25 O.S. § 305

Minutes

Minutes must be written and include:

- Official *summary* of the proceeding
- Identification of:
 - all members present and absent (2012 OK AG 24)
 - all matters considered
 - all actions taken
- Should reflect manner and time notice was given
- Any person may record the meeting, provided it does not interfere with the meeting
- Note: Minutes of public meetings are open records.

25 O.S. § 312

Minutes

- Minutes must be taken in Executive Session.
 - Berry v. Bd. of Gov. of Registered Dentists*, 1980 OK 45, 611 P.2d 628.
 - However, minutes taken in Executive Session may be kept confidential under the Open Records Act. 51 O.S. § 24A.5(1)(b).
- Minutes for Emergency Meetings: § 312(B)
 - Must state nature of emergency
 - Must include reasons for declaring emergency meeting

25 O.S. § 312

Public Comment

- Public Comment: A public body is not required to provide opportunity for citizens to speak (2002 OK AG 26; 1998 OK AG 45).
 - If public body chooses to allow public comment, it is advisable to set policy.
 - Could limit comments to agenda items only and/or set a time limit.
 - Public body should be careful not to discuss topics on the agenda during public comment portion of meeting.

Executive Sessions

- **General Rule:** No executive sessions unless specifically authorized in § 307 or another statute.
- **Limited Permissible Purposes:**
 - Personnel matters (25 O.S. § 307(B)(1))- construed narrowly
 - Not job openings (2006 OK AG 17)
 - Not hiring independent contractors (2005 OK AG 29)
 - Must identify individual or unique position (1997 OK AG 61)
 - Purchase or appraisal of real property (25 O.S. § 307(B)(3))
 - Confidential communications with attorney concerning pending investigation, claim or action (25 O.S. § 307(B)(4))
 - Other specific statutes
- **Violation:** Criminal liability and minutes and records of the executive session shall be made public

25 O.S. § 307

Executive Sessions

- **Special Procedures-Convening Executive Session:**
 - *Proposed* executive session must be noted on agenda. (25 O.S. § 311(B) and 82 OK AG 114).
 - Include specific citation to which provision of § 307 authorizes the executive session. (25 O.S. § 311(B)(2)(C)).
 - Must take vote at the meeting to go into executive session and have majority of quorum to convene executive session. (25 O.S. § 307(E)(2)).
 - No executive session by videoconference (25 O.S. § 307(B)).

Executive Sessions

- **Special Procedures-Deliberation Only:**
 - Votes cannot be taken in executive session.
 - Can discuss, but actions arising out of executive session must be taken in an open meeting.
 - Must take and keep minutes (i.e. what happened, who was there). *Berry v. Bd. of Gov. of Registered Dentists*, 1980 OK 45, 611 P.2d 628.
 - Must vote to come out of executive session and record those votes publicly

25 O.S. § 307(E)

Executive Session Agenda Item: Example 1

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to* 307(B)(4)¹ for confidential communications between Board and its attorney concerning the *pending tort claim filed by John Doe*² against the Board, where the Board's attorney has determined disclosure *will seriously impair* the ability of the Board to process the claim in the public interest.³

1. State applicable 307(B) provision (§ 311(B)(2)(c)).
2. Identify the claim, investigation, or proceeding.
3. Board's attorney must make determination if 307(B)(4) used.

Executive Session Agenda Item: Example 2

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to* 25 O.S. § 307(B)(1)¹ to discuss annual review of Executive Director and *possible merit raise increase*² for Executive Director.³

1. Citation to specific 307(B) provision (§ 311(B)(2)(c)).
2. Salary and evaluations can be discussed in Executive Session (1996 OK AG 40).
3. Name or unique position identified. (1997 OK AG 61).

Teleconference

- Permissible, but certain conditions must be met:
 - Audio **and** visual at each site- “videoconference”
 - Must have quorum of public body at agenda site
 - Notice and agenda must list video sites
 - Notice and agenda must identify each member and site from which each will participate
 - Off-site location must be in district
 - Public must have access to all sites, including the off-site location
 - No executive sessions

25 O.S. § 307.1

4. What consequences may ensue from violations of the OMA?

Penalties and Remedies Under the OMA

Civil Implications

- ❖ Actions taken in willful violation are invalid. 25 O.S. § 313.
- ❖ Minutes of an Executive Session will be made public where the OMA is willfully violated. 25 O.S. § 307(F)(2).
- ❖ Any person can bring a civil action. 25 O.S. § 314(B).
- ❖ Successful party is entitled to reasonable attorney fees

Criminal Penalties

- ❖ Any willful violation of the provisions of the Act are punishable
- ❖ Misdemeanor offense
- ❖ Fine up to \$500 and/or up to one (1) year in the county jail. 25 O.S. § 314.

Willful Violation

- “The Act provides that any action taken in willful violation shall be invalid. Willfulness does not require a showing of bad faith, malice, or wantonness, but rather, encompasses *conscious, purposeful violations of law or blatant or deliberate disregard of the law by those who know, or should know* . . . Notice of meetings of public bodies which are deceptively vague or likely to mislead constitute a willful violation.”

Rogers v. Excise Bd. of Greer County, 1984 OK 95, 701 P.2d 754.

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How to Correct an OMA Mistake

- If not in compliance with OMA when an action is taken, the act will be invalid.
- The public body should redo its action in conformity with the OMA.
- How? Depends on the type of mistake.
 - Give proper public notice and put item on next meeting’s agenda
 - Re-vote and record the decision in the public meeting

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The Open Records Act

Title 51 O.S. §§ 24A.1-24A.31

The Purpose of the ORA

- Oklahoma citizens have an “inherent right to know and be fully informed about their government . . . so they may efficiently and intelligently exercise their inherent political power.”

51 O.S. § 24A.2

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1. What is a public record?



What is a record?

All documents, including:

Books, papers, photographs, microfilm, certain data files, computer tape, disks, records, sound or film recordings, video recordings, emails, and text messages (2009 OK AG 12).

51 O.S. § 24A.3(1)



What is **NOT** a record?

- Computer software
- Personal effects
- Personal financial information
- Toll collection audio/video
- Personal information given as a guest at a state park
- Certain Department of Defense forms
- Requests for information

51 O.S. § 24A.3(1)(a)-(h)

What makes a record public?

Where?

Created by, received by, under the authority of, or coming into the custody, control or possession of

Who?

A public official, public body, or their representatives

What?

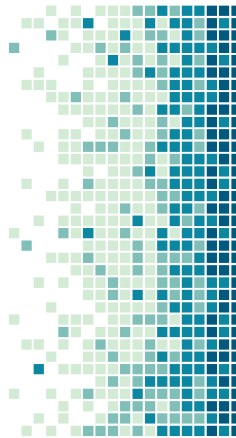
In connection with:

- The transaction of public business,
- The expenditure of public funds, OR
- The administering of public property

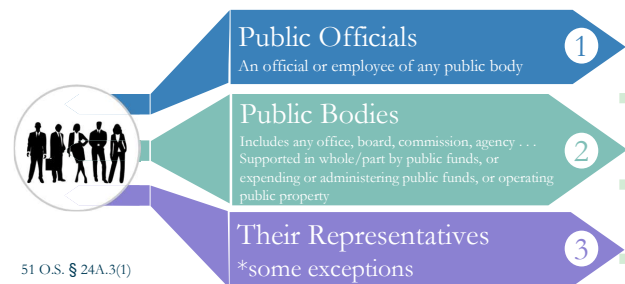
**Note: Nothing in the ORA imposes any new recordkeeping requirements or any additional timeline for maintaining records.*

51 O.S. § 24A.3(1)

2. Who is a public body or a public official?



Public Bodies and Public Officials



51 O.S. § 24A.3(1)

GENERAL RULE

When a record meets these broad definitions, it is an OPEN RECORD.

However, exemptions or exceptions may shield a public record from disclosure.

3. What **exemptions** or **exceptions** apply to shield a record from disclosure?



Exempted Records: Required by Law to Remain Confidential

51 O.S. § 24A.5



State Evidentiary Privilege
Attorney-client privilege,
attorney work product
immunity, identity of informer



Executive Sessions
Records of a lawfully
closed portion of a public
meeting



**Other State or
Federal Statutes**
i.e. FERPA,
Juvenile Records



**Testing Materials for State
Licensing Exams**
Including test forms, question
banks, answer keys



**Drivers' Personal
Information**
When collected by state
motor vehicle agencies



Social Security Numbers
May be redacted or deleted
prior to record's release

Redaction

- Sometimes the entire record will be exempt.
- However, if redaction is possible, must provide any reasonably segregable portion of a record after deleting exempt portions.

51 O.S. § 24A.5(3)

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Common Exemption: Attorney-Client Privilege

- The **Attorney-Client Privilege** generally protects communications made in confidence between privileged persons for the purpose of seeking, obtaining, or providing legal assistance for the client.
- Note:** limited privilege for government clients
 - Protects communication re: pending investigation, claim, or action, when disclosure will seriously impair

12 O.S. § 2502(A)(5)

12 O.S. § 2502(D)(7)

Common Exemption: Work Product Immunity

- Attorney Work Product Immunity** protects certain materials prepared in anticipation of litigation from being disclosed.
 - Generally, protects the strategy of the case: mental impressions, conclusions, opinions or legal theories. See *Scott v. Peterson*, 2005 OK 84, ¶ 8, 126 P.3d 1232, 1235.

Exceptions: These Records Excluded from Disclosure



**CERTAIN PERSONNEL
RECORDS**



FEDERAL RECORDS



PERSONAL NOTES



**CERTAIN LAW
ENFORCEMENT
RECORDS**



**LITIGATION FILES &
INVESTIGATORY
REPORTS**



**COURT-SEALED
RECORDS**

Personnel Records

- Public bodies may keep personnel records confidential in two situations:
 - Internal Personnel Investigations
 - When disclosure would warrant an invasion of personal privacy.

51 O.S. § 24A.7(A)(2)

Personnel Records

- Public bodies should utilize a balancing test weighing the public's right to know against the employee's right to privacy.
 - Protected from disclosure: place of birth, birthdate, date of marriage, employee ID number. *Oklahoma Pub. Employees Ass'n v. State ex rel. Oklahoma Office of Pers. Mgmt.*, 2011 OK 68, ¶ 39, 267 P.3d 838, 852.
 - However, shall disclose dates of employment, title, position, **final** disciplinary action. 51 O.S. § 24A.7(B).

Personal Notes

- A public official may keep confidential his or her personal notes and personally created materials **prior to taking action**.
 - Prior to making a recommendation, or
 - Prior to issuing a report
- Note:** Consider records disposition schedule: duty to maintain records for a set period of time.

51 O.S. § 24A.9

Litigation Files & Investigatory Reports

- “Except as otherwise provided by state or local law, the **Attorney General** of the State of Oklahoma and **agency attorneys authorized by law**, the office of the **district attorney** of any county of the state, and the office of the **municipal attorney** of any municipality may keep its litigation files and investigatory reports confidential.”

51 O.S. § 24A.12

Litigation Files & Investigatory Reports

But see 51 O.S. § 24A.20:

“Access to records which, under the Oklahoma Open Records Act, would otherwise be available for public inspection and copying, shall not be denied because a public body or public official is using or has taken possession of such records for investigatory purposes or has placed the records in a litigation or investigation file. However, a law enforcement agency may deny access to a copy of such a record in an investigative file if the record or a true and complete copy thereof is available for public inspection and copying at another public body.”

Federal Records

Records coming into the possession of a public body from the federal government or as a result of federal legislation may be kept confidential to the extent required by federal law.

51 O.S. § 24A.13

Law Enforcement Records

- The Act identifies 9 categories of law enforcement records that **MUST** be made available for inspection if kept.
- Except for these 9 categories, law enforcement agencies may deny access to records except where a court finds public interest/interest of an individual outweighs the reason for denial

51 O.S. § 24A.8(B)

Law Enforcement Records

- No Duty to Re-Create Records:
 - Law enforcement records shall be kept for as long as specified by law.
 - If no specific time requirement by law, maintain for as long as needed for administrative purposes.

51 O.S. § 24A.8(C)

Nine Categories of Open Law Enforcement Records



*A/V recordings may be redacted or obscured before release as provided by the Act

Law Enforcement Related Records

- Certain information relating to **terrorism** may be kept confidential. 51 O.S. § 24A.28.
- Traffic Collision Reports** may be withheld for up to 60 days, but the reports shall be made available as soon as practicable upon request to certain individuals (parties involved in the collision and their legal counsel, law enforcement agency, newspaper, radio, television broadcaster, etc.). 47 O.S. § 40-102; *Cummings*, 1993 OK 36, 849 P.2d 1087.
- CLEET and the Department of Public Safety shall keep certain **law enforcement training records** confidential. 51 O.S. § 24A.8.

Court Records

- A **Protective Order** withholding material from the public must include: (1) statement from the court, (2) specific identification of material to be withheld, and (3) a Confidential stamp or label. 51 O.S. § 24A.29.
- Court records** are open, unless sealed by a court.
 - To seal, the court must find a “compelling privacy interest exists which outweighs the public’s interest in the record.”
 - The order sealing the record must be public and must make specific findings of fact and conclusions of law. 51 O.S. § 24A.30.
- Pleadings** in a criminal case may be kept confidential, until filed with the court clerk (unless sealed or otherwise protected). See, e.g., 22 O.S. § 385.

Voluntarily Supplied Information

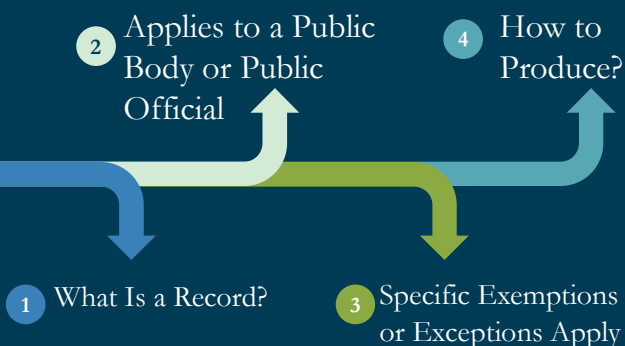
- Information or records voluntarily supplied to any state agency, board, or commission shall be subject to full disclosure.

51 O.S. § 24A.10

*Exception if disclosure would give an unfair advantage to competitors or bidders in certain situations delineated in Section 24A.10(B).

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The Open Records Act



4. How to produce open records?

How to Disclose Public Records?

- Open to any person
- For inspection, copying, or mechanical reproduction
- During regular business hours
- Not required to create a record or produce in a format that does not exist

51 O.S. § 24A.5

Procedures for Disclosure

- Reasonable procedures** may be implemented to protect the integrity and organization of records and to prevent excessive disruption of essential functions. Section 24A.5(6).
- A public body shall **designate certain persons** who are authorized to release records of the public body for inspection, copying, or mechanical reproduction. At least one person shall be available at all times to release records during regular business hours of the public body.* Section 24A.5(7).

*Special considerations given to public bodies maintaining less than 30 hours of regular business per week. Section 24A.6.

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Charging Fees

- The reasonable fee for direct cost of **searching and copying** records may be charged if:
 - The request is for solely commercial purposes; or
 - It would clearly cause excessive disruption of the essential functions of the public body.
- Recovery of the reasonable, **direct costs of record copying** or mechanical reproduction is also permitted
 - Not in excess of 25¢ per page for 8 1/2 x 14" or smaller
 - Not in excess of \$1 for a certified copy
- Cannot charge a **search fee** when the release of records is in the public interest or to the news media.

51 O.S. § 24A.5(4)

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Charging Fees: Media Exception

- Publication by media for news purposes shall not constitute commercial purpose; and
- The charge for providing copies of electronic data to the media for a news purpose **shall not exceed the direct cost of copying**.

51 O.S. § 24A.5(4)(b)

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Charging Fees: Notice of Fees

- Written fee schedule must be posted at principal office and with the county clerk.

51 O.S. § 24A.5(4)(b)

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Timeline for Responses

- Must provide prompt, reasonable access to records
- Cannot use a FIFO method to respond to requests

51 O.S. § 24A.5(6)

Penalties for Violations of the ORA

- Public official + willful violation= misdemeanor
 - Fine of up to \$500,
 - Imprisonment in the county jail for up to 1 year,
 - or both fine and imprisonment
- Any person denied access may file:
 - a civil suit for declarative or injunctive relief, or both
 - BUT, suit is limited to records requested and denied prior to filing,
 - plus, if successful, reasonable attorney fees
- A public body/official is entitled to reasonable attorney fees if the suit is successfully defended and found clearly frivolous.

51 O.S. § 24A.17

THANK YOU

www.oag.ok.gov

Excerpt from: "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence"
Community Action Program Legal Services, Inc. (CAPLAW), 2011

Section 1: Making Board Meetings Matter, Part IV: Board Meeting Minutes

Importance of Good Minutes

Maintaining good meeting minutes for all board and committee meetings is important for four reasons:

- **Sound Board Functioning.** Memories are surprisingly short, particularly in the case of volunteer directors and committee members who may not have contact with the CAA every day. Meeting minutes permit the board to review the history of how it addressed a matter, better assuring consistency in its decisions.

Meeting minutes create and preserve institutional memory. A board can review actions that an earlier board took and understand what those actions were and why they were taken. When a board decision is a controversial one, the board may be required to revisit and fine tune it. If the board does not have a clear written statement of what was decided and why, those who opposed it may try to "re-litigate" the decision when the board needs to refer back to the decision. This can result in inconsistencies and wasted meeting time; "What did we decide?" Detailed minutes describing each decision will minimize this possibility.

- **Regulatory Compliance and Oversight.** All CAAs are subject to scrutiny from federal and state funders, the IRS, and the agencies that oversee health and safety, employment, and the myriad of other matters that governments regulate. Most are also subject to an annual A-133 audit (Single Audit) conducted by an independent auditor. Outside monitors and independent auditors often ask to review the CAA's meeting minutes, and some funding sources, such as state CSBG offices, often request minutes to be sent to them after each meeting. Up-to-date and thorough meeting minutes create the perception that the CAA is well-governed. Minutes may also quell more extensive inquiries if they answer more questions than they raise.

Government monitors and independent auditors may take an unfavorable view of the organization if there are no meeting minutes, the minutes are haphazard, or the minute book is in disarray. The additional work on the monitor or auditor's part may lead to findings and/or additional fees.

- **State Statutory Requirements.** Many state statutes require nonprofits to maintain meeting minutes for board and committee meetings, so doing so is a legal requirement. These same statutes rarely specify the level of required detail. Sketchy minutes may satisfy the letter of the law, but if board actions are ever questioned, highly abbreviated minutes may pose a problem for officers and board members.

State charity officials generally don't engage in the regular review of meeting minutes or conduct audits of charities. Regulators tend to be reactive, opening investigations when they have reason to believe that charitable assets are being misused or the board or management have been derelict. Once on the scene, however, charity regulators sometimes review corporate records, including meeting minutes. Several state charity regulators have commented on the quality of meeting minutes and have imposed requirements regarding the maintenance of meeting minutes as part of settlement agreements with officers and board members.

- **Risk Mitigation.** Meeting minutes are not only of interest to regulators and auditors, but they also can protect board members and officers in the event of lawsuits or media scrutiny. When called upon to examine the board's diligence, some courts have examined the meeting business to assess whether the board exercised business judgment and discharged its legal duties. Sketchy minutes may suggest that one or more board members have been derelict in discharging their fiduciary duties.

Special Considerations for Community Action Agencies

Community Action Agencies, whether private nonprofits receiving large amounts of government funding, or public agencies that are part of a local government, should carefully consider how their minutes comply with explicit laws concerning access to and retention of records, or may serve as key evidence of compliance with financial, governance, administrative, and programmatic requirements.

Community Services Block Grant Act

The Community Services Block Grant Act requires a CAA's board to participate in the development, planning, implementation, and evaluation of the CAA's program to serve the low-income community.¹⁴ The board's meeting minutes provide an opportunity to build a record demonstrating that the board is fulfilling this obligation.

Office of Head Start

The *Office of Head Start Monitoring Protocol and Guides: Program Design and Management* instructs reviewers to examine meeting minutes for evidence that the governing board:

- Approved the annual self-assessment and financial audit
- Approved personnel policies regarding hiring, evaluation, termination, and compensation
- Reviewed applications for funding and related amendments
- Received and reviewed audit reports

Monitors must also review the minutes for evidence of financial conflicts of interest, such as transactions between the CAA and business owned by board members, and related-party leases. Those CAAs operating Head Start programs should therefore expect program reviewers to request minutes for board meetings.

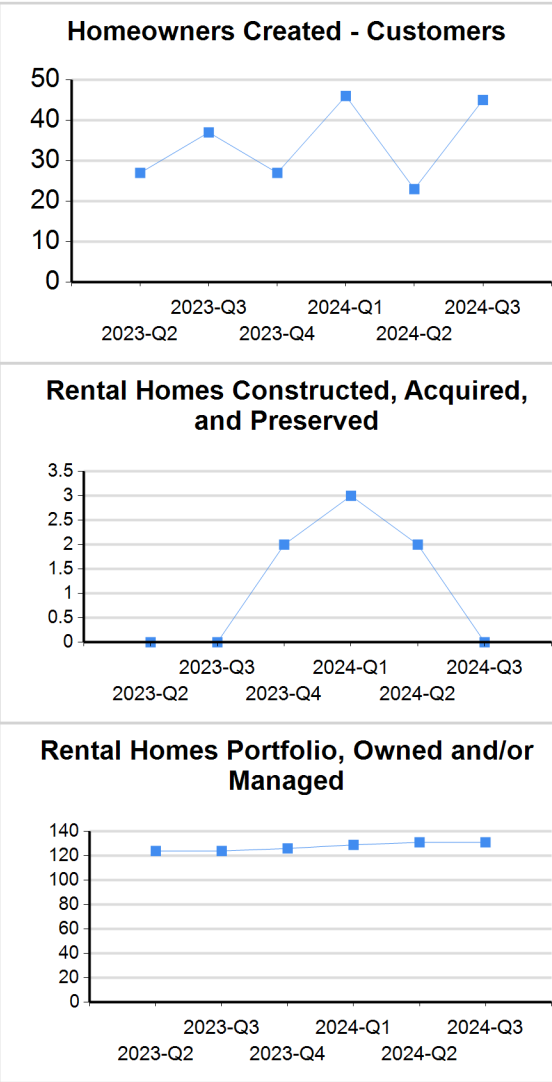
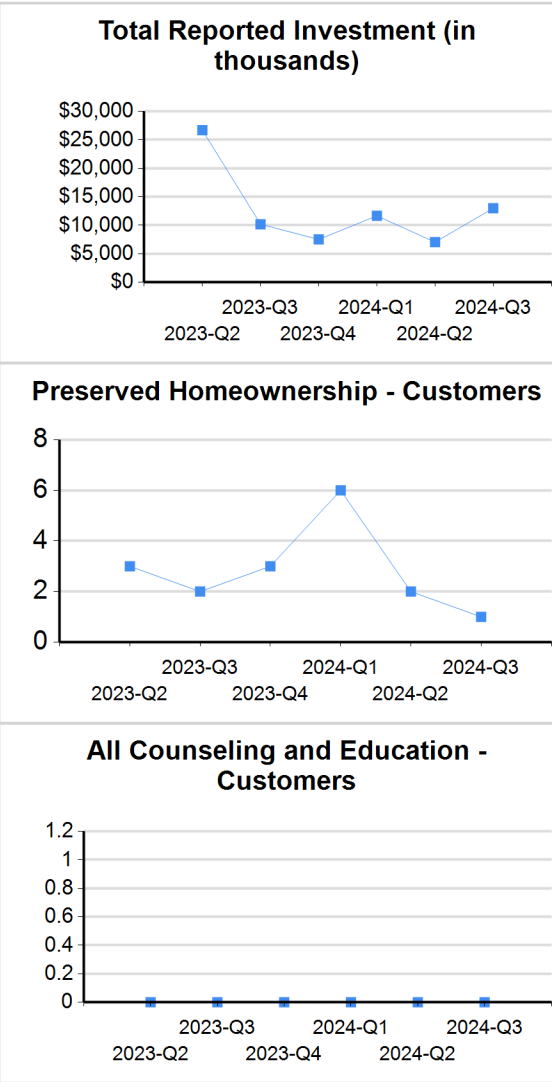
Open Record Laws¹⁵

Public CAAs are generally required to make their meeting minutes available to the public, so their meeting minutes should be prepared with the expectation that they will be reviewed by members of the public, including the media. Generally, there is an exception for those portions of the minutes that pertain to certain sensitive matters reserved for executive sessions. Under some state statutes, the minutes of nonprofit CAAs may be considered public records, opening them up to public review. Each CAA, whether public or private, should consult with counsel to ensure that it complies with all public records requirements.

Quarterly Production Summary Report

April 1 - June 30 2024

Total Reported Investment	\$12,985,207.73
Homeowners Created - Customers	45
Preserved Homeownership - Customers	1
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	46
Owner Occupied Repairs - Homes	17
Rental Homes, Repaired	0
Total Repaired - Homes	17
Group Education - Customers	0
One-on-one Counseling - Customers	0
One-on-one Counseling - Services	0
Foreclosure Mitigation Counseling, Home Not Retained - Customers	0
All Counseling and Education - Customers	0
Foreclosure Mitigation Counseling Intake - Customers	0
Rental Homes Portfolio, Owned and/or Managed	131



'Total Reported Investment' and 'Created and Preserved Homes and Customers' are the two measures that NeighborWorks America uses to demonstrate and evaluate the strength and impact of network organizations.

I. Clients & Financing	Homeowners Created					
	NWO Constructs New Unit for New Home Owner	NWO Sells a Unit it Had Purchased (with or without rehab) to New Home Owner	Directly Provides Self-Help Housing for New Home Owner	Plays Intermediary Role in Providing Self-Help Housing for New Home Owner	Counselor and/or Broker/Lender ONLY for New Home Owner	Total Homeowners Created
Investment	\$0.00	\$0.00	\$416,891.00	\$3,166,050.39	\$5,792,048.22	\$9,374,989.61
Homes	0	0	2	19	24	45
Customers	0	0	2	19	24	45
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$7,268.12	\$0.00	\$0.00	\$0.00	\$0.00	\$7,268.12
Homes	1	0	0	0	0	1
Customers	1	0	0	0	0	1

II. Projects & Summary			Rental Homes								
	Owner-Occupied Repairs	For-Sale Homes Developed	Development Services	Constructed and Purchased	Rehabilitated and Refinanced	Repaired	Commercial Development	Commercial Lending	Special Projects	Financial Assistance and Supportive Services	Consumer Lending
Investment	\$13,489.00	\$3,586,117.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,344.00	\$0.00
Homes	17	* 21	0	0	0	0					

*Units reported under For-Sale Homes Developed do not count towards Total Production, Investment does count toward Total Investment.

III. Rental Homes Portfolio		IV. Commercial Development Portfolio		V. Group Education Customers	
a. Owned	131	Number of Projects	0	a. Completed financial literacy workshop; including home affordability; budgeting and understanding use of credit	0
b. Managed not Owned	0	Square Footage	0	b. Completed predatory lending; loan scam or other fraud prevention workshop	0
c. Number of units covered by project-based rental assistance program	0	Shared Equity and Cooperative Housing Portfolio		c. Completed fair housing workshop	0
d. Number of units covered by tenant-based rental assistance program	64	Community Land Trust	0	d. Completed homelessness prevention workshop	0
		Deed-Restricted Homeownership	0	e. Completed rental workshop	0
		Limited Equity Cooperative	0	f. Completed pre-purchase homebuyer education workshop	0
				g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
				h. Completed resolving or preventing mortgage delinquency workshop	0
				i. Completed disaster preparedness assistance workshop	0
				j. Completed disaster recovery assistance workshop	0
				Total Group Education	0

VI. Counseling Results - Customers					
Preserved Homeownership, Foreclosure Mitigation - Customers		Foreclosure Mitigation Counseling, Home Not Retained - Customers		Individual Counseling - Services	
a. Mortgage refinanced	0	a. Executed a deed-in-lieu	0	a. Homeless Assistance	0
b. Brought mortgage current	0	b. Sold property/chose alternative housing solution	0	b. Rental Topics	0
c. Mortgage modified	0	c. Pre-foreclosure sale	0	c. Pre-purchase/Homebuying	0
d. Received second mortgage	0	d. Mortgage Foreclosed	0	d. Non-Delinquency Post-Purchase	0
e. Initiated forbearance agreement/repayment plan	0	e. Bankruptcy	0	e. Reverse Mortgage	0
f. Obtained partial claim loan from FHA lender	0	f. Entered debt management	0	f. Resolving or Preventing Forward Mortgage Delinquency or Default	0
Preserved Homeownership, Foreclosure Mitigation - Customers (Total)	0	g. Counseled and referred for legal assistance	0	g. Resolving or Preventing Reverse Mortgage Delinquency or Default	0
		h. Other (final result not listed above)	0	h. Disaster Preparedness Assistance	0
		Foreclosure Mitigation Counseling, Home Not Retained - Customers (Total)	0	i. Disaster Recovery Assistance	0
				Total Counseling Services	0

VII. Revolving Loan Fund (RLF), Excluding Forgivable and Deferred					
First Mortgages		Subordinate Mortgages		Revolving Loan Fund (RLF), Non Amortized	
a. Total outstanding number of RLF loans	6	j. Total outstanding number of RLF loans	0	a. Total number of outstanding non-amortized loans (excluding forgivable)	0
b. Total outstanding value RLF loans	\$330,733.00	k. Total outstanding value of RLF loans	\$0.00	b. Total value of outstanding non-amortized loans (excluding forgivable)	\$0.00
c. Number currently 30-59 days delinquent	0	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$0.00	m. Value currently 30-59 days delinquent	\$0.00		
e. Number currently 60-89 days delinquent	0	n. Number currently 60-89 days delinquent	0		
f. Value currently 60-89 days delinquent	\$0.00	o. Value currently 60-89 days delinquent	\$0.00		
g. Number currently 90 days or more delinquent	1	p. Number currently 90 days or more delinquent	0		
h. Value currently 90 days or more delinquent	\$15,808.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	4.78 %	i. Delinquency Rate (90 days or more)	0.00 %		

IX. Home Ownership Customers: Education and Counseling Hours							
0 Hours		>0 and <4 Hours		=>4 and <8 Hours		=>8 Hours	
# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients
0	0	0	0	0	0	45	100.00 %

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

**July 16, 2024
MINUTES**

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, July 16, 2024 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

A quorum was not met, members present were Madison Prangle; Hugo II, Lindsey Kent; Idabel III, and Patsy Guess; Community Representative.

HS/EHS/EHS-CC staff present included: Darla Galyon; HS/EHS/EHS-CC Director, Jordan Mack; HS/EHS/EHS-CC Assistant Director, Mattie McKee; HS/EHS/EHS-CC Assistant Director, Lori Henry; HS/EHS/EHS-CC Secretary, Ronda Spear; Health Assistant, Lauren Barger; Nutrition Specialist, Johonna House, Nutrition Assistant; Susie Mashburn; Education Specialist, Sommer Springfield; Assistant Education Specialist, Sara Moore; Professional Development Specialist, Brittany Bailey; ERSEA Specialist, Christina Merritt; FCE/Disability/Mental Health Assistant, Tori Williams; Health Specialist, and Ashley Gaddy; Outreach Specialist.

Consideration, Discussion and Vote to Accept the minutes from the June 18, 2024: Copies of the minutes were provided to the council for review. Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Brittney Hawkins-Antlers EHS Caregiver; Savannah Long from Antlers EHS Cook to Antlers Head Start Cook; Melissa Murray from Hugo EHS Caregiver to Head Start Family advocate; Vanessa Hill from Antlers I SNA to Antlers EHS Caregiver Aide; Chrissa Landreth from Idabel III Teacher Aide to Rattan II & III Teacher Aide; and Taryn Creasman from FCE Specialist to Idabel Family Advocate/Site Supervisor, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session, therefore no vote was needed.

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion and Vote to Approve Submission of the FY 2025 Head Start/Early Head Start Program Grant Application (Continuation) to Administration for Children and Families, Office of Head Start- \$4,614,531: Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion, and Vote to Approve Acceptance of FY 2024 Head Start/Early Head Start Program Supplement Grant Award (Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start-\$104,591: Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion and Vote to Approve the 2023-2024 HS/EHS/EHS-CC Self-Assessment Plan: Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed Program Menus for the 2024-2025 School Year: Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed May, 2024 Financial Statements and Credit Card Distribution Reports: Due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2023-2024-Susie Mashburn, Education Specialist: Susie Mashburn, Education Specialist provide copies of the Spring 2023-2024 Child Outcomes/Assessment Results along with an overview and discussion on how these results were obtained.

Presentation of June 2024 Financial Statements and Cred Card Distribution Reports for August, 2024 Consideration and Vote: Darla Galyon, HS/EHS/EHS-CC Director provided the reports for policy council members, but due to quorum not being met, this item was tabled until the September 20, 2024 scheduled meeting.

Policy Council Training: Leadership, Parent Participation, and Recruitment-Sara Moore, Professional Development Specialist & Brittany Bailey, ERSEA Specialist: Sara Moore, Professional Development provided a handout along with a discussion and a video: “Partnering with Families-Parent Leadership in Action” for policy council members present. Brittany Bailey, ERSEA Specialist talked with the policy council on what Head Start does to recruit children and families and what parents can do to help with recruitment.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey reported that as of today, 7/16//2024 249 children are the projected numbers for Head Start enrollment. Applications are an ongoing process and are still be accepted and processed. Head Start attendance for May, 2024 was 78.6%. Early Head Start currently has 46 children enrolled and attendance was 76.8%. Early Head Start-CC currently has 100 children enrolled and attendance was 83.8%.

Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on July 9, 2024. An Agenda was provided along with an overview of the meeting for council members present. She stated that all HS/EHS/EHS-CC items had been approved

USDA Meals and Snack Report-Lauren Barger, Lauren Barger, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for June, 2024.

Data Analysis-Jordan Mack-Jordan Mack gave an overview of the data assessed for May, 2024
OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.

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

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

There being no other business to come before the board, the meeting ended at 11:04 a.m.

Lindsey Kent-Chairperson
Key'Osha Jones-Vice-Chairperson
Titeuna Mitchell-Secretary

Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 8-2-24

Name of Person being nominated for Employee of the Month: Aimy Kirkendall

Name of Person submitting the nomination: Ayla Pennington

- ☒ Is a hard worker Always goes above and beyond
- ☒ Respects others Always has a respectful attitude
- ☒ Is on time Yes and stays late when needed
- ☒ Is organized Yes, more than I am
- ☒ Keeps a positive attitude Yes
- ☒ Encourages other people Always
- ☒ Is willing to help others Always willing to lend a hand in the park
- ☒ Makes a good first impression Yes, very kind
- ☒ Follows all workplace rules Yes
- ☒ Uses resources wisely Yes
- ☒ Has good work attendance Yes
- ☒ Represents the agency well Yes
- ☒ Is a loyal employee Yes
- ☒ Handles crisis well Yes, very calm
- ☒ Goes above and beyond the call of duty Always does more than is asked
- ☒ Works well with others (team player) Yes

- ☒ Is creative likes to help come up with promotional ideas,
- ☒ Likes to learn new things Yes, never backs down from a challenge
- ☒ Is a good listener Yes
- ☒ Communicates well Yes, always
- ☒ Dependable Yes
- ☒ Respectful, considerate of others Yes
- ☒ Safety conscious Yes
- ☒ Good problem solving skills Yes
- ☒ Other Never complains, always willing to do more than is
- Other asked of her. Stays late when needed. Is truly
- Other a valuable member of this organization.

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

Aimy goes way above and beyond on a daily basis. She keeps the marina tidy and very organized. She keeps up with all the extra paperwork that comes through occasionally. She is a tremendous help for me when it comes to all the Marina side of things. She even goes above and beyond in the park, when she doesn't have to. Aimy is a VITAL key in Hugo Lake Cabins and Marina and we couldn't do it as well without her.

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

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

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of June there were 44 children, age birth to 3, that were provided services in the Early Head Start centers and 106 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 0 children, age 3 to 4 years old in the Head Start centers within the tri-county service area due to summer vacation.

The Outreach Specialist prepared and sent out radio ads that reached across our service area. Our ad was included on local restaurant menus. Daily social media posts are also made on our LIFTCA Facebook page.

Family Advocates and other Head Start, Early Head Start, and Early Head Start Child Care staff have been placing recruitment flyers, recruitment apple signs, recruitment cards and other recruitment items in and around various businesses within the tri-county service area, along with placing recruitment items online, to ensure all enrollment opportunities are filled as they occur. Partnering childcare facilities are also actively recruiting children for the program.

Family & Community Engagement

For the Month of July, we had 28 parents that participated in Parent Meetings. Family Advocates are wrapping up goals with families through the Family Partnership Agreement's. The centers continued to invite parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 19 participants, with 6 of them being father figures.

Father Involvement

The dad's day activities for the month of July were various flag and star crafts. For July's Dad's Day, there were 27 people that participated in dads day activities with 14 being father figures. In addition, 4 dads/father figures participated in parent meetings for July. Since the beginning of the 2023-2024 school year, we have had 1,148 father figures participate in family engagement activities.

Nutrition

In the month of July the nutrition team held our annual HS cook breakout training, we went over CACFP guidelines, meal patterns, food purchasing requirements, and updates on our food program. We also presented our Nutrition overview to Head Start staffing we talked about necessary paperwork that is to be done for our CACFP program, and spoke about food allergies. The nutrition team also completed their EHS/EHS-CC 2nd round folder checks, there were no findings. We are continuing to get ready for 2024-2025 school year, as the food allergies are already starting to roll in.

Health

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

Education

Conscious Discipline training was the highlight of Head Start Pre-Service on July 23, 2024. Our staff are very excited to use techniques and strategies from this behavior model. Implementation will be the key to achieving a successful and happy classroom. The weeks before were busy preparing for this four-day pre-service. The teaching staff picked up supplies, laptops, and classroom materials to begin preparation for the 2024 school year. Early Head Start and Early Head Start-Child Care folder checks continued. Many of these children will transition into a 3-year-old classroom for the new school year. The new year holds exciting days for the staff and students.

Professional Development

July was another busy month in Professional Development. Head Start's Annual Pre-Service was held on July 22nd, 23rd, 24th, and 25th at the Head Start Event Center in Hugo. The theme this year was geared towards a Country & Western setting. The event center was decorated with various Western type décor, along with a watering hole for staff to get their water & coffee and a feed trough to graze for nutritious snacks. Annual required training topics were presented along with HS/EHS/EHS-CC Specialist giving component area overviews of policies and procedures with updates and changes for the upcoming year.

The staff received a Conscious Discipline workshop presented by Cristy Roberts, a Certified Conscious Discipline Instructor. Staff learned how to create a compassionate culture and facilitate an intentional shift in adult understanding of behavior via the Conscious Discipline Brain State Model. The training provided specific brain-friendly, research-backed strategies for responding to each child's individual needs with wisdom. This highly effective approach is proven to increase self-regulation, a sense of safety, connection, empathy, and intrinsic motivation in both children and adults. To enhance the Conscious Discipline experience a greeting center was set up for the staff as they came in and a visual schedule was used each day.

The Professional Development Specialist scheduled two CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams, Taryn Creasman, and/or Ronda Spear, where several LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. Also, the Professional Development Specialist helped several employees renew their Professional Development Ladders and Oklahoma Directors Credentials in July.

Professional Development has been busy ensuring that all staff members are on track to meet any education requirements in the proper timeframe. Staff members have been making progress and are on track to be completed within requirement deadlines.

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

Disabilities/Mental Health/Transition

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

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

In Head Start for the school year 2023-2024, fifty-eight students were evaluated and had an IEP and will received special education services from the staff/consultants from the public schools. 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 May our Head Start 4-year-olds completed transition visits to their next school setting.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of July 2024.

Clayton Homecoming Parade

- The Clayton Head Start team participated in the annual Homecoming Parade on July 6, 2024. They provided promotional materials regarding our Head Start program out to the community during the parade.



McCurtain County Gazette

- Purchased a full page-color ad in the Back-to-School section in the local newspaper.



Kid Menus at Local Restaurants

- Provided Angie's with more kid menus upon their request.

Community Partner Meetings

- The Outreach Specialist attended monthly partner meetings to bring awareness of our HS/EHS/EHS-CC programs, while also learning about other resources to help our Head Start families.

Help Me Grow Newsletter

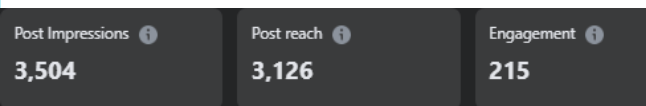


Head Start Pre-Service

- Discussed recruitment strategies and how teachers and support staff can help us meet full enrollment.



- We asked all teachers and support staff to share specific posts each day on Facebook to help spread information to all the counties we serve.





Back to School Bash- Choctaw County

- Outreach Specialist set up a booth at the Back to School Bash in Choctaw County. Flyers and applications were provided to the parents and community.



Back to School Bash-McCurtain County

- Kim Weatherford, our EHS-CC Family Advocate in McCurtain County, participated in the Back to School Bash at McCurtain Memorial Hospital. She provided flyers and applications to the participating community.



Social Media Impact

Overall Facebook Data for July

- Facebook Reach: 12,100
- Facebook Visits: 1,500
- New Follows: 26
- Impressions: 42,300
- Content Interactions: 1,000

Job Highlights

EARLY HEAD START

JOB HIGHLIGHT

\$2,500 SIGN-ON INCENTIVE

Early Head Start Caregiver- Antlers
 Early Head Start Caregiver- Hugo
 Early Head Start Caregiver- Idabel

- Retirement Plan
- Employee Assistance Program
- Accrual Job Leave
- Health, Dental & Vision Insurance

Click the link in the post to learn more about the available positions!

Questions?
580-326-7581

Post Impressions **1,152**

Post reach **966**

Engagement **70**

JOB HIGHLIGHT: IDABEL

Join our Head Start team for the 2024-2025 school year!

Teacher Assistant

\$1,500 SIGN-ON INCENTIVE

- Retiree's Plan
- Employee Assistance Program
- Flexible Sick Leave
- Health, Dental & Vision Insurance

Click the link in the post to learn more about the available position!

Questions?
580-326-7581

Open Now!

Post Impressions 

2,102

Post reach 

1,835

Engagement 

132

ATTENTION: RATTAN

Join our Head Start team for the 2024-2025 school year!

Teacher Assistant

\$1,500 SIGN-ON INCENTIVE

- Retirement Plan
- Employee Assistance Program
- Accrued Sick Leave
- Health, Dental & Vision Insurance

Click the link in the post to learn more about the available position!

Questions?
580-326-7581




Post Impressions ⓘ

311

Post reach ⓘ

287

Engagement ⓘ

7

[illegible]

Enrollment Highlights



Post Impressions ⓘ
2,133

Post reach ⓘ
1,900

Engagement ⓘ
87



Post Impressions ⓘ
2,723

Post reach ⓘ
2,431

Engagement ⓘ
159



Post Impressions ⓘ
658

Post reach ⓘ
538

Engagement ⓘ
25

Family Advocate Outreach

(Apple Signs, Dental Kits, Tear Flyers, Pre-School Activity Packets)

- Boys and Girls Club
- Philips 66 Gas Station-Sawyer
- Elephant Park
- Choctaw Health Department
- Pruett's- Hugo
- Hugo Library
- Tractor Supply-Hugo
- Corner Store in Fort Towson
- Walmart Parking Lot-Hugo
- Fort Towson Post Office
- Washington Community Center
- Mattie Terry Library in Valliant

13. Christian Life Outreach
15. Cora Lee Park
17. El Kanelos- Hugo
19. Red River Museum- Idabel
21. Idabel Post Office
23. Broken Bow Post Office
25. Broken Bow Splash Pad
27. Broke Bow Family Clinic
29. Waterworld Carwash
30. Bear Cat Bay Wash
31. HiWay Inn Express
32. Pardners Shell Station
33. Antlers Dollar General
34. Antlers Railroad Depot
35. Pruetts in Antlers
43. Broken Bow Family Dentistry
44. Soper Post Office
45. Boswell Park
46. Boswell Baseball Field
47. Boswell Car Wash
48. Antlers DHS
49. Antlers Dentist
50. Antlers Depot
51. Antlers Fairgrounds
52. Rattan Rock Pt Road
53. Hugo Marina
54. Hugo Big Cabins
55. Hugo 4 Head Start
56. Hugo Hospitality House
71. Wilson Point Entrance-Sawyer
72. Virgil Point Entrance-Sawyer
14. Health Care Center in Valliant
16. Burgess Family Healthcare
18. Suhr Family Dentistry in Millerton
20. Idabel Public Library
22. Millerton Post Office
24. Valliant Post Office
26. Sawyer Post Office
28. June Bugs Arcade in Hugo
36. Hugo Medical Clinic
37. Antlers Library
38. Antlers Little People Park
39. Gardners Grocery in Antlers
40. Antlers Dollar General
41. Midnight Baker and Sweets-Antlers
42. Antlers Gateway Church
57. New Image Dental in Hugo
58. Burton's in Soper
59. Soper Softball Field
60. Antlers Splash Pad
61. Antlers Go Store
62. Antlers Health Dept
63. Antlers Doctor Office
64. Antlers Head Start
65. Rattan-Belzoni Road
66. Rattan Sleepy Hollow Road
67. Rattan Ozzie Cobb Road
68. Rattan Howards Cafe
69. Hugo Little Cabins
70. Honk For Jesus Cafe-Sawyer



Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of July. These email announcements and resources are helpful for Head Start and Early Head Start programs and other early childhood staff. Find information and tools related to your work with the children and families you support daily. Select the links below to get started. Use the [Español button](#) on each ECLKC page to see its Spanish translation.

News from OHS

- [#GetaHeadStart Campaign \(emails\)](#)
 - [Recruitment Resources](#)
 - [Recruitment Video Promotion](#)
- [Head Start New Employee Portal](#)
 - [All Staff Head Start Orientation Resources](#)
 - [Family Services Professionals Learning Resources](#)
 - [Health and Mental Health Services Staff Learning Resources](#)
 - [Program Leadership Learning Resources](#)
 - [Teachers and Family Child Care Professionals Learning Resources](#)
- [Home at Head Start with Director Garvin: Partnering with Education Liaisons](#) (video)
- [New Head Start Eligibility for Children in Agricultural Programs](#) (video)
- [New Head Start Eligibility for Children in Tribal Programs](#) (video)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [The Head Start Coaching Companion Is Now Available in Spanish!](#) (email)

Health, Behavioral Health, and Safety

- [Emerging Eye Health Issues in Young Children](#) (video)
- [Mindfulness Practices with Children](#) (email)
 - Available in [Spanish \(español\)](#)
- [Pertussis \(Whooping Cough\)](#)
- [Talking with Families About Depression](#)
- [Using a Trauma-informed Lens to Address Children's Behavior](#) (video)
- [Using Health Literacy Principles in Early Childhood Programs](#) (video)

Parent, Family, and Community Engagement

- [Caring Conversations About McKinney-Vento Eligibility](#) (email)
 - Available in [Spanish \(español\)](#)
- [Overview of the Family Services Role in Head Start Programs](#) (email)
- [Program Flyer: Is the United States Your New Home?](#) (email)
 - Available in [Spanish \(español\)](#)

Newsletters

- [Disabilities Services Newsletter Issue No. 81](#)
- [Play the Head Start Way Newsletter Issue No. 3](#)
- [Resources to Make You Smile! Issue No. 41](#)
 - Available in [Spanish \(español\)](#)

- [Sesame Street in Communities Issue No. 34](#)

- Available in [Spanish \(español\)](#)

[Subscribe now](#) to get all your favorite newsletters direct to your inbox.

Head Start Careers

- [Education Coordinator](#) *Tobyhanna, PA*
- [Program Specialist](#) *Seattle, WA*
- [Training and Professional Development Manager](#) *City of Industry, CA*

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

Upcoming Events for August

- Monday, Aug. 5–7: [Early Childhood Innovation Summit](#) (NHS event)
- Monday, Aug. 5–8: [Northwest Indian Head Start Coalition 33rd Annual Training Conference](#)
- Wednesday, Aug. 7: [Adult Recess Activities for Self-regulation](#)
- Thursday, Aug. 8: [MyPeers Orientation](#)
- Wednesday, Aug. 14
 - [Preventing Adverse Childhood Experiences and Promoting Positive Childhood Experiences](#)
 - [Managing Common Illnesses to Support Healthy Learning Environments](#)
 - [Top 10 Tips for Effective Home Visiting](#)
- Thursday, Aug. 15: [Onboarding New Leaders](#) (NHS event)
- Friday, Aug. 16: [Exploring Social Studies in Family Child Care Settings](#)
- Monday, Aug. 19
 - [The CDA Exam Special Accommodations](#)
 - [The CDA Exam Special Accommodations \[in Spanish\]](#)
 - [MyPeers Orientation](#)
- Tuesday, Aug. 20: [Using the Multicultural Principles in Daily Practice](#)
- Thursday, Aug. 22: [The Importance of Involving Latino Male Parents and Caregivers in Head Start Programs \[in Spanish\]](#)
- Tuesday, Aug. 27
 - [Build on Your Experience with Evidence-based Hearing Screening Practices for Children Ages 0–5](#)
 - [Including Young Children with Autism Spectrum Disorder, Part 2](#)
- Wednesday, Aug. 28
 - [Introduction to Evidence-based Hearing Screening Practices for Children Age 0–5](#)
 - [Building a Culture of Safety: 4 Steps to Healthy and Safe Learning Environments](#)
- Thursday, Aug. 29: [Office Hour: Approaches to Preventing and Addressing Child Health and Safety Incidents](#)

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](#)

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

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

Month	Breakfast	Lunch	Snack	Monthly Total
July-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
March-24	2444	2428	3164	8036
April-24	3161	3175	4218	10554
May-24	2115	2072	2416	6603
June-24	464	487	440	1391
July-24	660	710	637	2007
YEARLY TOTALS	25738	25761	32190	83,689

June 2024 EHS Time and Attendance												
As of 6/30/24	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	61	3	64	39	5	44	20	1	5	6/24/2024	14	83.9%
Hugo	32	1	33	20	1	21	12	1	1	6/12/2024	14	82.3%
Idabel	34		34	22		22	12	2	0		14	70.2%
TOTALS	127	4	131	81	6	87	44	4	6			79.8%

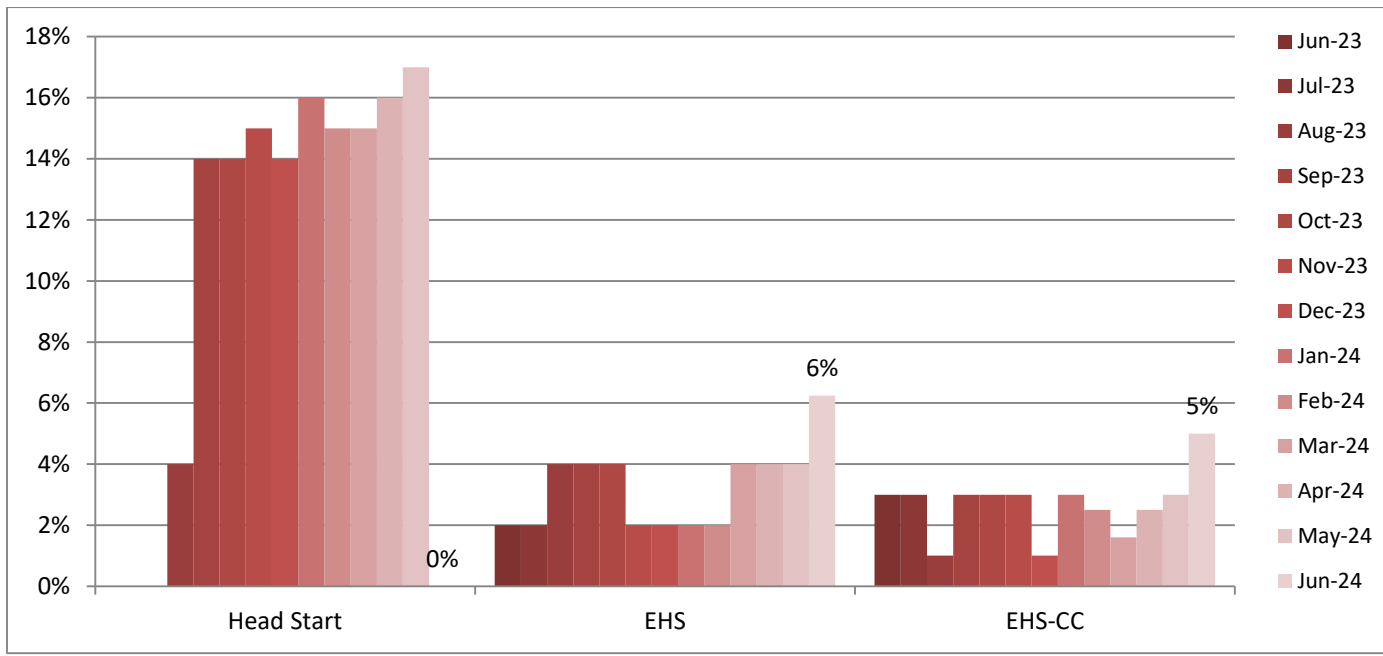
June 2024 EHS-CC Time and Attendance												
As of 6/30/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	21	1	22	13	2	15	7		2	6/25/2024	14	83.2%
ELC-Broken Bow	49		49	34	1	35	14	1	1	6/27/2024	14	79.9%
ELC-Hugo	20		20	12	1	13	7		1	6/4/2024	14	54.0%
ELC-Idabel	44	1	45	29	1	30	15	3	1	6/25/2024	14	82.1%
Cabbage Patch	47	1	48	23	1	24	24	4	1	6/6/2024	17	89.9%
The LearningTree	91	1	92	53		53	39	1	0		17	81.6%
TOTALS	272	4	276	164	6	170	106	9	6			81.4%

Data Analysis Report Summary

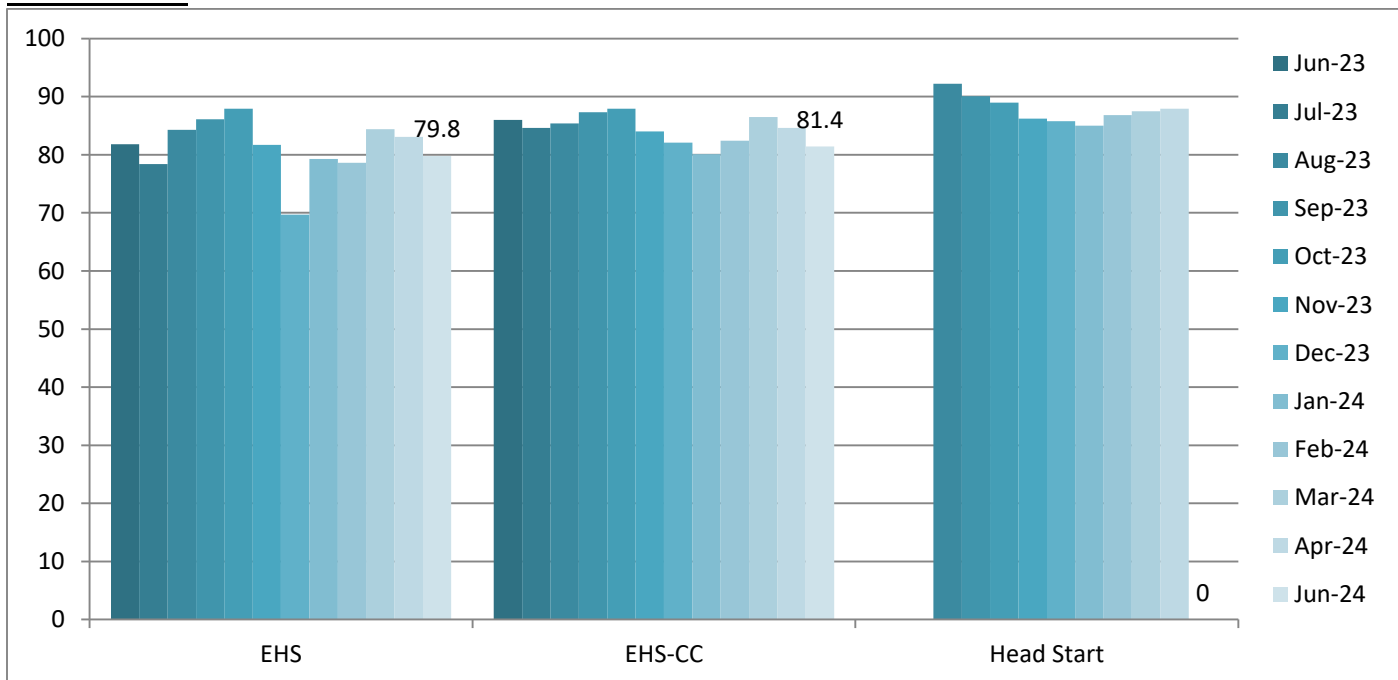
June 2024

Disabilities

IEP/IFSP –

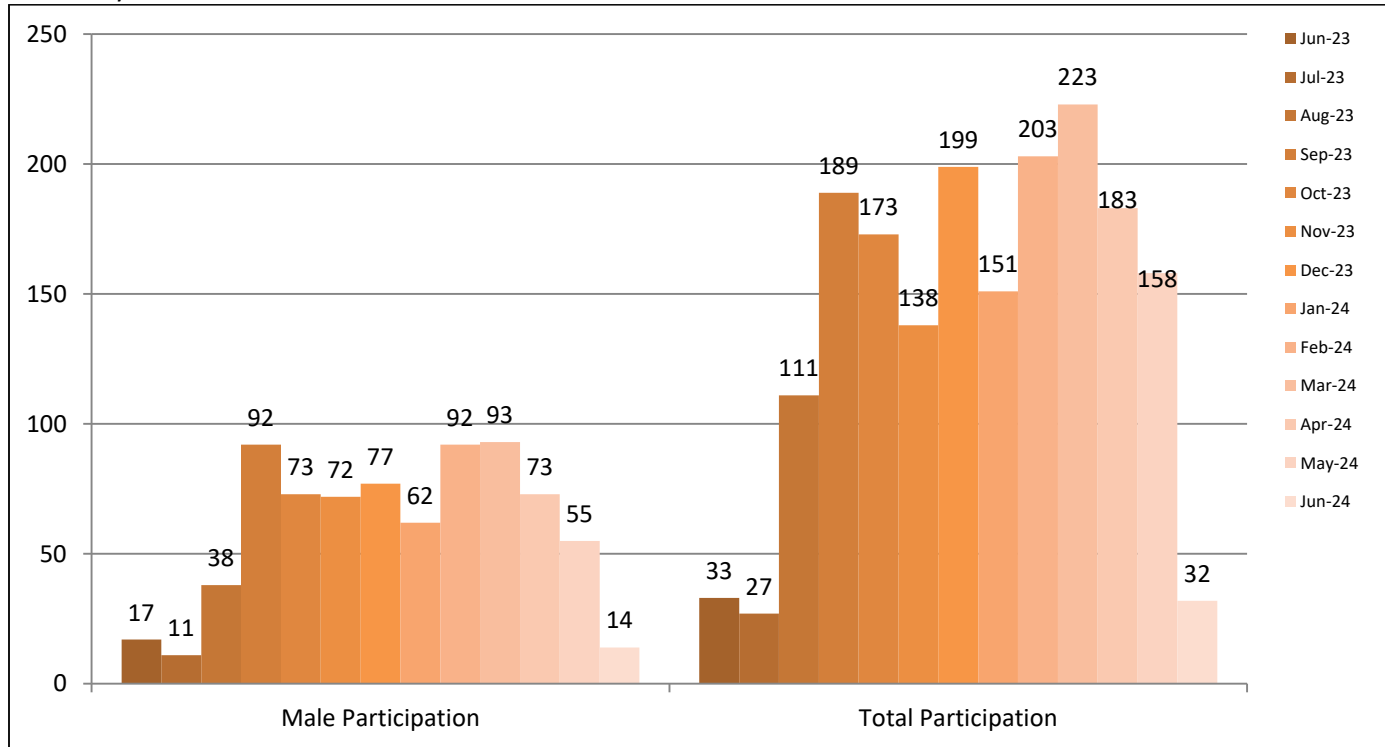


Attendance



Family & Community Engagement

Dad's Day



Parents Ready to Read

