



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

FEBRUARY 11, 2025 • 10:00 AM
HEAD START ADMINISTRATION OFFICE
1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

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

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, February 11, 2025 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve January 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E.** Consideration, Discussion, and Vote to Approve December 2024 Financial Reports; Distribution of January 2025 Financials for March 2025 Consideration and Vote (*OS 8.7*)

- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$126,650**
 - 1. 2025 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies - **\$6,265**
 - 2. FY 2025 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program
 - 3. 2025 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation - **\$40,000**
 - 4. 2025 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council - **\$32,185**
 - 5. 2025 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC - **\$48,200**

- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,067,016**
 - 1. Housing Stability Program Award from Oklahoma Housing Finance Agency - **\$1,174,110**
 - 2. FY 2025 Community Services Block Grant Award (1st Allocation) from Oklahoma Department of Commerce/Community Development - **\$59,906**
 - 3. Child Care Stabilization Grant Program Awards (Year 4/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 - 4. Oklahoma Initiative Fund Award from Communities Foundation of Oklahoma - **\$15,000**
 - 5. Choosing Childbirth Act Award (Year 1) from Oklahoma State Dept. of Health - **\$800,000**

- H.** Consideration, Discussion, and Vote to Approve 2025 LIFT CAA Affirmative Action Plan (*OS 5.7 & 5.9*)
- I.** Consideration, Discussion, and Vote to Approve FY 2025 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America

- J. Consideration, Discussion, and Vote to Approve Hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2025-2026 E-Rate Funding Year
- K. Board Training: Analysis Report over CSBG Annual Report and Results Oriented Management and Accountability (ROMA) Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (OS 9.1–9.4)
- L. Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (OS 9.3)
- M. Board Training: Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2025 Planning Logic Models (OS 5.7)
- N. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of 2025-2026 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Review (OS 5.7 & 5.9)
- O. Board Training/Programmatic Report: Quarterly Housing Production (October – December 2024) as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- P. 2024 LIFT CAA Customer Satisfaction Report: 4th Quarter Results (OS 1.3 & 6.4)
- Q. Risk Assessment and Management Report
- R. Policy Council Report (OS 2.1 & 5.9)
- S. Recognition of February 2025 Employee of the Month:
Alexander Prewitt, Transit Driver – Transit Program
- T. Other Reports/Announcements/Correspondence: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start Teacher Qualification Waiver Approvals; 2024 Salvation Army Red Kettle Campaign Report; Teen Dating Violence Awareness and Prevention Month (OS 5.9)
- U. Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- V. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____

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

MINUTES
BOARD OF DIRECTORS MEETING
January 14, 2025
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, January 14, 2025 at 10:06 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 William Smith.

Roll Call was taken and a quorum was established (20 Board Members present, 4 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jordan Hill, Sharon Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, Carolyn Pool, William Smith, Consuelo Splawn, Jim Bob Sullivan, Leah Thomas, Debra Williams, and Craig Young. The following members were absent: Patsy Guess, Jia Johnson, David Smith, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Sheree Ensley, Rhonda Teague, Kathy James, Rebecca (Reynolds) Porter, Amber Garman, Taylor Dunn, and Dionne Frankum.

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 January 14, 2025 prior to the Board Meeting. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for November 2024 and was presented with the December 2024 Financial Reports (pre-closing). The Committee also received a property update concerning the sale of the Transit Building in Antlers.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the December 2024 Regular Meeting Minutes and the November 2024 Financial Reports;

the December 2024 Financials were distributed for consideration and vote at the February 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by William Smith and seconded by Andrea Henkel to approve the December 2024 Regular Meeting Minutes and the November 2024 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2025 Network NTI Training Grant & Lodging Benefit Application to NeighborWorks® America in the amount of \$5,750; if awarded, these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.
2. Justice for Families Program Grant Application to U.S. Department of Justice, Office on Violence Against Women in the amount of \$600,000; if awarded, these funds would be used to establish a supervised visitation program, providing critical resources (such as staff with specialized training in visitation and exchange practices) for safe parent-child interactions in Choctaw, McCurtain, and Pushmataha Counties.
3. Rural Business Enterprise Grant Application to U.S. Department of Agriculture, Rural Development in the amount of \$99,999 and Signing of Authorizing Resolution; if awarded, these funds will be used to support the creation of a Business Learning Academy to provide training in the areas of human resource management, technology training, and leadership development for new and existing small businesses in Choctaw County.
4. FY 2025 Community Services Block Grant Application (1st Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$59,906; if awarded, this funding will be used for operational support of agency programs.
5. Oklahoma Initiative Fund Application to Communities Foundation of Oklahoma in the amount of \$15,000; if awarded, these funds would be used to support the LIFT YouthBuild Program/activities, through the purchase of a CNC (Computer Numerical Control) wood cutting machine.
6. FY 2025 Flexible Impact Grant Application to NeighborWorks® America in the amount of \$260,000; if awarded, funding under the Expendable category will be to support Housing Department staff and other operational expenses associated with the agency's housing and lending lines of business. In addition, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jordan Hill and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of \$1,040,655 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Oklahoma Early Childhood Program Grant Award (Year 19) from Community Action Project of Tulsa County in the amount of \$181,239.68 (with \$90,812.94 Match); a total of \$272,052.62 in funding (grant award plus match) will be used to support personnel costs

within Early Head Start Program and Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

2. FY 2025 Network NTI Training Grant & Lodging Benefit Award from NeighborWorks® America in the amount of \$5,750; these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.
3. AmeriCorps Seniors Retired and Senior Volunteer Program Donation from Public Service Company of Oklahoma in the amount of \$500; these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.

A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve acceptance of grants, contracts, and awards in the amount of \$187,489.68 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

David Hawkins, Chairman, and Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to ratify the Executive Committee's approval to submit revised Change in Scope – Enrollment Reduction Amendment Application for the Head Start/Early Head Start Programs to the Office of Head Start. Through continued conversations with Region VI Office of Head Start leadership, it had become apparent that further revisions to LIFT CAA's previously submitted Change in Scope – Enrollment Reduction Amendment Application were necessary to ensure the success of the Head Start and Early Head Start Programs. The revisions suggested by the Region VI Office of Head Start included increasing the enrollment reduction by 26 additional slots and reducing the number of classrooms by 10. This meant that LIFT CAA would be requesting the Funded Federal Enrollment to change from 387 Head Start slots to 234 slots without reducing the amount of grant funding received. The submitted application proposed a reduction of 260, so this would further increase the reduction. Along with the reduction in enrollment, the number of classrooms would be reduced from 28 to 18. Several of the classrooms proposed for closure are located in areas where enrollment has significantly declined due to factors such as geographic distance and competition from newly-opened centers. In fact, two of the 10 classrooms are not currently in operation. The 10 classrooms proposed for closure under the request included: Antlers II, Battiest, Broken Bow III, Clayton I, Clayton II, Haworth, Rattan II, Rattan III, Valliant I, and Valliant II. The Head Start Program will work to retain the staff members displaced in other positions or as float staff. The change in enrollment will also affect the Cost Allocation Plan for the Head Start/EHS/EHS-Child Care programs, which will require Management Team staff and funding to be reallocated accordingly. As the Head Start Program is currently serving more children than the proposed enrollment of 234, services would continue to be provided to those children until such time that they withdraw, disenroll, or age out of the program, so that no child will be displaced. The enrollment for the Early Head Start Program would remain at 48 slots. Additionally, the request will allow for reinvestment in staff through salary

increases (for Teachers, Teacher Assistants, Float staff, Cooks, Special Needs Aides/Substitutes) as a retention and program quality assurance measure. Cost savings would also be converted and reallocated under the Early Head Start Program to support staff salary increases and associated costs (as a means of maintaining quality of program services) for the Lead Teacher/Caregivers, Caregiver Aide, and Center Directors. These proposed changes required approval by the programs' governing authorities (Board and Policy Council). However, there was a short turnaround to submit the revised application back to the Office of Head Start in order to ensure approval before the end of 2024 (especially given the upcoming holidays and possibility of a government shutdown), and the December 2024 Board Meeting had already taken place. Therefore, in accordance with LIFT CAA's Amended and Restated By-Laws, the Executive Committee was convened to seek approval to submit the revised application, which was approved by unanimous vote during the meeting on December 13, 2024. The Policy Council also approved submission of the revised application during their regular meeting on December 17, 2024. As is required by Article X, Section 4 of LIFT CAA's Amended and Restated By-Laws, any decision of the Executive Committee must be ratified by a majority vote of the Board of Directors at the next Board Meeting or it will become revoked. A motion was made by Craig Young and seconded by Brad Burgett to ratify the Executive Committee's approval to submit revised Change in Scope – Enrollment Reduction Amendment Application for the Head Start/Early Head Start Programs to the Office of Head Start. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

David Hawkins, Chairman, and Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to ratify the Executive Committee's approval to submit revised Change in Scope – Enrollment Reduction Amendment Application for the EHS-Child Care Partnership Program to the Office of Head Start. Through continued conversations with Region VI Office of Head Start leadership, it had also become apparent that further revisions to LIFT CAA's previously submitted Change in Scope – Enrollment Reduction Amendment Application were necessary to ensure the success of the Early Head Start-Child Care Partnership Program. The revisions suggested by the Region VI Office of Head Start included increasing the enrollment reduction by eight additional slots and reducing the number of pods (of four children with one teacher). This meant that LIFT CAA would be requesting the Funded Federal Enrollment to change from 120 Early Head Start-Child Care Partnership slots to 104 slots without reducing the amount of grant funding received. The submitted application proposed a reduction of 112, so this would further increase the reduction. Along with the reduction in enrollment, the number of pods would be reduced from 30 to 26. Broken Bow Early Learning Center (which houses all four pods proposed for reduction) is located in an area where enrollment has significantly declined, mainly in part due to competition from existing and newly-opened centers; in fact, two pods are not currently in operation. No children will be displaced as a result of the enrollment reduction, and will continue to receive services until such time that they withdraw, disenroll, or age out of the program. The EHS-Child Care Program will work with the partner centers to retain as many staff members as possible. The change in enrollment will also affect the Cost Allocation Plan for the Head Start/EHS/EHS-Child Care programs, which will require Management Team staff and funding to be reallocated accordingly. Additionally, the request will allow for reinvestment in staff through salary increases for Special Needs Aides/Substitutes as a retention and program quality assurance measure. These proposed changes required approval by the programs' governing authorities (Board and Policy Council). However, there was a short turnaround to submit the

revised application back to the Office of Head Start in order to ensure approval before the end of 2024 (especially given the upcoming holidays and possibility of a government shutdown), and the December 2024 Board Meeting had already taken place. Therefore, in accordance with LIFT CAA's Amended and Restated By-Laws, the Executive Committee was convened to seek approval to submit the revised application, which was approved by unanimous vote during the meeting on December 13, 2024. The Policy Council also approved submission of the revised application during their regular meeting on December 17, 2024. As is required by Article X, Section 4 of LIFT CAA's Amended and Restated By-Laws, any decision of the Executive Committee must be ratified by a majority vote of the Board of Directors at the next Board Meeting or it will become revoked. A motion was made by Brent Franks and seconded by Debra Williams to ratify the Executive Committee's approval to submit revised Change in Scope – Enrollment Reduction Amendment Application for the Early Head Start-Child Care Partnership Program to the Office of Head Start. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

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

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. Porter explained that this is an annual authorization. A motion was made by Brent Franks and seconded by William Smith to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity

Officer. McMillin has held this appointment since 2012, and has attended trainings and other continuing education to keep her well-versed and able to administer the duties as EEO Officer for LIFT CAA. A motion was made by Brad Burgett and seconded by Tami Barnes to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Equal Opportunity Policy Statement. Porter then reviewed the Equal Opportunity Policy Statement with the Board. A motion was made by Tami Barnes and seconded by Andrea Henkel to approve the LIFT CAA Equal Opportunity Policy Statement. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/EHS-Child Care Cost Allocation Plan. James explained the purpose of the plan is to ensure program funding is allocated appropriately across the various grants that support the programs. The Cost Allocation Plan represents only those expenses that require cost allocation and are distributed between the Head Start/EHS/EHS-Child Care Programs. The Cost Allocation Plan was reviewed and revised in preparation for submission of the Change in Scope – Enrollment Reduction Amendment Applications to the Office of Head Start as proposed under Items H and I. James stated the plan included changes to reflect the reduction of enrollment and classrooms/pods for the Head Start and EHS-Child Care Programs as discussed earlier in the meeting. In addition, all Management Team positions are currently cost-allocated across LIFT CAA's Head Start, Early Head Start, and EHS-Child Care Programs. As part of the Change in Scope – Enrollment Reduction Amendment Applications and reflected in the proposed Cost Allocation Plan, one Assistant Director and all Content Area Assistant Specialists will be allocated exclusively to the EHS-Child Care Program. James directed the Board to a handout demonstrating the Management Team page of the Cost Allocation Plan, explaining that the version included in the Board Meeting Packet was incorrect. This movement of staffing is being proposed as part of a broader program improvement strategy, aimed at enhancing the quality and effectiveness of services provided. Other key positions, including the Director, Professional Development Specialist, Outreach Specialist, Program Secretary, Program Clerk, Procurement Clerks, and Maintenance Technicians, will continue to be allocated across all three programs, ensuring that operational and administrative functions remain robust and efficient. A motion was made by Debra Williams and seconded by Brad Burgett to approve the Head Start/Early Head Start/EHS-Child Care Programs Cost Allocation Plan as presented, to include the updated Management Team page. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The voting record is attached (Item N).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, requested the Board's consideration, discussion, and vote to accept the 2025–2027 Community Needs Assessment/Report (Organizational Standards 1.2, 2.2, and 3.1-3.5). Cox first explained the process undertaken to complete the Community Needs Assessment (conducted every three years), and detailed each step (as documented in the CNA). The Oklahoma Standardized Community Needs Assessment Survey was utilized and distributed to the public; survey collection was conducted from May through October 2024. The agency collected a total of 337 surveys. The data

from the completed surveys provided the agency with demographic information, as well as an accounting of what residents identified as needs in their communities. After this process, the next step was to prioritize the identified needs in order to determine the top three. Focus groups consisting of agency leadership, front-line staff, and LIFT CAA Board Members participated in activities to prioritize the top three community needs. Focus group participants were asked to select or rank the top three needs and provide reasoning for their choice (qualitative data). The resulting top three prioritized needs were (in ranked order): 1. Housing, 2. Transportation, and 3. Youth Services. The next step involved community meetings; a total of three meetings were conducted, with one held per county (Choctaw, McCurtain, Pushmataha). At these meetings, participants discussed the causes and conditions of poverty, why the prioritized needs were so prominent in their communities, existing resources for addressing each need, and potential strategies for meeting these needs. This information, along with additional statistical data and research, was used to determine if the needs identified by the community were supported. This research showed that a great deal of information/statistics from reliable sources support the prioritized needs. The final step was to then compile this information into a report using the format required by the Oklahoma Department of Commerce. After providing a thorough review and analysis of the 2025–2027 Community Needs Assessment/Report, Cox emphasized that the CNA, once approved, will serve as a guide and resource for strategic planning, developing program priorities, justifying the need for funding, and ensuring agency work/efforts align with the CSBG goals of addressing and alleviating poverty. A motion was made by Jordan Hill and seconded by Tami Barnes to accept the 2025–2027 Community Needs Assessment/Report. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the Victim Services Programs and a review of the Mission Statement (Organizational Standards 5.7 and 5.9). James gave an overview of the Victim Services Programs' Domestic Violence, Sexual Assault and Stalking Recertification process and upcoming Site Visit with 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. The programs under the certification include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), Safe Place Healing Hearts Too (est. 2021), and Victim Advocacy Services (est. 2015). Additionally, James reviewed with the Board the Mission Statement of the Victim Services Programs to ensure it aligns with current standards and practices, confirming that it is documented as required.

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Philosophy of Service Provision, Annual Program Goals, and Policies and Procedures Manual (Organizational Standard 5.7). James explained that these approvals are a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. She reviewed with the Board the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (Oklahoma Administrative Code § 75:15-1-1.1), which is based upon voluntary services and individual self-determination. James then 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 annual goals for each program, consistent with the existing goals and activities/work being conducted. She then reviewed the proposed revisions to the Policies and Procedures Manual, which was last approved by the Board in July 2024. The proposed revisions are necessary to reflect current practice/procedures and revised standards. James then discussed the various components of the Manual with the Board. After approval, the Philosophy, Goals, and Policies and Procedures Manual will be disseminated to staff and volunteers, and made available to the community and clients. After review and discussion, a motion was made by Brad Burgett and seconded by Jordan Hill to approve the Victim Services Programs Philosophy of Service Provision, Annual Program Goals, and Policies and Procedures Manual. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, provided the Board with the Policy Council Report for the December 17, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Taylor Dunn (Director, Second Chance Reentry Program) as the January 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Adora Morris (Lead Teacher, Early Head Start Program) for Ten Years of Service.

Other Reports/Announcements/Correspondence were presented as follows: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start/Early Head Start Programs' Change in Scope – Enrollment Reduction Amendment Approval; EHS-Child Care Partnership Program Change in Scope – Enrollment Reduction Amendment Approval; 2024 Holiday Food Basket Report; AmeriCorps Seniors RSVP Match Waiver Approval; National Stalking Awareness Month; and Dolly Parton Imagination Library Launch Event (Organizational Standard 5.9).

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

The Regular Meeting adjourned at 11:30 a.m.

Brad Burgett, Secretary/Treasurer

CALL
To
ORDER:
10:00am

January 14, 2025		Present	Absent	D&E			F			G			H			I		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓				✓	✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks	✓		✓			✓			✓			✓			✓		
6	Kristi Graham	✓		✓			✓			✓			✓			✓		
7	Patsy Guess		✓															
8	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill	✓		✓			✓			✓			✓			✓		
10	Jia Johnson		✓															
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers	✓								✓			✓			✓		
13	Kara Maness	✓		✓			✓			✓			✓			✓		
14	Sandra Meeks	✓		✓			✓			✓			✓			✓		
15	Carolyn Pool	✓		✓			✓			✓			✓			✓		
16	David Smith		✓															
17	William Smith	✓		✓			✓			✓			✓			✓		
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
20	Leah Thomas	✓		✓			✓			✓			✓			✓		
21	Vicky Wade		✓															
22	Debra Williams	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓			✓		
24	David Hawkins	✓																
25																		
26																		
27																		

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January 14, 2025		Present	Absent	<i>B. FRANKS</i> K			<i>W. SMITH</i> L			<i>B. BURGETT</i> M			<i>T. BARNES</i> N			<i>A. HENKEL</i> O			<i>D. WILLIAMS</i> Y			<i>B. BURGETT</i> N			<i>J. HILL</i> A			<i>T. BARNES</i> A		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
5	Brent Franks	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
6	Kristi Graham	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
7	Patsy Guess		✓																											
8	Andrea Henkel	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
9	Jordan Hill	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
10	Jia Johnson		✓																											
11	Sharon Johnson	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
12	Vickie Leathers	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
13	Kara Maness	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
14	Sandra Meeks	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
15	Carolyn Pool	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
16	David Smith		✓																											
17	William Smith	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
20	Leah Thomas	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
21	Vicky Wade		✓																											
22	Debra Williams	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓			✓			✓			✓			✓			✓		
24	David Hawkins	✓																												
25																														
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	January 14, 2025	Present	Absent	Q			W											
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓											
2	Colby Bryant	✓		✓			✓											
3	Brad Burgett	✓		✓			✓											
4	Kevin Cory	✓		✓			✓											
5	Brent Franks	✓		✓			✓											
6	Kristi Graham	✓		✓			✓											
7	Patsy Guess		✓															
8	Andrea Henkel	✓		✓			✓											
9	Jordan Hill	✓		✓			✓											
10	Jia Johnson		✓															
11	Sharon Johnson	✓		✓			✓											
12	Vickie Leathers	✓		✓			✓											
13	Kara Maness	✓		✓			✓											
14	Sandra Meeks	✓		✓			✓											
15	Carolyn Pool	✓		✓			✓											
16	David Smith		✓															
17	William Smith	✓		✓			✓											
18	Consuelo Splawn	✓		✓			✓											
19	Jim Bob Sullivan	✓		✓			✓											
20	Leah Thomas	✓		✓			✓											
21	Vicky Wade		✓															
22	Debra Williams	✓		✓			✓											
23	Craig Young	✓		✓			✓											
24	David Hawkins	✓																
25																		
26																		
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B. BURGETT

J. HILL

B. BURGETT

T. BARNES

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

FINANCIAL ROW	AMOUNT (AS OF DEC 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$8,646,823.07	\$9,869,414.41	(\$1,222,591.34)	-12.39%
1020 - Payroll Account	\$9,316.68	\$363,621.18	(\$354,304.50)	-97.44%
1021 - First United Accounts Payable	\$13,885.75	(\$34,318.47)	\$48,204.22	-140.46%
1022 - First United TH Reserve	\$146,772.86	\$139,439.77	\$7,333.09	5.26%
1023 - First United General Escrow	\$178,390.15	\$159,540.20	\$18,849.95	11.82%
1024 - First United Marina License	\$253.90	\$240.82	\$13.08	5.43%
1025 - First United Deposit (PayPal)	\$2,115.20	\$2,115.20	\$0.00	0.00%
1028 - First United Unrestricted Funds CD	\$849,505.41	\$822,783.89	\$26,721.52	3.25%
1030 - Shamrock Bank - Clayton	\$1,854.10	\$1,835.61	\$18.49	1.01%
1040 - Petty Cash	\$835.00	\$410.00	\$425.00	103.66%
1050 - McCurtain County National Bank	\$6,449.31	\$17,224.53	(\$10,775.22)	-62.56%
Total - 1000 - Cash	\$9,856,201.43	\$11,342,307.14	(\$1,486,105.71)	-13.10%
Total Bank	\$9,856,201.43	\$11,342,307.14	(\$1,486,105.71)	-13.10%
Accounts Receivable				
1100 - Receivables				
1105 - Accrued Acct Receivable	\$272,333.18	\$234,248.69	\$38,084.49	16.26%
1110 - Accounts Receivable	\$667,507.23	\$1,592,863.67	(\$925,356.44)	-58.09%
1120 - Due From (A/R)	(\$362.96)	\$269,370.66	(\$269,733.62)	-100.13%
Total - 1100 - Receivables	\$939,477.45	\$2,096,483.02	(\$1,157,005.57)	-55.19%
1300 - Other receivables				
1320 - Notes/loans receivable	\$334,632.06	\$335,515.82	(\$883.76)	-0.26%
1321 - Loans Receivable from Belmont	\$217,351.48	\$162,809.48	\$54,542.00	33.50%
1322 - Loans Receivable from Clayton	\$227,561.53	\$202,957.53	\$24,604.00	12.12%
1323 - Loans Receivable rom Kiamichi	\$123,563.90	\$123,563.90	\$0.00	0.00%
1324 - Loans Receivable from SOCDC	\$522,001.57	\$422,001.57	\$100,000.00	23.70%
1326 - Loans Receivable from Rouleau House	\$51,909.76	\$51,909.76	\$0.00	0.00%
Total - 1300 - Other receivables	\$1,477,020.30	\$1,298,758.06	\$178,262.24	13.73%
Total Accounts Receivable	\$2,416,497.75	\$3,395,241.08	(\$978,743.33)	-28.83%
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	\$35,814.82	\$26,628.16	\$9,186.66	34.50%
Total - 1400 - Other assets	\$35,814.82	\$26,628.16	\$9,186.66	34.50%
1500 - Investments				
1530 - Property/Lots held for Sale	\$375,516.35	\$375,516.35	\$0.00	0.00%
1599 - Undeposited Funds	\$468.35	(\$1,048.76)	\$1,517.11	-144.66%
Total - 1500 - Investments	\$375,984.70	\$374,467.59	\$1,517.11	0.41%
NS097 - Interfund Due to /Due from Payroll Float	(\$738.73)	(\$0.01)	(\$738.72)	7,387,200.00%
	\$303,788.87	\$0.00	\$303,788.87	0.00%

FINANCIAL ROW	AMOUNT (AS OF DEC 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
Total Other Current Asset	\$714,849.66	\$401,095.74	\$313,753.92	78.22%
Total Current Assets	\$12,987,548.84	\$15,138,643.96	(\$2,151,095.12)	-14.21%
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				
1725 - Accum deprec - building	(\$5,578,660.84)	(\$5,578,660.84)	\$0.00	0.00%
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)	(\$2,072,640.82)	\$0.00	0.00%
1740 - Accum. Amortization Leases	(\$16,116.90)	(\$16,116.90)	\$0.00	0.00%
Total - 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				
1810 - Right to Use Asset - Leases	\$16,729.67	\$16,729.67	\$0.00	0.00%
1950 - Stale Dated Payables	(\$12.99)	\$0.00	(\$12.99)	0.00%
Total - 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	\$20,112,636.12	\$22,263,744.23	(\$2,151,108.11)	-9.66%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables				
2010 - AP Accrued monthly	(\$18,324.90)	(\$19,536.23)	\$1,211.33	-6.20%
Total - 2000 - Payables	(\$18,324.90)	(\$19,536.23)	\$1,211.33	-6.20%
Total Accounts Payable	(\$18,324.90)	(\$19,536.23)	\$1,211.33	-6.20%
Other Current Liability				
2100 - Accrued liabilities				
2105 - Accrued Expense Payables	\$229,423.06	\$583,749.11	(\$354,326.05)	-60.70%
2110 - Wages Payable	\$914,832.26	\$352,669.53	\$562,162.73	159.40%
2115 - Accrued Pension	\$26,654.22	\$0.00	\$26,654.22	0.00%
2120 - Accrued Employee Benefits	\$133,909.19	\$312,530.75	(\$178,621.56)	-57.15%
2125 - Accrued Benefits	\$67,348.99	\$0.00	\$67,348.99	0.00%
2130 - Accrued payroll taxes	(\$66,819.90)	\$30,053.14	(\$96,873.04)	-322.34%
2131 - Accrued Taxes	\$33,430.32	\$0.00	\$33,430.32	0.00%
2135 - Indirect Payable	\$162,728.60	\$76,297.76	\$86,430.84	113.28%
2150 - Home Loan Escrow Accounts	(\$331.25)	(\$580.61)	\$249.36	-42.95%
2160 - Due to (Liab)	\$22,255.06	\$10,117.70	\$12,137.36	119.96%
2180 - Accrued Payroll Deductions	(\$8,549.60)	(\$7,601.21)	(\$948.39)	12.48%
Total - 2100 - Accrued liabilities	\$1,514,880.95	\$1,357,236.17	\$157,644.78	11.62%
2400 - Refundable Advances				
2450 - Apartment Sec Deposits Payable	\$30,349.50	\$27,400.50	\$2,949.00	10.76%
2455 - Sales Taxes Payable	(\$11.25)	\$0.00	(\$11.25)	0.00%
Total - 2400 - Refundable Advances	\$30,338.25	\$27,400.50	\$2,937.75	10.72%
Total Other Current Liability	\$1,545,219.20	\$1,384,636.67	\$160,582.53	11.60%
Total Current Liabilities	\$1,526,894.30	\$1,365,100.44	\$161,793.86	11.85%

FINANCIAL ROW	AMOUNT (AS OF DEC 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$482.99	\$4,100.28	(\$3,617.29)	-88.22%
2780 - Lease liability	\$727.94	\$727.94	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$1,210.93	\$4,828.22	(\$3,617.29)	-74.92%
Total Long Term Liabilities	\$1,210.93	\$4,828.22	(\$3,617.29)	-74.92%
Equity	\$18,584,530.89	\$20,893,815.57	(\$2,309,284.68)	-11.05%
Total Liabilities & Equity	\$20,112,636.12	\$22,263,744.23	(\$2,151,108.11)	-9.66%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
From Jan 2025 to Adjust 2025

FINANCIAL ROW	AMOUNT (JAN 2025 - ADJUST 2025)	COMPARATIVE AMOUNT (JAN 2024 - DEC 2024)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$15,060.01	\$66,066.44	(\$51,006.43)	-77.20%
4100 - Inkind Revenue	\$369.34	\$1,519,251.09	(\$1,518,881.75)	-99.98%
4200 - Miscellaneous Revenue	\$28,581.16	\$1,254,930.89	(\$1,226,349.73)	-97.72%
4400 - State Revenue	\$88,872.28	\$1,730,695.17	(\$1,641,822.89)	-94.86%
4500 - Federal Revenue	\$1,284,873.00	\$15,332,655.00	(\$14,047,782.00)	-91.62%
4900 - Recoveries from Programs	\$328,323.95	\$3,993,852.84	(\$3,665,528.89)	-91.78%
5000 - Rental Revenue	\$103,709.33	\$756,661.79	(\$652,952.46)	-86.29%
5100 - Program Fee Revenue	\$61,712.97	\$1,522,032.67	(\$1,460,319.70)	-95.95%
5300 - Interest and Dividends	\$25,759.94	\$319,105.51	(\$293,345.57)	-91.93%
5400 - Revenue from other sources	\$37,751.31	\$1,681,254.64	(\$1,643,503.33)	-97.75%
5800 - Special Event Expense	\$1,165.00	\$5,266.00	(\$4,101.00)	-77.88%
Total - Income	\$1,976,178.29	\$28,181,772.04	(\$26,205,593.75)	-92.99%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$2,810.86	(\$2,810.86)	-100.00%
Total - Cost Of Sales	\$0.00	\$2,810.86	(\$2,810.86)	-100.00%
Gross Profit	\$1,976,178.29	\$28,178,961.18	(\$26,202,782.89)	-92.99%
Expense				
7000 - Grants, contracts, & direct assistance	\$51,483.32	\$1,770,162.16	(\$1,718,678.84)	-97.09%
7200 - Salaries & related expenses	\$980,113.45	\$12,510,254.57	(\$11,530,141.12)	-92.17%
7300 - Indirect Cost Pool Expense	\$172,049.46	\$2,176,494.77	(\$2,004,445.31)	-92.10%
7500 - Contract/Consultant Services	\$65,379.54	\$2,045,568.27	(\$1,980,188.73)	-96.80%
8100 - Non personnel expenses	\$79,658.61	\$1,204,180.27	(\$1,124,521.66)	-93.38%
8200 - Facility & equipment expenses	\$86,603.05	\$2,750,374.11	(\$2,663,771.06)	-96.85%
8300 - Travel & meetings expenses	\$39,652.98	\$640,683.27	(\$601,030.29)	-93.81%
8400 - Insurance Expense	\$164,709.13	\$2,235,204.58	(\$2,070,495.45)	-92.63%
8600 - Business expenses	\$0.00	\$1,704.01	(\$1,704.01)	-100.00%
8700 - Food Expenses	\$29,071.40	\$1,742,261.67	(\$1,713,190.27)	-98.33%
8800 - In-Kind Expenses	\$369.34	\$1,519,251.09	(\$1,518,881.75)	-99.98%
Total - Expense	\$1,669,090.28	\$28,596,138.77	(\$26,927,048.49)	-94.16%
Net Ordinary Income	\$307,088.01	(\$417,177.59)	\$724,265.60	-173.61%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$76,435.38	\$1,869,437.48	(\$1,793,002.10)	-95.91%
Total - Other Expense	\$76,435.38	\$1,869,437.48	(\$1,793,002.10)	-95.91%
Net Other Income	(\$76,435.38)	(\$1,869,437.48)	\$1,793,002.10	-95.91%
Net Income	\$230,652.63	(\$2,286,615.07)	\$2,517,267.70	-110.09%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Jan 2025

FINANCIAL ROW	AMOUNT (AS OF JAN 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$8,486,747.96	\$8,619,064.11	(\$132,316.15)	-1.54%
1020 - Payroll Account	\$388,801.07	\$9,316.68	\$379,484.39	4,073.17%
1021 - First United Accounts Payable	(\$17,531.80)	(\$15,280.36)	(\$2,251.44)	14.73%
1022 - First United TH Reserve	\$147,391.58	\$146,772.86	\$618.72	0.42%
1023 - First United General Escrow	\$191,340.15	\$178,390.15	\$12,950.00	7.26%
1024 - First United Marina License	\$253.93	\$253.90	\$0.03	0.01%
1025 - First United Deposit (PayPal)	\$2,634.11	\$2,115.20	\$518.91	24.53%
1028 - First United Unrestricted Funds CD	\$851,811.36	\$849,505.41	\$2,305.95	0.27%
1030 - Shamrock Bank - Clayton	\$1,856.29	\$1,854.10	\$2.19	0.12%
1040 - Petty Cash	\$885.00	\$835.00	\$50.00	5.99%
1050 - McCurtain County National Bank	\$10,011.73	\$6,449.31	\$3,562.42	55.24%
1070 - Fund to Fund Allocation Transfers	\$11,211.02	\$9,041.20	\$2,169.82	24.00%
Total - 1000 - Cash	\$10,075,412.40	\$9,808,317.56	\$267,094.84	2.72%
Total Bank	\$10,075,412.40	\$9,808,317.56	\$267,094.84	2.72%
Accounts Receivable				
1100 - Receivables				
1105 - Accrued Acct Receivable	\$235,852.27	\$277,316.17	(\$41,463.90)	-14.95%
1110 - Accounts Receivable	\$427,111.75	\$667,507.23	(\$240,395.48)	-36.01%
1120 - Due From (A/R)	(\$2,714.20)	(\$2,714.20)	\$0.00	0.00%
Total - 1100 - Receivables	\$660,249.82	\$942,109.20	(\$281,859.38)	-29.92%
1300 - Other receivables				
1320 - Notes/loans receivable	\$334,632.06	\$334,632.06	\$0.00	0.00%
1321 - Loans Receivable from Belmont	\$180,360.48	\$217,351.48	(\$36,991.00)	-17.02%
1322 - Loans Receivable from Clayton	\$229,536.53	\$227,561.53	\$1,975.00	0.87%
1323 - Loans Receivable rom Kiamichi	\$123,563.90	\$123,563.90	\$0.00	0.00%
1324 - Loans Receivable from SOCDC	\$522,001.57	\$522,001.57	\$0.00	0.00%
1326 - Loans Receivable from Rouleau House	\$51,909.76	\$51,909.76	\$0.00	0.00%
1327 - Receivable - NW Capital from Building Funds	\$155,167.00	\$0.00	\$155,167.00	0.00%
Total - 1300 - Other receivables	\$1,597,171.30	\$1,477,020.30	\$120,151.00	8.13%
Total Accounts Receivable	\$2,257,421.12	\$2,419,129.50	(\$161,708.38)	-6.68%
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	\$35,814.82	\$35,814.82	\$0.00	0.00%
1465 - Advances Paid	\$1,291.00	\$128.60	\$1,162.40	903.89%
Total - 1400 - Other assets	\$37,105.82	\$35,943.42	\$1,162.40	3.23%
1500 - Investments				
NS097 - Interfund Due to /Due from Payroll Float	(\$738.73)	(\$738.73)	\$0.00	0.00%
	\$399,017.97	\$303,788.87	\$95,229.10	31.35%
Total Other Current Asset	\$806,002.76	\$709,611.26	\$96,391.50	13.58%
Total Current Assets	\$13,138,836.28	\$12,937,058.32	\$201,777.96	1.56%

FINANCIAL ROW	AMOUNT (AS OF JAN 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
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				
1725 - Accum deprec - building	(\$5,578,660.84)	(\$5,578,660.84)	\$0.00	0.00%
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)	(\$2,072,640.82)	\$0.00	0.00%
1740 - Accum. Amortization Leases	(\$16,116.90)	(\$16,116.90)	\$0.00	0.00%
Total - 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				
1810 - Right to Use Asset - Leases	\$16,729.67	\$16,729.67	\$0.00	0.00%
1950 - Stale Dated Payables	(\$12.99)	(\$12.99)	\$0.00	0.00%
Total - 1800 - Other Assets	\$16,716.68	\$16,716.68	\$0.00	0.00%
Total Other Assets	\$16,716.68	\$16,716.68	\$0.00	0.00%
Total ASSETS	\$20,263,923.56	\$20,062,145.60	\$201,777.96	1.01%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables				
2010 - AP Accrued monthly	(\$20,478.39)	(\$18,324.90)	(\$2,153.49)	11.75%
Total - 2000 - Payables	(\$20,478.39)	(\$18,324.90)	(\$2,153.49)	11.75%
Total Accounts Payable	(\$20,478.39)	(\$18,324.90)	(\$2,153.49)	11.75%
Other Current Liability				
2100 - Accrued liabilities	\$1,200,276.78	\$1,343,619.77	(\$143,342.99)	-10.67%
2400 - Refundable Advances	\$31,738.07	\$30,338.25	\$1,399.82	4.61%
2500 - Short-term notes & loans payable	\$155,167.00	\$0.00	\$155,167.00	0.00%
Total Other Current Liability	\$1,387,181.85	\$1,373,958.02	\$13,223.83	0.96%
Total Current Liabilities	\$1,366,703.46	\$1,355,633.12	\$11,070.34	0.82%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$175.75	\$482.99	(\$307.24)	-63.61%
2780 - Lease liability	\$727.94	\$727.94	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$903.69	\$1,210.93	(\$307.24)	-25.37%
Total Long Term Liabilities	\$903.69	\$1,210.93	(\$307.24)	-25.37%
Equity	\$18,896,316.41	\$18,705,301.55	\$191,014.86	1.02%
Total Liabilities & Equity	\$20,263,923.56	\$20,062,145.60	\$201,777.96	1.01%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
From Jan 2025 to Adjust 2025

FINANCIAL ROW	AMOUNT (JAN 2025 - ADJUST 2025)	COMPARATIVE AMOUNT (JAN 2024 - DEC 2024)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$15,060.01	\$66,066.44	(\$51,006.43)	-77.20%
4100 - Inkind Revenue	\$369.34	\$1,519,251.09	(\$1,518,881.75)	-99.98%
4200 - Miscellaneous Revenue	\$28,581.16	\$1,254,930.89	(\$1,226,349.73)	-97.72%
4400 - State Revenue	\$88,772.41	\$1,730,695.17	(\$1,641,922.76)	-94.87%
4500 - Federal Revenue	\$1,161,496.00	\$15,332,655.00	(\$14,171,159.00)	-92.42%
4900 - Recoveries from Programs	\$328,323.95	\$3,993,852.84	(\$3,665,528.89)	-91.78%
5000 - Rental Revenue	\$99,151.33	\$756,661.79	(\$657,510.46)	-86.90%
5100 - Program Fee Revenue	\$61,315.89	\$1,522,032.67	(\$1,460,716.78)	-95.97%
5300 - Interest and Dividends	\$25,072.02	\$319,105.51	(\$294,033.49)	-92.14%
5400 - Revenue from other sources	\$37,751.31	\$1,629,002.79	(\$1,591,251.48)	-97.68%
5800 - Special Event Expense	\$1,165.00	\$5,266.00	(\$4,101.00)	-77.88%
Total - Income	\$1,847,058.42	\$28,129,520.19	(\$26,282,461.77)	-93.43%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$2,810.86	(\$2,810.86)	-100.00%
Total - Cost Of Sales	\$0.00	\$2,810.86	(\$2,810.86)	-100.00%
Gross Profit	\$1,847,058.42	\$28,126,709.33	(\$26,279,650.91)	-93.43%
Expense				
7000 - Grants, contracts, & direct assistance	\$51,483.32	\$1,770,162.16	(\$1,718,678.84)	-97.09%
7200 - Salaries & related expenses	\$980,113.45	\$12,510,254.32	(\$11,530,140.87)	-92.17%
7300 - Indirect Cost Pool Expense	\$172,049.46	\$2,176,494.77	(\$2,004,445.31)	-92.10%
7500 - Contract/Consultant Services	\$92,559.79	\$2,000,001.54	(\$1,907,441.75)	-95.37%
8100 - Non personnel expenses	\$66,768.68	\$1,200,385.96	(\$1,133,617.28)	-94.44%
8200 - Facility & equipment expenses	\$94,890.72	\$2,729,703.78	(\$2,634,813.06)	-96.52%
8300 - Travel & meetings expenses	\$40,487.67	\$639,243.02	(\$598,755.35)	-93.67%
8400 - Insurance Expense	\$164,709.13	\$2,235,204.58	(\$2,070,495.45)	-92.63%
8600 - Business expenses	\$0.00	\$1,704.01	(\$1,704.01)	-100.00%
8700 - Food Expenses	\$109,805.79	\$1,661,251.83	(\$1,551,446.04)	-93.39%
8800 - In-Kind Expenses	\$369.34	\$1,519,251.09	(\$1,518,881.75)	-99.98%
Total - Expense	\$1,773,237.35	\$28,443,657.06	(\$26,670,419.71)	-93.77%
Net Ordinary Income	\$73,821.07	(\$316,947.73)	\$390,768.80	-123.29%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$90,821.48	\$1,848,896.68	(\$1,758,075.20)	-95.09%
Total - Other Expense	\$90,821.48	\$1,848,896.68	(\$1,758,075.20)	-95.09%
Net Other Income	(\$90,821.48)	(\$1,848,896.68)	\$1,758,075.20	-95.09%
Net Income	(\$17,000.41)	(\$2,165,844.41)	\$2,148,844.00	-99.22%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Dec 2025

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$8,486,747.96
1020 - Payroll Account	\$9,392.99
1021 - First United Accounts Payable	(\$18,821.20)
1022 - First United TH Reserve	\$147,391.58
1023 - First United General Escrow	\$191,340.15
1024 - First United Marina License	\$253.93
1025 - First United Deposit (PayPal)	\$2,634.11
1028 - First United Unrestricted Funds CD	\$851,811.36
1030 - Shamrock Bank - Clayton	\$1,856.29
1040 - Petty Cash	\$885.00
1050 - McCurtain County National Bank	\$10,011.73
1070 - Fund to Fund Allocation Transfers	\$11,211.02
Total - 1000 - Cash	\$9,694,714.92
Total Bank	\$9,694,714.92
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	\$235,852.27
1110 - Accounts Receivable	\$752,983.75
1120 - Due From (A/R)	(\$2,714.20)
Total - 1100 - Receivables	\$986,121.82
1300 - Other receivables	
1320 - Notes/loans receivable	\$334,632.06
1321 - Loans Receivable from Belmont	\$180,360.48
1322 - Loans Receivable from Clayton	\$229,536.53
1323 - Loans Receivable rom Kiamichi	\$123,563.90
1324 - Loans Receivable from SOCDC	\$522,001.57
1326 - Loans Receivable from Rouleau House	\$51,909.76
1327 - Receivable - NW Capital from Building Funds	\$155,167.00
Total - 1300 - Other receivables	\$1,597,171.30
Total Accounts Receivable	\$2,583,293.12
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	\$35,814.82
1465 - Advances Paid	\$1,291.00
Total - 1400 - Other assets	\$37,105.82
1500 - Investments	
1530 - Property/Lots held for Sale	\$375,516.35
1599 - Undeposited Funds	\$42,341.51
Total - 1500 - Investments	\$417,857.86
NS097 - Interfund Due to /Due from	(\$738.73)
Payroll Float	\$399,017.97
Total Other Current Asset	\$853,242.92
Total Current Assets	\$13,131,250.96
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

FINANCIAL ROW	AMOUNT
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
1950 - Stale Dated Payables	(\$12.99)
Total - 1800 - Other Assets	\$16,716.68
Total Other Assets	\$16,716.68
Total ASSETS	\$20,256,338.24
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	(\$18,322.56)
Total - 2000 - Payables	(\$18,322.56)
Total Accounts Payable	(\$18,322.56)
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	\$19,400.61
2110 - Wages Payable	\$572,557.94
2115 - Accrued Pension	\$26,654.22
2120 - Accrued Employee Benefits	\$475,363.21
2125 - Accrued Benefits	\$67,348.99
2130 - Accrued payroll taxes	\$29,229.50
2131 - Accrued Taxes	\$33,430.32
2135 - Indirect Payable	\$162,728.60
2150 - Home Loan Escrow Accounts	(\$165.75)
2160 - Due to (Liab)	\$22,255.06
2180 - Accrued Payroll Deductions	(\$8,549.60)
Total - 2100 - Accrued liabilities	\$1,400,253.10
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$31,210.50
2455 - Sales Taxes Payable	\$581.86
Total - 2400 - Refundable Advances	\$31,792.36
2500 - Short-term notes & loans payable	
2570 - Short-term liabilities - other	\$155,167.00
Total - 2500 - Short-term notes & loans payable	\$155,167.00
Total Other Current Liability	\$1,587,212.46
Total Current Liabilities	\$1,568,889.90
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	\$175.75
2780 - Lease liability	\$727.94
Total - 2700 - Long-term notes & loans payable	\$903.69
Total Long Term Liabilities	\$903.69
Equity	
3000 - Net Assets	\$12,712.37
Retained Earnings	\$18,692,589.18
Net Income	(\$18,756.90)
Total Equity	\$18,686,544.65
Total Liabilities & Equity	\$20,256,338.24

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Functional Expense
From Jan 2025 to Adjust 2025

FINANCIAL ROW	- UNASSIGNED Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	(\$596,295.30)	\$0.00	\$166.11	\$84,711.05	\$0.00	\$492,661.24	(\$18,756.90)
Adjustments to Net Income							
Accounts Receivable	(\$85,476.52)	(\$155,167.00)	\$0.00	\$0.00	\$0.00	\$76,479.90	(\$164,163.62)
Other Current Asset	\$207,100.72	\$0.00	\$0.00	(\$41,181.61)	\$0.00	(\$262,310.61)	(\$96,391.50)
Accounts Payable	\$2.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34
Sales Tax Payable	\$593.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$593.11
Other Current Liabilities	\$1,003,288.43	\$0.00	\$0.00	\$37,198.29	\$0.00	(\$827,825.39)	\$212,661.33
Total Adjustments to Net Income	\$1,125,508.08	(\$155,167.00)	\$0.00	(\$3,983.32)	\$0.00	(\$1,013,656.10)	(\$47,298.34)
Total Operating Activities	\$529,212.78	(\$155,167.00)	\$166.11	\$80,727.73	\$0.00	(\$520,994.86)	(\$66,055.24)
Financing Activities							
Long Term Liabilities	(\$307.24)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$307.24)
Total Financing Activities	(\$307.24)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$307.24)
Net Change in Cash for Period	\$528,905.54	(\$155,167.00)	\$166.11	\$80,727.73	\$0.00	(\$520,994.86)	(\$66,362.48)
Cash at Beginning of Period	\$34,344,244.82	\$3,494.00	\$1,731.28	(\$10,869,958.65)	\$765.43	(\$13,676,857.97)	\$9,803,418.91
Cash at End of Period	\$34,873,150.36	(\$151,673.00)	\$1,897.39	(\$10,789,230.92)	\$765.43	(\$14,197,852.83)	\$9,737,056.43

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Activity
From Jan 2025 to Adjust 2025
Options: Activity Only

FINANCIAL ROW	- UNASSIGNED - Amount	WITHOUT DONOR RESTRICTIONS Amount	TOTAL Amount
Operating Activities			
Net Income	(\$1,051,092.97)	\$1,032,336.07	(\$18,756.90)
Adjustments to Net Income			
Accounts Receivable	(\$85,476.52)	(\$78,687.10)	(\$164,163.62)
Other Current Asset	\$397,558.92	(\$493,950.42)	(\$96,391.50)
Accounts Payable	\$2.34	\$0.00	\$2.34
Sales Tax Payable	\$0.00	\$593.11	\$593.11
Other Current Liabilities	\$206,584.86	\$6,076.47	\$212,661.33
Total Adjustments to Net Income	\$518,669.60	(\$565,967.94)	(\$47,298.34)
Total Operating Activities	(\$532,423.37)	\$466,368.13	(\$66,055.24)
Financing Activities			
Long Term Liabilities	(\$307.24)	\$0.00	(\$307.24)
Total Financing Activities	(\$307.24)	\$0.00	(\$307.24)
Net Change in Cash for Period	(\$532,730.61)	\$466,368.13	(\$66,362.48)
Cash at Beginning of Period	\$3,861,739.37	\$5,941,679.54	\$9,803,418.91
Cash at End of Period	\$3,329,008.76	\$6,408,047.67	\$9,737,056.43

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Cash Flow
From Jan 2025 to Adjust 2025

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$18,756.90)
Adjustments to Net Income	
Accounts Receivable	(\$164,163.62)
Other Current Asset	(\$96,391.50)
Accounts Payable	\$2.34
Sales Tax Payable	\$593.11
Other Current Liabilities	\$212,661.33
Total Adjustments to Net Income	(\$47,298.34)
Total Operating Activities	(\$66,055.24)
Financing Activities	
Long Term Liabilities	(\$307.24)
Total Financing Activities	(\$307.24)
Net Change in Cash for Period	(\$66,362.48)
Cash at Beginning of Period	\$9,803,418.91
Cash at End of Period	\$9,737,056.43

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Revenue Stream Distribution by Month
Jan 2025

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	JANUARY 2025
Federal Grants	\$862,902.46
Recoveries	\$333,073.95
Program Revenue	\$92,034.62
Non Federal	\$90,350.90
State Contracts	\$37,654.01
Transit Fares	\$16,645.74
Corporate/Business/Foundation	\$15,000.00
Apartment Revenue	\$11,630.00
State Grants	\$7,790.98
Management Fees	\$2,529.59
- Unassigned -	\$1,206.90
Miscellaneous	\$815.00
Federal Pass Through	\$652.87
Total	\$1,472,287.02

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Operating

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$54.13	(\$54.13)	0.00%
4900 - Recoveries from Programs	\$2,139,501.00	\$328,323.95	\$1,811,177.05	15.35%
5000 - Rental Revenue	\$0.00	\$35,857.83	(\$35,857.83)	0.00%
5300 - Interest and Dividends	\$0.00	\$10,236.43	(\$10,236.43)	0.00%
Total - Income	\$2,139,501.00	\$374,472.34	\$1,765,028.66	17.50%
Gross Profit	\$2,139,501.00	\$374,472.34	\$1,765,028.66	17.50%
Expense				
7200 - Salaries & related expenses	\$1,507,742.15	\$26,944.49	\$1,480,797.66	1.79%
7300 - Indirect Cost Pool Expense	\$0.00	\$3,510.09	(\$3,510.09)	0.00%
7500 - Contract/Consultant Services	\$125,000.00	\$23,786.91	\$101,213.09	19.03%
8100 - Non personnel expenses	\$64,740.65	\$7,075.82	\$57,664.83	10.93%
8200 - Facility & equipment expenses	\$41,709.95	\$10,496.32	\$31,213.63	25.17%
8300 - Travel & meetings expenses	\$41,000.00	\$6,171.07	\$34,828.93	15.05%
8400 - Insurance Expense	\$80,000.00	\$146,903.06	(\$66,903.06)	183.63%
8700 - Food Expenses	\$0.00	\$1,169.14	(\$1,169.14)	0.00%
Total - Expense	\$1,860,192.75	\$226,056.90	\$1,634,135.85	12.15%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$279,308.25	\$3,708.08	\$275,600.17	1.33%
Total - Other Expense	\$279,308.25	\$3,708.08	\$275,600.17	1.33%
Net Income	\$0.00	\$144,707.36	(\$144,707.36)	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

Financial Row	- No Department -		10 Operating	
		Administration	Building Funds	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$54.13	\$0.00	\$54.13
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$328,323.95	\$0.00	\$328,323.95
5000 - Rental Revenue	\$0.00	\$0.00	\$35,857.83	\$35,857.83
5100 - Program Fee Revenue	\$420.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	\$10,236.43	\$0.00	\$10,236.43
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$420.00	\$338,614.51	\$35,857.83	\$374,472.34
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$69,294.26	\$26,944.49	\$0.00	\$26,944.49
7300 - Indirect Cost Pool Expense	\$5,312.37	\$3,510.09	\$0.00	\$3,510.09
7500 - Contract/Consultant Services	\$60.00	\$18,504.41	\$5,282.50	\$23,786.91
8100 - Non personnel expenses	\$510.99	\$5,087.43	\$1,988.39	\$7,075.82
8200 - Facility & equipment expenses	\$3,320.12	\$3,650.00	\$6,846.32	\$10,496.32
8300 - Travel & meetings expenses	\$3.92	\$6,171.07	\$0.00	\$6,171.07
8400 - Insurance Expense	\$0.00	\$146,903.06	\$0.00	\$146,903.06
8700 - Food Expenses	\$79,255.61	\$1,169.14	\$0.00	\$1,169.14
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$157,757.27	\$211,939.69	\$14,117.21	\$226,056.90
Net Ordinary Income	(\$157,337.27)	\$126,674.82	\$21,740.62	\$148,415.44
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,329.47	\$3,707.05	\$1.03	\$3,708.08
Total - Other Expense	\$1,329.47	\$3,707.05	\$1.03	\$3,708.08

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Early Childhood

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$576,817.00	\$0.00	\$576,817.00	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$20,613.55	(\$20,613.55)	0.00%
4400 - State Revenue	\$0.00	\$7,790.98	(\$7,790.98)	0.00%
4500 - Federal Revenue	\$4,614,531.00	\$703,841.00	\$3,910,690.00	15.25%
5100 - Program Fee Revenue	\$0.00	\$10,964.40	(\$10,964.40)	0.00%
5300 - Interest and Dividends	\$0.00	\$9.08	(\$9.08)	0.00%
Total - Income	\$5,191,348.00	\$743,219.01	\$4,448,128.99	14.32%
Gross Profit	\$5,191,348.00	\$743,219.01	\$4,448,128.99	14.32%
Expense				
7200 - Salaries & related expenses	\$3,503,885.15	\$226,853.76	\$3,277,031.39	6.47%
7300 - Indirect Cost Pool Expense	\$670,974.00	\$43,643.93	\$627,330.07	6.50%
7500 - Contract/Consultant Services	\$49,200.00	\$46,933.63	\$2,266.37	95.39%
8100 - Non personnel expenses	\$78,480.00	\$34,877.11	\$43,602.89	44.44%
8200 - Facility & equipment expenses	\$90,266.20	\$14,406.79	\$75,859.41	15.96%
8300 - Travel & meetings expenses	\$24,924.65	\$7,521.14	\$17,403.51	30.18%
8400 - Insurance Expense	\$38,175.00	\$0.00	\$38,175.00	0.00%
8700 - Food Expenses	\$68,870.00	\$28,386.89	\$40,483.11	41.22%
8800 - In-Kind Expenses	\$576,817.00	\$0.00	\$576,817.00	0.00%
Total - Expense	\$5,101,592.00	\$402,623.25	\$4,698,968.75	7.89%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$89,756.00	\$35,745.10	\$54,010.90	39.82%
Total - Other Expense	\$89,756.00	\$35,745.10	\$54,010.90	39.82%
Net Income	\$0.00	\$304,850.66	(\$304,850.66)	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

Financial Row	20 Early Childhood								
		CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS		Total	Total
	Amount	Amount	Amount	Amount	Amount	EHS Amount	Head Start 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
4100 - Inkind Revenue	\$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	\$17,989.15	\$2,624.40	\$0.00	\$0.00	\$2,624.40	\$20,613.55
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,790.98	\$7,790.98	\$7,790.98
4500 - Federal Revenue	\$0.00	\$0.00	\$307,376.00	\$0.00	\$0.00	\$0.00	\$396,465.00	\$396,465.00	\$703,841.00
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	\$0.00	\$0.00	\$0.00	\$10,964.40	\$0.00	\$0.00	\$0.00	\$0.00	\$10,964.40
5300 - Interest and Dividends	\$0.00	\$0.00	\$0.00	\$9.08	\$0.00	\$0.00	\$0.00	\$0.00	\$9.08
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	\$0.00	\$0.00	\$307,376.00	\$28,962.63	\$2,624.40	\$0.00	\$404,255.98	\$406,880.38	\$743,219.01
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	\$11,686.44	\$4,176.11	\$24,496.93	\$25,570.58	(\$15,028.14)	\$75,029.35	\$100,922.49	\$160,923.70	\$226,853.76
7300 - Indirect Cost Pool Expense	\$2,281.96	\$811.26	\$4,897.24	\$3,933.02	(\$3,296.30)	\$15,449.85	\$19,566.90	\$31,720.45	\$43,643.93
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$43,744.57	\$122.50	\$0.00	\$0.00	\$3,066.56	\$3,066.56	\$46,933.63
8100 - Non personnel expenses	\$13.19	\$1,104.49	\$7,222.91	\$3,463.93	\$813.48	\$51.32	\$22,207.79	\$23,072.59	\$34,877.11
8200 - Facility & equipment expenses	\$0.00	\$374.00	\$1,925.51	\$1,231.67	\$252.82	\$105.03	\$10,517.76	\$10,875.61	\$14,406.79
8300 - Travel & meetings expenses	\$0.00	\$2,941.58	\$665.57	\$287.09	\$0.00	\$400.40	\$3,226.50	\$3,626.90	\$7,521.14
8400 - Insurance Expense	\$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	\$160.26	\$3,802.27	\$1,148.03	\$0.00	\$23,276.33	\$24,424.36	\$28,386.89
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$13,981.59	\$9,407.44	\$83,112.99	\$38,411.06	(\$16,110.11)	\$91,035.95	\$182,784.33	\$257,710.17	\$402,623.25
Net Ordinary Income	(\$13,981.59)	(\$9,407.44)	\$224,263.01	(\$9,448.43)	\$18,734.51	(\$91,035.95)	\$221,471.65	\$149,170.21	\$340,595.76
Other Income and Expenses									
Other Expense									
8500 - Other Expense	\$684.97	\$0.00	\$17,416.71	\$309.47	\$8,108.74	\$0.00	\$9,225.21	\$17,333.95	\$35,745.10
Total - Other Expense	\$684.97	\$0.00	\$17,416.71	\$309.47	\$8,108.74	\$0.00	\$9,225.21	\$17,333.95	\$35,745.10

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Community Services

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$15,000.00	\$15,060.00	(\$60.00)	100.40%
4100 - Inkind Revenue	\$0.00	\$369.34	(\$369.34)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$2,518.31	(\$2,518.31)	0.00%
4400 - State Revenue	\$68,535.80	\$35,996.43	\$32,539.37	52.52%
4500 - Federal Revenue	\$956,636.00	\$155,633.00	\$801,003.00	16.27%
5800 - Special Event Expense	\$0.00	\$815.00	(\$815.00)	0.00%
Total - Income	\$1,040,171.80	\$210,392.08	\$829,779.72	20.23%
Gross Profit	\$1,040,171.80	\$210,392.08	\$829,779.72	20.23%
Expense				
7000 - Grants, contracts, & direct assistance	\$15,000.00	\$845.62	\$14,154.38	5.64%
7200 - Salaries & related expenses	\$478,711.36	\$58,914.63	\$419,796.73	12.31%
7300 - Indirect Cost Pool Expense	\$82,802.58	\$11,830.03	\$70,972.55	14.29%
7500 - Contract/Consultant Services	\$205,680.00	\$10,637.71	\$195,042.29	5.17%
8100 - Non personnel expenses	\$46,027.90	\$8,503.39	\$37,524.51	18.47%
8200 - Facility & equipment expenses	\$38,880.00	\$16,953.61	\$21,926.39	43.60%
8300 - Travel & meetings expenses	\$75,862.90	\$4,630.77	\$71,232.13	6.10%
8700 - Food Expenses	\$0.00	\$1,017.19	(\$1,017.19)	0.00%
8800 - In-Kind Expenses	\$0.00	\$369.34	(\$369.34)	0.00%
Total - Expense	\$942,964.74	\$113,702.29	\$829,262.45	12.06%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$97,207.06	\$32,424.64	\$64,782.42	33.36%
Total - Other Expense	\$97,207.06	\$32,424.64	\$64,782.42	33.36%
Net Income	\$0.00	\$64,265.15	(\$64,265.15)	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

Financial Row	30 Community Service															
	Community Services	Emergency Services	Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	RX	Second Chance	CASA	Victim Services Safe Place	Healing Hearts	VOCA	Total Amount	WORK READY OK	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																
Income																
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,020.00	\$15,060.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.34
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$887.25	\$1,631.06	\$2,518.31
4400 - State Revenue	\$0.00	\$34,267.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,728.53	\$0.00	\$0.00	\$1,728.53	\$0.00	\$0.00	\$35,996.43
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$101,801.00	\$0.00	\$7,370.00	\$5,298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,164.00	\$155,633.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$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
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.00	\$815.00
Total - Income	\$0.00	\$34,267.90	\$0.00	\$101,801.00	\$0.00	\$7,410.00	\$5,667.34	\$0.00	\$0.00	\$1,728.53	\$0.00	\$0.00	\$1,728.53	\$887.25	\$58,630.06	\$210,392.08
Expense																
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.62	\$0.00	\$525.62	\$0.00	\$20.00	\$845.62
7200 - Salaries & related expenses	\$17,324.44	(\$7,149.78)	\$0.00	\$20,774.13	\$0.00	\$9,292.37	\$2,342.61	\$83.33	\$5,235.74	\$0.00	\$487.90	\$11,133.89	\$11,621.79	(\$11,604.79)	\$10,994.79	\$58,914.63
7300 - Indirect Cost Pool Expense	\$3,452.92	(\$1,251.26)	\$0.00	\$4,027.99	\$0.00	\$1,833.38	\$472.80	\$16.54	\$1,031.71	\$40.69	\$157.75	\$2,104.48	\$2,302.92	(\$2,297.68)	\$2,240.71	\$11,830.03
7500 - Contract/Consultant Services	\$0.00	\$2,140.00	\$0.00	\$9,153.28	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,133.07)	\$0.00	\$0.00	\$0.00	\$0.00	\$477.50	\$0.00	\$10,637.71
8100 - Non personnel expenses	\$0.00	\$4,615.07	\$0.00	\$1,306.23	\$125.41	\$519.84	\$175.70	\$0.00	(\$3,384.77)	\$697.54	\$121.30	\$85.82	\$904.66	\$2,804.99	\$1,436.26	\$8,503.39
8200 - Facility & equipment expenses	\$22.84	\$2,123.00	\$0.00	\$4,040.50	\$184.00	\$1,279.00	\$148.00	\$0.00	\$540.00	\$348.00	\$838.00	\$148.00	\$1,334.00	\$5,282.27	\$2,000.00	\$16,953.61
8300 - Travel & meetings expenses	\$0.00	\$165.20	\$0.00	\$1,493.10	\$0.00	\$72.80	\$127.40	\$0.00	\$888.50	\$682.99	\$842.52	\$0.00	\$1,525.51	\$223.30	\$134.96	\$4,630.77
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food 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	\$1,017.19	\$0.00	\$1,017.19
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.34
Total - Expense	\$20,800.20	\$642.23	\$300.00	\$40,795.23	\$309.41	\$12,997.39	\$3,635.85	\$99.87	\$3,178.11	\$1,769.22	\$2,973.09	\$13,472.19	\$18,214.50	(\$4,097.22)	\$16,826.72	\$113,702.29
Net Ordinary Income	(\$20,800.20)	\$33,625.67	(\$300.00)	\$61,005.77	(\$309.41)	(\$5,587.39)	\$2,031.49	(\$99.87)	(\$3,178.11)	(\$40.69)	(\$2,973.09)	(\$13,472.19)	(\$16,485.97)	\$4,984.47	\$41,803.34	\$96,689.79
Other Income and Expenses																
Other Expense																
8500 - Other Expense	\$0.00	\$3,469.63	\$0.00	\$5,444.75	\$50.00	\$1,184.91	\$0.00	\$0.00	\$4,398.02	\$0.00	\$0.00	\$0.00	\$0.00	\$5,730.94	\$12,146.39	\$32,424.64
Total - Other Expense	\$0.00	\$3,469.63	\$0.00	\$5,444.75	\$50.00	\$1,184.91	\$0.00	\$0.00	\$4,398.02	\$0.00	\$0.00	\$0.00	\$0.00	\$5,730.94	\$12,146.39	\$32,424.64

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Housing

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$5,395.17	(\$5,395.17)	0.00%
4500 - Federal Revenue	\$5,750.00	\$0.00	\$5,750.00	0.00%
5000 - Rental Revenue	\$0.00	\$43,214.00	(\$43,214.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$4,480.21	(\$4,480.21)	0.00%
5300 - Interest and Dividends	\$0.00	\$13,006.76	(\$13,006.76)	0.00%
5400 - Revenue from other sources	\$0.00	\$37,687.70	(\$37,687.70)	0.00%
Total - Income	\$5,750.00	\$103,783.84	(\$98,033.84)	1,804.94%
Gross Profit	\$5,750.00	\$103,783.84	(\$98,033.84)	1,804.94%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$50,637.70	(\$50,637.70)	0.00%
7200 - Salaries & related expenses	\$0.00	\$49,582.97	(\$49,582.97)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$10,492.77	(\$10,492.77)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$3,359.00	(\$3,359.00)	0.00%
8100 - Non personnel expenses	\$0.00	\$10,355.54	(\$10,355.54)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$23,783.45	(\$23,783.45)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$11,545.49	(\$11,545.49)	0.00%
8400 - Insurance Expense	\$0.00	\$3,273.00	(\$3,273.00)	0.00%
Total - Expense	\$0.00	\$163,029.92	(\$163,029.92)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$5,750.00	\$13,390.93	(\$7,640.93)	232.89%
Total - Other Expense	\$5,750.00	\$13,390.93	(\$7,640.93)	232.89%
Net Income	\$0.00	(\$72,637.01)	\$72,637.01	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

Financial Row	40 Housing Department									
	Apartments		Construction	HUD Apartments (Lift)	Housing Weatherization		Total	Self Help Housing	TMA	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense										
Income										
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$5,395.17	\$0.00	\$5,395.17	\$0.00	\$0.00	\$5,395.17
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$43,214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,214.00
5100 - Program Fee Revenue	\$0.00	\$453.20	\$0.00	\$2,529.59	\$1,497.42	\$0.00	\$1,497.42	\$0.00	\$0.00	\$4,480.21
5300 - Interest and Dividends	\$11,630.00	\$1,338.72	\$0.00	\$0.00	\$38.04	\$0.00	\$38.04	\$0.00	\$0.00	\$13,006.76
5400 - Revenue from other sources	\$0.00	\$1,225.00	\$0.00	\$0.00	\$36,462.70	\$0.00	\$36,462.70	\$0.00	\$0.00	\$37,687.70
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	\$11,630.00	\$46,230.92	\$0.00	\$2,529.59	\$43,393.33	\$0.00	\$43,393.33	\$0.00	\$0.00	\$103,783.84
Expense										
7000 - Grants, contracts, & direct assistance	\$12,680.00	\$1,495.00	\$0.00	\$0.00	\$36,462.70	\$0.00	\$36,462.70	\$0.00	\$0.00	\$50,637.70
7200 - Salaries & related expenses	\$8,255.73	\$193.45	\$43,730.38	(\$10.07)	(\$28,711.42)	\$7,421.75	(\$21,289.67)	\$0.00	\$18,703.15	\$49,582.97
7300 - Indirect Cost Pool Expense	\$1,638.32	\$46.11	\$8,529.70	\$657.24	(\$5,676.73)	\$1,509.63	(\$4,167.10)	\$0.00	\$3,788.50	\$10,492.77
7500 - Contract/Consultant Services	\$0.00	\$930.00	\$959.00	\$0.00	\$1,470.00	\$0.00	\$1,470.00	\$0.00	\$0.00	\$3,359.00
8100 - Non personnel expenses	\$7.86	\$505.54	\$1,152.13	\$61.83	\$7,512.67	\$0.00	\$7,512.67	\$0.00	\$1,115.51	\$10,355.54
8200 - Facility & equipment expenses	\$708.60	\$15,663.27	\$2,017.83	\$0.00	\$2,493.75	\$0.00	\$2,493.75	\$0.00	\$2,900.00	\$23,783.45
8300 - Travel & meetings expenses	\$0.00	\$215.32	\$536.99	\$0.00	\$3,333.77	\$0.00	\$3,333.77	\$0.00	\$7,459.41	\$11,545.49
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,273.00	\$0.00	\$3,273.00	\$0.00	\$0.00	\$3,273.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$23,290.51	\$19,048.69	\$56,926.03	\$709.00	\$20,157.74	\$8,931.38	\$29,089.12	\$0.00	\$33,966.57	\$163,029.92
Net Ordinary Income	(\$11,660.51)	\$27,182.23	(\$56,926.03)	\$1,820.59	\$23,235.59	(\$8,931.38)	\$14,304.21	\$0.00	(\$33,966.57)	(\$59,246.08)
Other Income and Expenses										
Other Expense										
8500 - Other Expense	\$275.01	\$980.13	\$2,008.36	\$0.00	\$10,127.43	\$0.00	\$10,127.43	\$0.00	\$0.00	\$13,390.93
Total - Other Expense	\$275.01	\$980.13	\$2,008.36	\$0.00	\$10,127.43	\$0.00	\$10,127.43	\$0.00	\$0.00	\$13,390.93

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Transportation

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
5000 - Rental Revenue	\$0.00	\$325.50	(\$325.50)	0.00%
5100 - Program Fee Revenue	\$0.00	\$16,961.83	(\$16,961.83)	0.00%
5300 - Interest and Dividends	\$0.00	\$11.28	(\$11.28)	0.00%
Total - Income	\$0.00	\$17,298.61	(\$17,298.61)	0.00%
Gross Profit	\$0.00	\$17,298.61	(\$17,298.61)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$40,242.95	(\$40,242.95)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$8,122.64	(\$8,122.64)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$1,449.29	(\$1,449.29)	0.00%
8100 - Non personnel expenses	\$0.00	\$4,492.40	(\$4,492.40)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$3,144.68	(\$3,144.68)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$8,470.19	(\$8,470.19)	0.00%
8400 - Insurance Expense	\$0.00	\$14,533.07	(\$14,533.07)	0.00%
Total - Expense	\$0.00	\$80,455.22	(\$80,455.22)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$1,404.88	(\$1,404.88)	0.00%
Total - Other Expense	\$0.00	\$1,404.88	(\$1,404.88)	0.00%
Net Income	\$0.00	(\$64,561.49)	\$64,561.49	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

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	\$0.00	\$0.00
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$325.50	\$325.50
5100 - Program Fee Revenue	\$0.00	\$16,961.83	\$16,961.83
5300 - Interest and Dividends	\$0.00	\$11.28	\$11.28
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00
Total - Income	\$0.00	\$17,298.61	\$17,298.61
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$2,737.44	\$37,505.51	\$40,242.95
7300 - Indirect Cost Pool Expense	\$547.04	\$7,575.60	\$8,122.64
7500 - Contract/Consultant Services	\$0.00	\$1,449.29	\$1,449.29
8100 - Non personnel expenses	\$0.00	\$4,492.40	\$4,492.40
8200 - Facility & equipment expenses	\$0.00	\$3,144.68	\$3,144.68
8300 - Travel & meetings expenses	\$0.00	\$8,470.19	\$8,470.19
8400 - Insurance Expense	\$0.00	\$14,533.07	\$14,533.07
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$3,284.48	\$77,170.74	\$80,455.22
Net Ordinary Income	(\$3,284.48)	(\$59,872.13)	(\$63,156.61)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$1,404.88	\$1,404.88
Total - Other Expense	\$0.00	\$1,404.88	\$1,404.88

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
Jan 2025

Options: Activity Only

Economic Development

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$0.01	(\$0.01)	0.00%
5100 - Program Fee Revenue	\$0.00	\$22,246.18	(\$22,246.18)	0.00%
5300 - Interest and Dividends	\$0.00	\$1,770.87	(\$1,770.87)	0.00%
5400 - Revenue from other sources	\$0.00	\$62.61	(\$62.61)	0.00%
5800 - Special Event Expense	\$0.00	\$350.00	(\$350.00)	0.00%
Total - Income	\$0.00	\$24,429.67	(\$24,429.67)	0.00%
Gross Profit	\$0.00	\$24,429.67	(\$24,429.67)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$14,986.31	(\$14,986.31)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$3,047.31	(\$3,047.31)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$6,333.25	(\$6,333.25)	0.00%
8100 - Non personnel expenses	\$0.00	\$556.22	(\$556.22)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$21,261.33	(\$21,261.33)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$1,594.62	(\$1,594.62)	0.00%
Total - Expense	\$0.00	\$47,779.04	(\$47,779.04)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$1,865.17	(\$1,865.17)	0.00%
Total - Other Expense	\$0.00	\$1,865.17	(\$1,865.17)	0.00%
Net Income	\$0.00	(\$25,214.54)	\$25,214.54	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
Jan 2025

Financial Row	60 Economic Development				
	Economic Developmen t/Lending	State Parks			Total
		Clayton Lake	Hugo Lake	Raymond Gary	
	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.01	\$0.01
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$1,288.28	\$956.35	\$18,494.05	\$1,507.50	\$20,957.90
5300 - Interest and Dividends	\$1,770.84	\$0.00	\$0.03	\$0.00	\$0.03
5400 - Revenue from other sources	\$0.00	\$0.00	\$27.61	\$35.00	\$62.61
5800 - Special Event Expense	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00
Total - Income	\$3,059.12	\$956.35	\$18,871.69	\$1,542.51	\$21,370.55
Expense					
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$0.00	\$2,881.62	\$9,107.03	\$2,997.66	\$14,986.31
7300 - Indirect Cost Pool Expense	\$0.00	\$581.29	\$1,850.27	\$615.75	\$3,047.31
7500 - Contract/Consultant Services	\$0.00	\$95.00	\$6,238.25	\$0.00	\$6,333.25
8100 - Non personnel expenses	\$0.00	\$199.00	\$266.09	\$71.39	\$536.48
8200 - Facility & equipment expenses	\$13.00	\$2,342.21	\$16,518.50	\$2,387.62	\$21,248.33
8300 - Travel & meetings expenses	\$0.00	\$0.00	\$289.83	\$1,304.79	\$1,594.62
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$13.00	\$6,099.12	\$34,269.97	\$7,377.21	\$47,746.30
Net Ordinary Income	\$3,046.12	(\$5,142.77)	(\$15,398.28)	(\$5,834.70)	(\$26,375.75)
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$0.00	\$104.13	\$1,647.71	\$113.33	\$1,865.17
Total - Other Expense	\$0.00	\$104.13	\$1,647.71	\$113.33	\$1,865.17

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
Jan 2025
Options: Show Zeros

NAME	AMOUNT (GROSS)
DAVISON FUELS & OIL, LLC	\$8,739.01
Elan Travel Bank	\$18,992.03
HOME DEPOT BRC/GECF	\$1,366.60
TCM BANK NA	\$914.28
WAL-MART COMMUNITY BRC	\$3,260.82
Total	\$33,272.74

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Report
Jan 2025

Program	Facility & equipment expenses	Food Expenses		Grants, contracts, & direct assistance			Non personnel expenses					Advertising & Community Sponsorships
	Repair/Maint for Building/Equip	Food Nutrition Cost	Other Food Expense	Total	Direct Assistance - Other	Direct Assistance - Utilities	Total	Events/Meeting Expense	Office/Teaching Supplies	Other/Maint Supplies	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration			\$217.64	\$217.64			\$0.00			\$360.65	\$360.65	
Apartments	\$1,366.60			\$0.00			\$0.00				\$0.00	
Community Services				\$0.00			\$0.00		\$113.01		\$113.01	
Early Head Start Child Care				\$0.00			\$0.00		\$139.58	\$16.81	\$156.39	\$1,095.50
Early Learning Centers		\$314.26	\$397.19	\$711.45			\$0.00		\$1,415.11		\$1,415.11	
Head Start		\$45.24	\$322.52	\$367.76			\$0.00	\$25.76	\$1,720.86	\$32.33	\$1,778.95	\$2,483.38
Healthy Start				\$0.00			\$0.00				\$0.00	
Housing				\$0.00			\$0.00			\$24.72	\$24.72	
Mentoring				\$0.00			\$0.00	\$111.62			\$111.62	
RSVP				\$0.00			\$0.00	\$40.96			\$40.96	
Safe Place Healing Hearts				\$0.00	\$327.44	\$198.18	\$525.62				\$0.00	
State Park Operations				\$0.00			\$0.00			\$27.96	\$27.96	
TMA				\$0.00			\$0.00				\$0.00	
TRANSIT				\$0.00			\$0.00				\$0.00	
Weatherization				\$0.00			\$0.00				\$0.00	
WRO			\$1,017.19	\$1,017.19			\$0.00		\$24.19	\$144.04	\$168.23	\$2,954.44
Youth Build				\$0.00	\$20.00		\$20.00				\$0.00	
Total	\$1,366.60	\$359.50	\$1,954.54	\$2,314.04	\$347.44	\$198.18	\$545.62	\$178.34	\$3,412.75	\$606.51	\$4,197.60	\$6,533.32

Computer & Software Related Expenses	Other Expense					Travel & meetings expenses					Total
	Fees/Dues	Fundraisin g Expense	Incentive Expense	Other Training & Expenses TTA	Total	Fuel Cost	Non Reimb Travel	Out of Area Travel	Total		
Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
\$1,224.84	\$264.00					\$1,488.84	\$0.00			\$0.00	\$2,067.13
						\$0.00	\$173.32			\$173.32	\$1,539.92
\$1,869.99						\$1,869.99				\$0.00	\$1,983.00
						\$1,095.50	\$215.27			\$215.27	\$1,467.16
				\$32.00		\$32.00				\$0.00	\$2,158.56
				\$86.91	\$40.00	\$2,610.29	\$413.99			\$413.99	\$5,170.99
			\$436.70	\$172.44		\$609.14				\$0.00	\$609.14
	\$75.19					\$75.19	\$536.99			\$536.99	\$636.90
						\$0.00				\$0.00	\$111.62
						\$0.00				\$0.00	\$40.96
						\$0.00				\$0.00	\$525.62
						\$0.00	\$385.32			\$385.32	\$413.28
						\$0.00		\$520.00	\$4,607.07	\$5,127.07	\$5,127.07
	\$20.00					\$20.00	\$5,886.44			\$5,886.44	\$5,906.44
						\$0.00	\$972.72			\$972.72	\$972.72
\$30.00				\$117.23		\$3,101.67				\$0.00	\$4,287.09
		\$10.97			\$89.21	\$100.18	\$134.96			\$134.96	\$255.14
\$3,124.83	\$359.19	\$10.97	\$436.70	\$376.58	\$161.21	\$11,002.80	\$8,719.01	\$520.00	\$4,607.07	\$13,846.08	\$33,272.74

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Jan 2025
Options: Activity Only

HS 2425

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$449,917.00	\$59,670.45	\$390,246.55	13.26%
4200 - Miscellaneous Revenue	\$0.00	\$1,981.20	(\$1,981.20)	0.00%
4500 - Federal Revenue	\$3,592,315.00	\$425,221.00	\$3,167,094.00	11.84%
Total - Income	\$4,042,232.00	\$486,872.65	\$3,555,359.35	12.04%
Gross Profit	\$4,042,232.00	\$486,872.65	\$3,555,359.35	12.04%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,181,850.24	\$247,683.87	\$1,934,166.37	11.35%
7230 - Pension plan contributions	\$206,265.12	\$17,656.34	\$188,608.78	8.56%
7240 - Employee benefits - not pension	\$186,863.13	\$41,700.67	\$145,162.46	22.32%
7250 - Payroll taxes, etc.	\$220,091.66	\$19,914.77	\$200,176.89	9.05%
Total - 7200 - Salaries & related expenses	\$2,795,070.15	\$326,955.65	\$2,468,114.50	11.70%
7300 - Indirect Cost Pool Expense	\$536,183.00	\$65,622.43	\$470,560.57	12.24%
7500 - Contract/Consultant Services	\$46,700.00	\$4,527.18	\$42,172.82	9.69%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$14,500.00	\$12,187.76	\$2,312.24	84.05%
8120 - Other/Maint Supplies	\$0.00	\$2,849.36	(\$2,849.36)	0.00%
8130 - Telephone & Internet	\$10,500.00	\$9,760.73	\$739.27	92.96%
8140 - Postage & shipping	\$160.00	\$24.70	\$135.30	15.44%
8170 - Printing & copying	\$1,080.00	\$822.26	\$257.74	76.14%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$27,240.00	\$25,644.81	\$1,595.19	94.14%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$9,997.80	\$658.11	\$9,339.69	6.58%
8220 - Electric	\$14,750.00	\$4,231.14	\$10,518.86	28.69%
8225 - Water	\$5,500.00	\$884.04	\$4,615.96	16.07%
8230 - Trash	\$2,000.00	\$1,350.84	\$649.16	67.54%
8235 - Sewer	\$2,000.00	\$707.12	\$1,292.88	35.36%
8240 - Natural Gas	\$2,000.00	\$404.03	\$1,595.97	20.20%
8260 - Repair/Maint for Building/Equip	\$14,918.40	\$2,711.51	\$12,206.89	18.18%
Total - 8200 - Facility & equipment expenses	\$51,166.20	\$10,946.79	\$40,219.41	21.39%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$3,745.35	\$6,254.65	37.45%
8320 - Out of Area Travel	\$3,659.65	\$0.00	\$3,659.65	0.00%
8330 - Fuel Cost	\$0.00	\$494.23	(\$494.23)	0.00%
8335 - Vehicle Repair & Maint	\$2,865.00	\$4.39	\$2,860.61	0.15%
8340 - Child Transportation Exp	\$0.00	\$967.09	(\$967.09)	0.00%
Total - 8300 - Travel & meetings expenses	\$16,524.65	\$5,211.06	\$11,313.59	31.54%
8400 - Insurance Expense	\$24,675.00	\$0.00	\$24,675.00	0.00%
8700 - Food Expenses	\$46,800.00	\$28,639.88	\$18,160.12	61.20%
8800 - In-Kind Expenses	\$449,917.00	\$59,670.45	\$390,246.55	13.26%
Total - Expense	\$3,994,276.00	\$527,218.25	\$3,467,057.75	13.20%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$47,956.00	\$8,533.69	\$39,422.31	17.79%
Total - Other Expense	\$47,956.00	\$8,533.69	\$39,422.31	17.79%
Net Income	\$0.00	(\$48,879.29)	\$48,879.29	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Jan 2025
Options: Activity Only

EHS 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$126,900.00	\$5,937.26	\$120,962.74	4.68%
4500 - Federal Revenue	\$1,022,216.00	\$114,667.00	\$907,549.00	11.22%
Total - Income	\$1,149,116.00	\$120,604.26	\$1,028,511.74	10.50%
Gross Profit	\$1,149,116.00	\$120,604.26	\$1,028,511.74	10.50%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$536,097.00	\$66,225.81	\$469,871.19	12.35%
7230 - Pension plan contributions	\$52,334.65	\$3,533.93	\$48,800.72	6.75%
7240 - Employee benefits - not pension	\$64,519.97	\$11,649.97	\$52,870.00	18.06%
7250 - Payroll taxes, etc.	\$55,863.38	\$5,356.72	\$50,506.66	9.59%
Total - 7200 - Salaries & related expenses	\$708,815.00	\$86,766.43	\$622,048.57	12.24%
7300 - Indirect Cost Pool Expense	\$134,791.00	\$17,542.90	\$117,248.10	13.01%
7500 - Contract/Consultant Services	\$2,500.00	\$861.32	\$1,638.68	34.45%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$34,340.00	\$4,402.36	\$29,937.64	12.82%
8120 - Other/Maint Supplies	\$0.00	\$806.43	(\$806.43)	0.00%
8130 - Telephone & Internet	\$13,400.00	\$1,506.55	\$11,893.45	11.24%
8140 - Postage & shipping	\$500.00	\$8.08	\$491.92	1.62%
8160 - Events/Meeting Expense	\$0.00	\$51.90	(\$51.90)	0.00%
8170 - Printing & copying	\$500.00	\$290.39	\$209.61	58.08%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$51,240.00	\$7,065.71	\$44,174.29	13.79%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$55.21	(\$55.21)	0.00%
8220 - Electric	\$9,000.00	\$1,165.83	\$7,834.17	12.95%
8225 - Water	\$1,000.00	\$220.82	\$779.18	22.08%
8230 - Trash	\$1,000.00	\$346.85	\$653.15	34.69%
8235 - Sewer	\$1,000.00	\$179.27	\$820.73	17.93%
8240 - Natural Gas	\$100.00	\$228.66	(\$128.66)	228.66%
8260 - Repair/Maint for Building/Equip	\$27,000.00	\$555.69	\$26,444.31	2.06%
Total - 8200 - Facility & equipment expenses	\$39,100.00	\$2,752.33	\$36,347.67	7.04%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,000.00	\$315.83	\$4,684.17	6.32%
8320 - Out of Area Travel	\$3,400.00	\$0.00	\$3,400.00	0.00%
8330 - Fuel Cost	\$0.00	\$157.99	(\$157.99)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$0.94	(\$0.94)	0.00%
Total - 8300 - Travel & meetings expenses	\$8,400.00	\$474.76	\$7,925.24	5.65%
8400 - Insurance Expense	\$13,500.00	\$0.00	\$13,500.00	0.00%
8700 - Food Expenses	\$22,070.00	\$3,493.79	\$18,576.21	15.83%
8800 - In-Kind Expenses	\$126,900.00	\$5,937.26	\$120,962.74	4.68%
Total - Expense	\$1,107,316.00	\$124,894.50	\$982,421.50	11.28%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$41,800.00	\$4,930.48	\$36,869.52	11.80%
Total - Other Expense	\$41,800.00	\$4,930.48	\$36,869.52	11.80%
Net Income	\$0.00	(\$9,220.72)	\$9,220.72	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Jan 2025
Options: Activity Only

EHSce 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$103,115.00	\$3,019.08	\$100,095.92	2.93%
4500 - Federal Revenue	\$2,267,831.00	\$1,032,568.00	\$1,235,263.00	45.53%
Total - Income	\$2,370,946.00	\$1,035,587.08	\$1,335,358.92	43.68%
Gross Profit	\$2,370,946.00	\$1,035,587.08	\$1,335,358.92	43.68%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$487,412.00	\$303,423.10	\$183,988.90	62.25%
7230 - Pension plan contributions	\$48,741.00	\$27,152.84	\$21,588.16	55.71%
7240 - Employee benefits - not pension	\$65,279.00	\$53,697.19	\$11,581.81	82.26%
7250 - Payroll taxes, etc.	\$41,674.00	\$23,472.00	\$18,202.00	56.32%
Total - 7200 - Salaries & related expenses	\$643,106.00	\$407,745.13	\$235,360.87	63.40%
7300 - Indirect Cost Pool Expense	\$128,189.00	\$79,891.03	\$48,297.97	62.32%
7500 - Contract/Consultant Services	\$1,054,076.00	\$369,837.77	\$684,238.23	35.09%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$56,000.00	\$23,807.43	\$32,192.57	42.51%
8120 - Other/Maint Supplies	\$0.00	\$5,802.39	(\$5,802.39)	0.00%
8130 - Telephone & Internet	\$9,000.00	\$2,196.57	\$6,803.43	24.41%
8140 - Postage & shipping	\$1,000.00	\$66.30	\$933.70	6.63%
8150 - Medical/Dental Supplies	\$2,000.00	\$1,117.89	\$882.11	55.89%
8170 - Printing & copying	\$7,000.00	\$1,560.10	\$5,439.90	22.29%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$77,000.00	\$34,550.68	\$42,449.32	44.87%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$337.08	(\$337.08)	0.00%
8220 - Electric	\$4,400.00	\$2,271.75	\$2,128.25	51.63%
8225 - Water	\$400.00	\$426.21	(\$26.21)	106.55%
8230 - Trash	\$100.00	\$313.94	(\$213.94)	313.94%
8235 - Sewer	\$400.00	\$362.43	\$37.57	90.61%
8240 - Natural Gas	\$100.00	\$164.44	(\$64.44)	164.44%
8260 - Repair/Maint for Building/Equip	\$45,000.00	\$16,091.74	\$28,908.26	35.76%
Total - 8200 - Facility & equipment expenses	\$50,400.00	\$19,967.59	\$30,432.41	39.62%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$7,500.00	\$3,695.82	\$3,804.18	49.28%
8320 - Out of Area Travel	\$5,000.00	\$851.88	\$4,148.12	17.04%
8330 - Fuel Cost	\$2,500.00	\$1,084.41	\$1,415.59	43.38%
8335 - Vehicle Repair & Maint	\$2,500.00	\$140.50	\$2,359.50	5.62%
Total - 8300 - Travel & meetings expenses	\$17,500.00	\$5,772.61	\$11,727.39	32.99%
8400 - Insurance Expense	\$6,000.00	\$0.00	\$6,000.00	0.00%
8700 - Food Expenses	\$6,000.00	\$202.02	\$5,797.98	3.37%
8800 - In-Kind Expenses	\$103,115.00	\$3,019.08	\$100,095.92	2.93%
Total - Expense	\$2,085,386.00	\$920,985.91	\$1,164,400.09	44.16%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$285,560.00	\$152,280.34	\$133,279.66	53.33%
Total - Other Expense	\$285,560.00	\$152,280.34	\$133,279.66	53.33%
Net Income	\$0.00	(\$37,679.17)	\$37,679.17	0.00%



January 24, 2025

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

RE: CSBG Discretionary Funds for VITA Subsidies

The Oklahoma Association of Community Action Agencies, in conjunction with the Oklahoma Department of Commerce, is making available funding to assist your Volunteer Income Tax Assistance (VITA) program. Included is a copy of the contract for your review and signature.

The contract period is January 1, 2025, through August 31, 2025. Funding for your project is \$6,265.00. Funding is based on the number of returns you completed during last year's tax season.

Also included is the 2025 VITA Budget Form and the Request for Contract Reimbursement Form.

Please sign and return one copy of the contract and the Budget Form by Monday, March 31, 2025.
Forms may be returned via email to programs@okacaa.org.

If you will not need the full amount of funds allotted, please let me know so that we can allocate any available funds to other CAAs operating VITA sites.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Amanda Ewing". The signature is written in a cursive style.

Amanda Ewing
Executive Director
Oklahoma Association of Community Action Agencies

Enclosures



Choctaw Nation of Oklahoma Child Care Assistance Program

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

Gary Batton, Chief
Jack Austin Jr, Asst. Chief

Choctaws... Growing with Pride, Hope and Success

Dear Licensed Provider:

Please use the section below to ensure all required documents are included when returning your application for your FY25 Improvement Grants Application. We look forward to receiving your application and to be working with you over the next few months to get your facility some new, exciting equipment for your daycare. If you need anything at all, please don't hesitate to contact me directly by email or phone at the information provided below.

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

Applications must be received by Friday March 14, 2025.

Sincerely,

Angie Hodge

Angie Hodge
CCA Senior Manager
Direct Line: (580)642-8150
ahodge@choctawnation.com

Elizabeth Thompson

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

Document Checklist:

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

IV. IMPROVEMENT EQUIPMENT/SUPPLIES REQUEST

Please check the area/s listed below for which you are requesting improvement in your facility/home

☒ (1) **Indoor Equipment/Toys:** (Examples: Cribs, Crib Mattresses, Car Seat, Mats, Cots, High Chairs, Child-Size Table and Chairs, Changing Tables, Storage Units for Children or Child Care Equipment, Toys, Books, Art/Music Supplies, Special-Needs Children's Equipment)

☐ (2) **Outdoor Equipment/Toys:** (Outdoor Playground Equipment, Wheeled/Riding Toys)

V. JUSTIFICATION OF NEED FOR IMPROVEMENT REQUESTED: (REQUIRED)

Please explain in your own words how receiving grant funds will improve the health, safety, and quality of childcare in your facility. Attach additional sheets if needed. Letters from parents may also be attached with their concerns for improvement to your facility.

Broken Bow Early Learning Center is
requesting improvement grant funds to replace
broken and worn out classroom furniture.

IV. IMPROVEMENT EQUIPMENT/SUPPLIES REQUEST

Please check the area/s listed below for which you are requesting improvement in your facility/home

☒ (1) **Indoor Equipment/Toys:** (Examples: Cribs, Crib Mattresses, Car Seat, Mats, Cots, High Chairs, Child-Size Table and Chairs, Changing Tables, Storage Units for Children or Child Care Equipment, Toys, Books, Art/Music Supplies, Special-Needs Children's Equipment)

☐ (2) **Outdoor Equipment/Toys:** (Outdoor Playground Equipment, Wheeled/Riding Toys)

V. JUSTIFICATION OF NEED FOR IMPROVEMENT REQUESTED: (REQUIRED)

Please explain in your own words how receiving grant funds will improve the health, safety, and quality of childcare in your facility. Attach additional sheets if needed. Letters from parents may also be attached with their concerns for improvement to your facility.

The Idabel Early Learning Center is requesting improvement grant funds to ~~put~~ replace broken and worn out classroom furniture and rugs for their classrooms.

RURAL OKLAHOMA COMMUNITY GRANTS

2025 Grant Guidelines

IMPORTANT DATES & DEADLINES

Grant Application Opens: Wednesday, January 8, 2025

Letter of Intent (LOI) Deadline: 5 p.m. on Thursday, February 27, 2025

Grant Application Deadline: 5 p.m. on Thursday, March 6, 2025

GRANT RANGE: Up to \$40,000

GEOGRAPHIC FOCUS: Projects must directly serve communities in one or more of the following Oklahoma counties: ***Adair, Atoka, Bryan, Caddo, Cherokee, Choctaw, Coal, Haskell, Johnston, Kiowa, Latimer, McCurtain, McIntosh, Okfuskee, and Pushmataha.*** Projects benefiting cities or towns with populations under 6,000 will receive priority.

PROGRAM OVERVIEW

The Carolyn Watson Rural Oklahoma Community Foundation was established in 1995 by Carolyn Watson, the CEO and chairman of Shamrock Bank N.A. To date, the foundation has distributed more than \$3 million to support nonprofit organizations in their efforts to enhance the quality of life in rural Oklahoma communities. The foundation's grant programs are administered by the Oklahoma City Community Foundation. For more information, visit www.occf.org/ruraloklahoma.

FUNDING CATEGORIES & GRANT PROGRAM PRIORITIES

1. ARTS, CULTURE & HISTORY

Goal: Preserve, strengthen, and enhance access to arts, culture, and history in rural communities.

- **Education and Access:** Initiatives that foster public engagement, expand educational opportunities, and improve access to arts and cultural resources.
- **Cultural Heritage and History:** Projects that preserve and celebrate the unique cultural and historical legacies of rural communities.

2. HEALTH & SAFETY

Goal: Enhance health, well-being, and safety for underserved populations in rural areas.

- **Direct Health Services:** Programs delivering essential healthcare services, including physical, mental, and dental care.
- **Access and Capacity Building:** Initiatives to improve healthcare infrastructure, expand service availability, and strengthen the public health workforce.

- **Community Safety:** Support for fire departments, EMS, and law enforcement agencies to ensure community safety and emergency preparedness.

3. LIBRARIES & LITERACY

Goal: Promote learning, literacy, and knowledge sharing in rural communities.

- **Rural Library Support:** Initiatives that strengthen rural libraries as vital hubs for learning and community engagement.
- **Community Literacy Programs:** Programs that take place outside the traditional classroom to address literacy gaps. This may include early childhood and family literacy initiatives, adult education (e.g., GED preparation), tutoring, and ESL services.

4. ECONOMIC DEVELOPMENT

Goal: Foster sustainable growth and build economic resilience in rural communities.

- **Workforce Development:** Programs that equip workers with in-demand skills, support job placement, and enhance long-term employability.
- **Small Business and Entrepreneurship:** Projects providing training, mentorship, and resources to sustain and grow small businesses.
- **Infrastructure Development:** Initiatives to improve critical infrastructure, such as transportation networks, broadband access, and other community needs.

ELIGIBILITY

- Organizations with 501(c)(3) nonprofit status.
- Nonexempt organizations that qualify for the use of charitable dollars, such as museums, libraries, schools, and state or local government agencies.

FUNDING LIMITATIONS

The following items are not eligible for funding:

- Fundraising events or activities
- Capital campaigns or construction costs
- Vehicle purchases
- Retroactive expenses
- Individuals and private foundations

HOW TO APPLY

Step 1: Letter of Intent (LOI)

To determine eligibility and alignment with grant program priorities, all potential applicants must complete an LOI by **5 p.m. on Thursday, February 27, 2025**. Follow the steps below to access the LOI form:

- 1) Visit the online grant portal ([click here](#)) and refer to the login instructions on the right side of the homepage.

- 2) Once logged in, you will select the **“Apply”** icon in the top left-hand corner of your screen (next to the home icon).
- 3) On the next screen, find the **Rural Oklahoma Community Grants 2025** section and click **“Apply.”**
- 4) Complete the LOI form and click **“Submit”!**

Step 2: Grant Application

If your organization meets the eligibility requirements and your project aligns with the grant program priorities, you will receive an email granting you access to the official application. The deadline for submitting your application is **5 p.m. on Thursday, March 6, 2025**.

APPLICATION EVALUATION

The following criteria will be considered during the application evaluation process:

- **Grant Program Alignment:** Does the project clearly align with the grant program goals and priorities?
- **Project Description:** Does the applicant present a clear and detailed project plan with measurable objectives, a feasible timeline, and evidence of planning?
- **Community Need:** Does the project address community-identified needs and priorities? How critical or time-sensitive is the issue being addressed? Reviewers will consider community needs assessments to prioritize high-level needs.
- **Local Presence and Partnerships:** Does the applicant demonstrate an established presence and trust within the target communities? Are there strategic local partnerships to support the project?
- **Budget:** Is the budget clear, realistic, and aligned with the project’s goals and activities?

Additional considerations may include:

- **Replicability, Scalability, and Sustainability:** Can the project be replicated or scaled to other communities? Is there a plan to sustain its impact beyond the grant period?
- **Innovation:** Does the project offer innovative or creative solutions to address challenges?
- **Grant and Reporting History (Returning Applicants):** Has the applicant submitted all required reports promptly and provided evidence of measurable progress or successful achievement of the stated goals and objectives from previous projects?

QUESTIONS?

Grant and project-related questions: Leslie Woodward at L.woodward@occf.org | (405) 606-2911.

Technical questions related to the grant portal: Patti Biera at p.biera@occf.org | (405) 606-2935.

FAQs

Eligibility for Returning Applicants

Organizations that have previously received a grant may apply again if:

- All awarded grant funds have been fully expended.
- All required follow-up reports have been submitted.
 - **Note:** Current grantees must submit final reports prior to the Carolyn Watson Trustee Meeting in April to remain eligible for consideration.

Grant Decision Notifications

All applicants will be notified of a decision **by May 2025** following the bi-annual Carolyn Watson Trustee Meeting.

Grant Cycle Timeline

If awarded, you may start your grant-associated activities once you have submitted your signed grant agreement. You will have approximately 10-11 months to complete your project, utilize the funds, and submit a final report. Aligning your timeline with the Carolyn Watson grant cycle is **optional**.

Carolyn Watson Rural Oklahoma Grant Cycle:

- **January – March:** Application submissions.
- **March - April:** Application evaluation process.
- **Late April:** Carolyn Watson Trustee Meeting.
- **May:** Grant decision notifications.
- **May – March:** Project implementation.

Multiple Applications

Applicants are permitted to submit more than one application; however, due to funding limitations, we can only award one grant per organization per funding cycle.

Funding Entity: State of Oklahoma - District Attorneys Council
Funding Opportunity: Victims of Crime Act (VOCA) Grant
Amount Requested: \$32,185
Agency Program: LIFT CASA Program

The Crime Victims Assistance Grant Program is a result of the Victims of Crime Act (VOCA) signed into law by President Ronald Reagan on October 12, 1984. The Act created the Crime Victims Fund which is financed through fines and assessments on criminals at the federal level. No tax dollars go into the Fund. VOCA Assistance Grants are dispersed through the Office for Victims of Crime, U.S. Department of Justice and are awarded to each state and several territories based on a specific formula. States are then responsible for sub-granting the money to approved applicants in order to help finance their crime victim service programs. Applicants may include non-profit agencies, state and local government agencies, and Native American tribes. Pursuant to the Victims of Crime Act, priority is given to applicants serving victims of sexual assault, domestic violence, child abuse and unserved/underserved victims.

The LIFT CASA (Court Appointed Special Advocates) Program has been serving abused and/or neglected children since 1997. The program began with a small budget in Pushmataha County but expanded later to include Choctaw and McCurtain Counties as well. LIFT CASA recruits volunteers to be the voice of children in situations of abuse or neglect who have been made wards of the court. The program's CASA volunteers make sure the best interests of each child are considered. These trained volunteers are assigned cases by a court judge, and they gather information about their cases in order to present informed recommendations to the court. The goal of LIFT CASA is to continue to expand the program and recruit more volunteers so that every abused or neglected child in the District Court system will be represented by a CASA worker.

With the Board's approval, we are requesting \$32,185 from the Oklahoma District Attorneys Council for a 2025 Victims of Crime Act Grant. If awarded, this would be LIFT CASA's 27th year of funding through this grant program. The proposed one-year VOCA grant would be used to provide salary and other operating support for LIFT CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.

Funding Entity: State of Oklahoma - District Attorneys Council
Funding Opportunity: Victims of Crime Act (VOCA) Grant
Amount Requested: \$48,200
Agency Program: Victim Advocacy Services Program

The Crime Victims Assistance Grant Program is a result of the Victims of Crime Act (VOCA) signed into law by President Ronald Reagan on October 12, 1984. The Act created the Crime Victims Fund which is financed through fines and assessments on criminals at the federal level. No tax dollars go into the Fund. VOCA Assistance Grants are dispersed through the Office for Victims of Crime, U.S. Department of Justice and are awarded to each state and several territories based on a specific formula. States are then responsible for sub-granting the money to approved applicants in order to help finance their crime victim service programs.

For the last 27 years, LIFT CAA's Court Appointed Special Advocates Program has received VOCA funding support. During the grant application process in 2015, program staff were encouraged to consider applying for any expenses that will address other unmet needs (aside from CASA) for crime victims in the agency's service communities. Thus, the Victim Advocacy Services Program was developed, which was fully funded for one year through VOCA in 2015 and has been re-funded again every year thereafter.

Therefore, with the Board's approval, we are requesting \$48,200 from the Oklahoma District Attorneys Council for a 2025 Victims of Crime Act Grant for the Victim Advocacy Services Program. If awarded the VOCA project, we will continue providing services under the Victim Advocacy Services Program. This program provides enhanced, needed direct services to victims and their families. Strategies involve working with law enforcement, volunteers, caseworkers and other stakeholders in a coordinated effort to meet the needs of crime victims. A Victim Services Coordinator assists victims of crime in Choctaw, McCurtain and Pushmataha Counties through direct service provision and/or linking victims to resources that will serve the victim's physical, emotional and basic needs, such as emergency shelter, food and clothing, as well as meeting long-term needs such as assistance in applying for crime victim compensation benefits.

Oklahoma Housing Finance Agency/ Housing Stability Program Loan

Loan Amount: \$1,174,110

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

LIFT Community Action Agency, Inc. is requesting the Board of Director's approval to accept a loan from the Oklahoma Housing Finance Agency for the HSP loan program. LIFT will use these funds to construct five single family homes in Choctaw County. All five homes will be located approximately four miles east of Hugo, Oklahoma.

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

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

LIFT Community Action, Inc.

CSBG-2025-LIFT CAA-00259**Contract Part I: 19612 CSBG 25**

FAIN #: 2501OKCOSR

UEI #: 0

FEI #:

730772321

**CONTRACT
PART I
SUMMARY AND SIGNATURES**

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Community Services Block Grant
Contract Number:	19612 CSBG 25
Federal Amount:	\$59,906.00
Match Amount:	\$0
Contract Amount:	\$59,906.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	28%
Grant Award Amount - This Action:	\$59,906.00
Total Committed:	\$59,906.00
Total Obligated:	\$59,906.00
Source:	U.S. Department of Health and Human Services Community Services Block Grant Act of 1981, as amended. (42 USC §§9901, et seq.; P.L. 97-35, Title VI, Subtitle B). Catalog of Federal Domestic Assistance (CFDA) Number 93.569
Project Funding Period:	January 1, 2025 through September 30, 2026
Federal Award Period:	October 1, 2024 through September 30, 2026

Summary of Project

FY 2025 Community Service Block Grant

Budget Summary

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

LIFT Community Action, Inc.

CSBG-2025-LIFT CAA-00259**Contract Part I: 19612 CSBG 25**

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action
	Agency, Inc.
Oklahoma Department of	209 N 4th St
Commerce	
900 North Stiles	Hugo, Oklahoma
	74743-3809
Oklahoma City, OK	
73104-3234	
AGREEMENT	Part I - Summary and
COMPONENTS:	Signatures

Part II - Terms and
Conditions

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

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

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

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

	Marshall Vogts
Signature of Authorized	Signature of Authorized
Official	ODOC Official
2/3/2025	2/4/2025
Date	Date

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 4 (2nd Quarter):

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$7,000

2nd 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
AB1017002101012025	477 Stabilization Grant 4th YR 2nd QTR 1/25-3/25 1/1/25	01/01/2025	USD	11,000.00	0.00	0.00	11,000.00
AB1017002201012025	477 Stabilization Grant 4th YR 2nd QTR 1/25-3/25 1/1/25	01/01/2025	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	18,000.00



January 28, 2025

LIFT Community Action Agency
209 N 4th st
hugo, OK 74743

Congratulations! Communities Foundation of Oklahoma (CFO) is pleased to send the enclosed check in the amount of \$15,000.00. This grant was made at the recommendation of, and paid from, the The Oklahoma Initiative Fund, a component fund of CFO. Deposit, negotiation, or endorsement of the enclosed check will constitute your assurance that grant funds will be used exclusively for charitable purposes, as outlined below. Additionally, you agree to the following:

- No benefits or services will be provided to CFO or the donor in consideration of this gift.
- In accordance with the donor's recommendation, CFO is pleased to direct this gift toward the project or purpose described below.
 - LIFT YouthBuild Specialized Construction Training Program
- You agree to maintain records of how these funds are spent and, if requested by CFO, will provide copies of this documentation at any time. Should any portion of these funds be used for purposes other than described above, you understand that CFO may request repayment accordingly.

We thank you for your charitable work.

Live Generously,

A handwritten signature in blue ink that reads 'Teresa Rose'.

Teresa Rose
Executive Director

Check Number:	44293
Check Date:	1/28/2025
Check Amount:	\$15,000.00

Funding Entity: Communities Foundation of Oklahoma
Funding Opportunity: Oklahoma Initiative Fund
Amount Awarded: \$15,000
Program: LIFT YouthBuild

Since 2004, the Oklahoma Initiative Fund (O.I.F.) has invested hundreds of thousands of dollars through grants to organizations focused on improving the quality of life in communities - large and small - across Oklahoma. The annual grant process is managed by the Communities Foundation of Oklahoma grants committee/board of trustees. Eligible entities can apply for up to \$15,000 in funding.

LIFT CAA is requesting the Board of Directors' approval of an Oklahoma Initiative Fund award in the amount of \$15,000 from the Communities Foundation of Oklahoma. These funds will be used to support the LIFT YouthBuild Program/activities.

The Lift YouthBuild program serves youth, ages 16-24, by providing training in construction-related educational and workforce development activities. YouthBuild is a pre-apprenticeship program that offers young people an opportunity to gain critical job skills through hands-on training in construction while also earning their high school diploma. The program targets youth who face a variety of personal and socio-economic challenges.

Through this project, YouthBuild will provide specialized construction skills training to participants, giving these youths a hand-up, taking them beyond basic construction knowledge. With assistance from the Communities Foundation of Oklahoma, YouthBuild will purchase a CNC (Computer Numerical Control) wood cutting machine. Learning CNC operation focuses on STEM educational components and helps develop important technical skills that are in high demand in today's manufacturing and fabrication industries. Students will develop technical literacy with math, interpretation, planning/plotting, and project execution. This specialized training is an impactful way to equip participants with valuable, high-demand skills.



P.O. Box 21210
Oklahoma City, OK 73156
Phone: 405-488-1450

BancFirst
39-363/1030



01/28/2025

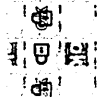
PAY
TO THE LIFT Community Action Agency
ORDER OF
Fifteen thousand dollars and 00/100*****

DATE

AMOUNT
***15,000.00

LIFT Community Action Agency
209 N 4th st
hugo, OK 74743

TWO SIGNATURES IF OVER \$20K. VOID AFTER 90 DAYS.



AUTHORIZED SIGNATURE

⑈044293⑈ ⑆103003632⑆ ⑈5020021469⑈

COMMUNITIES FOUNDATION OF OKLAHOMA

44293

Grant 222082 :: The Oklahoma Initiative Fund
LIFT YouthBuild Specialized Construction Training Program

01/30/2025 15,000.00

Total 15,000.00



GRANT AGREEMENT BETWEEN THE OKLAHOMA STATE DEPARTMENT OF HEALTH AND LIFT COMMUNITY ACTION AGENCY INC.

This Grant Agreement is entered into between the Oklahoma State Department of Health, hereinafter referred to as “OSDH”, by virtue of the authority vested in it by the Choosing Childbirth Act, 63 O.S. §§ 1-740.15 – 1-740.20, and LIFT Community Action Agency, Inc., hereinafter referred to as “Recipient”.

All terms and conditions herein become the Grant Agreement between the OSDH and the Recipient. Recipient agrees to comply with these terms and conditions. Recipient understands and agrees that when any term and/or condition contained within this Grant Agreement is, or becomes, applicable to the Recipient’s officers and/or employees, Recipient is responsible to ensure that it abides by those terms and conditions.

0.1 Purpose

The purpose of this Grant Agreement is for the LIFT Community Action Agency, Inc., as a funded organization under the Choosing Childbirth Act, 63 O.S. §§ 1-740.15 – 1-740.20, to provide information, counseling, education and support services to pregnant women or women who believe they may become pregnant to choose childbirth and to make informed decisions regarding the choice of adoption or parenting with respect to their children and maximize their potential thereafter, up to age three.

0.2 Term of Grant Agreement

The Project Period may consist of three (3) separate annual award periods. The Year One Budget period may be renewed on an annual basis for up to two (2) additional years, subject to available funding.

The Project Period will extend from December 1, 2024, through November 30, 2027.

The Year One Budget Period is from December 1, 2024, through November 30, 2025.

Options to Renew:

Year Two Budget Period: December 1, 2025, through November 30, 2026.

Year Three Budget Period: December 1, 2026, through November 30, 2027.

Options to renew must be initiated and coordinated between the Recipient and the Contract Monitor designated in Section 0.5.

0.3 Grant Award

1. Award Cap:
The total amount payable during the Year One Budget Period shall not exceed \$800,000. Any change in the amount of the Grant Agreement must be memorialized in an Addendum signed by both parties.
2. Financial Requirements:
 - a. Notwithstanding any provision to the contrary in any Grant Agreement Document, the financial requirements of the Choosing Childbirth program are governed by the laws of Oklahoma and this Grant Agreement, including the financial guidelines referenced and embedded in the Notice of Funding Opportunity Number (“NOFO”) Number CCB202401. For the avoidance of doubt, the financial requirements of the Choosing Childbirth program are not governed by the provisions of 2 C.F.R. Part 200.
 - b. The financial guidelines referenced and embedded in NOFO Number CCB202401 are subject to change at the sole discretion of OSDH. Recipient will receive notice of any such changes to the financial guidelines.
 - c. Notwithstanding any statement to the contrary in any Grant Agreement Document, the indirect cost rate shall be the de minimis rate of 15%.

0.4 Attachments

This Grant Agreement incorporates herein by reference the following attachments:

1. Attachment A: Notice of Funding Opportunity Number CCB202401;
2. Attachment B: OSDH Terms
 - a. Attachment B-1: OSDH Grant Agreement Terms and Conditions;
 - b. Attachment B-2: Notice of Award (“NOA”)
3. Attachment C: INTENTIONALLY OMITTED
4. Attachment D: INTENTIONALLY OMITTED; and
5. Attachment E: Recipient-supplied Documents
 - a. Attachment E-1: Recipient’s Application for NOFO Number CCB202401;

0.5 Contract Monitor and Designated Recipient Contact

All notices, approvals or requests allowed or required by the terms of any Grant Agreement Document shall be in writing, reference the Grant Agreement with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. In addition to other notice requirements in the Grant Agreement and the Designated Recipient Contact, Legal Notices shall be sent to OSDH at the physical address set forth below. Notice information may be updated in writing to the other party as necessary.

Notwithstanding any other provision of the Grant Agreement, confidentiality, breach and termination-related notices shall not be delivered solely via e-mail. Notice information may be updated in writing to the other party as necessary.

All communications related to this Grant Agreement will be between the Recipient's Contact Person and the OSDH Contract Monitor.

Recipient agrees that the Designated Recipient Contact will be the primary point of contact for Legal Notices unless otherwise stated below.

Designated Recipient Contact

LIFT Community Action Agency, Inc.
209 N 4th Street
Hugo, OK 74743
580-326-3351
becky.reynolds@liftca.org

OSDH Contract Monitor

Name: Stephanie Spencer
ATTN: Choosing Childbirth Grant (CCB)
123 Robert S. Kerr Ave, Suite 1702
Oklahoma City, OK 73102
(405) 426-8437
Email: choosing.childbirth@health.ok.gov
Stephanie.Spencer@health.ok.gov

Recipient Legal Notice to:

LIFT Community Action Agency, Inc.
209 N 4th Street
Hugo, OK 74743
580-326-3351
becky.reynolds@liftca.org

OSDH Legal Notice to:

Oklahoma State Department of Health
ATTN: Grants Management Office
123 Robert S. Kerr Ave, Suite 1702
Oklahoma City, OK 73102
(405) 426-8700
Email: choosing.childbirth@health.ok.gov
Cc: generalcounsel@health.ok.gov

Remit Invoice to:

Oklahoma State Department of Health
ATTN: Accounts Payable
123 Robert S. Kerr Ave, Suite 1702
Oklahoma City, OK 73102
Email:
OSDH.AccountsPayable@health.ok.gov
CC: choosing.childbirth@health.ok.gov

0.6 Maintenance of Insurance, Payment of Taxes, and Workers' Compensation

As a condition of this Grant Agreement, Recipient shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below and any approved subcontractor of Recipient shall procure and provide proof of the same

coverage. The required insurance shall be underwritten by an insurance carrier with an A.M. Best rating of A- or better.

Such proof of coverage shall additionally be provided to the OSDH if services will be provided by any of Recipient's employees, agents, or subcontractors or subrecipients at any OSDH premises and/or employer vehicles will be used in connection with performance of Recipient's obligations under the Grant Agreement. Recipient may not commence performance hereunder until such proof has been provided. Additionally, Recipient shall ensure each insurance policy includes a thirty (30) day notice of cancellation and name the State and its agencies as certificate holder and shall promptly provide proof to the State of any renewals, additions, or changes to such insurance coverage. Recipient's obligation to maintain insurance coverage under the Grant Agreement is a continuing obligation until Recipient has no further obligation under the Grant Agreement. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability. The minimum acceptable insurance limits of liability are as follows:

- A.** Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
- B.** Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$2,000,000 per occurrence;
- C.** Automobile Liability Insurance with limits of liability of not less than \$2,000,000 combined single limit each accident;
- D.** If the Recipient will access, process, or store state data, then Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Recipient's computer systems that results in unauthorized access to OSDH data with limits \$5,000,000 per occurrence; and
- E.** Additional coverage required in writing in connection with a particular Acquisition.

[SIGNATURES TO FOLLOW]

SIGNATURES

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

Oklahoma State Department of Health

Recipient

Authorized Signature <u><i>Lisa Martinez-Leeper</i></u> Lisa Martinez-Leeper (Jan 24, 2025 13:22 CST)	Authorized Signature <u><i>Becky Reynolds Porter</i></u> Becky Reynolds Porter (Jan 24, 2025 12:13 CST)
Printed Name Lisa Martinez-Leeper	Printed Name Becky Reynolds Porter
Title Chief Administrative Officer	Title Executive Director
Date 01/24/2025	Date 01/24/2025

OSDH Legal

Auth: _____
Signature: *Molly Clinkscates*
Molly Clinkscates (Jan 24, 2025 13:23 CST)
Email: mollyc@health.ok.gov

[Remainder of page is intentionally blank.]

LIFT Community Action Agency

LIFT CAA Administration
209 North 4th – Hugo, OK 74743
(580) 326-3351

2025 AFFIRMATIVE ACTION PLAN

Rebecca Porter, Executive Director

Board of Directors

David Hawkins, Board Chairman
Leah Guess-Thomas, Vice-Chair
Brad Burgett, Secretary/Treasurer

CONTENTS

LIFT CAA Commitment

AAP Purpose/Goal/Requirements	3
Mission, Vision, Values	4
Affirmative Action Policy No.12	5
Equal Opportunity Policy Statement and Officer	6-8
Organizational Profile by Gender and Race	9

Support Data

Department Totals Full-Time and Part-Time	10-12
Workforce Analysis Summary	13
Job Group Analysis Job Titles	14-19
Availability	20-24
Comparing Incumbency to Availability	25
Placement in Job Groups/Minority & Female	26

Compensation Data by EEO-1 Category/Job Group

Minority Females and Non-Minority Females	27
Minority Males and Non-Minority Males	28
Females and Males	29
Minority and Non-Minority	30
Compensation Test Minorities and Male/Female	31-32

Disability and Veteran Employment Practices

Americans with Disabilities Act Policy No. 24	33
Voluntary Self-Identification of with Disability	34
Individuals with Disabilities	35
Voluntary Self-Identification of Veteran Status	36
Veterans	37

Processes

Designation of Responsibility for Implementation	38
Identification of Problem Areas	38
Action Oriented Programs	39
Internal Audit and Reporting System	40
Dissemination of Policy; External and Internal	41

Personnel Activity

Hires	42
Promotions; Within a Group and To a Group	43-44
Transfers	45
Voluntary Terminations and Retirement	46
Involuntary Terminations	47

Review of Personnel Policy

Equity Diversity and Inclusion	48-49
Guidelines on Discrimination Religion or National Origin	50
Religious Accommodation Policy No. 23	51
Harassment Policy No. 412	52-54
Sexual and Workplace Harassment Policy Statement	55-56
Complaint/Grievance Procedure Policy No. 530	57-59



Community Action Agency, Inc.

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

AFFIRMATIVE ACTION PLAN

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

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

- **Executive Order 11246**
Requires federal contractors and subcontractors with 50 or more employees who have entered into at least one contract of \$50,000 or more with the federal government must prepare and maintain a written program to take affirmative action to promote the full realization of equal opportunity for minorities and women.
- **Section 503 of the Rehabilitation Act of 1973** prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities and requires employers to take affirmative action with regard to recruit, hire, promote and retain qualified individuals with disabilities.
- **The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)**, as amended by the Jobs for Veterans Act, requires contractors to take affirmative action to employ and advance in employment veterans with service-connected disabilities, recently separated veterans and other protected veterans and requires employers take affirmative action with regard to recruit, hire, promote and retain these qualified individuals.

LIFT Community Action Agency, Inc. is an Equal Opportunity Employer and Provider.



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

This institution is an equal opportunity employer





Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

LIFT CAA'S MISSION

Our Mission

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

Our Vision

To Free Generations of People from Poverty

Our Core Values

Compassion; Honesty; Optimism; Integrity; Community; Empowerment; and Stewardship.



AFFIRMATIVE ACTION

PURPOSE/POLICY

LIFT CAA recruits and hires a diverse workforce and provides equal opportunities to all candidates to better reflect the job market, the people served, and to provide better services to clients. Affirmative action is a continuous effort. The Affirmative Action Plan is conducted annually to acquire accurate workforce data required for OFCCP compliance with a deliberate approach to tracking and recording data.

PROCEDURE

1. When recruiting for open positions, it is the responsibility of the Human Resource Department to advertise and recruit in media and markets that offer equal opportunities.
2. The Human Resource Department reviews hiring records to ensure a diverse workforce is being maintained.
3. The Human Resource Department will be responsible for monitoring and maintaining the affirmative action records.
4. All advertisements will state equal opportunity employer.

LIFT

Community Action Agency, Inc.

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

EQUAL OPPORTUNITY POLICY STATEMENT

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

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

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

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

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



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LIFT

Community Action Agency, Inc.

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

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

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

January 14, 2025
Date of Board Approval

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



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Community Action Agency, Inc.

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

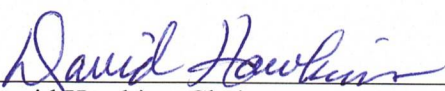
Equal Employment Officer

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

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

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

Jeannie McMillin was first appointed to this role on February 14, 2012. LIFT seeks to re-appoint Ms. McMillin as the part-time Equal Employment Opportunity Officer upon vote and approval by LIFT Community Action Agency, Inc. Board of Directors during their regularly scheduled meeting on January 14, 2025.


David Hawkins, Chairman
LIFT Board of Directors

1-14-2025
Date of Board Approval

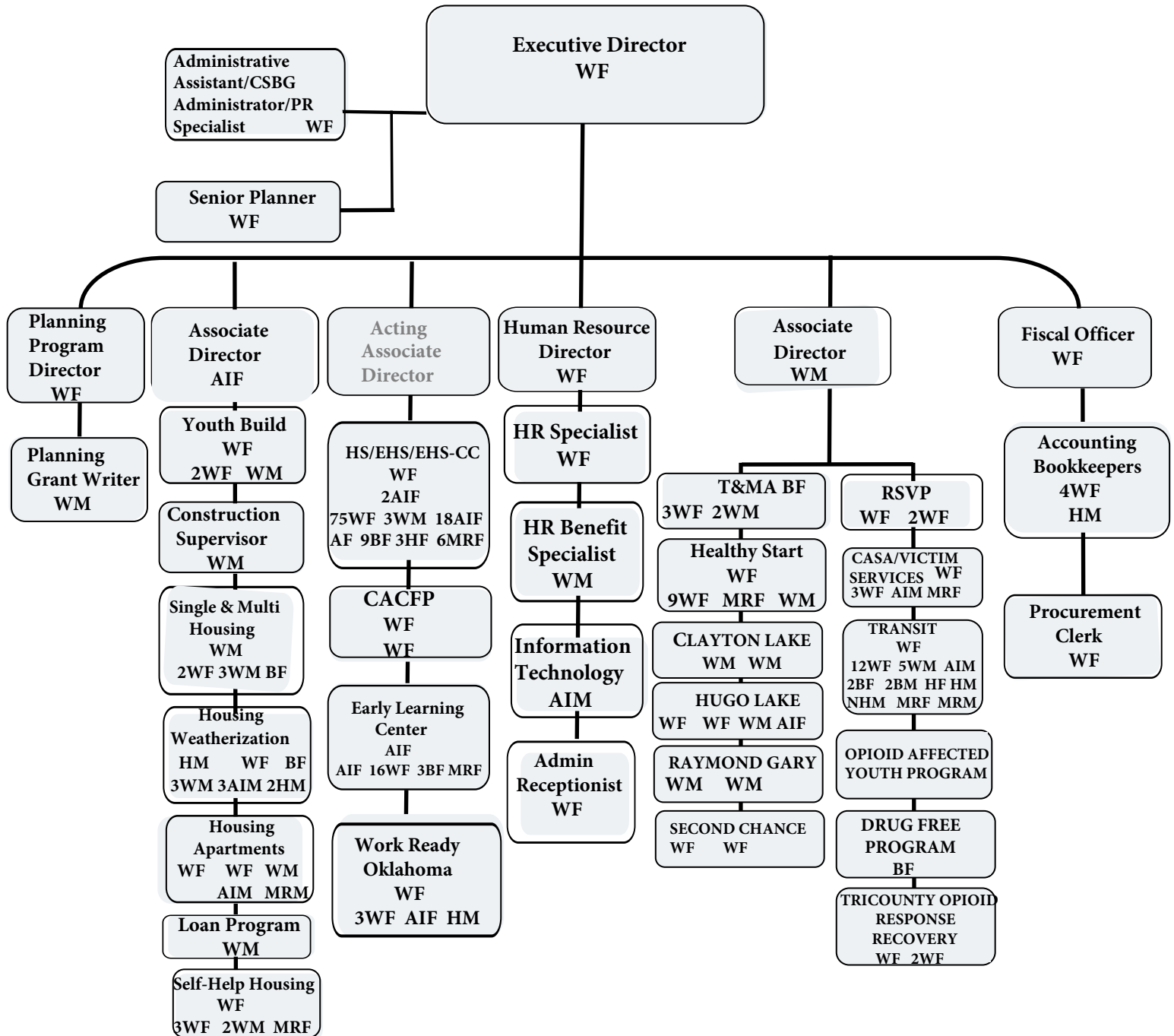


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2024 Affirmative Action Plan Organizational Profile



2024 Organizational Profile : Meets the requirements of 41 CFR 60-2.11 and must contain the following elements for each unit:
 1. Name of the Unit
 2. Job, Gender, Race, Ethnicity of the Unit Supervisor
 3. Total of Male and Females in the Unit;
 4. Number of Male and Female Employees by Racial or Ethnic Group.

LIFT CAA

Activity - Department Totals FT/PT

Data As Of/Since
12/31/2024

<i>Department</i>	<i>YTD Hires</i>	<i>YTD Terms</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>All Headcount</i>
	0	0	0	0	0
ADMINISTRATION	0	1	16	0	16
ADMINISTRATION LABORER	0	0	0	0	0
AMERICORPS MEMBERS FEDERAL	0	0	0	0	0
AMERICORPS STAFF FEDERAL	0	0	0	0	0
AMERICORPS STAFF MATCH	0	0	0	0	0
ANTLERS EARLY LEARNING CENTER	0	0	1	0	1
ANTLERS ELC/OECP PAYS FR & IND	0	0	2	0	2
BETTER CHOICES/BETTER FUTURES	0	0	1	0	1
BROKEN BOW EARLY LEARNING CENTER	0	0	8	2	10
BROKEN BOW EARLY LEARNING CTR COOK	0	0	0	0	0
CACFP	0	0	0	0	0
CACFP DAYCARE HOMES	0	0	2	0	2
CLAYTON APTS %	0	0	0	0	0
CLAYTON PARK	0	0	1	1	2
CSBG HOUSING STAFF	0	0	2	0	2
DRUG FREE COMMUNITIES	0	0	0	0	0
DRUG FREE COMMUNITIES YR 3	0	0	0	0	0
EARLY HEAD START COOKS	1	0	2	0	2
EARLY HEAD START REGULAR STAFF	1	0	16	0	16
EARLY LEARNING CENTER	0	0	2	0	2
EHS CC ADMINISTRATION	0	0	0	0	0
EHS CC REGULAR STAFF (SPECIALISTS)	0	1	2	0	2
FAMILY YOUTH COMMUNITY ADVOCATE	0	0	1	0	1
HEAD START COOKS	0	0	6	0	6
HEAD START DISABILITIES	0	0	0	2	2
HEAD START NONFED	0	0	27	7	34
HEAD START REGULAR STAFF	1	1	50	7	57

Department	YTD Hires	YTD Terms	Full-Time	Part-Time	All Headcount
HEALTHY START INITIATIVE	0	0	10	0	10
HOUSING EXPANSION NF	0	0	0	0	0
HOUSING NON-FED	0	0	10	1	11
HRSA ECCS RURAL IMPACT	0	0	0	0	0
HRSA RURAL HEALT NETWORK	0	0	0	0	0
HSG NF CARPENTERS	0	0	7	0	7
HUGO EARLY LEARNING CENTER	0	0	3	1	4
HUGO LAKE MARINA STAFF	1	0	5	0	5
IDABEL EARLY LEARNING CENTER	0	0	4	2	6
INDIRECT	0	0	1	0	1
MANY MENTORING	0	0	0	0	0
MENTORING PROGRAM	0	0	0	0	0
NCE OVERDOSE	0	0	1	0	1
NWA EXPENDABLE	0	0	0	0	0
OCA AG ENHANCEMENT	0	0	0	0	0
OKLA. EARLY CHILDHOOD PROGRAM	0	0	1	0	1
OPIOID-BETTER CHOICES BETTER FUTURE	0	0	0	0	0
RAYMOND GARY PARK	0	1	1	1	2
RSVP FEDERAL	0	0	1	1	2
RSVP NONFED NOT MATCH	0	0	0	0	0
SAF/CAA	0	0	0	0	0
SE OKLAHOMA CHOOSING CHILDBIRTH	0	0	1	0	1
SECOND CHANCE	0	0	2	0	2
SELF HELP HOUSING	0	0	0	0	0
SPHH	0	0	1	0	1
SPHH2	0	0	0	1	1
STATE CASA	0	0	0	0	0
STRONG FATHERS	1	0	5	0	5
SWINK EARLY LEARNING CENTER	0	0	0	0	0
T&MA (SHARE	0	0	5	1	6
TERRY HILL APTS. %	0	1	2	0	2
TRANSIT CLERKS/RESEARCHER	0	0	5	0	5
TRANSIT DIRECTOR	0	0	1	0	1
TRANSIT DISPATCHERS	0	0	2	0	2

Activity - Department Totals FTPT

Page 2 of 3

<i>Department</i>	<i>YTD Hires</i>	<i>YTD Terms</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>All Headcount</i>
TRANSIT DRIVERS	1	0	17	3	20
TRANSIT MECHANIC & HELPER	0	0	0	0	0
TRANSIT SECRETARY	0	0	0	0	0
TRANSIT SOONERRIDE	0	0	1	0	1
TRI-COUNTY OPIOID RESPONSE PROJECT	0	0	1	0	1
VICTIM SERVICES	0	0	2	0	2
VOCA	0	0	0	0	0
VOCA 22-23 CASA	0	0	1	0	1
VOCA VICTIM ADVOCACY SERVICES	0	0	0	0	0
VOCA VS	0	0	1	0	1
WORK READY OKLAHOMA	0	0	6	0	6
YOUTH BUILD	0	0	1	0	1
YOUTH BUILD 2019 YB GRANT	0	0	0	0	0
YOUTH BUILD 11 GRANT	0	0	4	0	4
Grand Total:	6	5	241	30	271

Section D - EMPLOYMENT DATA

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

Job Categories		Number of Employees (Report employees in only one category)															
		Race/Ethnicity															
		Hispanic or Latino		Not-Hispanic or Latino													Total Col A - N
				Male							Female						
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaskan Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaskan Native	Two or more races		
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
01. 1	Executive Officials and Managers	0	0	0	0	0	0	0	0	1	0	0	0	1	0	2	
01. 2	First/Midlevel Officials & Managers	0	0	4	0	0	0	1	0	23	1	0	0	3	0	32	
02	Professionals	2	0	5	0	0	0	1	0	34	1	0	1	4	5	54	
03	Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
04	Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
05	Administrative Support Workers	1	3	1	0	0	0	0	0	39	4	0	0	1	0	49	
06	Craft Workers	0	0	3	0	0	0	1	0	0	0	0	0	0	0	4	
07	Operatives	1	0	5	2	1	0	1	1	8	0	0	0	0	1	20	
08	Laborers and Helpers	2	0	6	0	0	0	3	0	0	1	0	0	0	0	12	
09	Service Workers	0	1	4	0	0	0	1	0	56	10	0	0	16	9	98	
10	TOTAL	6	4	28	2	1	0	8	1	161	17	0	1	25	15	271	
11	PREVIOUS YEAR TOTAL																

1. Date(s) of payroll period used: 01/01/2024-12/31/2024 (Omit on Consolidated Report.)

LIFT CAA INC.

AAP Job Group Analysis Listing of Job Titles

Job Titles	EEO-1 Category	Job Group Name
EXECUTIVE DIRECTOR	01.1	Executive Officials and Managers
ADMIN ASSISTANT/CSBG ADMIN/PR ADMIN PLANNING PUBLIC RELATIONS DI ADMINISTRATION ACCOUNTING FISCAL ADMINISTRATION ACCOUNTING SUPERVI ADMINISTRATION HUMAN RESOURCES D CACFP PROGRAM DIRECTOR CLAYTON LAKE STATE PARK MANAGER DRUG FREE COMMUNITY PROGRAM DIRE ECCS PROGRAM DIRECTOR EHS EHS-CC CENTER DIRECTOR ELC PROGRAM DIRECTOR FATHERHOOD PROGRAM DIRECTOR - MC FATHERHOOD PROGRAM DIRECTOR CHO FATHERHOOD PROGRAM DIRECTOR PUS HEALTHY START PROJECT DIRECTOR HOUSING APARTMENT MANAGER HOUSING INTERMEDIARY PROGRAM MA HOUSING PROGRAM DIRECTOR HS/EHS/EHS CC DIRECTOR HS/EHS/EHS-CC ASSISTANT DIRECTOR HUGO LAKE PARK MANAGER PARK ASSISTANT SUPERVISOR PARK MANAGER PARK MANAGER PART-TIME RAYMOND GARY PARK MANAGER RSVP DIRECTOR SE OKLAHOMA CHOOSING CHILDBIRTH P	01.2	First/Midlevel Officials & Managers

Job Titles	EEO-1 Category	Job Group Name
SECOND CHANCE PROGRAM DIRECTOR SELF-HELP HOUSING PROGRAM DIRECTO T&MA CONTRACTOR PROGRAM DIRECTO TRANSIT PROGRAM DIRECTOR VICTIM AND YOUTH PROGRAMS DIRECT WRO (Work Ready Oklahoma) EMPLOYMENT WRO (WorkReady Oklahoma) PROGRAM DIR WRO (WorkReady Oklahoma) PROGRAM MA YOUTH BUILD PROGRAM DIRECTOR		
	02	Professionals
ADMIN PLANNING CSBG ADMINISTRATO ADMIN PLANNING PUBLIC RELATIONS ADMINISTRATION SENIOR PLANNING PU EARLY LEARNING CENTER ASSISTANT CE EARLY LEARNING CENTER DIRECTOR/LE EARLY LEARNING CENTER OECP PROGRA EHS OECP PROGRAM TEACHER ELC ASSISTANT CENTER DIRECTOR/LEAD ELC CENTER DIRECTOR ELC CENTER DIRECTOR/FLOATER HEAD START TEACHER T-2 HEAD START TEACHER T-3 HEAD START TEACHER T-4 HEALTHLY START COMMUNITY CONSOR HEALTHY START FATHERHOOD COORDIN HEALTHY START OUTREACH LIASION HOUSING ASSISTANT PROGRAM DIRECTO HOUSING LOAN OFFICER HOUSING WX ENERGY AUDITOR HOUSING WX PROGRAM MANAGER HS TEACHER HS/EHS/EHS CC HEALTH SPECIALIST HS/EHS/EHS CC NUTRITION SPECIALIST HS/EHS/EHS CC PROFESSIONAL DEVELOP HS/EHS/EHSCC DISABILITIES/MENTAL HE HS/EHS/EHS-CC EARLY CHILD DEVELOP C HS/EHS/EHS-CC OUTREACH SPECIALIST SE OK CHOOSING CHILDBIRTH FAMILY A SE OK CHOOSING CHILDBIRTH HELATH N		

Job Titles	EEO-1 Category	Job Group Name
SELF-HELP HOUSING CONSTRUCTION SUP STRONG FATHER FATHERHOOD CASE MA STRONG FATHER FATHERHOOD CASE MA STRONG FATHER FATHERHOOD CASE MA T&MA CONTRACTOR GRANT/SELF-HELP S T&MA CONTRACTOR PROGRAM ANALYS T&MA SELF-HELP TRAINING ASSISTANT TRI-COUNTY OPIOID DATA COORDINATO TRI-COUNTY OPIOID RESPONSE PROJECT WRO (Work Ready Oklahoma) ADMIN SUPPO YOUTH BUILD ACADEMIC INSTRUCTOR YOUTH BUILD CASE WORKER YOUTH BUILD CONSTRUCTION/SAFETY I YOUTH BUILD GED TEACHER YOUTH BUILD JOB DEVELOPER		
	05	Administrative Support Workers
ADMIN PLANNING PUBLIC RELATIONS GR ADMINISTRATION ACCOUNTING BOOKKE ADMINISTRATION ACCOUNTING CLERK ADMINISTRATION ACCOUNTING PROGRA ADMINISTRATION ADMINISTRATIVE REC ADMINISTRATION HUMAN RESOURCE SP ADMINISTRATION HUMAN RESOURCES/B ADMINISTRATION PROCUREMENT CLERK ADMINISTRATIVE ASSISTANT BETTER CHOICES FAMILY YOUTH COMM CACFP MONITOR CASA DATA ENTRY/PR SPECIALIST DRUG FREE COMMUNITY PROJECT COOR ECCS DATA ANALYST ECCS PROGRAM COORDINATOR EHS CC FAMILY ADVOCATE EHS CC PROCUREMENT CLERK EHS FAMILY ADVOCATE EHS OECF FAMILY ADVOCATE HEAD START ASSISTANT ERSEA SPECIALI HEALTHY START CARE COORDINATOR M HOUSING APARTMENT CLERK HOUSING COMMUNITY DEVELOPMENT S		

Job Titles	EEO-1 Category	Job Group Name
HOUSING COMMUNITY ENGAGEMENT CO		
HOUSING COORDINATOR		
HOUSING COUNSELOR		
HOUSING INTAKE SPECIALIST		
HOUSING LOAN SPEC/HOUSING COUNSEL		
HOUSING OUTREACH COORDINATOR		
HOUSING PROGRAM SECRETARY		
HOUSING SENIOR COMMUNITY DEVELOP		
HOUSING SPECIALIST		
HOUSING WEATHERIZATION INTAKE SPE		
HS FAMILY ADVOCATE		
HS/EHS FAMILY AND COMMUNITY ENGA		
HS/EHS IDABEL SITE SUPERVISOR/FAMIL		
HS/EHS PROGRAM CLERK		
HS/EHS PROGRAM SECRECTARY		
HS/EHS/EHS CC ASSISTANT EDUCATION S		
HS/EHS/EHS CC ASSISTANT FCE AND DMH		
HS/EHS/EHS CC ASSISTANT HEALTH SPEC		
HS/EHS/EHS CC ASSISTANT NUTRITION SP		
HS/EHS/EHS CC ERSEA AND TRANSPORTA		
HS/EHS/EHS CC PROGRAM SECRETARY/D		
HS/EHS/EHS-CC MENTOR COACH		
HS/EHS/EHS-CC PROCUREMENT CLERK		
MENTORING PROGRAM ASSISTANT		
OPIOID-BETTER CHOICES BETTER FUTUR		
SAFE PLACE HEALING HEARTS PROGRAM		
SECOND CHANCE CASE MANAGER SPECI		
SELF-HELP HOUSING GROUP WORKER		
SELF-HELP HOUSING PROGRAM SECRETA		
T&MA ASSISTANT PROGRAM ANALYST		
TRANSIT BILLING CLERK		
TRANSIT CLERK		
TRANSIT DISPATCHER		
TRANSIT DISPATCHER/TRAINER		
TRANSIT PROGRAM ASSISTANT		
TRI-COUNTY OPIOID COMMUNITY RESPO		
YOUTH FIRST COORDINATOR		

06

Craft Workers

HOUSING APARTMENT MAINTENANCE

Job Titles	EEO-1 Category	Job Group Name
HOUSING APARTMENT MAINTENANCE C HOUSING WX CARPENTER HOUSING WX INSPECTOR/CARPENTER HS/EHS/EHS-CC MAINTENANCE TECHNICI	07	Operatives
TRANSIT DRIVER TRANSIT DRIVER/DISPATCHER	08	Laborers and Helpers
ADMINISTRATION CONSTRUCTION SUPE HOUSING WX CARPENTER HELPER HOUSING WX CREW LEADER/REHAB CAR HOUSING WX RETROFIT INSTALLER/REH PARK MAINTENANCE	09	Service Workers
AMERICORPS PLANNING DEVELOPMENT CASA ADVOCATE COORDINATOR EHS CAREGIVER EHS CAREGIVER AIDE EHS EHS-CC CAREGIVER AIDE ELC CAREGIVER 1 ELC CAREGIVER 2 ELC CAREGIVER AIDE ELC CHILD CARE TEACHER ELC COOK ELC LEAD CAREGIVER ELC SCHOOL AGE TEACHER ELC SUBSTITUTE HEAD START TEACHER ASSISTANT TA- 2 HEAD START TEACHER ASSISTANT TA-1 HEAD START TEACHER ASSISTANT TA-3 HEALTHY START CARE COORDINATOR HOUSING COUNSELOR/ OUTREACH COOR HS BUS MONITOR/CUSTODIAN HS TEACHER ASSISTANT HS/EHS SPECIAL NEEDS AIDE/SUBSTITUT HS/EHS SUBSTITUTE HS/EHS/EHSCC ASSISTANT COOK HS/EHS/EHS-CC COOK		

Job Titles	EEO-1 Category	Job Group Name
PARK ASSISTANT		
RSVP COUNTY COORDINATOR		
T&MA CONTRACTOR SELF-HELP SPECIAL		
T&MA CONTRACTOR SELF-HELP SPECIAL		
VICTIM SERVICES COORDINATOR		
VICTIM SERVICES SPHH TOO COORDINA		
VICTIM SERVICES SPHH TOO PROGRAM		

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AAP Availability: The determined the minority and female availability percentages for each job group, is compared to the actual utilization of minorities and women in each job group with their estimated availability, and identified in those job groups where the percentage of women and/or minorities employed is less than would reasonably be expected given their availability.

Raw Statistics: Includes the total number of individuals in a given job category within a reasonable recruitment area, further broken down by race, ethnicity, and gender.

Weighted Statistics: A calculated percentage that represents the estimated proportion of qualified women and minorities within a specific job group.

AAP Availability

Job Group: 01.1 Executive Officials and Managers

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	40.00%	0.00%	100.00%	40.00%	24.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	40.00%	0.00%	

Job Group: 01.2 First/Midlevel Officials & Managers

		Raw Statistics			Weighted Statistics		
		Female	Minority	Value Weight	Female	Minority	
Factor: 1		Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
		40.00%	0.00%	100.00%	40.00%	24.00%	
Source of Statistics		Availability. Incumbent work force for this Job Group					
Reason for Weighing		Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total				100.00%	40.00%	0.00%	

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AAP Availability

Job Group: 02 Professionals

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	72.00%	0.00%	100.00%	72.00%	19.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	72.00%	0.00%	

Job Group: 03 Technicians

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	79.00%	0.00%	100.00%	79.00%	33.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	79.00%	0.00%	

LIFT CAA, INC.

AAP Availability

Job Group: 05 Administrative Support Workers

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	82.00%	0.00%	100.00%	82.00%	24.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	82.00%	0.00%	

Job Group: 06 Craft Workers

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	7.00%	0.00%	100.00%	7.00%	15.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demand					
Total			100.00%	7.00%	0.00%	

LIFT CAA, INC.

AAP Availability

Job Group: 07 Operatives

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 1	Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
	19.00%	0.00%	100.00%	19.00%	29.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	19.00%	0.00%	

Job Group: 08 Laborers and Helpers

		Raw Statistics			Weighted Statistics		
		Female	Minority	Value Weight	Female	Minority	
Factor: 1		Percentage of minorities or women with requisite skills in the reasonable recruitment area.					
		15.00%	0.00%	100.00%	15.00%	28.00%	
Source of Statistics		Availability. Incumbent work force for this Job Group					
Reason for Weighing		Reasonable recruiting practices and business necessity. Consideration given to past practices and current demand					
Total				100.00%	15.00%	0.00%	

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AAP Availability

Job Group: 09 Service Workers

	Raw Statistics			Weighted Statistics		
	Female	Minority	Value Weight	Female	Minority	
Factor: 2	Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.					
	68.00%	0.00%	100.00%	68.00%	29.00%	
Source of Statistics	Availability. Incumbent work force for this Job Group					
Reason for Weighing	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands					
Total			100.00%	68.00%	0.00%	

LIFT CAA, INC.

Comparing Incumbency to Availability and Annual Placement Goals

Job Group	Count	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females	Minority Incumbency %	Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Minorities
01.1	3	66.7%	40.0%	No	0.0%	33.3%	24.0%	No	0.0%
01.2	32	84.4%	40.0%	No	0.0%	15.6%	24.0%	Yes	24.0%
02	52	90.4%	72.0%	No	0.0%	26.9%	19.0%	No	0.0%
05	50	94.0%	82.0%	No	0.0%	18.0%	24.0%	Yes	24.0%
06	5	0.0%	7.0%	Yes	7.0%	40.0%	15.0%	No	0.0%
07	20	40.0%	19.0%	No	0.0%	35.0%	29.0%	No	0.0%
08	13	7.7%	15.0%	Yes	15.0%	46.2%	28.0%	No	0.0%
09	97	94.8%	68.0%	No	0.0%	37.1%	29.0%	No	0.0%

In an Affirmative Action Plan (AAP), "comparing incumbency to availability" means analyzing the percentage of minority and female employees currently holding positions within a specific job group compared to the percentage of qualified minorities and women available in the relevant labor market.

Purpose: Placement goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. Placement goals also are used to measure progress toward achieving equal employment opportunity

LIFT CAA, INC.

Placement of Incumbents in Job Groups

Job Group	Total # of Incumbents	# of Females	Female Incumbency %	# of Minorities	Minority Incumbency %
01.1	2	2	100.0%	1	50.0%
01.2	32	27	84.4%	5	15.6%
02	58	49	84.5%	14	24.1%
05	49	47	95.9%	9	18.4%
06	4	0	0.0%	1	25.0%
07	20	9	45.0%	7	35.0%
08	12	1	8.3%	6	50.0%
09	92	87	94.6%	37	40.2%

LIFT CAA, INC.

Compensation Data by EEO-1 Category and Job Group

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

MINORITY FEMALES					
EEO-1 Category and Job Group	Average Annual Monetary Compensation for All Minority Female Employees	Lowest Annual Monetary Compensation of any Single Minority Female Employee	Highest Annual Monetary Compensation of any Single Minority Female Employee	Average Tenure of Minority Female Employees With Firm	
				Years	Months
Executive Officials and Managers	██████	██████	██████	7	3
First/Midlevel Officials & Managers	██████	██████	██████	17	11
Professionals	██████	██████	██████	7	5
Administrative Support Workers	██████	██████	██████	6	4
Laborers and Helpers	██████	██████	██████	0	3
Service Workers	██████	██	██████	2	10

NON-MINORITY FEMALES					
EEO-1 Category and Job Group	Average Annual Monetary Compensation for All Non-Minority Female Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Female Employee	Highest Annual Monetary Compensation of any Single Non-Minority Female Employee	Average Tenure of Non-Minority Female Employees With Firm	
				Years	Months
Executive Officials and Managers	██████	██████	██████	30	10
First/Midlevel Officials & Managers	██████	██████	██████	12	6
Professionals	██████	██████	██████	8	4
Administrative Support Workers	██████	██████	██████	8	2
Operatives	██████	██████	██████	5	9
Service Workers	██████	██	██████	3	4

LIFT CAA, INC.

Compensation Data by EEO-1 Category and Job Group

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

MINORITY MALES					
EEO-1 Category and Job Group	Average Annual Monetary Compensation for All Minority Male Employees	Lowest Annual Monetary Compensation of any Single Minority Male Employee	Highest Annual Monetary Compensation of any Single Minority Male Employee	Average Tenure of Minority Male Employees With Firm	
				Years	Months
First/Midlevel Officials & Managers				0	2
Professionals				11	9
Administrative Support Workers				1	5
Craft Workers				2	5
Operatives				1	10
Laborers and Helpers				0	10
Service Workers				4	6
NON-MINORITY MALES					
EEO-1 Category and Job Group					
Executive Officials and Managers				24	4
First/Midlevel Officials & Managers				3	7
Professionals				2	2
Administrative Support Workers				2	10
Craft Workers				11	3
Operatives				0	8
Laborers and Helpers				2	6
Service Workers				5	4

LIFT CAA, INC.

Compensation Data by EEO-1 Category and Job Group

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

FEMALES					
EEO-1 Category and Job Group:	Average Annual Monetary Compensation for All Female Employees	Lowest Annual Monetary Compensation of any Single Female Employee	Highest Annual Monetary Compensation of any Single Female Employee	Average Tenure of Female Employees With Firm	
				Years	Months
Executive Officials and Managers	████████	████████	████████	19	0
First/Midlevel Officials & Managers	████████	████████	████████	13	4
Professionals	████████	████████	████████	8	1
Administrative Support Workers	████████	████████	████████	7	10
Operatives	████████	████████	████████	5	9
Laborers and Helpers	████████	████████	████████	0	3
Service Workers	████████	████	████████	3	2
MALES					
Executive Officials and Managers	████████	████████	████████	24	4
First/Midlevel Officials & Managers	████████	████████	████████	2	9
Professionals	████████	████████	████████	7	0
Administrative Support Workers	████████	████████	████████	2	4
Craft Workers	████████	████████	████████	9	0
Operatives	████████	████████	████████	1	3
Laborers and Helpers	████████	████████	████████	1	9
Service Workers	████████	████████	████████	5	1

LIFT CAA, INC.

Compensation Data by EEO-1 Category and Job Group

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

MINORITY						
		Average Annual Monetary Compensation for All Minority Employees	Lowest Annual Monetary Compensation of any Single Minority Employee	Highest Annual Monetary Compensation of any Single Minority Employee	Average Tenure of Minority Employees With Firm	
					Years	Months
EEO-1 Category:	Executive Officials and Managers	████████	████████	████████	7	3
Job Group:	Executive Officials and Managers					
EEO-1 Category:	First/Midlevel Officials & Managers	████████	████████	████████	14	4
Job Group:	First/Midlevel Officials & Managers					
EEO-1 Category:	Professionals	████████	████████	████████	8	3
Job Group:	Professionals					
EEO-1 Category:	Administrative Support Workers	████████	████████	████████	5	10
Job Group:	Administrative Support Workers					
EEO-1 Category:	Craft Workers	████████	████████	████████	2	5
Job Group:	Craft Workers					
EEO-1 Category:	Operatives	████████	████████	████████	1	10
Job Group:	Operatives					
EEO-1 Category:	Laborers and Helpers	████████	████████	████████	0	9
Job Group:	Laborers and Helpers					
EEO-1 Category:	Service Workers	████████	████	████████	2	11
Job Group:	Service Workers					
NON-MINORITY						
		Average Annual Monetary Compensation for All Non-Minority Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Employee	Highest Annual Monetary Compensation of any Single Non-Minority Employee	Average Tenure of Non-Minority Employees With Firm	
					Years	Months
EEO-1 Category:	Executive Officials and Managers	████████	████████	████████	27	7
Job Group:	Executive Officials and Managers					

AAP Compensation Test - Minorities

EEO Job Group	Non-Min Count	Non-Min Avg Sal	Minority Count	Minority Avg Sal	% Diff in Average Salary	Disadv Group	Disadv Non-Min Count	Disadv Minority Count
Executive Officials and Managers	2		1		20%	Min	0	1
First/Midlevel Officials & Manager	26		5		-8%	Non-Min	26	0
Professionals	38	\$3,577	15	\$3,412	5%		0	0
Administrative Support Workers	42	\$2,938	9	\$2,901	1%		0	0
Craft Workers	3	\$3,554	2	\$3,148	13%	Min	0	2
Operatives	13	\$2,119	7	\$2,080	2%		0	0
Laborers and Helpers	7	\$3,087	6	\$2,925	6%	Min	0	6
Service Workers	60	\$1,901	37	\$1,717	11%	Min	0	37
Total	191		82				26	46
Percent of Disadvantaged Groups:							13.6%	56.1%
1. Are 10% or more of minorities in a disadvantaged group?								Yes
2. Is the percent of minorities in disadvantaged groups more than three times higher than non-minorities?								Yes
3. Are 30 or more minorities in a disadvantaged group?								Yes

If yes to all of three questions, then additional testing may be required.

AAP Compensation Test - Male/Female

EEO Job Group	Male Count	Male Avg Sal	Female Count	Female Avg Sal	% Diff in Average Salary	Disadv Group	Disadv Male Count	Disadv Female Count
Executive Officials and Managers	1		2		-19%	Male	1	0
First/Midlevel Officials & Manager	4		27		-27%	Male	4	0
Professionals	6	\$4,196	47	\$3,445	22%	Female	0	47
Administrative Support Workers	3	\$3,292	48	\$2,909	13%	Female	0	48
Craft Workers	5	\$3,392	0	\$0	0		0	0
Operatives	12	\$2,080	8	\$2,143	-3%		0	0
Laborers and Helpers	12	\$3,039	1	\$2,690	13%	Female	0	1
Service Workers	5	\$4,020	92	\$1,712	135%	Female	0	92
Total	48		225				5	188
Percent of Disadvantaged Groups:							10.4%	83.6%
1. Are 10% or more females in a disadvantaged group?								Yes
2. Is the percent of females in disadvantaged groups more than three times higher than males?								Yes
3. Are 30 or more females in a disadvantaged group?								Yes

If yes to all of three questions, then additional testing may be required.

AMERICANS WITH DISABILITIES ACT

PURPOSE/POLICY

LIFT CAA does not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits, or other employment-related activities. The Organization complies with the Americans with Disabilities Act of 1990 (ADA) and other similar federal, state and local laws and ensures equal employment opportunity for qualified persons with disabilities, as defined by the ADA.

PROCEDURE

1. Employment opportunities will be afforded to people with disabilities who are qualified to perform the essential functions of the job with or without reasonable accommodation. LIFT CAA will provide reasonable accommodations that do not result in undue hardship on business operations for qualified individuals with disabilities.
2. The Human Resource Department will be responsible for implementation of guidelines and operational procedures related to ensuring the Organization's compliance with the ADA.
3. Employees who experience a disability may be entitled to leave under the Family Medical Leave Act (FMLA) or an extension of their medical leave as a reasonable accommodation under the ADA. Questions regarding leave rights should be directed to the Human Resource Department.
4. Employees with a qualifying disability that requires an accommodation should contact the Human Resource Department.
5. On receipt of an accommodation request, a Human Resources representative will meet with the requesting employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Agency might make to help overcome those limitations. The Agency may determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the Agency's overall financial resources and organization, and the accommodation's impact on the operation of the Agency, including its impact on the ability of other employees to perform their duties and the Agency's ability to conduct business.

Voluntary Self-Identification of DisabilityForm CC-305
Page 1 of 1OMB Control Number 1250-0005
Expires 04/30/2026Name:
Employee ID:

Date:

(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- ☐ Yes, I have a disability, or have had one in the past
- ☐ No, I do not have a disability and have not had one in the past
- ☐ I do not want to answer

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

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.

For example:

Job Title:

Date of Hire:

LIFT CAA INC.

AAP Individuals with Disabilities

Starting Date: 1/1/2024

Ending Date: 12/31/2024

Disabled Applicants	Total Applicants	Job Openings	Jobs Filled	Disabled Hired	Total Hired	Disabled Applicant Ratio	Disabled Hiring Ratio	Job Fill Ratio
8	1064	198	0	8	46	0.75%	17.39%	0.00%

Assessment of External Outreach and Recruitment Efforts for Protected Individuals who Identify with Disability

For the purpose of assessment, the data reviewed and evaluated include the current year and the two most recent previous years 2022 and 2023

	1. The total number of job openings	2. The total number of applicants for all jobs	3. The total number of applicants with Disability hired.	4. The total number of applicants hired	5. Disabled Hired Ratio
2024	298	1619	16	99	17.39%
2023	266	2079	11	97	11.34%
2022	269	1560	16	99	22.08%

To promote inclusion of more individuals with disabilities in apprenticeship programs, the U.S. Department of Labor (USDOL) has set an aspirational goal that 7% of the workforce to consist of qualified individuals with disabilities. This goal is a benchmark – not a quota or mandatory level to be reached. However, sponsors must make good-faith efforts to reach this goal as they establish, manage, and grow their program.

Candidates have the option to identify with Disability and as a protected Veteran at the time of application. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of identify with Disability.

Voluntary Self-Identification of Veteran Status

Why are you being asked to complete this form?

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

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

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

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

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

☐ I AM NOT A PROTECTED VETERAN

☐ I DON'T WISH TO ANSWER

3. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
4. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Your Name

Today's Date

LIFT CAA, INC.

AAP Veterans

Starting Date: 1/1/2024 Ending Date: 12/31/2024

Veteran Applicants	Total Applicants	Job Openings	Jobs Filled	Veterans Hired	Total Hired	Veteran Applicant Ratio	Veteran Hiring Ratio	Job Fill Ratio
0	1064	198	0	0	46	0.00%	0.00%	0.00%

Assessment of External Outreach and Recruitment Efforts for Protected Individuals who identify as a protected Veteran

For the purpose of assessment, the data reviewed and evaluated include the current year and the two most recent previous years 2022 and 2023

	1. The total number of job openings	2. The total number of applicants for all jobs	3. The total number of applicants as a protected Veteran hired	4. The total number of applicants hired	5. Protected Veteran hired Ratio
2024	298	1619	1	99	.99%
2023	266	2079	2	97	2.06%
2022	269	1560	3	99	3.90%

The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) enforces the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA), the law that prohibits federal contractors and subcontractors from discriminating against protected veterans and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The national annual veteran hiring benchmark is 5.2 percent, beginning March 31, 2024, down from the benchmark of 5.4 percent, which was in place from March 31, 2023, to March 30, 2024.

Candidates have the option to identify as a protected Veteran at the time of application. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of identify as a protected Veteran.

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Designation of Responsibility for Implementation

The Executive Director, Rebecca Porter, and the Equal Opportunity Officer, Jeannie McMillin, have the responsibility for designing and ensuring implementation of the LIFT Community Action Agency's Affirmative Action Plan (AAP). These responsibilities include, but are not limited to the following;

1. Developing Equal Employment Opportunity (EEO) policy statements, affirmative action programs and internal and external communication procedures.
2. Assisting in the identification of AAP/EEO problem areas.
3. Assisting management in arriving at effective solutions to AAP/EEO problems;
4. Designing and implementing an internal audit and reporting system that:
 - a. Measures the effectiveness of LIFT CAA.'s program;
 - b. Determines the degree to which the AAP goals and objectives are met; and
 - c. Identifies the need for remedial action;
5. Keeping LIFT CAA.'s Executive Director informed of equal opportunity progress and reporting potential problem areas within the Agency through quarterly reports;
6. Reviewing LIFT CAA's AAP for qualified minorities and women with all directors and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
7. Auditing the contents of the Agency's bulletin board to ensure compliance information is posted and up-to-date; and
8. Serving as liaison between LIFT CAA and enforcement agencies.

Responsibilities of Managers and Supervisors

It is the responsibility of all managerial and supervisory staff to implement LIFT's AAP. These responsibilities include but are not limited to:

1. Assisting in identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
2. Reviewing the qualification of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promoting, transferring and termination actions occur.
3. Reviewing job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

Identification of Problem Areas

Area of Concern: Reaching and selecting qualified candidates to fill open positions.

Corrective Action:

Supervisors will the Action Oriented Programs when hiring and/or promotion employees. A new software, JOBVITE, was implemented in late 2024. JOBVITE is designed to transform hiring by streamlining complex processes, supporting business growth and improving hiring outcomes. We are seeing a positive result of this new software.

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Action Oriented Programs

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

1. Reviewing job descriptions to ensure they accurately reflect job functions. Job descriptions are renewed every five years per Human Resource requirements.
2. Use job performance criteria to evaluate each job description.
3. Make job descriptions available to all members of management involved in recruiting, screening, selection and promoting processes.
4. Evaluate the total selection process to ensure freedom from bias through;
 - a. Review job applications and related documents to ensure information requested is job related.
 - b. Evaluate selection methods that may have an unrelated impact to ensure they are job related and consistent with business necessity.
 - c. Train personnel and management staff on proper interview techniques.
5. Use techniques to improve recruitment and increase the flow of minority and female applicants. LIFT CAA presently pursues the following actions.
 - a. Include the phrase "Equal Opportunity/Affirmative Action Employer" in all printed employment advertisements.
 - b. Encourage all employees not in the hiring decision making process to refer qualified applicants.
 - c. Recruit at secondary schools, colleges and universities with predominantly minority or female enrollments.
 - d. Request employment agencies to refer qualified minorities and women.
 - e. Attend job fairs.
6. Ensuring all employees are given equal opportunity for promotion. Achieving this by;
 - a. Posting promotion opportunities.
 - b. Assist employees in identifying opportunities to enhance possibilities for job rotation or transfer and
 - c. Evaluating job requirements for a promotion.

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Internal Audit and Reporting System

The Human Resource Department has the responsibility for developing and preparing the formal documents of the Affirmative Action Plan. The Human Resource Department, in conjunction with the Executive Director and the Equal Employment Opportunity Officer, is responsible for the effective implementation of the AAP.

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

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

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

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

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

During annual reporting the following occurs;

1. The Human Resource Department will discuss any problems relating to significant rejection ratios, EEO Changes, etc. with the Executive Director; and
2. The Human Resource Department will report the status of the LIFT CAA's AAP goals and objectives to the Executive Director. The Director of Operations will recommend remedial actions for the effective implementation of the AAP.

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DISSEMINATION OF POLICY, OUTREACH AND POSTIVE RECRUITMENT

Dissemination of Policy is the process of actively communicating and notifying of LIFT CAA's Equal Employment Opportunity and Affirmative Action Plan to all employees within an organization, ensuring everyone understands their rights and responsibilities under the policy. Including internal postings, employee meetings, and inclusion in company handbooks; it also often involves external communication to potential applicants and community partners to promote inclusivity and outreach efforts.

External Dissemination

- Posting the EEO policy and EEO Officer on the company website.
- Job descriptions of job openings posted on the website LIFT's EEO policy.
- Participating in area job fairs and networking events.
- Reaching out at community events and gatherings.
- Providing printed material at brochure posting sites.
- The EEO clause concerning the employment of qualified individual with disabilities and qualified protected veterans are included on all agency material and communication.

Internal Dissemination

- EEO posters are posted on agency bulletin boards.
- Copies of the Agency's AAP is available for employees on the agency website or by requesting a copy from Human Resources.
- EEO is included in employee handbooks or policy manuals.
- Conducting employee training sessions to explain the policy such as orientation.
- Applicants can identify as with a disability or as a protected veteran.
- Program Director will attend workshops, trainings/webinars, and/or read articles which address EEO.
- Employees are invited every five years to self-identify as with a disability.
- Information regarding agency events and employee accomplishments are included in a newsletter.



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

This institution is an equal opportunity employer



LIFT CAA, INC.

AAP - Personnel Activity by EEO-1 Category and Job Group - New Hires

Time Frame:

Starting Date: 1/1/2024

Ending Date: 12/31/2024

☐ This personnel activity covers the most recently concluded calendar year.

<i>EEO-1 CATEGORY:</i>	Professionals	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
<i>JOB GROUP:</i>	Professionals							
Male		1	0	0	0	0	0	
Female		1	0	1	0	0	2	
<i>EEO-1 CATEGORY:</i>	Administrative Support Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
<i>JOB GROUP:</i>	Administrative Support Workers							
Male		1	0	0	0	0	0	
Female		6	0	2	1	0	0	
<i>EEO-1 CATEGORY:</i>	Operatives	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
<i>JOB GROUP:</i>	Operatives							
Male		3	0	0	1	0	1	
Female		4	0	0	0	0	1	
<i>EEO-1 CATEGORY:</i>	Laborers and Helpers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
<i>JOB GROUP:</i>	Laborers and Helpers							
Male		2	4	0	0	0	0	
Female		0	0	0	1	0	0	
<i>EEO-1 CATEGORY:</i>	Service Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
<i>JOB GROUP:</i>	Service Workers							
Male		3	0	0	0	0	0	
Female		31	7	0	7	0	7	
Total Male:		10	4	0	1	0	1	16
Total Female:		42	7	3	9	0	8	69
Total:		52	11	3	10	0	9	85

LIFT CAA, INC.

AAP Promotions Within Job Group Summary

Starting Date: 1/1/2024 Ending Date: 12/31/2024

EEO Cat	Total			Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
02	Professionals																
	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
08	Laborers and Helpers																
	2	2	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0
09	Service Workers																
	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Grand Total																	
	4	2	2	0	1	1	0	0	1	0	2	0	0	0	0	0	0

Each person is counted only once.

LIFT CAA, INC.

AAP Promotions Into Job Group Summary

Starting Date: 1/1/2024 Ending Date: 12/31/2024

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

Each person is counted only once.

LIFT CAA, INC.

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

Time Frame:

Starting Date: 1/1/2024

Ending Date: 12/31/2024

☐ This personnel activity covers the most recently concluded calendar year.

EEO-1 CATEGORY:	First/Midlevel Officials & Manag	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
JOB GROUP:	First/Midlevel Officials & Manag							
Male		1	0	0	0	0	0	
Female		4	0	0	0	0	0	
EEO-1 CATEGORY:	Professionals	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
JOB GROUP:	Professionals							
Male		0	0	0	0	0	0	
Female		3	2	0	0	0	0	
EEO-1 CATEGORY:	Administrative Support Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
JOB GROUP:	Administrative Support Workers							
Male		0	0	0	0	0	0	
Female		5	0	0	1	0	0	
EEO-1 CATEGORY:	Craft Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
JOB GROUP:	Craft Workers							
Male		0	0	0	0	0	1	
Female		0	0	0	0	0	0	
EEO-1 CATEGORY:	Service Workers	White	American Indian or Alaskan Native	Hispanic	Black or African American	Asian	Other	
JOB GROUP:	Service Workers							
Male		0	0	0	0	0	0	
Female		9	3	0	2	0	2	
Total Male:		1	0	0	0	0	1	2
Total Female:		21	5	0	3	0	2	31

Page 1 of 1

Total:	22	5	0	3	0	3	33
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Page 1 of 1

LIFT CAA, INC.

AAP Voluntary Termination and Retirement Summary

Starting Date: 1/1/2024 Ending Date: 12/31/2024

EEO	Total			Male							Female						
Cat	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
01.2	First/Midlevel Officials & Managers																
	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
02	Professionals																
	6	2	4	0	1	0	1	0	1	0	2	1	1	0	0	0	0
05	Administrative Support Workers																
	5	1	4	0	0	0	0	0	0	0	2	1	0	1	0	0	0
07	Operatives																
	6	2	4	1	0	0	1	0	0	0	4	0	0	0	0	0	0
08	Laborers and Helpers																
	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
09	Service Workers																
	49	4	45	3	0	0	1	0	0	0	32	6	0	3	0	4	0
Grand Total																	
	68	10	58	4	2	0	3	0	2	0	41	8	1	4	0	4	0

Each person is counted only once.

LIFT CAA, INC.

AAP Involuntary Terminations Summary

Starting Date: 1/1/2024 Ending Date: 12/31/2024

EEO Cat	Total			Male							Female						
	Total	Male	Female	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other	White	Amer. Ind.	Hispanic	Black	Asian	Multi-Race	Other
01.2	First/Midlevel Officials & Managers																
	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
02	Professionals																
	3	2	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0
05	Administrative Support Workers																
	4	0	4	0	0	0	0	0	0	0	4	0	0	0	0	0	0
07	Operatives																
	5	2	3	0	1	0	1	0	1	0	3	0	0	0	0	0	0
09	Service Workers																
	9	2	7	2	0	0	0	0	0	0	5	1	0	1	0	0	0
Grand Total																	
	22	6	16	4	1	0	1	0	1	0	12	1	0	1	0	2	0

Each person is counted only once.

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

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

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

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

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

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

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

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

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

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

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

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Guidelines on Discrimination Because of Religion or National Origin

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

Employment practices have been reviewed to determine whether members of the various religions and/or ethnic groups are receiving fair consideration for job opportunities. Attention has been directed toward executive and middle management levels.

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

Reasonable accommodations to the religious observances and practices of employees or prospective employees will be made, unless doing so would result in undue hardship. In determining whether undue hardship exists,

RELIGIOUS ACCOMMODATION

PURPOSE/POLICY

It is the intention of LIFT CAA to fully comply with Title VII and similar applicable laws with respect to religious accommodation. On request, LIFT CAA will make reasonable available accommodations for religious observances, unless the accommodation will cause undue hardship to LIFT CAA's operations.

Policy

An employee or applicant whose religious beliefs or practices conflict with their job, work schedule, LIFT CAA policy or other parts of their employment may request a religious accommodation by submitting the request in writing to the EEO Officer. The written request should include an explanation of the religious conflict and the employee's requested accommodation.

Upon receipt of a request for accommodation, the EEO Officer or their designee will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without undue hardship.

LIFT CAA prohibits retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under Title VII.

Policy No. 412
Date 08/08/23
Page 1 of 3

HARASSMENT

PURPOSE/POLICY

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

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

Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:
 - a. Submission to such conduct is either explicitly or implicitly made a term or condition of employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for working.
2. Examples of sexual harassment include, but are not limited to:
 - a. Some incidents of physical assault.
 - b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion.

Policy No. 412
Date 08/08/23
Page 2 of 3

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

Other Forms of Harassment

1. All persons involved in the Agency are entitled to work and access services in an atmosphere free of harassment of any kind and disrespectful behavior. Individuals may occasionally make statements or use words, objects, or pictures that others could interpret as being insulting or derogatory toward persons based on characteristics protected by federal and state law or regulation.
2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job or with a client's comfort in accessing services. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.
3. Disrespectful and bullying behavior toward anyone is unacceptable workplace behavior. Bullying or victimizing another employee because of their protected characteristics is also considered "harassment" under this policy. Unacceptable conduct includes, but is not limited to:
 - a. Repeated infliction of verbal abuse such as derogatory remarks, insults, or epithets.
 - b. Verbal or physical conduct that is threatening, intimidating, or humiliating.
 - c. Sabotage or undermining of an employee's work performance.
 - d. Exploitation of an employee's psychological or physical vulnerability.

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

Policy No. 412
Date 08/08/23
Page 3 of 3

Reporting Procedures

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



Sexual and Workplace Harassment Policy Statement

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

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

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

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

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

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

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

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



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

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

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

Employee signature

Date

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743 Telephone
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Policy No. 530
Date 08/08/23
Page 1 of 3

COMPLAINT/GRIEVANCE PROCEDURE

PURPOSE/POLICY

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

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

Each employee of the Agency is encouraged to:

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

DEFINITIONS

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

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

INFORMAL ACTION

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

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

TIME LIMITS

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

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

Policy No. 530
Date 08/08/23
Page 2 of 3

2. Issues will be dealt with promptly and within a reasonable timeframe (these may vary depending on the complexity of the issue).
3. Where time limits are referred to in the course of this procedure they may be varied by the Executive Director when believed necessary in the ordinary course of business.

PROCEDURE

1. **Supervisor's Role.** To resolve complaints and problems, the employee is encouraged to first seek assistance from his or her immediate supervisor. The immediate supervisor should communicate with the employee and attempt to resolve the problem. The supervisor is responsible for addressing the complaint as an important business matter, including giving prompt attention to the complaint expressed.
2. **Alternative Channels.** Occasionally, an employee's complaint involves his or her supervisor. Supervisors should realize that employees often do not feel comfortable expressing such concerns to them. Therefore, employees are encouraged to discuss complaints with the next higher level of management to avoid an awkward situation.

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

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

3. **Grievance and Appeals Procedures.**

DEFINITIONS

- a. Grievance - an action initiated by an employee resulting from the employee's dissatisfaction with working conditions.
- b. Adverse action - any disciplinary action or personnel action taken by management that results in the actual loss or reduction of salary to an employee or adversely affects his career.
- c. Appeal - an employee's request to management to reconsider an adverse action, which may include a full and impartial hearing, if requested.
- d. Charge an action taken by an employee claiming alleged discrimination. Discrimination charges are not subject to review through these procedures but are processed under the procedures outlined in the Harassment and EEOC policies.

Policy No. 530
Date 08/08/23
Page 3 of 3

PROCEDURES

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

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

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

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

4. Grievance against Executive Director

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

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

LIFT CAA FY25 Operating Plan

The Organizational Underwriting application provides the agency with a guide and serves as a tool to keep track of progress, identify and address issues/concerns; identify strengths and weaknesses and helps significantly with future planning. It is a “living document” and the agency’s ability to be flexible and implement changes speaks to capacity. In 2023, LIFT CAA, in partnership with the community and Board members, created a new three-year (2023-2025) organization-wide Strategic Plan. The Strategic Plan, the Community Needs Assessment, current trends, review/updates of the FY24 Operating Plan and quarter reports (ORS) were all considered in the development of this FY25 Operating Plan.

The FY25 Operating Plan below outlines goals by lines of business.

Line of Business: Board Governance

Goal: Board members have capacity to make informed decisions about agency policy, procedures, operations, resources, etc.

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Continue to hold monthly Board of Director’s Meetings (11 total)	January 1, 2025 through December 31, 2025
Two Board Members attend off-site trainings provided by other agencies (CAPLAW; OKACAA; NCAP; NWA etc.)	January 1, 202 through December 31, 2025
Conduct 11 Board Trainings internally to increase capacity	January 1, 2025 through December 31, 2025
Hold Annual In-Service Event to increase program awareness/capacity internally	By December 31, 2025
100% (27) board members make a monetary contribution to support agency programs/services	January 1, 2025 through December 31, 2025
Complete one evaluation on Executive Director Performance	November 2025
Board completes annual review/approval of agency policies	January 1, 2025 through December 31, 2025
Board engages in review and analysis of program performance goals and outcomes	Quarterly Reviews – April 2025, July 2025, October 2025 and January 2026
Board members participate in Strategic Planning Process and/or review.	January 1, 2025 through December 31, 2025

Implementation Strategies: Board members will attend NTI’s, VTI’s, CAPLAW training, OKACAA training, etc. to ensure they have the capacity to make informed decisions about the agency. This will serve to strengthen board governance and prepare members for any change in Board leadership i.e. officers (Chair, Vice-Chair and Secretary/Treasurer). Officer positions are held for a maximum of three years. Training and monthly meetings ensure for a well-informed board with the knowledge and capacity to make decisions in the best interest of the agency and its customers. These goals align with NTI training as well as other training opportunities. The agency

LIFT CAA FY25 Operating Plan

has a board approved (December 13, 2022) three-year Strategic Plan which will serve as a guide for the organization and reflects the needs as identified by the community. This equates to community buy-in and involvement.

Line of Business: Resource Development

Goal: Secure resources for agency operations/service delivery to address community needs

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Submit organizational documents as required to NWA for lending and salary support for the agency's loan program. Two applications (1 Capital and 1 Expendable to NWA)	By February 28, 2025
Submit a minimum of 1 supplemental applications to NWA to support agency needs (housing, rebranding, etc.)	January 1, 2025 through December 31, 2025
Raise \$3,000 locally to assist families in crisis via LIFT CAA emergency fund via the Salvation Army Bell Ringing Campaign, etc.	December 1, 2025 through December 31, 2025
One housing staff receives HUD Housing Counseling Training and tests for HUD Housing Counseling Certification	January 1, 2025 through December 31, 2025
Increase by 5 percent the number of total grant applications submitted by the planning department staff compared to 2024 (Baseline 26 + Kathys)	January 1, 2025 through December 31, 2025
Submit a total of four applications to ODOC (CSBG, WX (DOE/DHS/BIL, & SAF), VITA, Rx for Oklahoma for operational and program funding for the housing department.	January 1, 2025 through December 31, 2025
Submit one application to Oklahoma Housing Finance Agency for HOME funds and CHDO Operating funds for creation of a multi-family (triplex or duplex) unit.	January 1, 2025 through December 31, 2025
Three Board members participate in agency fundraising activities, i.e. donate items for auction, volunteer services/time or space for fundraising activities, etc.	January 1, 2025 through December 31, 2025
Maintain revenue from operations of HUD 202's by maintaining occupancy rates as of December 31, 2024 at 93%.	January 1, 2025 through December 31, 2025
Maintain revenue from operations of Non-HUD rental units (TH, Triplexes and Duplexes by maintaining occupancy rates at (Get rates from Margie)	January 1, 2025 through December 31, 2025
Increase housing funds via new home construction/sale of property (5 homes) using the Oklahoma Housing Stability Funds	January 1, 2025 through December 31, 2026

The primary source of funding for LIFT CAA has always been Federal and State grants. These funds ensure continued and uninterrupted service provision. Many of the resources are to sustain program operations but are not intended to generate income. They create and sustain jobs which

LIFT CAA FY25 Operating Plan

contribute to the economy. They provide services that are aimed at helping program participants attain skills education, etc. for achieving self-sufficiency, thereby contributing to a better economy. The exception would be our rental and new-construction projects. The income generated from these activities help to grow and sustain housing development. LIFT CAA is in a “unique” position in terms of being such a large and diverse organization. Because of this, LIFT CAA is able to maintain and even grow program services that sister organizations find challenging. The agency’s strategy to continue to seek out grant funds and engage in other resource development activities address poverty, substandard housing, transportation, education, health and other community needs. The outcome or difference resulting from these activities is an improved quality of life for the consumers/program participants.

Line of Business: Homeownership Promotion

Goal: Increase housing production and opportunities for achieving homeownership

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Review and Submit 80 housing loan applications via 502 Direct (Internally), via the Intermediary, and Housing Stability Program	January 1, 2025 through December 31, 2025
Create 25 new homeowners via the 502 Direct (Loans closed packaged internally and externally)	January 1, 2025 through December 31, 2025
Utilize four outlets for promoting homeownership and raising awareness about various agency programs and activities that lead to homeownership: Sources: radio advertisements; newspaper ads; webpage; social media postings; and brochure distribution.	January 1, 2025 through December 31, 2025
Provide Technical Assistance, Training and Support to 8 certified packaging bodies in Oklahoma, Arkansas, Kansas, Louisiana, Missouri, Nebraska, North Dakota, South Dakota and Texas to increase their capacity to create homeowners (Intermediary)	January 1, 2025 through December 31, 2025
Provide Technical Assistance, Training and Support to 10 nonprofit housing organizations in Oklahoma, Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Texas and Wyoming to increase their capacity to create homeowners (formerly SHARE)	January 1, 2025 through December 31, 2025
Assist with creation of 20 new homeowners via the provision of T&MA to Self Help Housing Organizations in an 11-State Region (formerly SHARE program)	January 1, 2025 through December 31, 2025

The goals/activities in this LOB result in increased homeownership as well as educating residents about the various routes to homeownership. Through the provision of Training and Technical Assistance, LIFT’s impact in creating homeowners stretches far beyond our geographical boundaries. The expected outcome will be the creation of 25 new homeowners as a result of the 502 direct program. The other outcome will be an increase in residents requesting information

LIFT CAA FY25 Operating Plan

and/or completing intakes for the various homeownership “products” provided via LIFT CAA’s Housing Program. This will be documented per various reporting systems. Because of the Intermediary activities, it is projected that a minimum of 25 new homeowners will be created as a result of the combined activities of reviewing loan application packages and provision of technical assistance and other support to the nonprofit housing organizations working with prospective homebuyers. The primary difference is that families are able to secure safe, decent, and affordable housing.

Line of Business: Homeownership Preservation

Goal: Homeowners attain resources and/or skills for maintaining homeownership

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
25 clients (502 Direct) receive home buyer education via third party training	January 1, 2025 through December 31, 2025
Provide home weatherization services for 120 families	January 1, 2025 through December 31, 2025
Process four 504 loan/grant applications for housing rehab	January 1, 2025 through December 31, 2025

Homeowners acquire or enhance their skills/knowledge for sustaining homeownership via lessons learned through participation in homebuyer education ensuring homeownership over the long term. Through weatherization activities, families have safer and more affordable homes also leading to an increased ability to sustain homeownership (lower utility costs, etc.) as a direct result of home improvements. Through the 504 program, Seniors (Age 62+) are able to secure grant funds (up to \$10,000) for necessary repairs/updates to their homes. This helps to ensure the integrity and lifespan of the home. The difference in the community is that families are able to feel safe; have more disposable income due to lowered utility bills and enjoy more comfortable living environments.

Line of Business: Comprehensive Community Development / Community Building Engagement

Goal: Improve lives and strengthen communities through intentional community development activities

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Sponsor/coordinate 4 community- based events to boost local economy and create/strengthen partnerships locally (RSVP Events, Lt. Governor Turkey Hunt, Fishing Tournaments, Rodeo)	January 1, 2025 through December 31, 2025
Create (3) comprehensive community development opportunities to engage residents and promote leadership (Community Clean Up, Awareness Campaigns, Job Fairs, Youth build, etc.)	January 1, 2025 through December 31, 2025
Work with the State Legislators to have Hugo Lake Park	January 1, 2025 through

LIFT CAA FY25 Operating Plan

re-designated as a State Park	December 31, 2025
Partner with local Community Based Organizations and Residents to identify and implement activities to promote tourism especially within the Parks/State Parks (Cabin and Marina updates)	January 1, 2025 through December 31, 2025
Increase awareness of agency programs via distribution of 2500 program flyers agency-wide	January 1, 2025 through December 31, 2025
Assist 6 families with low-income via the Rx Prescription Drug Program (existing and new combined)	January 1, 2025 through December 31, 2025
Engage in 3 outreach efforts to promote tourism to boost local economy i.e. Lt. Governor Turkey Hunt, Christmas Boat Parade, Deer Festival, etc.	January 1, 2025 through December 31, 2025
Provide small business training to 5 existing or potential businesses to increase capacity	January 1, 2025 through December 31, 2025
Utilize 250 resident volunteers to provide community services by volunteering at food banks, as mentors, etc. via the agency's RSVP, At-Risk Youth and other agency-operated programs.	January 1, 2025 through December 31, 2025
Complete one CB&E activity (Community Service Project) via Youth Build funding engaging 30 residents inclusive of area youth, city and county officials, residents, business leaders, representatives of other non-profits etc.	January 1, 2025 through December 31, 2025
Make 4 presentations during 2025 to civic and/or other community- based organizations to raise awareness of LCAA programs/services (across agency programs)	January 1, 2025 through December 31, 2025
Hold Bi-Annual Tenant Committee Meetings at Terry Hill MFP	May 2025 and October 2025
Hold 10 community events in partnership with 5 to 10 community -based partners that educate and/or raise awareness about domestic violence, child abuse, infant mortality, drug/alcohol abuse, etc.	January 1, 2025 through December 31, 2025
Make at least 10 small business loans	January 1, 2025 through December 31, 2025
Attend 3 trainings (online/in person) pertaining to CDFI implementation and Certification	January 1, 2025 through December 31, 2025
Provide training and technical assistance (in the form of developmental services) to 10 individuals pursuing a small business loan	January 1, 2025 through December 31, 2025
Strong Fathers: Provide educational, social/emotional, and supportive services to 225 Fathers/Father figures to improve their relationships with their child(ren), family and community.	January 1, 2025 through December 31, 2025
Choosing childbirth: Provide resources (educational workshops, referrals, health-related services and support)	January 1, 2025 through December 31, 2025

LIFT CAA FY25 Operating Plan

to 120 women and their families aimed at improving their social, emotional and physical well-being	
Family Resource Center: Assist (75) individuals/families through the provision of training, referrals, direct services and support to improve their overall family well-being.	January 1, 2025 through December 31, 2025

These activities serve to develop more resident leaders and obtain community buy-in, support and participation in addressing issues/needs at the community level. These activities help further the work of LIFT as a Community Action Agency as a NeighborWorks Organization. These activities align not only with the Community Building and Engagement Plan but also with the agency mission of Helping People, Changing Lives. By engaging residents in the process of identifying community needs, problems, assets, resources, etc., the outcome or difference is positive community change. This LOB is becoming a much larger focus within our agency. LIFT CAA is engaging in more activities to recruit resident volunteers for addressing community needs. At the “end of the day”, we will have created or strengthened relationships with those most affected by the community condition, the people that live in the communities served by the agency. Increased community participation is expected to equate to significantly improved community conditions.

Through increased comprehensive community development activities such as Strong Fathers, Choosing Childbirth, and the Family Resource Center, communities become stronger and safer. The program activities facilitate partnerships at the local, state, and national levels which provides families and communities with resources (training, social engagement, mental health, funding, community support, etc.) that leads to improved outcomes for individuals and families. When positive change occurs at the individual and family level, the overall community is improved.

Some measurable activities to occur in Fiscal Year 2025 will result from be a continued focus on improving the local economy through tourism activities in our Parks division. LIFT CAA began renovations at Hugo Lake in 2022 and has been working continuously with the local community and state legislators to seek state funding for the Park Operations. These efforts are aimed at enhancing the visitor experience, supporting local businesses, and ensuring the sustainability of our parks. By collaborating with various stakeholders, we hope to secure the necessary resources to maintain and improve our facilities, ultimately contributing to the economic growth of the region.

These activities serve to promote positive change by improving lives and strengthening the communities we serve. By providing members of the community opportunities to live in safe, decent and affordable housing, stabilizing markets, improving physical conditions and enhancing community images, promoting inclusive economic growth and addressing disparities and inequalities that are barriers to opportunity, these activities ultimately help to further the work of LIFT’s mission. This LOB is becoming more prevalent as the agency achieved CDFI Certification for Southeast Oklahoma Community Development Corporation. Ultimately, the strategies employed to achieve the above goals will work to improve the communities we serve on a daily basis. Through continuous partnership between LIFT CAA, SOCDC and other sectors of the community, low-income individuals and families are provided with access to small business lending and residential lending services. LIFT CAA is able to further the Agency’s mission and

LIFT CAA FY25 Operating Plan

address the needs of low-income families in the community.

Line of Business: Lending

Goal: Families achieve self-sufficiency and community economy is improved

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Process 10 business loans for small business start-up or expansion	January 1, 2025 through December 31, 2025
Service 20 small business loans	January 1, 2025 through December 31, 2025
Service 5 home loans via the agency's RLF	January 1, 2025 through December 31, 2025
Attend 2 trainings as continuing education for CDFI Operation(s)	January 1, 2025 through December 31, 2025
Secure capital for CDFI Lending Activities	January 1, 2025 through December 31, 2025

These activities help to generate revenue via interest and principal payments which help to sustain the revolving loan programs. This ensures an alternative to traditional financing for small business loans and leads to increased opportunities for self-sufficiency. Small business lending provides job opportunities for both the borrower and often times leads to additional jobs for residents. Many rural communities lack jobs with livable wages; the ability to access loans for this activity may serve to supplement household income or be the single source but at any rate provides resources for families to make a living.

LIFT CAA continues to service residential loans for five families. This program has made homeownership possible for families who did not qualify for traditional financing. The success of this program which rarely experiences any delinquency (residential) is a good indicator that some potential homebuyers which might be considered "High-risk" by traditional lenders in reality are not. Without this program, these families would not have been able to secure loans for homeownership.

The difference is families are provided opportunities to build or increase assets either by becoming homeowners, business owners or both. LIFT CAA has a mission to help individuals and families of low-income achieve self-sufficiency. Too often, individuals with low-income or other factors linked to disparities in terms of access to financial resources are simply denied loans without being offered any supportive services towards addressing the cause or issues. LIFT CAA seeks to provide these services (financial fitness, credit counseling, case management, etc.) that will improve client's financial stability and increase access to resources for these customers. This helps to remove barriers and end the cycle of poverty, especially among racial and ethnic minorities. LIFT CAA provides leadership, training and technical assistance to support the efforts of the Southeast Oklahoma Community Development Corporation to become an established lender in our service area. We seek out and secure resources to help support training, software, contractual fees and other activities necessary for SOCDC to position themselves to maintain CDFI certification.

LIFT CAA FY25 Operating Plan

Both residents and LIFT CAA benefit from the activities of SOCDC as LIFT CAA is a developer of single-family housing, a loan packager, etc. With the continued trend of fewer resources (i.e., capital grants) from grants, LIFT CAA must look at alternatives to ensure our mission can still be met. The relationship with SOCDC is one method by which that can be achieved. The difference is that families have more choices---they don't have to give up on the dream of homeownership simply because they were denied by traditional lending sources or because they may not be eligible for some of the other housing products.

Line of Business: Asset & Property Management

Goal: Families have access to safe, decent and affordable housing choices

Production/Performance Goals: SMART (Smart, Measurable, Attainable, Realistic and Time-Bound):	Timeline:
Maintain average annual vacancy rates across Multi-Family Properties at the rate of 5% or less	January 1, 2025 through December 31, 2025
Promote MFP's through media outlets (newspaper, radio and social media i.e. Facebook, agency webpage by publishing a minimum of 50 advertisements.	January 1, 2025 through December 31, 2025
Maintain current levels of tenant services at MFP's (laundry facilities, 24/7 maintenance; grounds upkeep) (3 amenities)	January 1, 2025 through December 31, 2025
Control increases in operational expenses (not inclusive of insurance prices) of HUD 202 properties by 5% (baseline average from 12/31/2024 (Avg Operational Expenses in 2024 - \$54,046.00)	January 1, 2025 through December 31, 2025
Start construction of one duplex via HOME funding in Hugo, Oklahoma	January 1, 2025 through December 31, 2025
Create and prioritize action item list from 2024 Capital Needs Assessments completed The Assessment Group (Boswell, Chappell, Fort Towson, Garvin, Terry Hill, Soper, Belmont, Clayton and Kiamichi)	January 1, 2025 through December 31, 2025

LIFT CAA continues to grow this revenue stream by leasing up apartments and controlling operational expenses. This equates to ensuring that these units remain self-sustaining and ensures job security for individuals employed to operate the MFP's. It also ensures access to safe, decent and affordable rental housing for residents in LIFT CAA's service area. The difference is expanded housing options for area residents. These activities address housing needs for low and very low-income families; families of more moderate incomes and special target groups i.e. senior supportive housing. LIFT CAA's continued efforts to replace old, dilapidated units through new construction of new MFP's increases safe and affordable housing. Capital improvements to MFPs in the agency's portfolio lowers utility costs; ensures that the units are safe and will continue to be a good housing option for area residents. LIFT CAA's rents are well below FMR's, so families are able to enjoy more disposable income after factoring in their housing costs.

LIFT Community Action Agency, Inc.'s goals for FY25 are reflective of both identified needs and

LIFT CAA FY25 Operating Plan

the capacity of the agency to address those needs. The goals also include plans for addressing gaps in services and increasing participation at the community level. The primary differences expected as a result of LIFT CAA activities listed above will be a more engaged community with improved housing conditions and expanded housing choices. The organization will have a stronger “bottom line” because of increased funding opportunities from grants, fees and rents collected, etc.

Actual to Projected Goal Outcomes from FY2024 Operating Plan

Line of Business: Board Governance

Goal: Board members have the capacity to make informed decisions about agency policy, procedures, operations, resources, etc.

Objective:	Timeline:	Progress Towards Meeting Goal:
Continue to hold monthly Board of Director’s Meetings (12 total)	January 1, 2024 through December 31, 2024	Had a total of (11) board meetings in 2024.
Two Board Members attend off-site trainings provided by other agencies (CAPLAW; OKACAA; NCAP; NWA etc.)	January 1, 2024 through December 31, 2024	5 board members attended offsite training in 2024. Goal exceeded.
Conduct 12 Board Trainings internally to increase capacity	January 1, 2024 through December 31, 2024	A total of 28 board trainings were conducted in 2024. Goal exceeded.
Hold Annual In-Service Event to increase program awareness/capacity internally	By December 31, 2024	Completed November 8 th , 2024.
100% (27) board members make a monetary contribution to support agency programs/services	January 1, 2024 through December 31, 2024	Goal has been met.
Complete one evaluation on Executive Director Performance	November 2024	Completed in October of 2024.
Board completes review/approval of agency policies	January 1, 2024 through December 31, 2024	Goal was met through various policies/procedures reviewed at board meetings throughout the year.
Board engages in review and analysis of program performance goals and outcomes in this operating plan	Initial review of projected outcomes (February 2024); analysis of 2024 outcomes achieved (January 2025)	Completed initial review February 13 2024 during board meeting and analysis January 14, 2025
Board members participate in Strategic Planning Process and/or review.	January 1, 2024 through December 31, 2024	Goal was met on November 12 th , 2024

LIFT CAA FY25 Operating Plan

Line of Business: Resource Development

Goal: Secure resources for agency operations/service delivery to address community needs

Objective:	Timeline:	Progress Towards Meeting Goal:
Submit organizational documents as required to NWA for lending and salary support for the agency's loan program. Two applications (1 Capital and 1 Expendable to NWA)	January 1, 2024 through December 31, 2024	Goal was met on November 19 th , 2024.
Submit a minimum of 2 supplemental applications to NWA to support agency needs (housing, rebranding, etc.)	January 1, 2024 through December 31, 2024	Goal was met by December 31, 2024.
Raise \$3,000 locally to assist families in crisis via LIFT CAA emergency fund via the Salvation Army Bell Ringing Campaign, etc.	January 1, 2024 through December 31, 2024	Goal was exceeded by December 31, 2024
One housing staff receives HUD Housing Counseling Training and test for HUD Housing Counseling Certification	January 1, 2024 through December 31, 2024	Did not meet. (2) staff are in the process towards achieving their certification with a third soon to start.
Increase by 5 percent the number of total grant applications submitted by the planning department staff compared to 2023	January 1, 2024 through December 31, 2024	Goal was met.
Submit a total of three applications to NWA and ODOC (CSBG, WX & SAF) for operational funding for the housing dept.	January 1, 2024 through December 31, 2024	Goal was exceeded. (5) applications were submitted and funded.
Receive one award from Oklahoma Housing Finance Agency for HOME funds and CHDO Operating funds for creation of a multi-family (triplex or duplex) unit.	Award Received January 1, 2024 through December 31, 2024	CHDO Operating Funds accepted on 3/12/24. HOME Development Funds accepted on 5/14/24.
Five Board members participate in agency fundraising activities, i.e. donate items for auction,	January 1, 2024 through December 31, 2024	Goal not met. (2) board members did participate in agency fundraising activities.

LIFT CAA FY25 Operating Plan

volunteer services/time or space for fundraising activities, etc.		
Program staff submit program-specific funding applications for continued program operations for Weatherization (DOE, DHS, and BIL) Self Help Housing; Rx for Oklahoma, VITA,	January 1, 2024 through December 31, 2024	Goal was exceeded. (6) Applications were submitted.
Maintain revenue from operations of HUD 202's by maintaining occupancy rates as of December 31, 2023 at 93%.	January 1, 2024 through December 31, 2024	Goal was met.

Line of Business: Homeownership Promotion

Goal: Increase housing production and opportunities for achieving homeownership

Objective:	Timeline:	Progress Towards Meeting Goal:
Create 20 additional homeowners in 2024/2025 utilizing the Self-Help Housing Program	February 1, 2024 through January 31, 2025	Previous goal was not met due to closure of the Self-Help Housing Program
Review and Submit 100 housing loan applications via 502 Direct (Internal).	January 1, 2024 through December 31, 2024	Goal was exceeded.
Create 25 new homeowners via the 502 Direct (Loans closed packaged internally and externally)	January 1, 2024 through December 31, 2024	Goal was exceeded.
Utilize four outlets for promoting homeownership and raising awareness about various agency programs and activities that lead to homeownership: Sources: radio advertisements; newspaper ads; webpage; social media postings; and brochure distribution.	January 1, 2024 through December 31, 2024	Goal was exceeded.
Provide Technical Assistance, Training and Support to 10 certified packaging bodies in Oklahoma, Arkansas, Kansas, Louisiana, Missouri,	January 1, 2024 through December 31, 2024	Goal was exceeded.

LIFT CAA FY25 Operating Plan

Nebraska, North Dakota, South Dakota and Texas to increase their capacity to create homeowners (Intermediary)		
Provide Technical Assistance, Training and Support to 10 nonprofit housing organizations in Oklahoma, Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Texas and Wyoming to increase their capacity to create homeowners (formerly SHARE)	January 1, 2024 through December 31, 2024	Goal was exceeded.
Assist with creation of 20 new homeowners via the provision of T&MA to Self Help Housing Organizations in an 11-State Region (formerly SHARE program)	January 1, 2024 through December 31, 2024	Goal was exceeded.

Line of Business: Homeownership Preservation

Goal: Homeowners attain resources and/or skills for maintaining homeownership

Objective:	Timeline:	Progress Towards Meeting Goal:
20 clients receive housing counseling via Virtual Homebuyer Education Course	January 1, 2024 through December 31, 2024	Goal was exceeded.
Provide home weatherization services for 137 families	January 1, 2024 through December 31, 2024	Goal was not met.
Process four 504 loan/grant applications for housing rehab	January 1, 2024 through December 31, 2024	Goal was met.

Line of Business: Comprehensive Community Development / Community Building & Engagement

Goal: Improve lives and strengthen communities through intentional community development activities

Objective:	Timeline:	Progress Towards Meeting Goal:
Sponsor/coordinate 4 community-based events to boost local economy and	January 1, 2024 through December 31, 2024	Goal was met.

LIFT CAA FY25 Operating Plan

create/strengthen partnerships locally		
Work with the State Legislators to have Hugo Lake Park re-designated as a State Park	January 1, 2024 through December 31, 2024	Goal Not met: LIFT representatives are continuing efforts working with legislators and others
Partner with local Community Based Organizations and Residents to identify and implement activities to promote tourism especially within the Parks/State Parks	January 1, 2024 through December 31, 2024	Goal Met
Increase awareness of agency programs via distribution of 2500 program flyers agency-wide	January 1, 2024 through December 31, 2024	Goal Exceeded: 5,000 plus flyers distributed
Assist 24 families with low-income via the Rx Prescription Drug Program (existing and new combined)	January 1, 2024 through December 31, 2024	Goal was not met.
Engage in 3 outreach efforts to promote tourism to boost local economy i.e. Lt. Governor Turkey Hunt, Christmas Boat Parade, Deer Festival, etc.	January 1, 2024 through December 31, 2024	Goal was met.
Provide small business training to 10 existing or potential businesses to increase capacity	January 1, 2024 through December 31, 2024	Goal was met.
Recruit 20 residents to volunteer with completion of a community-based project during NWW	January 1, 2024 through December 31, 2024	A social media and email campaign was selected and completed as the NeighborWorks week activity.
Engage 25 residents in participating in community building and engagement activities including park clean up, community enrichment and family initiatives, etc. across agency programs	January 1, 2024 through December 31, 2024	Goal was not met.
Utilize 300 resident volunteers to provide community services by volunteering at food banks, as mentors, etc. via the agency's RSVP, DFC, At-Risk Youth	January 1, 2024 through December 31, 2024	Goal was not met. A total of (256) volunteers were utilized.

LIFT CAA FY25 Operating Plan

and other agency- operated programs.		
Complete one CB&E activity (Community Service Project) via Youth Build funding engaging 30 residents inclusive of area youth, city and county officials, residents, business leaders, representatives of other non-profits etc.	January 1, 2024 through December 31, 2024	Goal was met.
Make 4 presentations during 2024 to civic and/or other community-based organizations to raise awareness of LCAA programs/services (across agency programs)	January 1, 2024 through December 31, 2024	Goal was met.
Hold Bi-Annual Tenant Committee Meetings at Terry Hill MFP	May 2024 and October 2024	Goal was met.
Hold 10 community events in partnership with 5 to 10 community -based partners that educate and/or raise awareness about domestic violence, child abuse, infant mortality, drug/alcohol abuse, etc.	January 1, 2024 through December 31, 2024	Goal was exceeded.
Complete installation of agency signage at Building locations and agency vehicles to reflect new Name and Logo (LIFT CAA) on at least 75% of the current properties/vehicles.	January 1, 2024 through December 31, 2024	Goal was not met.
Make at least 5 small business loans	January 1, 2024 through December 31, 2024	Goal was not met.
Attend 3 trainings (online/in person) pertaining to CDFI implementation and Certification	January 1, 2024 through December 31, 2024	Goal was met.
Provide training and technical assistance (in the form of developmental services) to 10 individuals pursuing a small	January 1, 2024 through December 31, 2024	Goal was met.

LIFT CAA FY25 Operating Plan

business loan		
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Line of Business: Lending

Goal: Families achieve self-sufficiency and community economy is improved

Objective:	Timeline:	Progress Towards Meeting Goal:
Process 10 business loans for small business start-up or expansion	January 1, 2024 through December 31, 2024	Goal was not met.
Service 20 small business loans	January 1, 2024 through December 31, 2024	Goal exceeded: 21 small business loans serviced
Service 5 home loans via the agency's RLF	January 1, 2024 through December 31, 2024	Goal Met: LIFT is currently servicing five residential loans
Process and service 1 home loan (First Mortgage Finance) via the agency's RLF program	January 1, 2024 through December 31, 2024	Did not meet: LIFT is currently not making any new home loans
Prepare via training to build capacity to become a CDFI	January 1, 2024 through December 31, 2024	Goal completed: CDFI certification achieved.

Line of Business: Asset and Property Management

Goal: Families have access to safe, decent and affordable housing choices

Objective:	Timeline:	Progress Towards Meeting Goal:
Maintain avg. annual vacancy rates across MFPs at the current rate of 7% as of 12/31/2023	January 1, 2024 through December 31, 2024	Goal was met.
Promote MFP's through media outlets (newspaper, radio and social media i.e. Facebook, agency webpage by publishing a minimum of 50 advertisements.	January 1, 2024 through December 31, 2024	Goal was exceeded.
Maintain current levels of tenant services at MFP's (laundry facilities, 24/7 maintenance; grounds upkeep) (3 amenities)	January 1, 2024 through December 31, 2024	Goal Met
Control increases in operational expenses (not inclusive of insurance prices)	January 1, 2024 through December 31, 2024	Goal was met. Operational expenses rose 0.03% from 2023 average.

LIFT CAA FY25 Operating Plan

of HUD 202 properties by 5% (baseline average from 12/31/2023 (Avg Operational Expenses in 2023 - \$54,030)		
Complete construction of two duplexes via HOME funding in Valliant Oklahoma	January 1, 2024 through December 31, 2024	Goal was met.

LIFT OPERATING BUDGET

FY2024

	Board Governance		Homeownership Preservation		Homeownership Promotion		Community Building & Engagement		Comprehensive Community Development		Lending		Asset & Property Management	
	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual	FY24 Budget	FY24 Actual
Salary	\$ 55,068.00	\$ 13,990.00	\$ 476,584.00	\$ 255,078.00	\$ 1,175,216.00	\$ 887,658.00	\$ 262,168.00	\$ 100,733.00	\$ 3,715.00	\$ 1,858.00	\$ 18,139.00	\$ 13,561.00	\$ 111,837.00	\$ 115,533.00
Fringe	\$ 18,774.00	\$ 4,641.00	\$ 175,269.00	\$ 80,382.00	\$ 371,358.00	\$ 253,700.00	\$ 76,238.00	\$ 29,769.00	\$ 1,388.00	\$ 694.00	\$ 6,308.00	\$ 4,299.00	\$ 33,036.00	\$ 36,746.00
Indirect	\$ 14,483.00	\$ 3,688.00	\$ 160,827.00	\$ 67,298.00	\$ 304,249.00	\$ 228,240.00	\$ 64,654.00	\$ 27,880.00	\$ 977.00	\$ 489.00	\$ 977.00	\$ 977.00	\$ 18,763.00	\$ 20,430.00
Space	\$ -	\$ -	\$ -	\$ -	\$ 52,238.00	\$ 51,088.00	\$ 17,340.00	\$ 7,619.00	\$ -	\$ -	\$ -	\$ 40.00	\$ 124,568.00	\$ 110,191.00
Supplies	\$ 1,074.00	\$ 205.00	\$ 285,889.00	\$ 132,944.00	\$ 54,516.00	\$ 12,674.00	\$ 7,861.00	\$ 9,081.00	\$ 6,500.00	\$ 861.00	\$ 6,030.00	\$ 4,890.00	\$ 653,083.00	\$ 594,053.00
Printing	\$ 300.00	\$ 119.00	\$ -	\$ -	\$ 7,545.00	\$ 4,375.00	\$ 341.00	\$ 589.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85.00
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 31,500.00	\$ 2,608.00	\$ -	\$ -	\$ -	\$ -	\$ 3,536.00	\$ -	\$ 55,229.00	\$ 222,701.00
Telephone	\$ 300.00	\$ 290.00	\$ -	\$ -	\$ 21,302.00	\$ 32,216.00	\$ 1,961.00	\$ 4,360.00	\$ -	\$ -	\$ 4,376.00	\$ 33.00	\$ 229,025.00	\$ 5,344.00
Travel	\$ -	\$ -	\$ 58,413.00	\$ 16,693.00	\$ 568,448.00	\$ 157,392.00	\$ 7,577.00	\$ 20,032.00	\$ -	\$ 19,022.00	\$ -	\$ 29.00	\$ 11,227.00	\$ 6,368.00
Postage	\$ 400.00	\$ 11.00	\$ -	\$ -	\$ 7,351.00	\$ 1,783.00	\$ 525.00	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ 265.00	\$ 284.00
Training	\$ -	\$ -	\$ 39,724.00	\$ 49,543.00	\$ 8,500.00	\$ 8,064.00	\$ 4,434.00	\$ 14,064.00	\$ 12,000.00	\$ 8,061.00	\$ -	\$ -	\$ 275.00	\$ 275.00
Advertising	\$ -	\$ -	\$ -	\$ 5,117.00	\$ 29,841.00	\$ 9,180.00	\$ 17,217.00	\$ 38,401.00	\$ -	\$ -	\$ -	\$ -	\$ 5,577.00	\$ 11,219.00
Insurance	\$ -	\$ -	\$ 3,057.00	\$ -	\$ 11,502.00	\$ 155.00	\$ 1,294.00	\$ 1,494.00	\$ -	\$ -	\$ -	\$ -	\$ 220,550.00	\$ 243,275.00
Other	\$ 4,250.00	\$ 179.00	\$ 79,562.00	\$ -	\$ 26,000.00	\$ 18,078.00	\$ 62,239.00	\$ 24,042.00	\$ 11,500.00	\$ 1,835.00	\$ 8,384.00	\$ 1,984.00	\$ 172,232.00	\$ 84,113.00
Legal	\$ 1,143.00	\$ 2,626.00	\$ -	\$ -	\$ -	\$ -	\$ 1,143.00	\$ 2,626.00	\$ -	\$ -	\$ -	\$ -	\$ 14,312.00	\$ -
Health/Safety	\$ -	\$ -	\$ 178,692.00	\$ 40,646.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 22,563.00	\$ 22,563.00	\$ 151,263.00	\$ 47,857.00	\$ 18,317.00	\$ 44,786.00	\$ 22,563.00	\$ 22,563.00	\$ 57,639.00	\$ 57,639.00	\$ -	\$ -	\$ 64,788.00	\$ 97,933.00
TOTAL	\$ 118,355.00	\$ 48,312.00	\$ 1,609,280.00	\$ 695,558.00	\$ 2,687,883.00	\$ 1,711,997.00	\$ 547,555.00	\$ 303,438.00	\$ 93,719.00	\$ 90,459.00	\$ 47,750.00	\$ 25,813.00	\$ 1,714,767.00	\$ 1,548,550.00

FY 2025

	Board Governance		Homeownership Preservation		Homeownership Promotion		Community Building & Engagement		Comprehensive Community Development		Lending		Asset & Property Management	
Salary	\$	57,821.00	\$	494,686.00	\$	860,080.00	\$	277,667.00	\$	3,901.00	\$	64,762.00	\$	80,495.00
Fringe	\$	19,713.00	\$	182,083.00	\$	262,387.00	\$	82,135.00	\$	1,457.00	\$	22,216.00	\$	22,967.00
Indirect	\$	15,207.00	\$	167,732.00	\$	226,202.00	\$	74,414.00	\$	1,026.00	\$	1,026.00	\$	12,176.00
Space	\$	-	\$	-	\$	26,466.00	\$	22,207.00	\$	-	\$	-	\$	124,415.00
Supplies	\$	1,128.00	\$	243,550.00	\$	24,675.00	\$	8,340.00	\$	6,825.00	\$	8,117.00	\$	63,909.00
Printing	\$	315.00	\$	-	\$	4,247.00	\$	658.00	\$	-	\$	540.00	\$	-
Equipment	\$	-	\$	-	\$	33,075.00	\$	-	\$	-	\$	1,762.00	\$	61,475.00
Telephone	\$	315.00	\$	-	\$	10,397.00	\$	2,059.00	\$	-	\$	-	\$	240,476.00
Travel	\$	-	\$	61,335.00	\$	502,370.00	\$	11,514.00	\$	-	\$	4,525.00	\$	5,833.00
Postage	\$	420.00	\$	-	\$	3,781.00	\$	580.00	\$	-	\$	-	\$	278.00
Training	\$	-	\$	41,711.00	\$	8,925.00	\$	3,991.00	\$	12,600.00	\$	745.00	\$	289.00
Advertising	\$	-	\$	-	\$	21,106.00	\$	14,675.00	\$	-	\$	-	\$	7,269.00
Insurance	\$	-	\$	3,210.00	\$	10,397.00	\$	1,359.00	\$	-	\$	-	\$	253,746.00
Other	\$	4,988.00	\$	83,540.00	\$	27,300.00	\$	78,847.00	\$	12,075.00	\$	4,188.00	\$	172,677.00
Legal	\$	1,200.00	\$	-	\$	-	\$	1,200.00	\$	-	\$	-	\$	15,028.00
Health/Safety	\$	-	\$	187,627.00	\$	-	\$	-	\$	-	\$	-	\$	-
Contractual	\$	23,691.00	\$	158,827.00	\$	19,233.00	\$	23,691.00	\$	21,000.00	\$	-	\$	60,724.00
TOTAL	\$	124,798.00	\$	1,624,301.00	\$	2,040,641.00	\$	603,337.00	\$	58,884.00	\$	107,881.00	\$	1,121,757.00

LIFT's Operating Budget identifies the organization's current and projected revenues and expenses. The Operating Budget provides a detailed breakdown of anticipated costs, including salaries, utilities, and program expenses. This document serves as a tool for financial planning and decision-making, ensuring resources are allocated efficiently to support the organization's goals.

BOARD GOVERNANCE

50% CSBG 24 Funding

HOMEOWNERSHIP PRESERVATION

100% BIL Funding
100% DHS Funding
100% DOE Funding
100% HPG Funding

HOMEOWNERSHIP PROMOTION

100% SHH Funding
100% T&MA Funding

COMMUNITY BUILDING & ENGAGEMENT

100% OADP/VITA Funding
100% RX for Oklahoma Funding
100% RSVP Funding
100% YouthBuild Funding
50% CSBG 24 Funding

COMPREHENSIVE COMMUNITY DEVELOPMENT

100% NeighborWorks Supplemental Funding
100% CSBG 19117 Funding
50% SAF Funding

LENDING

100% SOCDC TA Funding
100% RMAP Grant Funding
50% SAF Funding

ASSET & PROPERTY MANAGEMENT

100% HUD 202 Funding
100% LIFT Apartments Funding
100% 23-1736 HOME Funding
100% 23-1737 HOME Funding



Professional E-Rate Management Services – Fee Schedule

Lift Community Action Agency Inc (Little Dixie C.A.A. Head Start), Hugo, OK

Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2025-26

This letter is to confirm that **Lift Community Action Agency Inc (Little Dixie C.A.A. Head Start)** will exercise the renewal option as stated on the May 2019 Master Services Agreement, “Term of this agreement shall be effective from date of execution of this agreement through June 30, 2020, with up to four (4) subsequent twelve-month renewals subject to mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification”.

☒ **2nd Auto renewal, FUNDING YEAR: 2025-2026**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR Three Percent (3%) of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2025 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2025 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2025 (07/01/2025-06/30/2026)

Category of Service	Description	Amount	Billing Date
<u>Category 1 (C1)</u> Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	\$4,671.58	January 2025
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
<u>Category 2 (C2)</u> Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850.00	March 2025
	Pre and Post Funding for C2 Services	3.5% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2024 – JUNE 30, 2025

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	Check YES to request
Annual cost \$1,664.20 – billed January 2025	☐ YES
OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	☐ NO

Payment terms are net 30 days, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys' and collection agencies' fees and other charges, incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Credit card processing fees. If this is the Client's selected payment method, any credit card processing fees will be added to the next invoice.

Out of pocket expenses. In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

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

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

Termination

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

Liability

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

Disclaimer

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

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

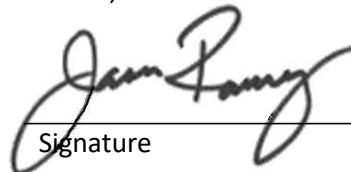
IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:
**Lift Community Action Agency Inc (Little
Dixie C.A.A. Head Start)**
209 N. 4th
Hugo, OK 74743

FOR:
Kellogg & Sovereign Consulting
3010 LBJ Freeway, Suite 1200, No. 450
Dallas, TX 75234

Signature:

Email: mattie.mckee@liftca.org



Signature

Printed Name

Jason Ramey

Printed Name

Title

CEO

Title

Date

May 17, 2024

Date

2024 CSBG Annual Report
Executive Director Review & Approval

I have reviewed the CSBG Annual Report data prepared by my agency and approve its submission.

Agency Name: LIFT Community Action Agency, Inc.

Name of Executive Director: Rebecca Porter


Executive Director Signature

CSBG 2024 Annual Report Contact Sheet

Please provide contact information for each section of the annual report. This is who will be contacted with questions. *Make sure the person listed is aware that they could receive follow-up questions to respond to.*

Module 2

Name: Sheree Ensley/Kinsey Cox

Email address: sheree.ensley@liftca.org/kinsey.cox@liftca.org

Phone number: 580-326-3351

Module 4

Name: Kinsey Cox

Email address: kinsey.cox@liftca.org

Phone number: 580-326-3351

2024 Successes & ROMA

State Management Accomplishment: [Describe what you consider to be the top management accomplishment achieved by your State CSBG office](#) during the reporting year (FFY).

Provide examples of how administrative or leadership actions led to improvements in efficiency, accountability, or quality of services and strategies.

In 2024, the state CSBG office actively participated in both a spring and a fall conference, where they delved into comprehensive CSBG guidance. Additionally, the office organized multiple online webinars specifically designed for ROMA professionals, providing valuable insights and training to enhance their skills and knowledge.

B.5. CSBG Eligible Entity Management Accomplishments: [Describe a notable management accomplishments achieved by](#) your agency during the reporting year (FFY). Describe how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies.

Our agency made a significant transition in 2024 by going live with the HR component in NetSuite. This module is designed to handle a wide range of HR tasks and processes, such as recruiting and hiring, onboarding and training, payroll processing and compensation management, regulatory compliance, attendance and time tracking, and talent management. By integrating with other components of the enterprise system, such as finance and accounting, it helps streamline processes and improve performance across key HR metrics. This integration was overseen by the Executive Director, Fiscal Office and HR Director.

B.6. Innovative Solutions Highlights: [Provide an example](#) of ways in which your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Provide the agency name, local partners involved, outcomes, and specific information on how CSBG funds were used to support implementation.

LIFT CAA is working towards Outpatient Mental Health Treatment Certification through the Oklahoma Department of Mental Health and Substance Abuse Services. The agency has been granted temporary certification—a crucial step in the process of fully establishing a Comprehensive Community Addiction Recovery Center. It is expected that full certification will be achieved in April 2025, which will allow for billing of services and sustainability of the center in the future. Substance use disorders and poverty often create a vicious cycle, where addiction

leads to financial instability, and financial stress exacerbates substance use. The recovery center works to provide the tools and support needed to break this cycle, enabling individuals to build a more stable and prosperous future. Local partners involved in this effort has included the Choctaw County Coalition, McCurtain County Coalition for Change, and Pushmataha County Turning Point Coalition, which works to serve in an advisory capacity for efforts relating to LIFT CAA's Tri-County Opioid Response Project and the new recovery center endeavor. Since temporary certification was granted in October, staff have provided counseling and case management services to five individuals. Additionally, staff have conducted overdose reversal training for local fire departments and two school systems (Broken Bow and Hugo) during staff professional development days. Narcan was distributed during these trainings as well as to individuals visiting the recovery center. In addition to patient/community outcomes, staff have purchased and implemented the patient curriculum as well as the electronic medical record to track patient history/care/billing. Staff members also created contacts/partnerships with Probation and Parole Offices and other community agencies for referral purposes. Federal funding from the Health Resources and Services Administration has allowed for these implementation activities, and CSBG funding in the amount of \$1,377 was used to support staff training with regards to understanding emerging drug trends to aid in patient care.

I.5. State and CSBG Eligible Entity Continuous Improvement. [Provide an example](#) of changes made by your agency to improve service delivery and enhance impact for individuals, families, and communities with low-incomes based on their in-depth analysis of performance data.

In 2024, LIFT Community Action Agency made significant strides in improving service delivery and enhancing the impact on low-income individuals, families, and communities through the establishment of a Family Resource Center. This initiative was driven by an in-depth analysis of performance data, which identified a need for more accessible and comprehensive support services. Based on the analysis, agency staff recognized that many low-income families faced multiple, interconnected challenges that required a holistic approach. In response, the Family Resource Center serves as a one-stop hub for a wide range of services, including systems access, navigation, and training, advocacy, and family supports/skills building. This integrated service model works to improve accessibility and coordination of care, allowing clients to receive comprehensive assistance in one convenient location. The Family Resource Center also facilitates seamless referrals and follow-ups, ensuring that clients receive timely and effective support tailored to their unique needs. As a result, the center has increased client engagement and improved overall outcomes for low-income families in the communities served.

FY 24

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

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

A.1 CSBG Eligible Entity Reporting Period:

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

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	\$ 41,524
A.2d. Housing	\$ 164,829
A.2e. Health and Social/Behavioral Development (includes nutrition)	
A.2f. Civic Engagement and Community Involvement	\$ 3,594
A.2g. Services Supporting Multiple Domains	\$ 45,126
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$ 5,252
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$ 357
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$ 260,682

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ 27,003
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*for more information on what qualifies as Administration, refer to IM37

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

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity in Table B. Please check all that apply.	
☒ Community Needs Assessment	☐ Data Management ☐ Other
☐ Strategic Planning	☐ Training and Technical Assistance
A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:	

FY 24

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

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

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

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	224.75
B.2b. Hours of Agency Staff in capacity building activities	14,617.18

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	21,365.00
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	7,121.00

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

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	102
B.5b. Faith Based	1
B.5c. Local Government	20
B.5d. State Government	3
B.5e. Federal Government	2
B.5f. For-Profit Business or Corporation	97
B.5g. Consortia/Collaborations	2
B.5h. School Districts	4
B.5i. Institutions of Post-Secondary Education/Training	8
B.5j. Financial/Banking Institutions	2
B.5k. Health Service Organizations	9
B.5l. Statewide Associations or Collaborations	2

FY 24 **Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form**

Name of CSBG Eligible Entity:		LIFT Community Action Agency, Inc.	
State Name:		Oklahoma	UEI: XL9DVU1YDGU2
C.1. CSBG Eligible Entity Reporting Period "X"			
C.1a. July 1 - June 30		☐	
C.1b. October 1 - September 30		☐	
C.1c. January 1 - December 31		☒	
C.2. Amount of FY 2024 CSBG allocated to reporting entity:			\$ 306,538
C.3. Federal Resources Allocated (Other than CSBG)			
C.3a. Weatherization (DOE) (include oil overcharge \$\$)		C.3a.	\$ 263,860
C.3b. Health and Human Services (HHS)			
C.3b.1.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	
C.3b.2.	LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	\$ 88,822
C.3b.3.	Head Start	C.3b.3.	\$ 3,517,548
C.3b.4.	Early Head Start	C.3b.4.	\$ 3,084,525
C.3b.5.	Older Americans Act	C.3b.5.	
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7.	Medicare/Medicaid	C.3b.7.	
C.3b.8.	Assets for Independence (AFI)	C.3b.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11.	Community Economic Development (CED)	C.3b.11.	
C.3b.12.	Other HHS Resource Description		
C.3b.12.i.	Healthy Start	CFDA #: 93.926	C.3b.12.i. \$ 1,333,271
C.3b.12.ii.	Opioid Response	CFDA #: 93.212	C.3b.12.ii. \$ 483,334
C.3b.12.iii.	Drug Free Communities	CFDA #: 93.276	C.3b.12.iii. \$ 93,750
C.3b.12.iv.		CFDA #:	C.3b.12.iv.
C.3b.13. Total Other HHS Resources (autocalculated)		C.3b.13.	\$ 1,910,355
C.3c. Department of Agriculture (USDA)			
C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	C.3c.1.	
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	C.3c.2.	\$ 2,082,354
C.3c.3.	All other USDA Food programs	C.3c.3.	\$ 1,489,336
C.3d. Department of Housing and Urban Development (HUD)			
C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	C.3d.1.	
C.3d.2.	Section 8	C.3d.2.	
C.3d.3.	Section 202	C.3d.3.	
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)	C.3d.4.	
C.3d.5.	HOPE for Homeowners Program (H4H)	C.3d.5.	
C.3d.6.	Emergency Solutions Grant (ESG)	C.3d.6.	
C.3d.7.	Continuum of Care (CoC)	C.3d.7.	
C.3d.8.	All other HUD programs, including homeless programs	C.3d.8.	\$ 600,054
C.3e. Department of Labor (DOL)			
C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	C.3e.1.	
C.3e.2.	Other DOL Employment and Training programs	C.3e.2.	\$ 510,552
C.3e.3.	All other DOL programs	C.3e.3.	
C.3f. Corporation for National and Community Service (CNCS) programs		C.3f.	\$ 63,674
C.3g. Federal Emergency Management Agency (FEMA)		C.3g.	\$ 17,200
C.3h. Department of Transportation		C.3h.	\$ 545,954
C.3i. Department of Education		C.3i.	
C.3j. Department of Justice		C.3j.	\$ 815,577
C.3k. Department of Treasury		C.3k.	
C.3l. Other Federal Resources			
C.3l.i.		CFDA #:	C.3l.i.
C.3l.ii.		CFDA #:	C.3l.ii.
C.3l.iii.		CFDA #:	C.3l.iii.
C.3l.iv.		CFDA #:	C.3l.iv.
C.3m. Total Other Federal Resources (autocalculated)		C.3m.	\$ -

C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)

C.3n.

\$

14,989,811

C.4. State Resources Allocated

C.4a.	State appropriated funds used for same purpose as Federal CSBG funds	C.4a.	\$ 11,608
C.4b.	State Housing and Homeless programs (include housing tax credits)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	\$ 87,782
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	\$ 11,180
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	\$ 1,449,432
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	\$ 400,674
C.4k.	State Education programs	C.4k.	\$ 190,436
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	\$ 225,000
C.4n.	Other State Resources		
C.4n.i.	State Parks- Clayton Lake and Raymond Gary	C.4n.i.	\$ 117,956
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
C.4o.	Total Other State Resources (autocalculated)	C.4o.	\$ 117,956
C.4p.	Total: State Resources Allocated (autocalculated)	C.4p.	\$ 2,494,068
C.4q.	<i>If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.</i>	C.4q.	

C.5. Local Resources Allocated

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

C.6. Private Sector Resources Allocated

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	\$ 37,324
C.6b.	Other donated funds	C.6b.	\$ 2,022
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	\$ 1,014,803
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	\$ 953,240
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	\$ 581,263
C.6g.	Total: Private Sector Resources Allocated (autocalculated)	C.6g.	\$ 2,588,652
C.6h.	<i>If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.</i>	C.6h.	

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)*

C.7. \$ 20,072,531

C.8. Total Resources in CSBG Eligible Entity (including CSBG)*

C.8. \$ 20,379,069

Note : * All totals are autocalculated

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

BG Eligible Entity Reporting:		LIFT Community Action Agency, Inc.			
		Oklahoma	UEI:		XL9DVU1YD6U2

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
: number of unemployed youth who obtained it to gain skills or income.	53	40	46	87%	115%
: number of unemployed adults who obtained it (up to a living wage).	129	65	42	33%	65%
: number of unemployed adults who obtained and employment for at least 90 days (ng wage).	129	58	38	29%	66%
: number of unemployed adults who obtained and employment for at least 180 days (ng wage).	129	52	38	29%	73%
: number of unemployed adults who obtained it (with a living wage or higher).					
: number of unemployed adults who obtained and employment for at least 90 days (g wage or higher).					
: number of unemployed adults who obtained and employment for at least 180 days (g wage or higher).					

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
: number of employed participants in a career-nt related program who entered or transitioned into a it provided increased income and/or benefits.					
FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase .					
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through hours worked increase .					
FNPI 1h.3 Of the above, the number of employed participants who increased benefits related to employment.					

ther Employment Outcome Indicator (FNPI 1z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
iefly describe the other indicator and specify the units used (number of individuals or households)					

FY 2024 CSBG Annual Report

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

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

Employment Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc
State:	Oklahoma
Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	113
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	105
SRV 1j Resume Development	102
SRV 1k Interview Skills Training	101
SRV 1l Job Referrals	101
SRV 1m Job Placements	
SRV 1n Pre-employment physicals, background	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	99
SRV 1p Interactions with employers	99
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

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

Education and Cognitive Development Indicators

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

Education and Cognitive Development (FNPI 2)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
ie number of children (0 to 5) who demonstrated emergent literacy skills.	472	354	330	70%	93%
ie number of children (0 to 5) who demonstrated skills readiness.	472	330	390	83%	118%
ie number of children and youth who demonstrated positive approaches toward learning, including attention skills. (auto total).	654	491	543	83%	111%
FNPI 2c.1 Early Childhood Education (ages 0-5)	654	491	543	83%	111%
FNPI 2c.2 1st grade-8th grade					
FNPI 2c.3 9th grade-12th grade					
ie number of children and youth who are achieving at e level (academic, social, and other school success :o total)	654	491	556	85%	113%
FNPI 2d.1 Early Childhood Education (ages 0-5)	654	491	556	85%	113%
FNPI 2d.2 1st grade-8th grade					
FNPI 2d.3 9th grade-12th grade					
ie number of parents/caregivers who improved their ironments.					
ie number of adults who demonstrated improved basic					
ie number of individuals who obtained a high school and/or obtained an equivalency certificate or diploma.	53	40	49	92%	123%
ie number of individuals who obtained a recognized , certificate, or degree relating to the achievement of al or vocational skills.					
ie number of individuals who obtained an Associate's					
ie number of individuals who obtained a Bachelor's					

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

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

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

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	64
SRV 2b Head Start	472
SRV 2c Other Early-Childhood (0-5 yr. old) Education	118
SRV 2d K-12 Education	
SRV 2e K-12 Support Services	
SRV 2f Financial Literacy Education	
SRV 2g Literacy/English Language Education	344
SRV 2h College-Readiness Preparation/Support	
SRV 2i Other Post Secondary Preparation	
SRV 2j Other Post Secondary Support	
School Supplies (SRV 2k)	
SRV 2k School Supplies	
Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	
SRV 2m Summer Youth Recreational Activities	
SRV 2n Summer Education Programs	
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
SRV 2p Mentoring	
SRV 2q Leadership Training	
Adult Education Programs (SRV 2r-z)	
SRV 2r Adult Literacy Classes	
SRV 2s English Language Classes	
SRV 2t Basic Education Classes	
SRV 2u High School Equivalency Classes	
SRV 2v Leadership Training	
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	629
SRV 2x Applied Technology Classes	
SRV 2y Post-Secondary Education Preparation	
SRV 2z Financial Literacy Education	344
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	631

UEI:	XL9DVU1YDGU2

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

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

Income and Asset Building Indicators

BG Eligible Entity Reporting:		LIFT Community Action Agency, Inc.			
		Oklahoma	UEI:		XL9DVU1YDGU2
Income and Asset Building (FNPI 3)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
number of individuals who achieved and maintained meet basic needs for 90 days .					
number of individuals who achieved and maintained meet basic needs for 180 days .					
number of individuals who opened a savings account					
number of individuals who increased their savings .					
number of individuals who used their savings to own an asset .	13	10	8	62%	80%
number of individuals who purchased a home.	13	10	8	62%	80%
number of individuals who improved their credit	13	10	8	62%	80%
number of individuals who increased their net worth .					
number of individuals engaged with the Community Agency who report improved financial well-being .					

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

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

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	
SRV 3b Financial Coaching/Counseling	
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
SRV 3d First-time Homebuyer Counseling	
SRV 3e Foreclosure Prevention Counseling	
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	
SRV 3h Health Insurance	
SRV 3i Social Security/SSI Payments	
SRV 3j Veteran's Benefits	
SRV 3k TANF Benefits	
SRV 3l SNAP Benefits	
Asset Building (SRV 3m-o)	
SRV 3m Saving Accounts/IDAs and other asset building accounts	
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
SRV 3o VITA, EITC, or Other Tax Preparation programs	223
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	4
SRV 3q Business incubator/business development loans	4

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

Housing Indicators

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

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%) (auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) (auto calculated)
number of individuals experiencing homelessness who <u>found temporary shelter</u> .					
number of individuals who obtained <u>safe and housing</u> .	152	137	135	89%	99%
number of individuals who maintained safe and housing for <u>90 days</u> .	152	137	135	89%	99%
number of individuals who maintained safe and housing for <u>180 days</u> .	152	137	135	89%	99%
number of individuals who <u>avoided eviction</u> .					
number of individuals who <u>avoided foreclosure</u> .					
number of individuals who <u>experienced improved safety</u> due to improvements within their home (e.g. r elimination of lead, radon, carbon dioxide and/or fire electrical issues, etc).	144	144	144	100%	100%
number of individuals with <u>improved energy and/or energy burden reduction</u> in their homes.	144	144	144	100%	100%

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

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

Housing Services

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
State:	Oklahoma
Housing Services (SRV 4)	Unduplicated Number of Individuals Served
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	19
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	169
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	
Housing Placement/Rapid Re-housing (SRV 4m-p)	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	
SRV 4n Transitional Housing Placements	
SRV 4o Permanent Housing Placements	151
SRV 4p Rental Counseling	
Housing Maintenance & Improvements (SRV 4q)	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	144
Weatherization Services (SRV 4r-t)	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)	144
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	144

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

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

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) (auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) (auto calculated)
number of individuals who demonstrated <u>increased skills</u> (e.g. cooking, shopping, and growing food).	132	112	112	85%	100%
number of individuals who demonstrated <u>improved health</u> and well-being.	1573	1258	1511	96%	120%
number of individuals who demonstrated <u>improved behavioral health and well-being</u> .	1573	1258	1511	96%	120%
number of individuals who <u>improved skills</u> related to role of parents/ caregivers.	1573	1258	1511	96%	120%
number of parents/caregivers who <u>demonstrated sensitivity and responsiveness</u> in their interactions with children.	1573	1258	1511	96%	120%
number of <u>seniors (65+)</u> who maintained an independent living situation.	45	45	45	100%	100%
number of <u>individuals with disabilities</u> who maintained an independent living situation.					
number of <u>individuals with a chronic illness</u> who maintained an independent living situation.					
number of individuals with <u>no recidivating event</u> for six months.	0	0	0		
FNPI 5i.1 Youth (ages 14-17)					
FNPI 5i.2 Adults (ages 18+)					

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

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

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

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency
State:	Oklahoma
Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
Health Services, Screening and Assessments (SRV 5a-j)	
SRV 5a Immunizations	
SRV 5b Physicals	
SRV 5c Developmental Delay Screening	627
SRV 5d Vision Screening	492
SRV 5e Prescription Payments	
SRV 5f Doctor Visit Payments	
SRV 5g Maternal/Child Health	1573
SRV 5h Nursing Care Sessions	
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
SRV 5j Health Insurance Options Counseling	
Reproductive Health Services (SRV 5k-o)	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	
SRV 5m Contraceptives	
SRV 5n STI/HIV Prevention Counseling Sessions	
SRV 5o STI/HIV Screenings	
Wellness Education (SRV 5p-q)	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	76
SRV 5q Exercise/Fitness	
Mental/Behavioral Health (SRV 5r-x)	
SRV 5r Detoxification Sessions	
SRV 5s Substance Abuse Screenings	
SRV 5t Substance Abuse Counseling	
SRV 5u Mental Health Assessments	
SRV 5v Mental Health Counseling	
SRV 5w Crisis Response/Call-In Responses	
SRV 5x Domestic Violence Programs	
Support Groups (SRV 5y-aa)	
SRV 5y Substance Abuse Support Group Meetings	
SRV 5z Domestic Violence Support Group Meetings	
SRV 5aa Mental Health Support Group Meetings	

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

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

Health and Social/Behavioral Development

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

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

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

Civic Engagement and Community Involvement Indicators

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

Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%) (auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) (auto calculated)
Number of individuals who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	256	205	154	60%	75%
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.	156	125	101	65%	81%
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.	256	205	154	60%	75%
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	256	205	154	60%	75%

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

FY 2024 CSBG Annual Report

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

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

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Age
State:	Oklahoma
Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	4
SRV 6b Leadership Training	26
SRV 6c Tri-partite Board Membership	
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	227

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

Outcomes Achieved Across One or More Domains

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

Outcomes Achieved Across One or More Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
number of individuals who achieved one or more of the identified National Performance Indicators in one or more domains.	2552	2042	1990	78%	97%

Other Outcome Indicator (FNPI 7z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)

FY 2024 CSBG Annual Report

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

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

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.	
State:	Oklahoma	UEI:
Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served	
Case Management (SRV 7a)		
SRV 7a Case Management	1743	
Eligibility Determinations (SRV 7b)		
SRV 7b Eligibility Determinations	1312	
Referrals (SRV 7c)		
SRV 7c Referrals	228	
Transportation Services (SRV 7d)		
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)		
Childcare (SRV 7e-f)		
SRV 7e Child Care subsidies		
SRV 7f Child Care payments		
Eldercare (SRV 7g)		
SRV 7g Day Centers		
Identification Documents (SRV 7h-j)		
SRV 7h Birth Certificate	2	
SRV 7i Social Security Card	1	
SRV 7j Driver's License		
Re-Entry Services (SRV 7k)		
SRV 7k Criminal Record Expungements		
Immigration Support Services (SRV 7l)		
SRV 7l Immigration Support Services (relocation, food, clothing)		
Legal Assistance (includes emergency legal assistance) (SRV 7m)		
SRV 7m Legal Assistance		
Emergency Clothing Assistance (SRV 7n)		
SRV 7n Emergency Clothing Assistance		
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)		
SRV 7o Mediation/Customer Advocacy Interventions		

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

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

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

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:	2,552
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:	2,019

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	954
b. Female	1596
c. Other	2
d. Unknown/not reported	
e. TOTAL (auto calculated)	2552

Section C.1 Status

2. Age	Number of Individuals
a. 0-5	838
b. 6-13	95
c. 14-17	38
d. 18-24	320
e. 25-44	801
f. 45-54	120
g. 55-59	73
h. 60-64	61
i. 65-74	132
j. 75+	74
k. Unknown/not reported	
l. TOTAL (auto calculated)	2552

Section C.2 Status

3. Education Levels	Number of Individuals
	[ages 14-24] [ages 25+]
a. Grades 0-8	33 45
b. Grades 9-12/Non-Graduate	81 99
c. High School Graduate	188 669
d. GED/Equivalency Diploma	6 88
e. 12 grade + Some Post-Secondary	37 150
f. 2 or 4 years College Graduate	13 210
g. Graduate of other post-secondary school	
h. Unknown/not reported	
i. TOTAL (auto calculated)	358 1261

Section C.3 Status

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	138

5. Health	Number of Individuals
	Yes No Unknown
a. Disabling Condition	195 2357
	Yes No Unknown
b. Health Insurance*	2302 250

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid	1305
c.2. Medicare	233

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	172
a.2. Not Hispanic, Latino or Spanish Origins	2380
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	2552

Section C.6a Status

b. Race	Number of Individuals
b.1. American Indian or Alaska Native	621
b.2. Asian	13
b.3. Black or African American	347
b.4. Native Hawaiian and Other Pacific Islander	8
b.5. White	1326
b.6. Other	12
b.7. Multi-race (two or more of the above)	225
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	2552

Section C.6b Status

7. Military Status	Number of Individuals
a. Veteran	47
b. Active Military	3
c. Never Served in the Military	1531
d. Unknown/not reported	
e. TOTAL (auto calculated)	1581

Section C.7 Status

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	579
b. Employed Part-Time	193
c. Migrant or Seasonal Farm Worker	1
d. Unemployed (Short-Term, 6 months or less)	223
e. Unemployed (Long-Term, more than 6 months)	282
f. Unemployed (Not in Labor Force)	134
g. Retired	169
h. Unknown/not reported	
i. Total (autocalculated)	1581

Section C.8 Status

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

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

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.	
c.3. State Children's Health Insurance Program		109
c.4. State Health Insurance for Adults		139
c.5. Military Health Care		32
c.6. Direct-Purchase		55
c.7. Employment Based		321
c.8. Unknown/not reported		317
c.9. TOTAL (auto calculated)		2511

Section C.5 Status

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

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

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.
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D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	531
b. Two Adults NO Children	90
c. Single Parent Female	594
d. Single Parent Male	25
e. Two Parent Household	754
f. Non-related Adults with Children	5
g. Multigenerational Household	8
h. Other	12
i. Unknown/not reported	
j. TOTAL (auto calculated)	2019

Section D.9 Status

10. Household Size	Number of Households
a. Single Person	531
b. Two	377
c. Three	499
d. Four	321
e. Five	164
f. Six or more	127
g. Unknown/not reported	
h. TOTAL (auto calculated)	2019

Section D.10 Status

11. Housing	Number of Households
a. Own	675
b. Rent	1069
c. Other permanent housing	176
d. Homeless	22
e. Other	77
f. Unknown/not reported	
g. TOTAL (auto calculated)	2019

Section D.11 Status

12. Level of Household Income	Number of Households
(% of HHS Guideline)	
a. Up to 50%	842
b. 51% to 75%	179
c. 76% to 100%	209
d. 101% to 125%	167
e. 126% to 150%	160
f. 151% to 175%	109
g. 176% to 200%	103
h. 201% to 250%	107
i. 251% and over	143
j. Unknown/not reported	
k. TOTAL (auto calculated)	2019

Section D.12 Status

13. Sources of Household Income	Number of Households
a. Income from Employment Only	393
b. Income from Employment and Other Income Source	63
c. Income from Employment, Other Income Source, and Non-Cash Benefits	315
d. Income from Employment and Non-Cash Benefits	902
e. Other Income Source Only	110
f. Other Income Source and Non-Cash Benefits	199
g. No Income	18
h. Non-Cash Benefits Only	19
i. Unknown/not reported	
j. TOTAL (auto calculated)	2019

Section D.13 Status

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	20
b. Supplemental Security Income (SSI)	81
c. Social Security Disability Income (SSDI)	64
d. VA Service-Connected Disability Compensation	7
e. VA Non-Service Connected Disability Pension	5
f. Private Disability Insurance	1
g. Worker's Compensation	1
h. Retirement Income from Social Security	166
i. Pension	45
j. Child Support	24
k. Alimony or other Spousal Support	1
l. Unemployment Insurance	19
m. EITC	5
n. Other	444
o. Unknown/not reported	

Section D.14 Status

15. Non-Cash Benefits	Number of Households
a. SNAP	704
b. WIC	1166
c. LIHEAP	58
d. Housing Choice Voucher	25
e. Public Housing	88
f. Permanent Supportive Housing	3
g. HUD-VASH	8
h. Childcare Voucher	37
i. Affordable Care Act Subsidy	58
j. Other	64
k. Unknown/not reported	

Section D.15 Status

E. Number of Individuals Who May or May Not be Included in the Totals Above (due to data collection system integration barriers)

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals
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FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

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

Name of CSBG Eligible Entity Reporting:	LIFT Community Action Agency, Inc.		

2025 BOARD TRAINING PLAN

Community Action

Agency: **LIFT Community Action Agency, Inc.**

Plan developed by: **Rebecca Porter, Executive Director**

Recommended Training Categories & Topics <i>Select the topics you plan to include in your agency's annual Board Training Plan.</i>			Planned Date for Training
ROMA	☒	Results Oriented Management and Accountability (ROMA Video or other ODOC required training material)	6/10/2025
	☒	ROMA Application: Performance based management concepts embodied in ROMA as the framework for all aspects of agency operations including program planning, resource allocation, service provision, program evaluation and theory of change	2/11/2025 (Annual Report to ODOC)
	☒	Community Needs Assessment: * assessing, and respond to the causes and conditions of poverty in the community * board's specific role in prioritizing the results and deciding which needs the agency should address (in alignment with mission)	1/14/2025 Community Needs Assessment Approval/Report (2025-27) ----- 6/11/2024 C.N.A. Review/ Survey Collection (25-27) 10/8/2024 C.N.A. Update/ Prioritization of Needs 12/2024 Community Mtgs.
	☒	Planning: Developing the Community Action Plan (annual plan) and Strategic Plan (long-range plan). Evaluate last year's performance to determine what needs to be done differently this year	2/11/2025 12/9/2025
	☒	Program Implementation – oversight of agency programs and activities throughout the year, receive and analyze periodic reports from agency staff with focus on progress toward achieving milestones	All Board Meetings (held 2nd Tuesday of each month)
	☒	Analyzing Data & Assessing Results among programs, clients and communities being served	2/11/2025 (Annual Report to ODOC)
	☒	Agency Program evaluation: How to determine the relative "success" of the agency by comparing outcomes with performance expectations which were developed during the agency's planning cycle. How to use the agency's Community Needs Assessment, Community Action Plan and Strategic Plan throughout the ROMA cycle for continuous program evaluation and improvement.	2/11/2025 (review of documents submitted with CSBG application & expected outcomes) 12/9/2025 (review of Projected to Actual Outcomes)
Financial Oversight	☒	Agency-wide Budget	12/9/2025
	☒	CSBG Organizational Standards Fiscal Management	9/9/2025
	☒	Financial Oversight: overall agency fiscal status, procedures, practices, and transactions	9/9/2025
	☒	How to interpret an audit report	8/12/2025 (conducted by Auditor)

Recommended Training Categories & Topics <i>Select the topics you plan to include in your agency's annual Board Training Plan.</i>			Planned Date for Training
	☒	How to interpret financial statements	9/9/2025
General	☒	Board of Directors' Roles and Responsibilities	1/14/2025
	☒	Board recruitment and retention	3/11/2025
	☒	Low income participation in board activities and members (Org, Standard 1.1)	3/11/2025
	☒	Evaluation of the Executive Director	10/14/2025
	☒	The Role of Board Minutes	8/12/2025
	☒	How boards can evaluate their own board's performance	4/8/2025 (Risk & Self-Assessments)
Requirements	☒	History and future of Community Action and anti-poverty work	5/13/2025
	☒	Statutory and regulatory requirements (CSBG Act, other Federal, State or local statutes)	5/13/2025
	☒	CSBG IM82 Tripartite Boards	1/14/2025
	☒	CSBG Organizational Standards	7/8/2025
	☒	Board Roles & Responsibilities	1/14/2025
	☒	ODOC's CAA Implementation Manual, Requirement 113	5/13/2025
	☒	Open Meeting Act training	8/12/2025
Other	☒	LIFT CAA History, Mission, Vision and Values Statement	5/13/2025
	☒	Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policies and Procedures (Head Start/Early Head Start/EHS-Child Care)	2/11/2025, 6/10/2025 & 12/9/2025
	☒	Affirmative Action Plan	2/11/2025
	☒	Victims Services Programs	1/14/2025 & 10/14/2025
	☐		*Note: highlighted box or text denotes training has been completed on date listed.

Attach additional pages if needed

Resources:

ODOC's CAA Implementation Manual

https://okcommerce.gov/assets/files/grants/CAA_Contractor_Implementation_Manual.pdf

Office of Community Services' IM 82

<https://www.acf.hhs.gov/ocs/resource/im-no-82-tripartite-boards>

Community Action Agency Board Members TOOLKIT:

<http://www.cencomfut.com/toolkit.htm>

CAPLAW Bylaws Toolkit, Updated 2009

<http://caplaw.myshopify.com/products/caplaw-bylaws-toolkit-electronic-copy>

Resources from the Organizational Standards Center of Excellence (OSCOE):

http://bit.ly/OSCOEresources_GovernanceGuide

CSBG Organizational Standards Category 5 Board Governance Technical Assistance Guide:

2025 ROMA Plan

Enter Agency **LIFT Community Action Agency, Inc.**

Date:

1/16/2025

ROMA Cycle	ROMA Action Item	Participant Manual Module	2025 Target Completion Date	Person(s) Responsible
Assessment	Review/revise current MISSION statement	2, Part 1	NA	Board, ED, AD's; Prog Dir; Staff; ROMA Coord
	Review last community NEEDS assessment to determine priority needs, Ensure that needs identified are properly labeled as family, agency, and community levels	2, Part 2	1/14/2025	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
	Evaluate the available resources in your community to address any service gaps or find collaborators	2, Part 2	01/01/2025-Ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
	Evaluate current program services and determine effectiveness to meet needs (based on recent program performance).	2, Part 2	01/14/2025-Ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members; Focus Groups
Planning	For the top 3-5 needs identified in your most recent CNA, develop a logic model. Fill in as you complete the ROMA action items. Once your planning logic models are completed, submit with your Community Action Plan.	7	2/11/2025	Planning Director; ROMA Coordinator
	Based on needs and program evaluation, identified during the assessment process, plan your measurable OUTCOMES to be achieved to meet the needs that are linked to the 6 NPI's.	3, Part 1	02/11/2025 Planning logic models/CAP Plan; 12/09/2025 Report to Board PMO	Planning Director; ROMA Coordinator
	Identify SERVICES and strategies to achieve outcome(s).	3, Part 2	01/01/2025-Ongoing	ED; Staff; PD's; Board; ROMA Coord; Community Members
	Determine OUTCOME INDICATORS	4	2/11/2025	Leadership; Program Staff; Planning Dept.
	Determine your projected success rates for each outcome indicator.	5	2/11/2025	Program Directors; Leadership; Staff
	Develop a system to track services and outcomes. Determine what documentation will be collected to measure each outcome, staff responsible and how often data will be collected. (MEASUREMENT, DATA, and FREQUENCY)	5	01/01/2025-12/31/2025	ROMA Coordinator
	Update Community Action Plan to include outcomes, strategies and specific data collection information.	3, Part 1	2/11/2025	Planning Director; ROMA Coordinator
Implementation	Implement revised Community Action Plan	4	01/01/2025-12/31/2025	Leadership; Staff; Board; Partners
	Determine frequency to monitor implementation of plan.	4	01/01/2025-12/31/2025	Program Directors; Leadership; Staff; Planning Dept;
	Determine the frequency for evaluating progress and report results to board.	4	02/2025/07-2025/10-2025/12-2025	Program Directors; Leadership; Staff; Planning Dept;
Achievement of Results	Measure your actual RESULTS for each outcome	5	12/9/2025	Program Directors; Leadership; Staff; Planning Dept;
	Update your planning logic models with the actual results, then resubmit to ODOC.	7	12/9/2025	Planning Director; ROMA Coordinator
	Analyze data; compare with performance targets/projected success rates determined during the planning phase.	5	12/9/2025	Planning Director; ROMA Coordinator
	Adjust performance goals as needed as evidenced by actual performance. Continue strategies that achieve desired performance goals. Revise or discontinue strategies that do not achieve desired performance.	5	01/01/2025-12/31/2025	Program Staff; ROMA Coordinator with input from leadership
	Update Community Action Plan.	4	2/11/2025	Planning Director; Leadership; Staff; PD's Board

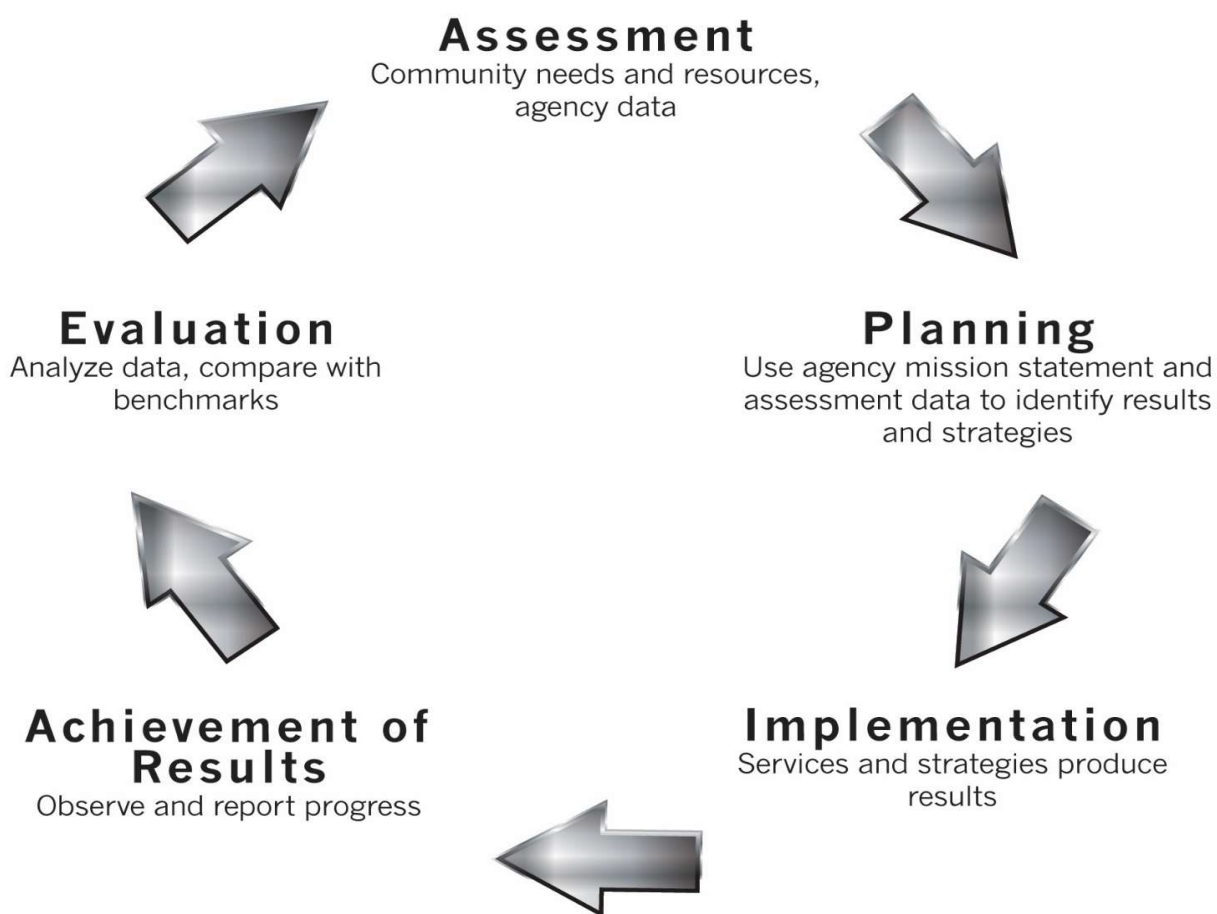
Evaluation	Submit CSBG IS report.		2/11/2025	CSBG Administrator/ROMA Coordinator
	Reevaluate the community needs assessment process make changes (if needed) to ensure that later assessments follow the ROMA framework and guidelines	2, Part 2	NA	Planning Dept; Leadership; Board; Community Members; Staff; Partners
	Review the demographics of the population served. Identify if they have received single services, multiple services, or bundled services. Consider the connections among people, services, and outcomes.		02/11/2025-Ongoing for 2026 report	CSBG/Admin; CAPTAIN Data Entry Staff; Program Staff

ODOC Form Revision Date - 11/04/2019

****Remember that the ROMA cycle is a on-going cyclical process.****

This form is to help you ensure ROMA Implementation within your agency.
As changes are made to the target dates, an updated ROMA Plan should be submitted to your liasion.

The Results Oriented Management and Accountability Cycle



ROMA Cycle was created by the National Peer-to-Peer ROMA Training and Certification Project

LIFT Community Action Agency, Inc.



Community Needs Assessment 2025-2027

LIFT Community Action Agency, Inc. Community Needs Assessment Certification

The Board and Executive Director certify that the Community Needs Assessment is current as of January 14, 2025 and has been formally reviewed and accepted by the Board of Directors.



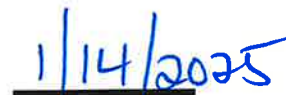
David Hawkins – Board Chairman



Date



Rebecca Porter – Executive Director



Date

Board Approved 01/14/2025

Purpose of a Community Needs Assessment: A Community Needs Assessment aims to identify and prioritize the needs and resources within a specific community or group of communities. This process involves collecting data from target populations and analyzing it to understand the underlying causes of poverty and shifts in population demographics. The agency's Board of Directors and leadership use this information to develop effective, results-driven programs that address poverty. The findings are compiled into a report that justifies the need for resources and explains how they are allocated, providing transparency to funders and the public. Additionally, the report serves as a valuable tool to educate the public and community leaders about poverty-related issues.

Table of Contents

- Overview
 - Agency Overview
 - Mission
 - Community/Service Area
- Data Methodology
- Key Findings
 - Prioritized Needs
- Agency Programs & Services
- Community Demographics
 - General Overall Population Demographic Profile
 - Employment
- Poverty Profile
 - Federal Poverty Level Demographics
 - Race
 - Ethnicity
 - Gender
- Trends
- Assessment Profile
 - Methodology and Timeline/Identified Needs
 - Prioritized Needs
 - Community Resources
 - Agency Data
- Sources (List)
- Appendices
 - Survey
 - Forum Questions
 - Customer Satisfaction Survey

LIFT Community Action Agency, Inc.

Agency Overview: LIFT Community Action Agency, Inc., previously known as Little Dixie Community Action Agency, Inc. (LCAA), was established as a nonprofit organization on April 4, 1968. This formation resulted from the merger of three separate Community Action Agencies in Choctaw, Pushmataha, and McCurtain Counties to more effectively address the needs of residents in Southeast Oklahoma. The newly formed agency's Board of Directors created Articles of Incorporation and By-laws, defining a service area spanning over 4,000 square miles.

Throughout its 56-year history, LIFT has been led by five Executive Directors. The agency's first director, Fred Tucker, served for 25 years until his passing in 1993. His dedication to Community Action is commemorated annually through the Fred Tucker Award for Excellence and Longevity, presented by the Oklahoma Association of Community Action Agencies to outstanding employees statewide. Following Mr. Tucker, the agency has continued its legacy under the leadership of subsequent Executive Directors, including:

- Bob Yandell (1993-2005)
- Randall Erwin (2005-2008)
- Brenda Needham (2008-2014)
- Rebecca Porter (2014-present)

Over the years, LIFT has experienced significant growth, continually expanding its programs and services to address the evolving needs of the region, particularly those of its most vulnerable populations. This expansion has led to a budget increase from \$607,583 in 1971 to approximately \$27.1 million in 2024, reflecting the agency's commitment to providing a broader range of services for low-income families.

In 1970, census data revealed that 63.6% of residents in the tri-county area had incomes below the Office of Equal Opportunity poverty guidelines. By 2022, census data shows that this figure has decreased to 21.6%. This significant reduction in poverty is largely attributed to the agency's implementation of anti-poverty programs. Each year, LCAA programs provide support to approximately 2,000 families and serve around 4,000 individuals within its service area.

Today, LCAA remains dedicated to its mission of addressing poverty by implementing strategies aimed at alleviating its causes and conditions. This report provides an overview of the agency's efforts, along with other community programs and resources available to meet identified needs. Additionally, it offers a comprehensive analysis of the community, including demographic information and a detailed assessment of prioritized needs.

LCAA's administrative office is located in Hugo, Oklahoma, the county seat of Choctaw County. The agency delivers its programs across the tri-county area through multiple locations, staying committed to the mission, vision, and values of Community Action. Many of the original programs, such as emergency services and weatherization, are still in operation today. Additionally, the agency offers a wide range of services, including Head Start, Early Head Start, Transit, Housing, AmeriCorps Seniors Retired and Senior Volunteer Program, and more. Governance is provided by a 27-member tripartite board representing the low-income, public, and private sectors.

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

Community: LCAA’s “Community” includes all of Choctaw, McCurtain and Pushmataha counties located in rural Southeast Oklahoma. Collectively, this “community” covers a land area of just over 4,000 square miles. The community served by LCAA and the community assessed are one in the same.

Data Methodology: LCAA conducts a Community Needs Assessment (CNA) every three years. For this report, data collection took place between May 2024 and October 2024. The agency utilized the Oklahoma Standardized Community Needs Assessment Survey to gather resident demographic information and identify community needs. In addition to the survey, LCAA conducted focus group interviews, analyzed customer satisfaction surveys, reviewed data from the U.S. Census and other reliable online sources, and hosted community needs meetings across its service area.

To ensure the surveys accurately represented the overall population, LCAA employed various distribution methods, including paper forms, in-person collection during service visits, email distribution, and dissemination at agency Board meetings. Surveys were also distributed and collected through schools, faith-based organizations, civic groups, and local businesses.

A total of 337 surveys were collected from the following community sectors: Educational Community-12; Faith-based-10; Community-based-13; Government entity-5; Private organization-3; General public (having never received services from the agency)-217; Client of the Agency (could represent low-income or other sectors)-64; Agency Board Members-10; and Agency Volunteers- 3.

Key Findings: Causes and conditions of poverty, as they relate to the top three prioritized needs, were discussed at length during each of the community needs meetings. Housing, Transportation and Youth Services (and lack thereof) were all attributed in great part to the poor economy in the area.

The availability of safe, decent, and affordable housing is a significant issue across the entire service area, resulting in inflated and unaffordable rental prices. Transportation challenges were also highlighted, primarily due to insufficient staffing and limited awareness of available transportation services. Additionally, a need for youth services was identified, stemming from a lack of resources in the region. Comprehensive data and key findings are provided later in the "Assessment Profile" section of this report.

Prioritized Needs: Prioritized needs were identified by focus groups which included input from agency leadership, front-line staff and Board Members. The prioritized needs are:

1. Housing
2. Transportation
3. Youth Services.

Agency Programs & Services: The description of agency programs and services included in this Community Needs Assessment reflects those available at the time the report was written and approved. Since the assessment is conducted every three years, it is important to note that programs and services may change during this period. Individuals are encouraged to contact agency offices to confirm the availability of programs or services at any given time. If a need arises that the agency cannot address, staff may assist by providing referrals to other community resource providers. Residents are welcome to reach out to any of our offices for assistance.

Community Building & Engagement

AmeriCorps Seniors RSVP: Retired Senior and Volunteer Program (RSVP) is America's largest volunteer network for people age 55 and over. This program allows individuals an opportunity to use the skills and talents they have learned over the years, or develop new ones while serving in a variety of volunteer activities within their community. Service opportunities are available throughout Choctaw, McCurtain and Pushmataha counties.

Child & Adult Care Food Program (CACFP): CACFP provides training and monitoring for child daycare homes. Specialists offer guidance in nutrition and record-keeping. The program operates in 43 counties and is funded by USDA and administered through the Oklahoma State Department of Education. CACFP also offers Daycare Home Providers an incentive to serve nutritious meals through a reimbursement program.

Family Resource Center: Funded as part of the Know and Grow Oklahoma Initiative, LIFT CAA's Family Resource Center serves as a centralized hub for families to access information/referrals, services, resources, and supports. The FRC promotes cross-sector community collaboration to strengthen systems across Choctaw, McCurtain, and Pushmataha Counties in order to mitigate the impact of adversity and support protective factors among families with children under age five. FRC staff provide direct assistance, conduct consultations/screenings, and facilitate or conduct education/training/skill-building sessions with parents and families (individually or group-based), in collaboration with community partners as available.

Second Chance Act Adult Reentry Education, Employment, Treatment and Recovery Program: This program provides pre- and post-release services to inmates and ex-offenders in the tri-county service area. Services provided include case management, cognitive behavioral therapy, counseling, supports linkage/referrals, and other evidence-based programming and services designed to reduce recidivism as well as promote public safety and health. The program works closely with the County Sheriff Offices and Jails to achieve the program goals.

Strong Fathers Programs: Choctaw, McCurtain, Pushmataha Counties: The Strong Fathers Programs of Choctaw, McCurtain, and Pushmataha Counties aim to support fathers in enhancing their parenting skills and fostering positive relationships with their children and co-parents. Each program serves its respective county and provides resources and training to help fathers become more engaged and effective in their roles, to ultimately benefit their families and communities. This initiative is part of a broader effort to promote responsible fatherhood and strengthen family bonds across Oklahoma.

WorkReady Oklahoma-Idabel: LIFT CAA operates a WorkReady Oklahoma Center in Idabel, Oklahoma that helps individuals find and secure employment through free services such as job training, education, job placement assistance, and career coaching. Center staff are dedicated to supporting job seekers at every step, aiming to connect participants with opportunities that lead to stable, well-paying jobs, enhancing their career prospects and overall quality of life.

Economic Development

Intermediary Program: Designated by United States Department of Agriculture/Rural Development, the agency serves as an intermediary to assist certified loan packagers (home loans) in Arkansas, Kansas, Louisiana, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Texas. These services ensure loan package accuracy and completeness. Loan packaging fees generate revenue to help further housing opportunities in LCAA's service area.

Lending: LCAA's lending programs provide resources for both residential and commercial lending opportunities. The residential lending products provide alternative lending options to help families achieve their dream of homeownership. LCAA also packages loans for participating lenders (banks) and USDA/Rural Development. LCAA commercial loans provide capital to business entrepreneurs for business startup and/or expansion.

Parks and Tourism: Parks and recreation facilities provide opportunities for physical activity and can help people of all ages lead a more active lifestyle. Each year, approximately 300,000 individuals enjoy fishing, camping and relaxing at one or more of the park facilities operated by LIFT CAA. LCAA manages Clayton Lake State Park; Hugo Lake Park; and Raymond Gary State Park.

Education

Head Start, Early Head Start and Early Head Start-Child Care: Head Start serves 234 youth ages 3 & 4 years within 18 Classrooms; Early Head Start serves 48 children newborn to three years through three EHS centers; Early Head Start-Child Care also serves 104 newborns to 3 years old through collaborations with six daycare providers. Thousands of children have been served collectively by these programs since their inception. Each of these programs provide children with learning activities to help foster and improve their physical, social/emotional and cognitive development, and in doing so, preparing the children for Kindergarten. Several Head Start centers are operated via collaborations with the public schools.

LIFT Early Learning Centers: The Early Learning Centers operate in four locations within the tri-county service area. These centers are all child care partners within the Early Head Start-Child Care Partnership Program, and support working families by providing full-day, full-year services so children from newborn to 3 years old from families with low-incomes have the healthy and enriching early experiences they need to realize their full potential. All centers follow licensing requirements set forth by the Oklahoma Department of Human Services. with 3 rated as a Five Star Facilities and 1 rated as a Four Star Facility.

Health Services

Healthy Start: Healthy Start serves women (pre, peri and postnatal) as well as their children from birth through 18 months. The national goal of Healthy Start is to reduce high infant mortality rates in high risk areas. This initiative further seeks to address issues/causes surrounding low birth weight, preterm birth, maternal mortality and maternal morbidity. The goal of Healthy Start is to assist families with medical care, resources and education needed to promote the wellness of the mother and baby before, during and after the pregnancy. Care Coordinators are housed in four of the six counties to better serve very rural outlying communities. The program also serves fathers and community members of all expectant babies.

Tri-County Opioid Response Project: The Tri-County Opioid Response Project, serving Oklahoma's southeastern Choctaw, Pushmataha, and McCurtain counties, specifically aims to address the systemic needs of the opioid epidemic. Funded through the Health Resources and Services Administration, the program encourages partnerships with community members and their organizations to build partnerships and plan/implement systemic changes to prevention, treatment, and recovery of individuals affected by this epidemic. Our goal is to create a positive impact on community health and reduce the morbidity and mortality associated with opioid overdose. In addition LIFT CAA is working towards Outpatient Mental Health Treatment Certification through the Oklahoma Department of Mental Health and Substance Abuse Services. The agency has been granted temporary certification—a crucial step in the process of fully establishing a Comprehensive Community Addiction Recovery Center. It is expected that full certification will be achieved in 2025, which will allow for billing of services and sustainability of the center in the future.

Housing and Housing Supportive Services

502 Loan Program: The USDA Rural Development Section 502 Program gives the opportunity to families with very-low to low incomes to purchase/build when a traditional mortgage is not available.

504 Loan/Grants Program: The Section 504 Loan/Grant Program objective is to help very low-income owner occupants of modest single-family homes in rural areas repair their homes. Loan funds are available for home improvement and repairs, to improve safety and sanitation and to remove health and safety hazards. Grants may be available for very low-income elderly.

Purchase/Rehab/Resale: Homebuyers are able to enjoy huge savings by purchasing a home through this program. LCAA purchases homes which have gone through foreclosure at a very reasonable cost. Using in-house construction crews for much of the rehab contributes to additional savings which is passed on to the homebuyer. These homes oftentimes help to address the housing needs of very low to low- and moderate-income families.

Rental Housing: LIFT owns and operates twelve multifamily apartment complexes consisting of 1, 2, and/or 3-bedrooms located within the tri-county service area. The units are affordable and Section 8 and other forms of rental assistance is accepted. In addition, the agency manages three senior supportive housing complexes.

Rural Development Guarantee Program: The USDA Rural Development Guarantee Program works to help families purchase existing homes with moderate income.

Speculative Housing: More than two decades ago, LCAA began building Speculative Housing due to the lack of private development of single-family homes in the service area. The goal of building one home per year is based on the premise or “speculation” that the home will be purchased upon completion. These “spec” homes help to address the housing needs of more moderate-income families. These homes can be financed through a traditional lender.

Technical & Management Assistance: LCAA has held a Technical and Management Assistance (T&MA) contract for Region II with USDA Rural Development since 1980. T&MA employees serve Self-Help Housing grantees throughout Region II which consists of Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming.

Weatherization: LCAA’s Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes through methods such as installation of additional insulation, weather-stripping, caulking and more. The areas served include Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc and Pushmataha Counties.

Supportive Services

Emergency Food and Shelter Program: 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). LIFT serves low-income families in Choctaw, Pushmataha and McCurtain counties with utility/propane, rental/mortgage and food assistance support through the Emergency Food and Shelter Program.

Rx for Oklahoma: Rx for Oklahoma is a prescription drug program that assists low-income individuals and families with obtaining prescriptions at a reduced or no out of pocket expense. The program is available to those Oklahomans who meet the income guidelines or have no prescription insurance.

Salvation Army: LCAA is the designated service unit for the Salvation Army for the tri-county area. During the holiday season, members throughout the communities volunteer their time to the Red Kettle Campaign and ring the bell to raise money for charitable purposes. The funds raised are used to help families with utility or other emergency needs.

Volunteer Income Tax Assistance: Through grant support from the Internal Revenue Service, LIFT utilizes qualified employees, trained by the IRS to serve under the Volunteer Income Tax Assistance program (VITA). Through this program, employees provide free income tax preparation service to residents in the tri-county area.

Transportation

Local Demand: LIFT Transit is a rural transportation service that provides demand/response transportation services to residents within the city limits of Antlers, Broken Bow, Clayton, Hugo and Idabel. The transit services are operated with both full and part-time drivers. Annual training for all transit employees includes drug and alcohol misuse/abuse, defensive driving, CPR/First Aid and Passenger Assistance and Sensitivity Awareness.

SoonerRide/Older Americans Act Title III funding: SoonerRide is a transportation service provided for eligible Medicaid clients for non-emergency medical trips. Residents in the tri-county service area are transported to and from critical care appointments such as dialysis, cancer and wound care treatment. Additionally, funding received from the Kiamichi Economic Development District of Oklahoman's Area Agency on Aging Division help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services.

Better Choices: Better Futures: This project works to develop coordinated intervention and prevention responses that identify and address challenges related to opioid and substance misuse that impact youth, families, and communities within Choctaw, McCurtain, and Pushmataha Counties. Strategies include: increasing access to and education over naloxone and available supports; prevention, outreach, and drug take-back programming; and the creation and coordination of an Overdose Fatality Review Team to drive prevention and intervention efforts at local and state levels. Through a case management model, staff also work to enable youth and families impacted by opioids and/or substance use to find, access, and navigate evidence-based, affordable treatments, as well as home- and community-based services and social supports.

Court Appointed Special Advocates: Funded by the Oklahoma District Attorneys Council through VOCA (Victims of Crime Act) funding and Oklahoma CASA Association, this program recruits and trains volunteers to be the voice for children in the child welfare system. A CASA volunteer advocates for children who have been declared by the courts as “deprived”, meaning abused, neglected, or abandoned.

Mentoring: LCAA’s Mentoring program is funded through the Office of Juvenile Justice and Delinquency Prevention (OJJDP) via Youth Collaboratory which is a national network designed to strengthen outcomes for youth and young adults at risk for delinquency or victimization. Youth are paired with caring adult mentors who serve as role models and provide emotional and academic support.

Safe Place Healing Hearts: This program directly serves victims of sexual assault, domestic violence, dating violence, and stalking crimes; builds the capacity of direct service providers to better serve and protect victims; encourages reporting of these crimes; and ensures all service providers are adequately trained on how to appropriately respond, assist victims, improve the rate of prosecution of such crimes, and work together through coordinated service delivery. SPHH strives to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking.

Safe Place Healing Hearts Too: Established in 2021, SPHH Too works to develop, expand, and strengthen prevention strategies, intervention services, and treatment targeting children ages 0-10 years who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and stalking in Choctaw, McCurtain, and Pushmataha Counties. This includes direct services to address the emotional, cognitive, and physical effects of trauma on child victims. The program also supports the coordinated community response, by enhancing collaboration between and building the capacity of service providers in the target counties to appropriately respond to and assist child victims or those exposed to domestic violence, dating violence, sexual assault, and stalking. The program develops and delivers community training and educational/prevention programming as well.

Victim Advocacy Services: Victim Advocacy Services: This program provides enhanced, needed direct services to all types of victims and their families. Strategies involve working with law enforcement, volunteers, caseworkers and other stakeholders in a coordinated effort to meet the needs of crime victims. Established in 2015, the program assists victims of crime through direct service provision and/or linkages to resources that will serve the victim's physical, emotional and basic needs, (e.g. emergency shelter, food and clothing), as well as meeting long-term needs (e.g. assistance in applying for crime victim compensation benefits).

YouthBuild: The YouthBuild program for individuals age 16-24 combines academics with career training, leadership development, and community service at no cost to the students. Participants work toward obtaining their GED or high school diploma, learn marketable job skills, leadership skills and will serve their communities by assisting in the construction of affordable housing.

Community Demographics:

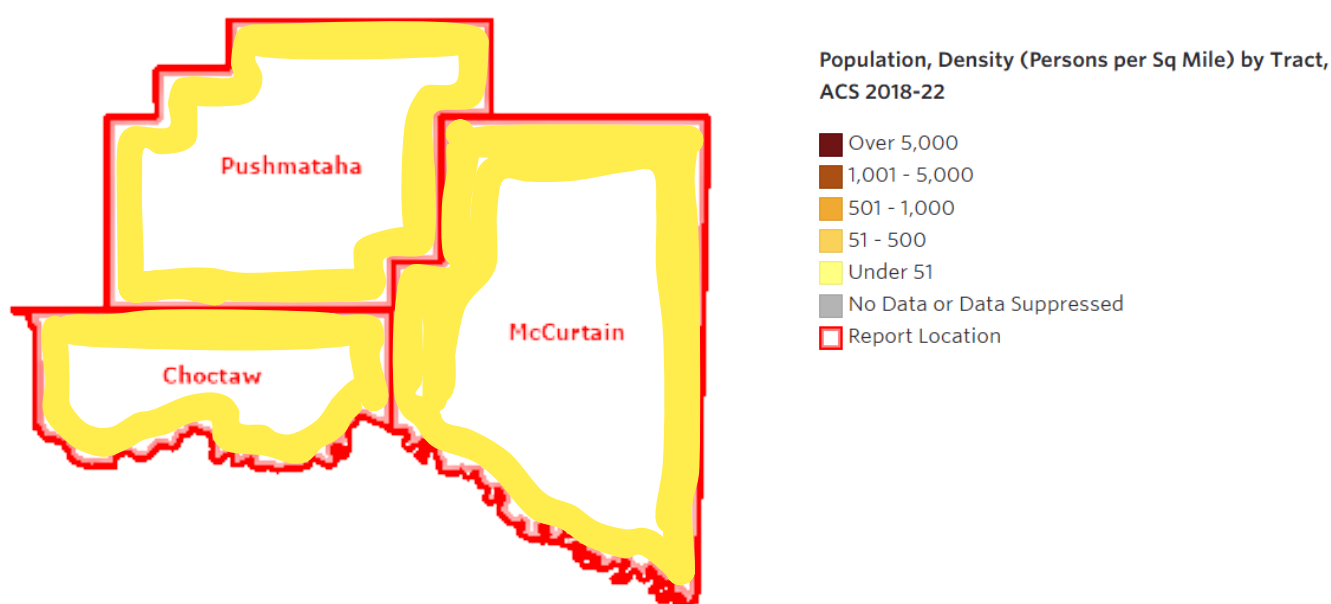
LCAA's service area includes three rural counties in Southeast Oklahoma: Choctaw, McCurtain and Pushmataha counties.

General Overall Population Demographic profile: Total Population

A total of 56,133 people live in the 4,016.70 square mile report area defined for this assessment according to the U.S. Census Bureau American Community Survey 5-year estimates (2018-22 data).

Report Area	Total Population	Total Land Area (Square Miles)	Population Density (Per Square Mile)
Report Location	56,133	4,016.70	14
Choctaw County, OK	14,285	770.38	19
McCurtain County, OK	31,003	1,850.78	17
Pushmataha County, OK	10,845	1,395.54	8
Oklahoma	3,970,497	68,596.72	58
United States	331,097,593	3,533,269.34	94

Data Source: US Census Bureau, American Community Survey. 2018-22. → [Show more details](#)



Total Population by Gender Report Area: Choctaw County, OK, McCurtain County, OK, Pushmataha County, OK.

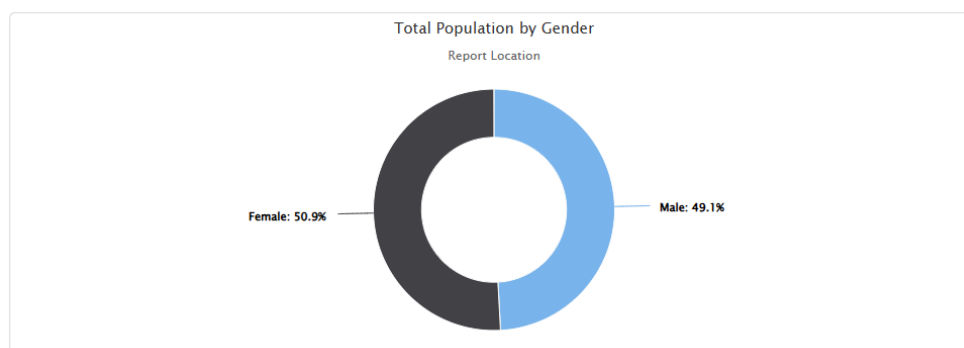
Total Population by Gender

This indicator reports the total population of the report area by gender.

The percentage values could be interpreted as, for example, "Among the total report area population, the percentage of population that is male is (value)."

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	27,588	28,545	49.15%	50.85%
Choctaw County, OK	6,910	7,375	48.37%	51.63%
McCurtain County, OK	15,366	15,637	49.56%	50.44%
Pushmataha County, OK	5,312	5,533	48.98%	51.02%
Oklahoma	1,980,478	1,990,019	49.88%	50.12%
United States	164,200,298	166,897,295	49.59%	50.41%

Data Source: US Census Bureau, American Community Survey. 2018-22. → [Show more details](#)

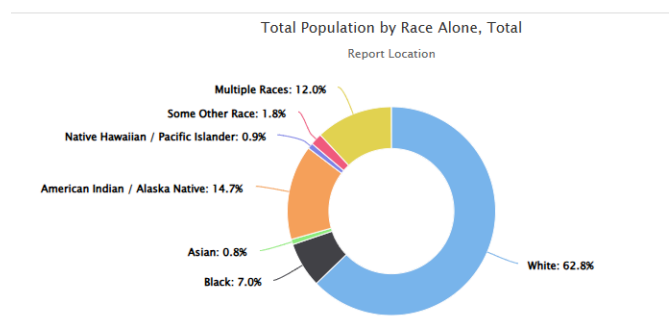


Total Population by Race Alone:

This indicator reports the total population of the report area by race alone.

Report Area	White	Black	Asian	American Indian / Alaska Native	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Races
Report Location	35,256	3,937	453	8,257	492	1,028	6,710
Choctaw County, OK	8,633	1,390	99	2,194	13	221	1,735
McCurtain County, OK	18,987	2,422	307	4,383	455	763	3,686
Pushmataha County, OK	7,636	125	47	1,680	24	44	1,289
Oklahoma	2,716,667	284,453	91,720	298,628	7,313	124,427	447,289
United States	218,123,424	41,288,572	19,112,979	2,786,431	624,863	20,018,544	29,142,780

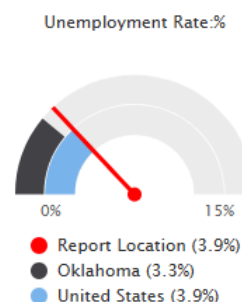
Data Source: US Census Bureau, American Community Survey. 2018-22. → [Show more details](#)



Unemployment Statistics in Oklahoma: Source: United States Department of Labor/Bureau of Labor Statistics. Average weekly wages in Oklahoma's smaller counties:

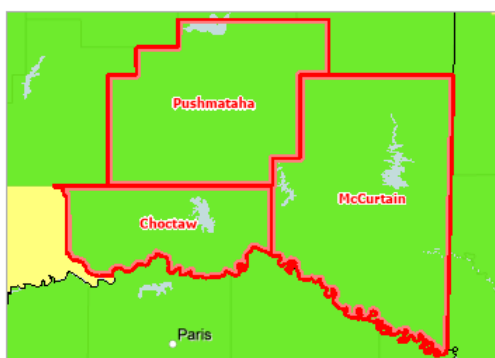
Total unemployment in the report area for the current month (September 2024) equals 1,131, or 3.9% of the civilian non-institutionalized population age 16 and older (non-seasonally adjusted). This indicator is relevant because unemployment creates financial instability and barriers to access including insurance coverage, health services, healthy food, and other necessities that contribute to poor health status.

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Report Location	28,796	27,665	1,131	3.9%
Choctaw County, OK	7,379	7,117	262	3.6%
McCurtain County, OK	16,583	15,935	648	3.9%
Pushmataha County, OK	4,834	4,613	221	4.6%
Oklahoma	2,006,690	1,940,640	66,050	3.3%
United States	169,777,533	163,187,465	6,590,069	3.9%



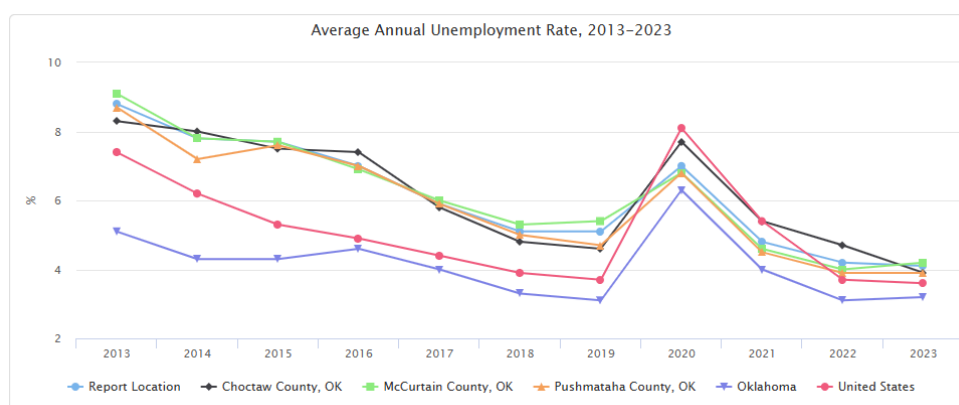
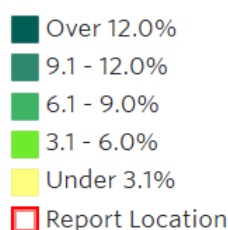
Note: This indicator is compared to the state average.

Data Source: US Department of Labor, Bureau of Labor Statistics. 2024 - September. → [Show more details](#)



[View larger map](#)

Unemployment, Rate by County, BLS 2024 - September



Poverty Profile:

Report Area: Choctaw County, OK, McCurtain County, OK. , Pushmataha County, OK.

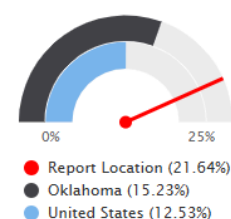
Poverty - Population Below 100% Federal Poverty Level

Poverty is considered a key driver of health status.

Within the report area 21.64% or 11,969 individuals for whom poverty status is determined are living in households with income below the Federal Poverty Level (FPL). This indicator is relevant because poverty creates barriers to access including health services, healthy food, and other necessities that contribute to poor health status.

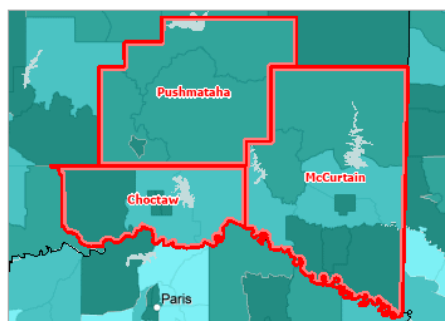
Report Area	Total Population	Population in Poverty	Population in Poverty, Percent
Report Location	55,300	11,969	21.64%
Choctaw County, OK	14,030	3,195	22.77%
McCurtain County, OK	30,611	6,460	21.10%
Pushmataha County, OK	10,659	2,314	21.71%
Oklahoma	3,847,702	585,991	15.23%
United States	323,275,448	40,521,584	12.53%

Population in Poverty, Percent

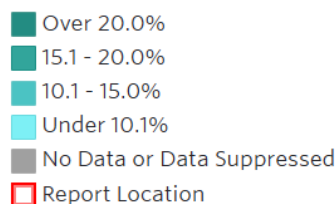


Note: This indicator is compared to the state average.

Data Source: US Census Bureau, American Community Survey, 2018-22. → Show more details



Population Below the Poverty Level, Percent by Tract, ACS 2018-22



Poverty Demographics by Race

Report Area: Choctaw County, OK. McCurtain County, OK. & Pushmataha County, OK.

This indicator reports the percentage of population in poverty in the report area by race alone.

Report Area	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Pacific Islander	Some Other Race	Multiple Race
Report Location	18.81%	44.85%	20.23%	2.21%	17.28%	36.42%	24.30%
Choctaw County, OK	20.45%	43.96%	16.51%	9.09%	0.00%	63.76%	21.16%
McCurtain County, OK	17.22%	46.30%	21.83%	0.00%	18.68%	29.99%	24.10%
Pushmataha County, OK	20.93%	20.65%	20.93%	2.13%	0.00%	0.00%	29.07%
Oklahoma	12.81%	25.82%	19.24%	14.93%	31.11%	22.35%	18.54%
United States	10.09%	21.46%	22.60%	10.12%	16.97%	18.57%	14.76%

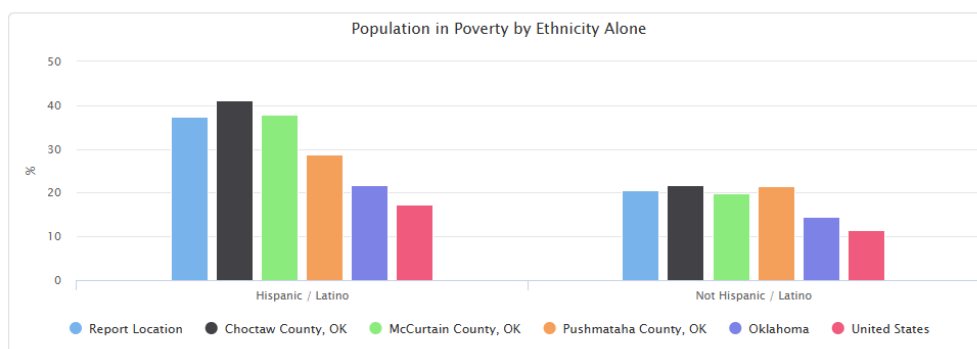
Data Source: US Census Bureau, American Community Survey, 2018-22. → Show more details

Poverty Demographics by Ethnicity

This indicator reports the population in poverty in the report area by ethnicity alone.

Report Area	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino, Percent	Not Hispanic or Latino, Percent
Report Location	1,208	10,761	37.42%	20.67%
Choctaw County, OK	310	2,885	41.11%	21.73%
McCurtain County, OK	772	5,688	37.90%	19.91%
Pushmataha County, OK	126	2,188	28.83%	21.40%
Oklahoma	97,203	488,788	21.76%	14.37%
United States	10,447,540	30,074,044	17.24%	11.45%

Data Source: US Census Bureau, American Community Survey, 2018-22. → [Show more details](#)



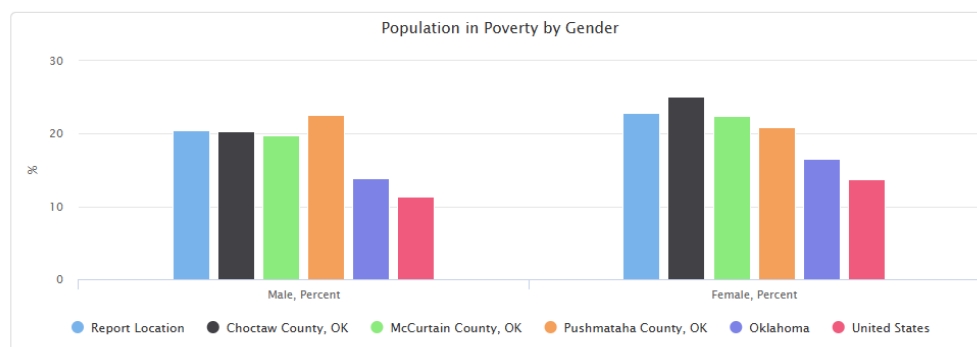
Poverty Demographics by Gender

Report Area: Choctaw County, OK; McCurtain County, OK; Pushmataha County, OK

This indicator reports the population in poverty in the report area by gender.

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	5,545	6,424	20.45%	22.79%
Choctaw County, OK	1,377	1,818	20.31%	25.07%
McCurtain County, OK	2,985	3,475	19.77%	22.40%
Pushmataha County, OK	1,183	1,131	22.61%	20.84%
Oklahoma	265,426	320,565	13.93%	16.50%
United States	18,109,332	22,412,252	11.34%	13.70%

Data Source: US Census Bureau, American Community Survey, 2018-22. → [Show more details](#)



Trends: The last Community Needs Assessment conducted by LIFT Community Action Agency, Inc. for the same report area was completed in 2022. At that time, the report area had a population of 58,951 (US Census ACS 2015-2019 estimates). Since then, the population has decreased by 2,818 individuals (US Census ACS 2018-2022 estimates) with a current population of 56,133. In comparison, the population change between 2000 and 2010 for the same report (geographical) area showed a decrease of 1,483 persons. Considering the significant difference in the timeframe-- 4 years (2015-2019) vs. 10 years (2000-2010)-- this would indicate that the population is rapidly declining.

Poverty rates have actually declined in Choctaw County from 27.1% in 2015 to 28.5% in 2018 to 22.5% in 2019 to 21.6% in 2022. This supports the communities identified and prioritized needs for economic development.

McCurtain County has seen a slight decrease in poverty since the last needs assessment going from 26.1% in 2015 to 23.65% in 2018 to 21.9% in 2019 to 21.10% in 2022. Data derived at the local level (community needs meetings) attributes this decline to the recent “boom” in tourism development in McCurtain County. According to area residents, tourism activities are drawing tourists from the Dallas-Fort Worth Metropolitan area as well as from Arkansas and many other urban areas. The influx of tourists has led to an increase in small business development, thereby positively impacting the poverty and unemployment rates.

However, residents report that other parts of McCurtain County as well as the contiguous counties of Pushmataha and Choctaw are not experiencing the benefits of this economic development. At this time, the growth and its benefits appear to be concentrated around the areas between Beavers Bend State Park in Broken Bow, Oklahoma and Hochatown, Oklahoma. The development has resulted in significant increases in property values and new single-family residential development is no longer affordable. Therefore, affordable housing is becoming a growing concern in this county.

During the last C.N.A poverty rates in Pushmataha County were showing the most significant decrease going from 26.5% in 2015 to 21.9% in 2018. Since the assessment conducted in 2021, poverty in Pushmataha County has showed a decrease from 23.9% to 21.7% .

Unemployment rates in the report area also have significantly declined since the 2022-2024 C.N.A report. The Choctaw County unemployment rate decreased from 4.1% in 2022 to 3.9% in 2024. Pushmataha County unemployment rate increased from 2.9% in 2022 to 4.6% in 2024. In line with the growth and new jobs created in McCurtain County, there is a trend of reduced unemployment in that county. In 2015, McCurtain County had an unemployment rate of 7.8%, which dropped to 3.3% in 2022. They has been a slight increase in 2024 now being 3.9%.

Assessment Profile:

Methodology and Timeline for conducting Community Needs Assessment

Timeline:

LCAA conducts a Community Needs Assessment (CNA) every three years. This CNA will be effective from the certification date of January 14, 2025, through December 31, 2027. The agency aims to review and update the CNA as needed, at least once a year, through ongoing monitoring, data collection, and analysis. The table below outlines the dates, locations, and times for each assessment activity related to data collection, evaluation, and analysis.

Timeline	Activity
02/01/2024-10/01/2024	Distributed/collected paper standardized surveys
02/01/2024-10/01/2024	Transferred survey responses (337) into the online survey tool required by ODOC to generate an electronic version
10/01/2024-11/01/2024	Focus group responses collected from staff, clients, leadership and board to identify top three Prioritized Needs
12/02/2024-10:00 a.m. Choctaw County 12/04/2024-10:00 a.m. Pushmataha County 12/05/2024-10:00 a.m. McCurtain County	Community Meetings held (two per county) in report area

Data Sources/Sample Size/Sectors/Surveys:

Paper Surveys: LCAA used the Oklahoma Standardized Community Needs Assessment Survey for data collection. Around 20 percent of the returned surveys were completed by households with children enrolled in Early Head Start or Head Start, providing a strong representation of low-income families. Surveys were also completed by Board Members, agency staff, clients or customers applying for or receiving services, community partners, social service providers, coalition representatives, as well as members of the faith-based community and both the private and public sectors.

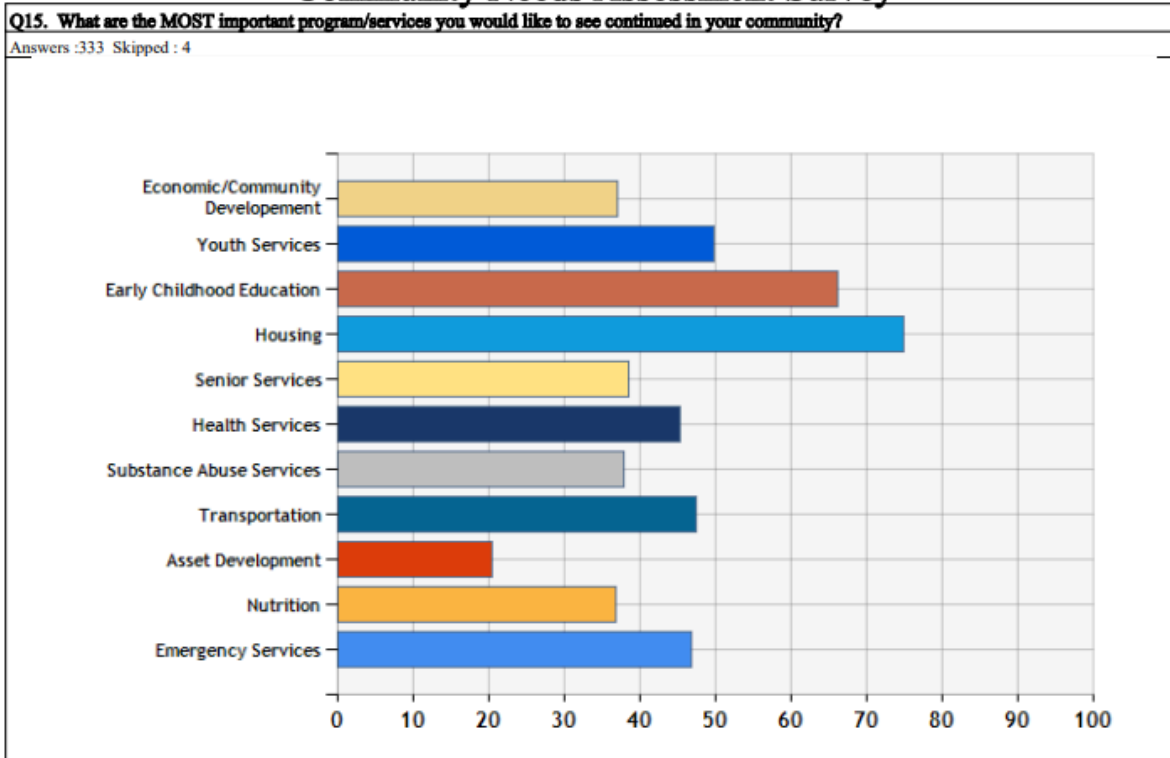
The table on the following page reflects community needs for the service area and represents the responses to Question 15 from the Community Needs Assessment survey.



LIFT CAA

Report Date: 11/19/2024

Community Needs Assessment Survey



The identified needs chart above represents the total responses for the 337 surveys that were collected and represents how individuals ranked the eleven services identified in question 15. Housing, Early Childhood Education, Youth Services, Emergency Services and Transportation were ranked as the top five services residents would like to see continued in the report area, as described below.

1. Safe, decent and affordable housing units are an identified need determined by the community needs survey. This is a family level need.
2. Early Childhood Education to continue provision of preschool services is an identified need determined by the community needs survey. This is a community level need.
3. Youth Services to bring more youth activities to our areas. Is a community level need.
4. Emergency services to help families pay for utilities (heating/cooling costs) are an identified need determined by the community needs survey. This is a family level need.
5. Transportation is an identified need determined by the community needs survey. This is a community level need.

Prioritized Needs:

Focus groups consisting of agency leadership, front-line staff and Board Members participated in activities to prioritize the top three community needs. Participants were provided with the top 11 identified needs/services (from the chart above) and were asked to rank the top three in order from 1 to 3, with 1 representing most need and so forth. For each selection, participants were asked to provide qualitative data describing their rationale as to why they chose and ranked the needs as they did. After all responses were collected and tallied, this process resulted in identifying the top three “Prioritized” needs.

The Prioritized Needs in ranked order are:

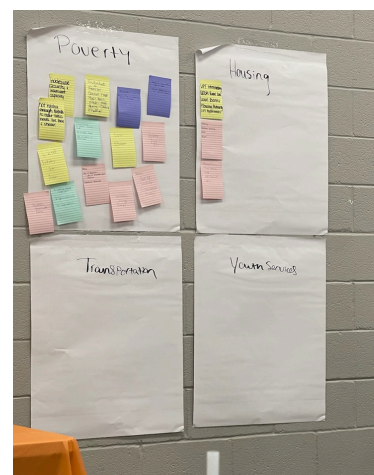
1. Housing
2. Transportation
3. Youth Services.

Community Meetings:

Following needs prioritization, LCAA utilized social media, email, flyers, and presentations at public meetings to foster participation in community meetings. During these, participants engaged in activities in order to determine:

1. What is poverty? (Exercises to define poverty)
2. What are the causes and conditions of poverty?
3. Why the community assessed the needs as they did; (Why did the needs that presented as first, second, and third exist?)
4. What current resources existed to address the three prioritized needs?
5. What additional strategies or actions could serve to address these needs within the communities?

Open forum discussion occurred following each exercise. This process was used to determine what the community identified as the leading causes and conditions of poverty; to identify existing resources as well as potential strategies to address the needs.



Prioritized Need 1 – Housing: Decent, safe and affordable housing units (rental and purchase) are a family level need. The agency is currently addressing this need through the provision of rental units including rental units for seniors. The agency also provides numerous other housing and housing supportive services for residents.

The primary cause that housing ranked as the top community need was identified as:

- Community housing is backlogged due to an influx in our population.
- Lack of available housing.
- Rent is too high.

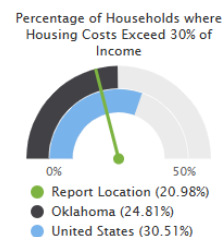
The resulting conditions were:

- People living in substandard housing
- Multi-generational of families sharing housing
- Not enough money to live on.

Housing Costs - Cost Burden (30%)

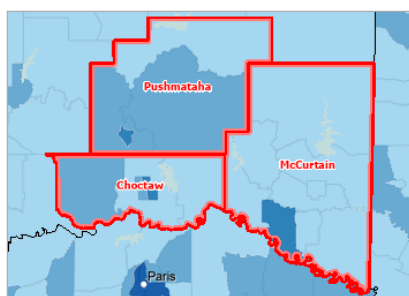
This indicator reports the percentage of the households where housing costs are 30% or more of total household income. This indicator provides information on the cost of monthly housing expenses for owners and renters. The information offers a measure of housing affordability and excessive shelter costs. The data also serve to aid in the development of housing programs to meet the needs of people at different economic levels. Of the 21,301 total households in the report area, 4,470 or 20.98% of the population live in cost burdened households.

Report Area	Total Households	Cost-Burdened Households	Cost-Burdened Households, Percent
Report Location	21,301	4,470	20.98%
Choctaw County, OK	5,805	1,345	23.17%
McCurtain County, OK	11,267	2,116	18.78%
Pushmataha County, OK	4,229	1,009	23.86%
Oklahoma	1,522,711	377,791	24.81%
United States	125,736,353	38,363,931	30.51%



Note: This indicator is compared to the state average.

Data Source: US Census Bureau, American Community Survey, 2018-22. → [Show more details](#)



[View larger map](#)

Cost Burdened Households (Housing Costs Exceed 30% of Household Income), Percent by Tract, ACS 2018-22

- Over 35.1%
- 28.1 - 35.0%
- 21.1 - 28.0%
- Under 21.1%
- No Data or Data Suppressed
- Report Location

Prioritized Need 2 – Transportation: Reliable and accessible transportation is an individual level need. To address this, the agency provides services through the LIFT Transit Program and the KEDDO Program (Kiamichi Economic Development District of Oklahoma).

The lack of accessible and reliable transportation limits opportunities for employment, education, healthcare, and other essential services, disproportionately affecting low-income residents and vulnerable populations. Expanding transportation services, such as rural transit programs, carpooling initiatives, or ride-share options, could alleviate these burdens and improve overall access and mobility in the area.

The primary cause that transportation ranked as the second top community need was identified as:

- Cost of Transportation
- Hours of transportation operation
- Only available in city limits.

The resulting conditions were:

- People living in poverty
- Jobs available may not be an 8-4 job
- Individuals in rural areas are being missed.

This indicator reports the type of transportation available/utilized in the report area by individual.

Label	Choctaw County, Oklahoma	McCurain County, Oklahoma	Pushmataha County, Oklahoma	
	Estimate	Estimate	Estimate	
▼ Total:	4,878	13,105	2,999	
No vehicle available	157	371	86	
1 vehicle available	1,149	3,209	616	
2 vehicles available	1,594	4,340	1,169	
3 or more vehicles available	1,978	5,185	1,128	
▼ Car, truck, or van - drove alone:	3,891	10,928	2,213	
No vehicle available	103	215	15	
1 vehicle available	854	2,551	403	
2 vehicles available	1,353	3,780	915	
3 or more vehicles available	1,581	4,382	880	
▼ Car, truck, or van - carpooled:	587	1,474	524	
No vehicle available	15	76	38	
1 vehicle available	190	529	179	
2 vehicles available	114	326	141	
3 or more vehicles available	268	543	166	
▼ Public transportation (excluding taxicab):	12	34	0	
No vehicle available	0	16	0	
1 vehicle available	9	5	0	
2 vehicles available	3	3	0	
3 or more vehicles available	0	10	0	
▼ Walked:	72	152	33	
No vehicle available	18	42	22	
1 vehicle available	19	16	6	
2 vehicles available	13	58	3	
3 or more vehicles available	22	36	2	

Note: This indicator is compared to the state average.
Data Source: United States Census Bureau

Prioritized Need 3 - Youth Services: Safe and reliable Youth Service programs/activities is a community level need. To address this need LIFT offers a Mentoring Program. The program's goal is to pair youth with a caring adult mentor to be a positive influence in their lives. The mentor will provide the youth with additional emotional and academic support as well as exposing them to a variety of activities and experiences they may not otherwise encounter.

The primary cause that ranked Youth Services as the top community need was identified as:

- Limited after school programs
- Parents cannot afford youth activities
- Parents cannot get their kids to these activities.

The resulting conditions were:

- Individuals are not qualified to work in these positions
- Low paying jobs
- Transportation availability.

The Oklahoma Department of Mental Health and Substance Abuse Services' Prevention Needs Assessment Survey Report for the 2019-2020 School Year (2021) is a tool used to inform prevention and intervention efforts. The table below measures the percent of 6th grade students in Oklahoma reporting exposure to risk factors during the 2019-2020 School Year.

Risk Factor	Students Reporting Risk (%)
<i>Community</i>	
Low Neighborhood Attachment	51.9
Community Disorganization	40.3
<i>Family</i>	
Poor Family Management	57.3
Family Conflict	38.6
Family History of Antisocial Behavior	37.9
<i>School</i>	
Academic Failure	35.1
Low Commitment to School	60.6
<i>Peer and Individual</i>	
Early Initiation of Antisocial Behavior	24.1
Depressive Symptoms	39.4
<i>Students at High Risk (7 or more risk factors)</i>	41.0

Over a third of 6th grade students (typically 11-12 years of age) reported risk exposure on eight of the nine measures. High reporting for community risk factors suggests a need to explore and enhance community engagement strategies and interventions to promote stability. High family risk factors underscores a critical need for family-focused interventions and support targeting generational patterns. Reported risk under school factors indicates need for supports and school-based programming to foster a positive school environment. Peer and individual risk factors signals the importance of early intervention strategies, especially with mental health and support services.

Causes and Conditions of Poverty in the service area:

The table below is a compilation of primary causes and conditions of poverty present in the Service Area. These were identified by participants during the community needs assessment meetings.

Causes of Poverty	Conditions of Poverty
Lack of employment opportunities	Homelessness
Lack of resources	Child Abuse
Lack of program awareness	Lack of basic needs (shelter, food, healthcare)
Housing costs unaffordable	High infant mortality rates
Prison records/no hope	Poor Nutrition/Poor health outcomes
Not enough income/low wages	Crime
Geographical area	Poor Self Esteem
Debt burden	Reliance on Government assistance
Drug and/or Alcohol abuse	Child neglect
Lack of education	Unsanitary Housing Conditions
Lack of job skills	Poorly Educated
Lacking basic life skills	Domestic Abuse
Generational cycle (it is what people know)	Unemployed
No transportation	Mentally unstable
Laziness/No motivation	Broken families
Lack of infrastructure to attract business	Substance Abuse
Bad health	Hunger
Low paying jobs	Substandard housing

Existing Community Resources by Prioritized Need Choctaw, McCurtain and Pushmataha Counties

Housing	Transportation	Youth Services
Local Banks	LIFT Transit	LIFT CAA
LIFT Apartments	Manage Care Organization	Choctaw Nation Youth Advisory Board
Public Housing Authority	Choctaw Nation (Tribal Members only)	Boys and Girls Club
502 Program	Friends	Youth Advisory Board
Guaranteed Loan Program	Privately owned vehicles	Student Council
Choctaw Nation of Oklahoma	Veterans	Church Camps
Private Owned Rent Homes	Sooner Ride	After School Activities
LIFT Spec Housing		Choctaw County Youth Services
Housing Urban Development/Section 8 Rental		YouthBuild
Southeast Oklahoma Community Development Corporation		Project Gain
Emergency Shelter Program		Youth Sports Leagues
Chamber of Commerce		JAG Program
Oklahoma Property Management		

Agency Data: The table below provides a list of the top three services identified by the community. Detailed descriptions of these are included in the “Agency Programs and Services” section of this report. The data in the table below was populated from CAPTAIN reports and are current as of December 2024.

Services	Outcomes	Client Demographics (Counts)
Housing	Obtained/Maintained Safe and Affordable housing	151
	Obtained WX Assistance (Non-Emergency)	65
Transportation	Transportation (rides) provided	71,387 rides
Youth Services	Youth received services	97

Data over the agency and services provided is further explained in the “Agency Programs and Services” section of this report. On average, LCAA serves 2,000 clients each year with most of those being served through Head Start and other Early Childhood programs. Transportation is another large program operated by the agency. CAPTAIN allows for tracking miles and trips, but not individuals for this service. The typical client of the agency is a single parent household, primarily female, with incomes significantly below federal poverty guidelines.

Sources:

Sources have been identified and many are cited throughout the report.

- Oklahoma Standardized Community Needs Assessment Survey
 - Focus Group Activities
 - Community Meetings
 - Customer Satisfaction Data
- Agency Data (from CAPTAIN reports, Annual Reports, staff and Board Members)
 - Census Data (American Community Survey and American Factfinder)
 - Community Commons
 - U.S. Department of Labor/Bureau of Labor Statistics
 - Oklahoma Department of Commerce
 - Internet Research
- Oklahoma Department of Mental Health and Substance Abuse Services
 - U.S. Department of Housing and Urban Development
- National Institute on Health/National Institute on Drug Abuse

Appendices: (See attached)

- Oklahoma Standardized Community Needs Assessment Survey
 - Forum Questions
 - Customer Satisfaction Survey



**LIFT Community Action
Agency, Inc.**
209 North 4th
Hugo, OK, 74745
www.littledixie.org

Community Needs Assessment Survey

LIFT Community Action Agency, Inc. regularly conducts a survey to determine what the needs are in your community so we will know where to best focus our efforts and funding. Your help in completing this survey is sincerely appreciated.

Please list your City _____, County _____, and Zip Code _____

Check the response that best represents you.

4. What is your gender?

- ☐ Male ☐ Female ☐ Prefer not to answer ☐ Other
() Non-binary () Trans/Male () Trans/Female

6. What is your race?

- ☐ White or Caucasian ☐ Black or African American
☐ Asian ☐ American Indian or Alaska Native
☐ Native Hawaiian or Other Pacific Islander
☐ Other _____

8. What best describes your household?

- ☐ Two Parent ☐ Single Parent Female
☐ Single Parent Male ☐ Multifamily household
☐ Single person ☐ Two adults no children
☐ Grandparent(s) raising grandchildren

10. What is the primary language spoken in the home?

- ☐ English ☐ Spanish ☐ Other _____

12. Anyone in your household receive disability benefits?

- ☐ Yes ☐ No

If yes, please mark # of each below:

_____ # of Children _____ # of Adults

14. Mark the choice that best describes you:

- ☐ Client of Agency
(Have received services from agency. Example – Tax Preparation)
☐ Agency Board Member
☐ Agency Volunteer
☐ Representative of an educational institution
(Public or private school, college, technical school)
☐ Representative of a government entity
(City, County, State, or Federal)
☐ Representative of a private organization
(Business, local civic group)
☐ Representative of a faith-based organization
(Church or other religious organization)
☐ Representative of a community based organization
(Nonprofit entities providing direct services)
☐ General Public
(Have NOT received services from the agency)

5. What is your ethnicity?

- ☐ Hispanic ☐ Non-Hispanic

7. What is your highest level of education completed?

- ☐ Less than 9th grade ☐ 9th-12th grade (no diploma)
☐ High School Diploma/GED ☐ Technical School/Votech
☐ Some college (no degree) ☐ Associate's degree
☐ Bachelor's degree ☐ Graduate/Professional

9. WRITE IN THE NUMBER of persons for each age group in your household.

_____ 0-2 _____ 3-4 _____ 5-9 _____ 10-14
_____ 15-17 _____ 18-19 _____ 20-24 _____ 25-34
_____ 35-44 _____ 45-54 _____ 55-59 _____ 60-64
_____ 65-74 _____ 75-84 _____ 85 and older

11. Is anyone in your household a veteran?

- ☐ Yes ☐ No

13. What was your total household income last year?

- ☐ Less than \$10,000 ☐ \$10,000 - \$14,999
☐ \$15,000-\$19,999 ☐ \$20,000 - \$24,999
☐ \$25,000 - \$34,999 ☐ \$35,000 - \$49,999
☐ Over \$49,999

15. What are the most important programs/services you would like to see continued in your community?

Example:

_____ Housing
_____ Emergency Services
_____ Early Childhood Education
_____ Transportation
_____ Substance Abuse Services
_____ Health Services
_____ Senior Services
_____ Youth Services
_____ Nutrition
_____ Economic/Community Development
_____ Asset Development

Other: _____

TURN OVER TO COMPLETE PAGE 2

16. How much does each item rate as a need in your community? *Please check only one rating for each need listed*

NUTRITION	No Need	Some Need	Great Need	Don't Know
Availability/access to food (grocery store)				
Community Gardens				
Nutrition Education/ Healthy Eating				
Need food				

EMPLOYMENT	No Need	Some Need	Great Need	Don't Know
Job Training				
Help finding a job				
Higher Paying Jobs or Jobs with Benefits				

HEALTH	No Need	Some Need	Great Need	Don't Know
Health Insurance/ Affordable Health Care				
Health Education Services				
Mental Health Services				
Substance Abuse Counseling/Treatment				
RX (prescription assistance)				
Child Immunizations				
Teenage Pregnancy/ Family Planning				
Elder Care				
Vision				
Dental Insurance/ Affordable Dental				

LINKAGES	No Need	Some Need	Great Need	Don't Know
Prisoner Discharge Services				
Public Transportation				
Vehicle Repair Assistance				
Access to Services (WIC, SNAP, SSI, Sooner Care)				

INCOME MANAGMENT	No Need	Some Need	Great Need	Don't Know
Free Income Tax Preparation Assistance				
Gambling Counseling				
Budget/Credit/Debit Counseling				

EDUCATION	No Need	Some Need	Great Need	Don't Know
Early Childhood Education Programs				
GED Classes				
English as a Second- Language Classes				
Computer Skills Training				
Literacy Classes				
Technical and Vocational Training				
Childcare				

HOUSING	No Need	Some Need	Great Need	Don't Know
Decent affordable houses to RENT				
Decent affordable houses to BUY				
Weatherization (Home Energy Improvement)				
Home Repair				
Home Buyer Education				
Handicap Accessibility Housing				
Senior Citizens Housing				
Rental Assistance				
Utility Assistance				

COMMUNITY	No Need	Some Need	Great Need	Don't Know
Safe Neighborhoods, sidewalks, parks				
Homeless Shelter				
Senior Activities				
Recreational Activities				
Youth Activities				
Crime Prevention				
Additional Health Care Facilities (Doctor's Offices, Clinics, Pharmacies)				
Legal Assistance				
Volunteer Opportunities				

Please describe any other need that was not listed above:

Thank you for your participation!

Top 10 community needs

1. Housing
2. Early Childhood
3. Youth Services
4. Emergency Services
5. Transportation
6. Health Services
7. Substance Abuse Services
8. Senior Services
9. Economic/Community
Development
10. Nutrition

Top 3 community needs

Need:

Reason:

1.	_____	_____

2.	_____	_____

3.	_____	_____



Community Action Agency, Inc.

Customer Satisfaction Survey

Date: _____

Please send completed forms to: 209 N 4th St, Hugo OK 74743

1.From what program(s) did you receive assistance? (List all that apply)

2.Name(s) of person(s) who assisted you. (Optional)

3.What was your primary reason for visiting LIFT C.A.A.?

4.How would you rate your overall satisfaction with LIFT C.A.A.? (Circle One)

Very Satisfied

Somewhat Satisfied

Not Satisfied

5.Please share why you were or were not satisfied with LIFT C.A.A.

6.How did you learn of our assistance/service? (Circle One)

Friend

Internet

Radio

TV

Billboard

Other (please explain)

7.In what county did you receive assistance/service? (Circle One)

Choctaw

McCurtain

Pushmataha

Other (please explain)

8.Which range includes your age? (Circle One)

Under 18

18 to 30

31 to 50

51 to 65

66 or above

9.What is your gender? (Circle One)

Male

Female

Prefer Not To Answer

10.What is your race? (Circle One)

White

Black/African American

Native Hawaiian/Pacific Islander

Asian

American Indian

Two or More Races

Prefer Not To Answer

11.What is your ethnicity? (Circle One)

Hispanic/Latino

Non-Hispanic/Latino

12.Do you have any suggestions for improving our products/services?

13.Would you like to provide LCAA with your testimonial as to how this service assisted you?

2025 Community Action Plan (January thru December 2025) LIFT (Lifting Individuals For Tomorrow) Community Action Agency, Inc.

Purpose:

- The CSBG Act 42 U.S.C. § 9908: US Code – Section 9908 Application and plan requires “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this chapter for a program, a Community Action Plan (CAP) that includes a community-needs assessment for the community served, which may be coordinated with community- needs assessments conducted for other programs”
- The Community Action Plan (CAP) is outcome focused and describes the community-wide approach the agency will take when making decisions on the anti-poverty programs it will administer. The CAP should tie directly to the agency’s most recent Community Needs Assessment, and document the full use of the ROMA cycle. (Organizational Standards 4.2 and 4.3)
- The CAP is a required, foundational element for CSBG funds and is a roadmap for implementing community changes – the CAP provides the focus and identifies the what, the who, and the how of these changes. The CAP notes the specific strategies and outcomes to show success.
- The CAP is the annual operation plan for the strategic plan (which is usually 3-5 years), and gets into more of the nuts and bolts of how the agency will actually achieve the goals set in the strategic plan. It should include everything that the agency plans to do – whether or not it is directly funded by CSBG. The CAP must, at a minimum, address all questions included within this template, but the agency may also include additional information as needed to make it an operation plan that is useful to the agency.

Executive Summary: The purpose of this plan is to serve as a guide over the next 12 months for ensuring that the work of LIFT Community Action Agency, Inc. (LCAA) aligns with the CSBG Act as well as the communities needs as identified in the most recent 2025-2027 Community Needs Assessment and the 2023-2025 Strategic Plan.

LCAA’s mission is: *“To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.”*

The goal will be to focus resources towards achievement of outcomes identified in the C.N.A. report, Strategic Plan, Performance Management Outcomes excel workbooks and the FY25 logic models (all included as uploads). The logic models are representative of the communities’ top three prioritized needs-Housing, Transportation and Youth Services. Additionally, the CAP and Logic Models address the Agency need to increase organizational capacity.

LCAA staff and Board will utilize existing resources and seek/secure additional resources in order to achieve the stated goals/objectives/outcomes. The CSBG Administrator - ROMA coordinator will produce reports which will be shared with program staff on a monthly basis. These reports will help in evaluation of program services, identification of success rates and

what, if any, revisions, are needed. Reports will also be shared with management, the Board of Directors and other Stakeholders no less than annually. Some reports such as Customer Satisfaction will be shared quarterly with the Board and uploaded as part of the CONFAX and/or within CAPTAIN (as applicable/required) to the Oklahoma Department of Commerce

LIFT (Lifting Individuals for Tomorrow) Community Action Agency, Inc. was founded in 1968 when three local Community Action Agencies merged in order to better meet the needs of families with low incomes who resided in any one of the three very rural and poverty-stricken Southeast Oklahoma Counties. LCAA's primary service area includes Choctaw, McCurtain and Pushmataha Counties, a land area of over 4000 square miles with a population of 55,836 (July 1, 2023 U.S. Census Quickfacts estimates) which has remained stable since the 2020 Census (55,830). Nearly one in four individuals in the service area are living below the Federal Poverty Limits. This same source (U.S. Census July 1, 2023 Quickfacts) reflects that 12,596 individuals or 22.47% of the population lives below federal poverty income guidelines. This represents an increase from 2021 estimates which reflected 19.43% living below poverty. This shows that the increase in population is also representative of increased poverty. The agency, headquartered in Hugo, Oklahoma (Choctaw County) provides a wide array of services ranging from education, housing, social services, and emergency services to transportation and more all aimed at alleviating the conditions of poverty. LCAA is one of the top ten employers in the tri- county area with 243 full time staff and 27 part time staff as of December 31, 2023. The agency's annual budget is approximately \$29 million (FY25 Board approved agency budget) and supports about 20 separate programs. In August of 2021, the Board formally approved the long-awaited name change from Little Dixie CAA to LIFT Community Action Agency, Inc. The new name better reflects the growth and direction of the agency.

The CAP represents, in large part, an extrapolation of data from recent and relevant agency and community-developed documents which includes the 2023-2025 Strategic Plan; 2025-2027 Community Needs Assessment Report; 2024 Customer Satisfaction Data; and analyzed data from CAPTAIN and other program-tracking databases. The data contained within these documents represent actual client counts and demographics, survey responses, and summaries from community and focus group discussions, etc.

Therefore, the CAP includes both quantitative and qualitative data. Some sections of the Community Needs Assessment report (approved by the Board of Directors on January 14, 2025) include qualitative data derived from interviews with Board members, service providers, residents, and staff. As part of the Strategic Planning process, the Community Needs Assessment Report was a resource that was used at length.

Stakeholders involved in the process of developing these documents included residents, staff, Board, other service providers, partners, and funders. The "key findings" that came out of these activities can be found throughout this 2025 Community Action Plan.

LCAA's 2025 CAP will be presented to the Board as a training and will be open for discussion during the regularly scheduled board meeting to be held March 11, 2025.

The process, as described in the previous section, addresses CSBG mandates, the Organizational Standards and ROMA framework inasmuch as it identifies development of the CAP by the

overall community. The CAP was developed from the various documents developed at the community level, by representatives of each required community sector. This plan is outcome-focused and identifies needs as well as the type/level of need and strategies for how the agency will address these needs over the next 12 months. Each component is mission-focused and was developed as a collaboration of staff, customers, board and other stakeholders.

LCAA's mission statement *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency"* is the driver for all decisions and subsequent actions by representatives of the agency. The mission statement was approved by the Board in February of 2016 initially. It is reviewed as required by the Organizational Standards and was last revisited during the May 14, 2024 Board of Director's meeting. The Board members each reviewed the Mission Statement and concluded it met with the criteria as set forth in the CSBG regulations/guidance. The bulk of programs/services provided by the agency are targeted to families of low-income.

Most services require individuals/families meet low-income guidelines as an eligibility requirement. LCAA is first and foremost, a Community Action Agency. Therefore, the very identity of the agency is founded in addressing causes and conditions of poverty.

LCAA's Local Theory of Change aligns with the National Theory of Change and the three National Goals. The agency's mission statement *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency"* makes the following assumptions:

1. We can improve lives;
2. We can help individuals and families become self-sufficient;
3. We need to collaborate with others to achieve the change.

LCAA believes that our services and the strategies we employ reflect the community's needs and will lead to improved lives for our local residents. LCAA utilizes the community needs assessment, the strategic plan, information from program-specific reports, conversations with front-line staff, management, board members and customers to determine how best to meet the community's needs. This theory of change is reflected in the programs and services provided by the agency. The agency pursues resources (funding, volunteers, etc.) that would serve to address community-identified needs, all of which align with the National goals.

Assessment (demographic updates through December 2024 are inserted)

The community assessed represents LCAA's service area which includes Choctaw, McCurtain and Pushmataha counties. Collectively, these three rural Southeast Oklahoma counties have an average poverty rate of 22.47 percent (U.S. Census Bureau; July 2023 Poverty estimates). The population density is about 14.23 persons per square mile compared to the State's density of 57.7 persons per square mile. At the time of the assessment, about 65 percent of the population was white; 6.53 percent black; 8.20 percent two or more races and; 13.9% Native American with the remaining representing other races. Gender makeup is 51.07% female and 48.93% male. According to the U.S. Census ACS 2023 estimates, the combined population was 55,836. Compared to the 2019 5 year estimates, this represents a decline of 3,115 persons. The area has witnessed continuous population decline over the past three (30 years) census periods. This area

as described represents LCAA's service area which represents the community assessed for the most current Community Needs Assessment for January 1, 2025 through December 31, 2027.

The community needs assessment process began with collection of needs surveys. LCAA utilized the Oklahoma Standardized Needs Assessment Survey for data collection. Blank surveys were printed, collected and then input into the CapSystems online survey collection/analysis tool by the CSBG Administrator/ROMA Coordinator. Paper surveys were distributed throughout the service area using various outlets. They were emailed to all staff and were distributed to members of the Board of Directors. Paper copies were sent home with all Head Start and Early Head Start children, Healthy Start participants, and all Retired and Senior Volunteer Program (RSVP) volunteers. Agency staff distributed and collected completed surveys from area schools, faith-based organizations (Churches), civic groups, County Coalition members (which include representation from all community sectors), and more. Additionally, the survey was promoted through signage and social media outlets.

The survey contained a question for respondents to self-identify which sector best described them. The available options included: Client of the Agency, Agency Board Member, Agency Volunteer, Representative of an Educational Institution, Representative of a Government Entity; Representative of a Private Organization; Representative of a Faith-Based Organization; Representative of a Community Based Organization; or General Public (someone having not received services from the agency). Surveys were completed and received from all sectors listed. A total of 337 surveys were collected and entered into the survey feature within CapSystems. This database then generated the top needs ranked in ascending order for the top 10 identified needs. The top ten needs were shared with focus groups which included; leadership, front-line staff and board members to prioritize the needs to the top three. During the prioritization activity, focus group participants were asked to provide "rationale" or qualitative data as to why they selected and ranked/prioritized the three needs chosen. Counts were conducted on each respondents completed surveys and the need referenced most was identified as the number one prioritized need and this process was used to identify the top three.

Once needs had been prioritized, LIFT Community Action Agency conducted three community meetings (one per county in each county within the service area) in order to gain additional input from residents, local services providers, staff, board, and other stakeholders on the prioritized needs and resources within the service area. These meetings were also advertised via email, newspaper advertisements, posters, and through social media outlets. Meeting participants engaged in activities of identifying causes/conditions of poverty, existing resources, gaps in resources, and potential strategies for addressing each of the three needs. All of this data was collected and utilized to develop the 2025-2027 (January 1, 2025 through December 31, 2027) Community Needs Assessment Report, which represents one of the documents used to develop this FY25 Community Action Plan. It should be noted that an environmental scan was completed during the last quarter of 2022 for help with developing the new three year strategic plan.

In addition, customer satisfaction surveys are a tool used for developing the CAP and in decision making for agency programs/services. Customer satisfaction surveys are available on the agency website and paper copies are located/available at each LCAA office location. Customers are asked to complete a survey upon receipt of services, preferably at that point in time. However, to

facilitate participation and remove any potential barriers, customers are informed of the online survey tool and assured that their responses are completely anonymous and cannot have any impact on their eligibility for receipt of services.

Customer Satisfaction survey responses are entered into an online database and reports are provided to the board on a quarterly basis. Survey responses, when and where deemed necessary are shared immediately with appropriate staff. An example would be in the event a survey response revealed the need for further review and/or action. For example, if a respondent stated that staff did not seem knowledgeable of the program from which they sought services, those responses would be shared with the appropriate program director, Associate Director, and Executive Director. The information would be used to determine if additional training should occur within that department so as to ensure services were being provided as intended for that particular service. This is true across the board for all agency programs and services. The customer satisfaction survey is used as a tool to help guide the agency in decision making processes over staffing, training, services, service-delivery, etc.

A feature within the CAPTAIN software, the Service Integration Matrix (SIM) will assess if the client is eligible for other services than those originally sought. The SIM is ran internally (CAPTAIN Administrator and CAPTAIN Data Entry Staff) on every client served and follow up is conducted with clients if/when the SIM identifies client eligibility or potential eligibility for other services. Currently, LIFT C.A.A. utilizes the Service Integration Matrix (SIM) to assist with case management. The SIM allows CAPTAIN users the ability to provide the client with additional services the client may be eligible for, based on the information reported. CAPTAIN data input staff email a computer-generated referral letter to the client. If the client is readily available, the letter can be given to them in person. This letter lists the possible services the client is eligible for and the contact information for those programs. By utilizing the SIM feature, LCAA program staff have the opportunity to educate and provide individuals/families with as many services as possible, thus improving customers chances of achieving self-sufficiency.

Other tools for assessing agency programs/services include the Strategic Plan, CAPTAIN and other program databases that provide client counts, demographics on population served, outcomes for services provided, etc. These reports help to identify what services are most utilized; who is most likely to utilize agency programs, what, if any, outcomes are being achieved, etc. This type of information helps us better understand exactly “who” our clients are, what their needs are and is critical to the decision-making process.

- Safe, decent and affordable housing units are a need identified need determined by the community needs survey. This is a family level need.
- Early Childhood Education to continue provision of preschool services is an identified need determined by the community needs survey. This is a community level need.
- Youth Services to bring more youth activities to our areas. This is a community level need.
- Emergency services to help families pay for utilities (heating/cooling costs) are an identified need determined by the community needs survey. This is a family level need.

- Transportation is an identified need determined by the community needs survey. This is a community level need.

Prioritized Need 1 – Housing

Decent, safe, and affordable housing units (rental and purchase) are a family/community level need. Housing is a critical community need because it provides stability and security for low-income families, reducing the risk of homelessness and improving overall quality of life. Access to affordable housing is directly linked to poverty alleviation, as it allows families to allocate more resources towards education, healthcare, and other essential needs, breaking the cycle of poverty. LIFT CAA is currently addressing this need through the provision of rental units, which includes rental units for seniors. The agency also provides numerous other housing and housing supportive services for service area residents. This prioritized need will be met by the agency.

Level: Family/Community

Service/Activity: LIFT CAA will build 5 new homes through the Housing Stability Program.

FY 2025 Outcome: Increased safe, decent and affordable housing geared towards low-income families.

FY 2025 Outcome Indicator: By 12/31/2025, 2 out of the 5 homes or (40%) will be completed and ready to sell.

FY 2025 Strategies:

- Ensure construction stays on schedule and within budget through effective project management.
- Incorporate sustainable and energy-efficient features when possible to create healthy living environments and help lower utility costs for future homeowners.
- Develop marketing aimed at low-income families to ensure they are aware of the new homes being constructed.
- Provide homebuyer support and education to help low-income families become mortgage-ready.
- Conduct regular reviews to monitor progress and address any issues promptly.

Prioritized Need 2 – Transportation

Reliable and accessible transportation is a community/agency level need. The lack of accessible and reliable transportation limits opportunities for employment, education, healthcare, and other essential services, disproportionately affecting low-income residents and vulnerable populations. To address this, the agency provides local demand services through the LIFT Transit Program as well as non-emergency medical trips and transportation for other needs for older adults through SoonerRide and KEDDO (Kiamichi Economic Development District of Oklahoma) funding. Expanding transportation services could alleviate these burdens and improve overall access and mobility in the area. This prioritized need will be met by the agency.

Level: Community/Agency

Service/Activity: Increase after-hours transit services by providing an additional 24 hours of service per month (after 4 p.m. and on weekends) through the PICK mobile application.

FY 2025 Outcome: Enhanced accessibility and mobility for low-income community members, leading to improved access to employment, education, healthcare, and social activities.

FY 2025 Outcome Indicator: By 12/31/2025, the number of after-hours transit services provided will increase to 144.

FY 2025 Strategies:

- Hold meetings to discuss implementation planning and finalize agreement.
- Coordinate/hold staff training sessions on utilization of VIA software for ride scheduling and operability.
- Conduct public relations campaign to inform the community about the new after-hours transit services to be provided.
- Launch after-hours LIFT Transit services.
- Regularly monitor after-hours services operations, logistics, and performance, making adjustments as needed.

Prioritized Need 3 – Youth Services

Safe and reliable Youth Services programs/activities is a community level need. Youth services programming, such as mentoring, are essential for fostering positive development and providing guidance to at-risk youth, helping them build essential life skills and resilience. These programs are crucial in breaking the cycle of poverty by offering support and opportunities that empower young people to achieve academic and personal success, ultimately leading to better economic prospects. To address this need, LIFT CAA offers mentoring and supportive services through various programs. This prioritized need will be met by the agency, in collaboration with community partners.

Level: Community

Service/Activity: Develop/implement youth programming that provides a safe environment for children and teenagers, offering educational and social supports, recreational activities, and mentorship opportunities.

FY 2025 Outcome: Youth programming participants will experience enhanced social skills and increased engagement in safe and positive recreational activities, contributing to their overall well-being and development.

FY 2025 Outcome Indicator: By 12/31/2025, the implemented youth programs will provide services to 50 youth.

FY 2025 Strategies:

- Develop and implement services (through LIFT CAA or partner collaborations) that include activities such as educational supports, social skills development, recreational activities, and mentorship opportunities.
- Plan a variety of activities that cater to different interests and age groups.
- Collaborate with local schools and youth-serving groups to identify youth who would benefit from the programming.
- Partner with community organizations on the provision of services, as well as resources, volunteers, and other supports.
- Recruit volunteers to provide youth mentorship and support.

- Provide ongoing training for staff and volunteers to ensure they are equipped with the skills and knowledge to effectively support program participants.
- Conduct outreach to raise awareness of/promote youth programming provided and encourage participation.
- Involve families in the program through regular communication and events to support the overall development of the youth served.

Agency Need – Capacity Building

Capacity building to support expansion and infrastructure development is an agency level need. LIFT CAA requires additional office facilities to accommodate the growing number of program staff needed to support expanding services. As the agency introduces new programs to better serve the community, it is essential to provide adequate workspace for staff to operate efficiently and effectively. Increasing office facilities will enhance the agency's capacity to deliver high-quality services, foster collaboration and accessibility, and ensure a supportive environment for both staff and clients. This expansion is crucial for meeting the evolving needs of the communities served and achieving LIFT CAA's mission. This need will be met by the agency.

Level: Agency

Service/Activity: LIFT CAA will identify and obtain two additional office buildings to house new program staff.

FY 2025 Outcome: Increased access to services due to additional facilities obtained.

FY 2025 Outcome Indicator: By 12/31/2025, at least one facility will be obtained (through rental or purchase) to house agency staff.

FY 2025 Strategies:

- Evaluate the current and projected space requirements for new program staff to determine the size and type of facilities needed.
- Research local real estate market to identify potential office buildings for rent or purchase that meet the agency's requirements.
- Conduct site visits to evaluate the suitability of identified properties, considering factors such as location, accessibility, and amenities.
- Identify and secure funding sources to support the acquisition of additional office building.
- Verify that the new office building meets all safety and accessibility standards to provide a suitable environment for staff and clients.
- Obtain facility and provide public relations outreach to inform the communities.

The top three needs prioritized from the community needs assessment conducted late in 2024 and subsequently approved by the Board at the January 14, 2025 board meeting were Housing, Transportation and Youth Services. The new needs assessment reflected two changes from the prior C.N.A. The two previous Community Needs Assessments identified Substance abuse/use services and economic development along with Housing as the top three needs.

The agency strives to locate and secure resources that serve to address the community- identified needs. To that end, leadership seeks and forms partnerships, funding, and volunteers to help with

addressing these needs.

The agency will continue to refer to the needs assessment as a guide for resource development and continued service delivery. The agency will work with community partners, residents, funders and others to seek out strategies for addressing community needs even if/when they differ from those that can be directly addressed through the agency (based on existing programs and capacity).

The C.N.A. includes tables with identified existing resource providers for each prioritized need. Staff will collaborate with these resource providers when possible and practical, to address the needs. Referrals to other resource providers will be made to ensure residents are tapping into all potential resources. The agency will seek to not duplicate services but to provide services and address gaps in order to meet the community identified needs.

As noted in the logic models for 2025, the prioritized needs which will be the focus for identifying and implementing strategies are: Housing, Transportation and Youth Services as well as Agency Capacity Building.

Planning

In August 2024, LCAA began the process to create the new three-year (2023-2025) Strategic Plan. This process began with internal reviews and analysis of the existing 2020-2023 Strategic Plan, the current Community Needs Assessment, the 2021 and 2022 logic models, the performance measurement outcomes spreadsheet, and the Customer Satisfaction survey results from calendar year 2021. In addition, discussion and analysis occurred over program services provided as reported in CAPTAIN.

The next step in the process involved the ROMA/CAPTAIN/CSBG specialist and the Executive Director meeting with a Certified ROMA Implementer, Julia Teska. This in- person, one-day meeting occurred on September 22, 2022. The ROMA Implementer provided training, technical assistance, guidance and support over “next steps” and CSBG mandates as well as ODOC (Oklahoma Department of Commerce) guidance/rules for preparing the agency’s new three-year 2023-2025 Strategic Plan. As part of that process, numerous organizational standards and other components were reviewed and discussed.

On November 12th, 2024, the Board of Directors reviewed the 2024 Community Action Plan and the 2024 logic models which identified needs that aligned with the top three needs from the Community Needs Assessment. They also reviewed the 2023-2025 Strategic Plan and were provided updates on the success of specific strategies and progress in meeting stated goals. On May 14, 2024, the Board reviewed the agency’s Mission and Vision statements and participated in activities to determine if the existing language met with the CSBG criteria as well as the goals/objectives of the agency and the needs of the community. The consensus was that the Mission Statement addressed CSBG criteria and no changes were suggested or made.

On November 8th, 2022, LCAA’s Board of Directors engaged in strategic planning activities, including SWOT (Strength, Weaknesses, Opportunities and Threats) Analysis to provide input for the new 2023-2025 strategic plan. Through this activity and subsequent assessment activities

with staff, leadership and focus groups, it was determined that the new Strategic Plan would focus on the top three needs as identified in the 2022-2024 Community Needs Assessment. The 2023-2025 Strategic Plan was submitted and approved by the Board of Directors on December 13, 2022 during the regularly scheduled Board meeting.

The strategic plan represents a long-term three-year plan used by the agency for decision making with identification of short term, intermediate and long term goals. It includes data from the 2022-2024 needs assessment and identifies the top needs to be addressed over the course of the three years. The CAP plan builds upon the Strategic plan, identifies short- term goals (needs to be addressed and the expected outcomes to be achieved) that the agency will focus on during this fiscal year (2025). Connections between the plans are evident across the needs sections. As there is a time lapse of nearly 12 months from the time that a new community needs assessment is completed and the expiration of the current 3-year strategic plan, this must be taken into account. In 2025, LIFT will begin the process of developing a new 3-year strategic plan. That plan will reflect the needs as identified in the 2025-2027 Community Needs Assessment Report.

The one constant between the new (2025-2027) Community Needs Assessment and the current 2022-2025 Strategic Plan is Housing (need for increased safe, decent, affordable housing options). The new C.N.A. reflects the other top needs as Youth Services and Transportation which is significantly different from the previous needs of Substance Abuse/Use services and Economic/Community Development. Both plans are very representative of the CSBG goals, mandates, organizational standards and LCAA's mission to address needs that will serve to help individuals/families on the path to self- sufficiency.

As 2025 was a new Community Needs Assessment year for LIFT CAA and the Community Needs Assessment was completed and approved in January 2025, the current Strategic Plan reflects only the "Housing" needs as identified for the top three. Strategies listed here in the FY2025 CAP plan are reflective of the most recent 2025-2027 Community Needs Assessment and the new strategic plan (when written/approved) will be reflective of the 2025-2027 C.N.A..

The FY24 final logic models with results are uploaded within the application in the pre- award excel workbook.

Evaluate last year's performance (2024) and determine what will be done differently this year (in 2025).

The Final Logic Models for 2024 were presented to the Board during the November 12th, 2024 Board meeting. Specific strategies identified in the logic models were discussed as well as results for each of the top three needs and the agency level need of Capacity Building. They are uploaded within the excel workbook titled Pre-Award Agency Questionnaire.

The presentation of results included outcomes/goals that had been achieved up through October 31, 2024. Therefore, two months was still remaining within the year to achieve stated outcomes. Reports pulled from CAPTAIN and other tracking methods showed that outcomes had been achieved or exceeded for two of the four needs (Substance Use and the Agency goal to build capacity). The economic development objective was to increase rentals at the Hugo Lake Cabins

and the Hospitality House by 5% from 2023 rental activities. This was achieved at 75% of the goal; The housing goal was achieved at 81%. The objective was to have 70 of 80 homes weatherized by end of year. At the time of pulling the reports (10/31/2024) 57 or 81% of the goal had been achieved.

The 2025 planning logic models are included within the excel workbook upload titled Pre-Award Agency Questionnaire.

LCAA utilized ODOC's Logic Model Checklist to ensure that the 2025 Logic models include clear outcomes that match the prioritized needs in the C.N.A. which are Housing, Transportation, Youth Services, an Agency need for Capacity Building. The planning logic models are included within the excel workbook uploaded in the application titled Pre-Award Agency Questionnaire.

The target population will be residents of Choctaw, McCurtain and Pushmataha counties of Southeast Oklahoma. For the housing goal to increase housing preservation, the service area will include Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha counties. The agency will continue to provide the wide array of services available. However, increased efforts to serve the population exhibiting need for one or more of the prioritized needs (housing, transportation and Youth Services) will be a primary target audience.

Programs/ services will target individuals and families with low-incomes.

Program performance goals are set based on a variety of factors. First and foremost, LIFT Community Action Agency, Inc. uses the community needs assessment as a tool and guide to look for opportunities that address the needs as identified by the community. The planning department works with program staff, including leadership, supervisors, front-line and support staff to ensure there is a clear understanding of the programs and outcomes. That information is then written within the planning department but is representative of the data shared by those who operate the programs. The outcomes are designed to align with the program goals and objectives. For example, Rental Housing has a goal to increase opportunities for people to obtain safe, decent and affordable housing with an objective to build approximately 2 new units for families of low-income. Therefore, the outcome listed in the performance measurement outcome spreadsheet would align with this program outcome.

The Performance Measurement Outcomes spreadsheet is included as an upload to the application and is representative of needs identified in the C.N.A. and the Strategic plan. It is included in the excel workbook titled "Pre-Award Agency Questionnaire (see labeled tabs within the workbook).

LIFT CAA operates programs that address the needs of youth, such as Head Start, Early Head Start, Early Head Start/Child Care Partnership, Early Learning Centers, YouthBuild, Healthy Start, and Drug Free Communities Support Program (ended September 29, 2024). LCAA will continue to seek funding to expand these programs and to develop additional programs that promote positive youth development.

Other programs focused on promoting positive youth development include the CASA (Court

Appointed Special Advocate) Program which utilizes trained CASA volunteers to be the voice for children in the court system and Healthy Start which serves women as well as infants and toddlers through age 18 months. Through this program, participants receive services aimed at improving health outcomes of newborns and decreasing infant mortality rates, which in large part, focuses on improving the health and encouraging healthy lifestyles of the mother. LCAA partners with members from the health community including OBGYN's, nurses and others to achieve the program goals.

More than 700 youth receive direct services through the agency's HS/EHS and Early Head Start/Child Care programs. Eligibility requirements for enrollment in these programs require that a significant percentage of the children enrolled represent households with low-incomes. These children receive educational services that serve to improve not only their cognitive skills but also social and emotional skills. While in the classroom, they receive healthy nutritious meals and snacks.

Through YouthBuild, youth who are considered at-risk (have dropped out of school, are low-income, are in foster care, etc.) are provided opportunities to increase their vocational and educational skills. This occurs through provision of coursework to prepare these youth to obtain their High School Diploma via Penn Foster online programming as well as vocational skills training in the area of home construction. Through a partnership with LIFT-operated housing programs, the youth provide a service through volunteering at construction/rehab sites while learning the portable skills of home construction. They are also provided opportunities for life skills training and community service/engagement.

The planning department researches grant opportunities for additional youth- development programs. CASA and Mentoring programs partner with other youth- oriented entities/programs i.e. Men United; Choctaw Nation of Oklahoma's Youth Advisory Board; Boys and Girls Clubs; Youth Services, Health Department; area Schools; and more to address needs of youth in the community.

Drug Free Communities Support Program partners with local schools and Youth Services of Choctaw County to identify and implement strategies aimed at tobacco, marijuana, vaping and substance use prevention.

LCAA staff representing various programs work closely with the Southern Workforce Board for the common goal of helping people obtain their vocational goals. One program that partners with Southern Workforce Board is our YouthBuild program. Through the YouthBuild program, a total of 53 youth (ages 16-24) receive services to include preparation for obtaining their High School Diploma and testing as well as vocational skills training relevant to construction. Each of these activities help the youth participants to improve their goals for career development. The YouthBuild program director works with SWB to coordinate additional trainings and skills provided through the WIOA program. We also participate in job/resource fairs by setting up booths and having staff on site to discuss agency programs and job opportunities. Through a new opportunity, WorkReady Oklahoma, LIFT will be providing individuals with job skills training and placement as well as ongoing supportive services for addressing employment needs.

LIFT's transit program transports residents to and from their jobs; the agency builds into its programs components that serve to improve life skills necessary to sustain employment. The agency also secures partnerships with the local workforce board to strengthen opportunities pursued that serve to address employment and/or barriers to employment such as lack of job skills, etc.

In addition, LCAA pursues numerous funding opportunities each year in which partnerships/formal MOU's are entered into with Southern Workforce Board as a coordinated effort to achieve the stated goals. LCAA and SWB have a long standing and good working relationship.

LCAA's CASA and Healthy Start programs provide numerous opportunities which encourage family involvement and strengthen the family unit. This is achieved through planned activities and with the help of partners. The At-Risk and Victims Advocacy programs partner with Men United to assist at-risk youth in developing responsibility and learning specific skills through community improvement events. These men also teach and instill in these young people the importance of community awareness and family involvement. They serve as mentors to youth, supporting them through any issue they may be facing.

Head Start and Early Head Start have monthly "Dad's Day" events and other such program activities to encourage and support fatherhood and family initiatives.

Healthy Start employs a Fatherhood Coordinator to increase father/dad or father figure involvement. LCAA programs are well represented on the county coalitions and through the coalitions, many activities occur throughout the year with a focus on father and/or overall parental involvement.

LCAA currently operates an ongoing program to combat malnutrition and starvation within the state of Oklahoma; the Child and Adult Care Food Program (CACFP). CACFP is an entitlement program that guarantees nutritious meals to children through age 12 who are enrolled in family day care homes. By providing resources for free and low cost food to child care providers, CACFP helps to ensure that children are well fed, able to concentrate, and ready to learn. CACFP reimburses participating day care homes for their meal costs. It is administered by the U.S. Department of Agriculture. Staff members also provide training to ensure providers are up to date on issues concerning child nutrition and development.

In addition, there are multiple Community Nutrition Centers within LIFT CAA's tri- county service area. LIFT CAA's RSVP Program provides volunteers to serve meals to senior citizens on a daily basis.

For the past fourteen years, LCAA has partnered with International Paper Foundation, civic organizations, residents and other community-based organizations locally to raise funds for the food baskets provided to families during the Thanksgiving and Christmas holiday seasons. On average, more than 50 families receive food baskets annually through these ongoing events which will continue through 2025.

LCAA program staff, during the intake process for any client/potential client that visits any LCAA location, can easily identify if/when an individual/family might qualify for SNAP benefits. In these events, many times the LCAA employee will assist the client with the application process and/or assist them with connecting to the local DHS staff to complete an application.

LCAA's Healthy Start program staff work with infants and mothers, mothers-to-be, as well as expectant mothers. They help program participants in addressing malnutrition not only through education but also with assistance applying for WIC and through referrals.

Additionally, LCAA secures grant funds through International Paper Foundation, Wal-Mart and other sources to assist local food banks with restocking food in their pantries. Food items are available to families of low-income. Apartment staff representing LCAA's multifamily program assist food banks in Hugo with packaging and distributing food supplies to families in need.

LIFT CAA has emergency funds available through the Emergency Food and Shelter Program and the LIFT CAA Emergency Fund. These help to address an imminent emergency-situation where a family has found themselves in crisis due to unforeseen/unanticipated circumstances.

The agency acts as the service unit for the Salvation Army activities for all three counties in the service area. Funds raised through the bell ringing campaign which occurs in November and December each year also serve to assist families in need of emergency services.

LCAA operates a Victims Advocacy program that provides emergency assistance for food, shelter, transportation, clothing and other needs to victims of any crime. CASA provides emergency supplies such as Emergency Kits which include hygiene products, clothing, books and stuffed animals for children; Safe Place/Healing Hearts 2 provides emergency kits, transportation, rent deposits, emergency shelter and assistance with medical needs for victims of Sexual Assault, Domestic Violence, Stalking or Dating Violence.

Provision of emergency services are provided through partnerships with DHS, local Court systems, County Health Departments, County Coalitions, Food banks, Salvation Army, Local Jails and Law Enforcement Offices and other linkages. This ensures the ability to address emergency needs of individuals and families in the service area.

LIFT Community Action Agency, Inc. has numerous partnerships at the community level and beyond. These partnerships are identified in the addendum which has been included as an upload. Partnerships represent faith-based, community-based, public and private organizations, other social-service providers, Choctaw Nation of Oklahoma, Southern Workforce Board and more. Many of the programs operated by the agency would not be sustainable without these partnerships.

LIFT Community Action Agency, Inc. is a member of the county coalitions in each county within the agency's service area. The coalitions represent every sector of the community. Members meet monthly and LCAA is well represented at each meeting. LCAA will continue to partner with other entities/organizations, establishing MOU's when applicable in order to address

shared goals to improve the lives of families, especially those with low incomes and to address needs within the service area.

Strategies to reduce the duplication of services: Through existing partnerships, attending coalition meetings, active participation in civic and other community-based organizations, etc., LCAA is well aware of the needs of the community and whether or not they are being adequately addressed. LCAA does not “compete” with other organizations locally to address needs, but rather forms both informal and formal partnerships to achieve the shared goals. LCAA is the primary service provider in the tri- county area and the “go-to” agency for most needs aside from those state and federal entities i.e. Department of Human Services, County Health Departments, etc.

The Choctaw Nation of Oklahoma provides some of the same services as does LCAA including Head Start and social service programs. However, this is not considered a duplication of services as most services provided via the Choctaw Nation of Oklahoma are restricted to tribal members.

Many civic, faith-based and charitable entities have representation on LCAA’s board of directors and each month, the planning department employees present to the board funding opportunities the agency wants to pursue (requesting board approval to move forward). During these presentations, agency staff provide a very detailed description of what services would be provided if/when the grant(s) were to be awarded. This provides an opportunity to discuss any existing programs/entities that may already be providing the service.

A few agency programs partnered with other community-based organizations to update the tri-county resource manual which identifies organizations throughout LCAA’s service area of Choctaw, McCurtain and Pushmataha counties and beyond. This manual is located in every Head Start and Early Head Start center. It is also shared with other program staff throughout the agency. This provides a tool not only to help identify resource providers but also to identify potential gaps in service. Referrals are made to other organizations if/when LCAA is unable to address the needs of clients or potential clients.

Last but not least, during the Public Meetings held to develop the Community Needs Assessment, participants engage in a process to identify all known existing community resources for addressing the prioritized community needs. These are all listed by service within the Community Needs Assessment report.

A copy of the agency partnership list is included as an attachment to this Community Action Plan.

Success will defined as having achieved at least 75 percent of the stated outcomes as identified in the logic models. Success will also be measured by increased positive feedback from customers as reflected in the customer satisfaction surveys. Success will also involve increased or enhanced services and partnerships that directly address the prioritized needs (Housing, Transportation and Youth Services). And success will also involve the creation or enhancement of partnerships/collaboration efforts so as to ensure all available resources are being utilized for addressing community needs. LCAA will utilize CAPTAIN and other tracking systems to

identify agency staff, board and volunteer training hours to assess agency and stakeholder capacity. Success in terms of agency capacity will be securing additional facilities and/or expanding current facilities to accommodate growing programs/services.

Implementation of Services and Strategies

Sections of the CAP such as Logic Models, PMO spreadsheet, that clearly show specific strategies will be shared across programs, with leadership and the Board. These sections will serve as the “roadmap” to help program staff stay on track with working towards the goals and objectives. The entire CAP plan will be shared by email, in paper format, through discussion, etc. with leadership (including Board members), program directors, supervisors, front-line and support staff. This will ensure that all staff are aware of the expected outcomes identified within the CAP for FY2025 which will be a primary focus of agency activities over the year. It will be discussed in detail with Board members who will all be provided copies. Review and analysis of the CAP will occur no less than twice a year for outcome reports and quarterly through customer reports presented to staff and board.

Program Directors will receive monthly reports pulled from CAPTAIN which they use to compare the data (counts, etc.) to the logic models (if applicable) and to the Performance Measurement goals as identified in the spreadsheets. The CAPTAIN Administrator will notify staff of any concerns in terms of not meeting goals, etc. Leadership, staff and Board all work to achieve stated outcomes with the CAPTAIN Administrator being responsible for oversight of the plan implementation. The CAP will be posted to the agency website.

LCAA operates several programs that provide case management including Lending, Head Start, Early Head Start, Early Head Start-Child Care Partnership, Healthy Start, Housing and more. Case management is provided to clients seeking loan funds to help them become loan eligible; services would include credit counseling, budgeting, financial coaching, etc.; Case management is provided to parents/primary caregivers of HS/EHS and EHS/CC youth by Family Advocates working with each family towards setting and achieving goals. Case management is also provided by Housing Coordinators with clients seeking housing services. In the area of housing, case management may involve provision of credit counseling as well as helping families work with creditors to reduce debt (in some cases, having debt written off); budgeting; saving; financial fitness; refinancing home loans to reduce interest rates and more. The housing counselors maintain regular contact with the customers to encourage them and help them “stay on track” so as to increase their chance to improve their current financial situation. The goal is to reduce debt, increase income and become more self-sufficient. Healthy Start clients receive case management through follow up activities provided by the care coordinators to ensure that health screening appointments were kept as well as other activities that serve to support the program goals. Other program participants receive case management via the applicable program staff which serves to facilitate continued participation.

In prior years, the risk assessment report was utilized to assist with case management to help determine the needs of each individual/family requesting services. This report helped the case worker identify the services needed and/or the referrals required in order for the

individual/family to be provided with all the assistance and services needed.

However, CapSystems, in their work to transition CAPTAIN into ROMA NG (next generation) and in their meetings with Commerce and/or CAP agencies decided to build the pre-assessment questions into the client intake screens.

Data that was critical to the risk assessment was previously collected to the pre- assessment tab in CAPTAIN. That data has now been integrated into the client intake screens. Currently, LIFT C.A.A. utilizes the Service Integration Matrix (SIM) to assist with case management. The SIM allows CAPTAIN users the ability to provide the client with additional services the client may be eligible for, based on the information reported. CAPTAIN data-input staff can email a computer-generated referral letter to the client. If the client is readily available, the letter can be given to them in person. This letter lists the possible services the client is eligible for and the contact information for those programs. By utilizing the SIM feature, LCAA program staff have the opportunity to educate and provide individuals/families with as many services as possible, thus improving customers' chances of achieving self-sufficiency."

Employees responsible for data collection/tracking are trained over the FNPI's and SRV codes applicable to the specific services they provide within their programs. They learn how to appropriately and accurately transfer data from client intake forms into CAPTAIN, the primary tool for tracking outcomes across the agency. The CAPTAIN administrator conducts both group and one-on-one trainings to help each CAPTAIN "user" understand how to input data and how to use that data as a tool for decision making. As the CAPTAIN administrator pulls reports on a monthly basis and analyzes that data against projections, etc., that information is used to determine if/when additional training is needed. When issues arise, specialized or one-on-one training is provided to applicable program staff. Agency-provided programs are required to utilize CAPTAIN for capturing client data, non-client data, staff training; board member training and volunteer hours, etc. This is one method by which the agency is able to track outcomes and outputs.

In addition, nearly every program operated by LCAA is required to utilize specific tracking tools as required by their funder. One example would be housing. Housing counselors use two tracking programs; CounselorMax and ORS (online reporting system) to track outputs and capture the outcomes of the services they provide. Head Start, Early Head Start and Early Head Start/Child Care enter data into Child Plus, Teaching Strategies Gold and other tracking systems. There are numerous "tracking" methods that are program specific and required. All programs are represented on some level in CAPTAIN.

LIFT CAA leverages the CSBG funding with other public and private resources to provide adequate funds to operate many of our anti-poverty programs. Programs receiving CSBG support include Court Appointed Special Advocates, Retired and Senior Volunteer Program, Housing, CSBG/CAPTAIN/ROMA administrator, Community Projects, Early Learning Centers, TriCounty Opioid Response program, and others as needed. LCAA has used its CSBG funding in a similar manner for many years. CSBG funding helps to support many of the tools (Community Needs Assessment, Strategic Plan, etc.) that help with agency decision making processes. CSBG funds are leveraged with other federal, state, and foundation resources received

by the aforementioned programs.

Customer Satisfaction is collected via a Customer Satisfaction Survey. The survey identifies the department from which the customer sought and/or received services. It offers three choices to identify “level of satisfaction which includes: “Very Satisfied” “Somewhat Satisfied” or “Not Satisfied”. The survey encourages customers to elaborate and leave feedback for ways the agency could improve upon service provision. The survey also collects demographics i.e. gender, age ranges, race and ethnicity.

All customer satisfaction surveys, whether completed online or on paper are maintained by the ROMA/CSBG Administrator. She inputs all responses into one database and provides quarterly reports to the Board and leadership on the analysis of the surveys. This includes rate of return by program and county reporting; response percentages on levels of satisfaction, etc.

When a survey reveals a need for action, the response is immediately forwarded to the appropriate program staff. Customer satisfaction feedback is used in planning and for staff training purposes. Survey responses are helpful in identifying strategies or areas where the agency could improve and for identifying potential barriers/issues and gaps in services.

Observations of Results and Reporting the Achievement of Results

Data will be collected by assigned/appropriate data collection staff in each program and for each need identified in the logic models. This data comes from client intake forms and is transferred into CAPTAIN and/or other tracking systems. Data/outcomes will be reviewed monthly by the CAPTAIN administrator. The CAPTAIN administrator shares reports with program staff on a monthly basis and with the Board no less than once per year. Logic models are included for both FY24 Final and FY25 Planning within the Pre- Award Agency Questionnaire excel workbook.

Information for the CSBG Annual report comes primarily from CAPTAIN reports. The information is used to help better understand who represents the agency’s clients; to ensure services are being targeted and provided to the target audiences of individuals/families with low-incomes; as a tool for decision making and planning purposes. The CAPTAIN administrator will share annual report data with leadership, board and staff. Initial data input occurs at the program level by assigned and trained CAPTAIN data entry personnel. Financial modules are completed by the fiscal department. Additionally, the ROMA/CSBG Administrator works with program staff to set targets, etc.

Customer satisfaction data will be shared with the Board and ODOC on a quarterly basis and as necessary with staff to address any issues. Program reports will be shared with appropriate staff and program directors on a monthly basis. The data will be used to assess if program goals are being met and identify any barriers or gaps. The SIM feature in CAPTAIN will be utilized for identifying services outside of those sought by clients for which they may be eligible. Outcome data will be shared across programs through presentations and by email so as to ensure that a holistic approach to service delivery is being achieved.

Leadership, program directors, front-line staff and others provide reports over one or two programs during each monthly board meeting. The planning director, program planners,

ROMA/CSBG/CAPTAIN Administrator, Fiscal Officer, Executive Director, etc. provides updates on logic models, Community needs assessment, Performance Management outcomes, Community Action Plan, Strategic Plan, etc. no less than once per year. The CSBG/ROMA/CAPTAIN Administrator provides reports over customer satisfaction quarterly and updates on achievement of outcomes via the annual report annually.

Analysis of Data and Evaluation

The process varies depending upon the year i.e. if it is a strategic planning year, a Community Needs assessment year, etc. Data analysis is conducted over reports pulled from CAPTAIN on an ongoing basis and typically involves the CAPTAIN administrator, data entry staff and program staff. This level of evaluation is for purposes of understanding reports, identifying any variances within stated outcomes/goals and what is pulled from reports. It begins at the CAPTAIN administrator to Data Entry person level and then goes further to involve front-line staff, supervisors and leadership as necessary. This type of data analysis ensures that data collection over the outcomes is being collected appropriately and occurs monthly.

Data analysis and evaluation of the Strategic Plan occurs annually with program staff, leadership and Board. This involves a review of the plan and discussion of any/all known changes within the community that have impacted the plan.

Data analysis over the Community Needs Assessment involves stakeholders to include other service providers, residents, customers, staff, leadership, faith-based community, educational community, volunteers, public/private sectors and Board. The formal process occurs once every three years but the plan is updated annually.

Customer satisfaction data is collected on an ongoing basis by program staff and forwarded to the CAPTAIN administrator who maintains the surveys and transfers the responses into an electronic database. This data is shared quarterly with Board members and staff. It is shared on an “as-needed” basis with appropriate staff to ensure timely responses/actions for any survey that includes information that is concerning to the agency. Analysis of this data involves looking at the demographics of the survey responses especially the counties and programs from where services were received. This helps with decision making for staff training, need for increased marketing in certain areas, etc.

Performance evaluation is ongoing throughout the year. However, a more formal evaluation is conducted towards the end of the year in preparation for completion of the CSBG Annual Report, Board Trainings/Reports; Review of the CAP and Strategic Plans, etc. The final formal performance evaluation for 2024 began in October of 2024 and started with a review of the logic models. The next step was to generate CAPTAIN and other reports to determine if the stated outcomes within the logic models had been met.

The logic models with results were shared with leadership, front-line staff, directors and the Board. Also, a review by staff over the performance measurement outcomes was completed. This occurred initially with the CAPTAIN administrator, planning director, front-line staff and leadership. Each program was reviewed and Program Directors as well as front line staff

provided updates as to challenges, opportunities, etc. that were faced by their respective programs.

The Planning Director and the CAPTAIN Administrator held several in-depth discussions with program staff to determine if all outcomes that can be captured were being captured and if any additional data needed to be added for tracking. This is considered “Program Level Evaluation.” Evaluation analysis reports over program outcomes were provided to the board on November 12, 2024 by the CAPTAIN Administrator. No significant changes will occur.

The outcomes (from monthly reports pulled from CAPTAIN, Customer Satisfaction and other reporting software) will be used as a tool for gauging success rates and making revisions, if necessary, to the Community Action Plan and the Strategic plan throughout the year. Revisions will only be made following a thorough review by staff, leadership and the Board. In the event revisions occur, those would be included to the appropriate documents as “addendums” and the revised plans would be forwarded to staff, board, and the appropriate ODOC staff.

LCAA’s Community Needs Assessment identified that the service area and area assessed are one in the same. While the primary target audience includes families with low- incomes, many agency programs are available across various income ranges. LCAA will utilize the Annual Report which includes demographics on those receiving services to compare to the demographics of the service area as reflected from the CARES network, Community Commons, and Census data. This data will help to identify if the population being served is representative of the community “in need.” Given the high incidence of poverty in the service area, LCAA does not expect to see any significant variances.

Recommendations for change/revisions, if deemed necessary, will be presented to the Board during a regularly scheduled board meeting and will require discussion, review, consideration and may require a vote by the board prior to any changes. In the event an action i.e. change in needs focus were to be proposed, all stakeholders would be provided an in-depth analysis as to why that action was proposed. Only after careful consideration and analysis would any recommendations for such actions be requested. Staff would also recommend to the Board making changes to the outcomes/objectives within the logic models, other sections of the CAP plan, the Strategic Plan, etc. in the event of some unexpected need arising that would call upon the agency to adjust.

Performance goals will be revised based on actual results if/when there exists a significant variance between the two. Again, this would only occur after a thorough review/analysis to determine why the variance exists. If actual results are lower than goals, an analysis of outreach efforts, staffing, and any other causes leading to the variance would be thoroughly reviewed prior to adjusting the goals. This type of analysis could reveal there is simply a need to increase marketing of a specific program etc.

Should the actual results be greater than the stated goals, then a review/analysis will be conducted to determine contributing factors. This review may reveal that additional funding was secured for a particular service or staff had undergone some specialized training allowing them to improve performance, etc. Adjusting the goals then would be based on knowledge and/or

expectations as to whether the conditions present i.e. increased funding were expected to remain a constant. If so, goals would be adjusted accordingly to better align with expected outcomes.

LCAA's performance goals are set by program staff and leadership who have knowledge of funding, staffing, need, customer base, etc. Given all the consideration that goes into the goal setting on the front end, the actual results have historically aligned well with the projections. However, conditions change and review and analysis provide the opportunity to explore those changes and adjust accordingly. Any/all changes will be approved, when necessary, at each level to include program staff, leadership and Board.

The Completed ROMA plan is included as a separate tab within this Agency Pre Award Questionnaire worksheet titled "ROMA Plan". The ODOC-provided template has been completed with dates, persons responsible, etc.

The partnership list as generated from CAPTAIN can be found on the following pages.

App#	Name	Case Type	Service	Service Date	2025 CAP Plan Outcome	Date
					LIFT CAA	
00000030	CHOCTAW/PUSHMATAHA COUNTY YOUTH SERVICES	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000031	DEPARTMENT OF HUMAN SERVICES CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000032	DEPARTMENT OF HUMAN SERVICES MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000033	DEPARTMENT OF HUMAN SERVICES PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000037	KIAMICHI TECHNOLOGY CENTER CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/11/2024
00000038	KIAMICHI TECHNOLOGY CENTER MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/11/2024
00000044	SOS FOR FAMILIES	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000045	OSU EXTENSION CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	11/26/2024	B.5i. - Institutions of Post-Secondary Education/Training	11/26/2024
00000045	OSU EXTENSION CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/11/2024
00000046	OSU EXTENSION MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/12/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/12/2024
00000047	OSU EXTENSION PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	11/26/2024	B.5i. - Institutions of Post-Secondary Education/Training	11/26/2024
00000047	OSU EXTENSION PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/11/2024
00000064	HUGO POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000086	AMERICAN LEGION POST 8	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000089	ANTLERS PUBLIC LIBRARY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000093	BROKEN BOW HEALTH & REHAB	Community Partner	Community-Wide Partnerships	12/12/2024	B.5k. - Health Service Organizations	12/12/2024
00000094	BROKEN BOW NUTRITION CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000101	COLONIAL LODGE RETIREMENT CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000103	EAGLETOWN SENIOR CITIZEN CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000104	FINLEY LIBRARY	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000105	FINLEY NUTRITION CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000110	GOLDEN SENIOR CITIZEN CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000111	GRACEFULLY YOURS	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000112	HAND TO HAND FOOD BANK	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000113	HILLS NURSING HOME	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000114	CHOCTAW NATION SERVICE CENTER - HUGO	Community Partner	Community-Wide Partnerships	12/12/2024	Tribal Government	12/12/2024
00000118	MCCURTAIN COUNTY VETERANS MEMORIAL MUSEUM	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000120	MEMORIAL HEIGHTS NURSING HOME	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000121	MESSER SENIOR CITIZEN CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000122	NASHOBA COMMUNITY CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000123	PUSHMATAHA COUNTY HISTORICAL SOCIETY	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000127	SAWYER SENIOR CITIZEN CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000128	SHARING HOPE FOOD BANK	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000131	TOM SENIOR CITIZEN CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000135	WRIGHT CITY SENIOR CITIZENS CENTER	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024

00000142 HOUSING & URBAN DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/12/2024	B.5g. - Consortia/Consortiums/Collaborations	12/12/2024
00000143 HOUSING ASSISTANCE COUNCIL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5g. - Consortia/Consortiums/Collaborations	12/11/2024
00000146 MICHELE APLIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000153 MARY BLANKENSHIP DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000159 STACEY BURCHFIELD DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000161 MELANIE CADY DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000167 TRACY COHEE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000171 TERI DALLIS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000173 ELAINE DEAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000174 SHIRLEY LEWIS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000175 KIM DEMAS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000176 BRENDA DERVIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000179 RESHONE EGGLESTON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000181 TAMMY FINES DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000188 AMBER GARCIA DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000191 JANELLE GILBERT DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000192 CYNTHIA GODWIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000193 CHRISTINA GOOCH DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000194 BRENDA GREEN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000195 SANDRA GRIMSLEY DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000197 LISA HAMILTON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000198 ROSANN HANES DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000203 ROSA HERNANDEZ DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000205 SONYA HILL DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000210 KIM JOHNSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000213 LAMARA JONES DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000216 KRISTIE LAMBERT DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024

00000219	SHELLY LEIGH DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000222	MARIA LOPEZ DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000223	MYNISHIA MALONE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000224	CAROLYN MANN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000227	LASHAWN MARTIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000229	EDIE MARTZALL DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000230	LUELLEN MCCLESKEY DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000239	CARRIE MORENO DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000242	HEIDI MULLER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000251	STACI POLLARD DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000252	CAROLYN PULLEN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000254	CAROL RANKIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000255	PAM REDFORD DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000257	BRIDGET RICHARDS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000264	RACHELLE SANDERS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000265	THERESA SHIRLEY DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000266	VICTORIA SISSOM DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000267	LATOSHA SLOAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000269	ANGELA SMITH DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000278	MELISSA TAYLOR DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000279	JULIE TUCKER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000280	KENYETTA TURNER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000281	YOLANDA TURNER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000282	KAMI TYLER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000284	CHRISTY VUNETICH DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000287	LISA WALSTON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000288	TAMMY WARD DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024

00000289	KIMBERLY WATSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000290	TINA WEAVER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000295	SHERRY WILLIAMS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000335	OKLAHOMA STATE DEPARTMENT OF EDUCATION	Community Partner	Community-Wide Partnerships	12/31/2024	B.5d. - State Government	12/31/2024
00000336	CITY OF ANTLERS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000337	CITY OF HUGO	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000340	OKLAHOMA ASSOCIATION OF COMMUNITY ACTION AGENCIES	Community Partner	Community-Wide Partnerships	12/11/2024	B.5l. - Statewide Associations or Collaborations	12/11/2024
00000343	OKLAHOMA HEALTH CARE AUTHORITY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000349	SOUTHEASTERN OKLAHOMA STATE UNIVERSITY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5i. - Institutions of Post-Secondary Education/Training	12/11/2024
00000359	DEEP FORK COMMUNITY ACTION FOUNDATION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000380	OKLAHOMA HOUSING FINANCE AGENCY	Community Partner	Community-Wide Partnerships	12/12/2024	B.5l. - Statewide Associations or Collaborations	12/12/2024
00000388	LIFT TRANSIT SYSTEM	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000392	CASA- LIFT	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000392	CASA- LIFT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000395	MCCURTAIN MEMORIAL HOSPITAL AUXILIARY	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000396	MEN UNITED	Community Partner	Community-Wide Partnerships	11/26/2024	B.5a. - Non-Profit	11/26/2024
00000396	MEN UNITED	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000410	HOUSEABOUTIT LITTLE ROCK, AR	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000411	UNIVERSAL HOUSING DEV CORP RUSSELLVILLE, AR	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000419	FAMILY RESOURCES OF N.O. INC NEW ORLEANS, LA	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000429	KIAMICHI FAMILY MEDICAL CENTER-IDABEL	Community Partner	Community-Wide Partnerships	12/12/2024	B.5a. - Non-Profit	12/12/2024
00000429	KIAMICHI FAMILY MEDICAL CENTER-IDABEL	Community Partner			B.5k. - Health Service Organizations	12/12/2024
00000436	PUSHMATAHA COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000437	CHOCTAW COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000438	MCCURTAIN COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000444	CHOCTAW NATION	Community Partner	Community-Wide Partnerships	12/11/2024	Tribal Government	12/11/2024
00000445	PUSHMATAHA COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000446	CHOCTAW COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000447	MCCURTAIN COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000448	PUSHMATAHA COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000449	CHOCTAW COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000450	MCCURTAIN COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000451	PUSHMATAHA COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000452	CHOCTAW COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024

00000475 LIFT HEAD START	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000480 FEDERAL HOME LOAN BANK	Community Partner	Community-Wide Partnerships	12/12/2024	B.5j. - Financial/Banking Institutions	12/12/2024
00000490 GRETTA EVANS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000493 KARON TEURMAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000496 MONTOYA BOAZ DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000524 TERRY PARK/CHOCTAW COUNTY SHERIFF	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000545 OKLAHOMA HEALTHCARE AUTHORITY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000546 SPROUTS DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/12/2024	B.5a. - Non-Profit	12/12/2024
00000547 PUSHMATAHA FAMILY MEDICAL CLINIC	Community Partner	Community-Wide Partnerships	12/12/2024	B.5a. - Non-Profit	12/12/2024
00000547 PUSHMATAHA FAMILY MEDICAL CLINIC	Community Partner			B.5k. - Health Service Organizations	12/12/2024
00000550 BROKEN BOW POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000553 PROJECT GAIN	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000557 UNITED STATES DEPT. OF AGRICULTURE	Community Partner	Community-Wide Partnerships	12/12/2024	B.5e. - Federal Government	12/12/2024
00000565 MEGAN HORN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000569 CHARLESIA KOSANKE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000570 LATOYA BILLS	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000576 OKLAHOMA CASA	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000577 NATIONAL CASA	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000578 PUSHMATAHA COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000579 MCCURTAIN COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000580 KIDS KOTTAGE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000581 WEE CARE PREGNANCY CENTER	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000620 CHOCTAW COUNTY LIBRARY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000624 NEIGHBORWORKS AMERICA	Community Partner	Community-Wide Partnerships	12/12/2024	B.5e. - Federal Government	12/12/2024
00000627 PENNEY RODGERS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000632 IDABEL PUBLIC LIBRARY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000646 CELESTINE WATSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000647 CRYSTEL BURDEN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000649 DESTINY SANDERS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000651 KATRINA PICKETT DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000656 MAGGIE MONROE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000678 JENNIFER DUNCAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000680 TANYA REVELS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024

00000694	CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000695	NORTHWEST REGIONAL HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000696	NORTHEAST COMMUNITY ACTION CORPORATION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000697	NATIONAL RURAL HOUSING COALITION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000698	SOUTHWEST REGIONAL HOUSING AND CDC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000699	TIERRA DEL SOL HOUSING CORPORATION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000700	ZUNI HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000701	TRI-COUNTY INDIAN NATIONS CDC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000702	INTER-LAKES COMMUNITY ACTION PARTNERSHIP, INC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000703	COMMUNITY DEVELOPMENT CORPORATION OF BORWNSVILLE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000704	PROYECTO AZTECA, INC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000706	NATIONAL RURAL SELF-HELP HOUSING ASSOCIATION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000708	HOUSE ON THE ROCK- MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5b. - Faith Based	12/11/2024
00000715	LIFT SELF-HELP HOUSING	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000737	CHASITIE WOLFE	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000738	AURIEL GREEN	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000742	SOUTHERN WORKFORCE BOARD	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000746	COMMUNITY RESOURCE TECHNICIAN, INC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000748	LIBERTY RESTORATION COMMUNITY DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000749	INTEGRITY HOMEBUYERS ASSOCIATION	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000750	HABITAT FOR HUMANITY ST. TAMMY WEST	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000752	HIGH PLAINS COMMUNITY DEVELOPMENT CORP.	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000755	HELPING HANDS NOW	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000756	NEIGHBORHOOD HOUSING SERVICES OF OKC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000757	NEIGHBORHOOD HOUSING SERVICES OF WACO, INC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000758	FAMILY DESTINY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000759	ED 360	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000770	JESSICA STEWART DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000772	AMANDA CLEEK DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000773	KALEIGH STRICKLAND DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000774	OKLAHOMA DISTRICT ATTORNEY COUNCIL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5d. - State Government	12/11/2024
00000775	CHOCTAW COUNTY SHERIFF OFFICE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000776	IDABEL POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000777	ANTLERS POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000778	MAGNOLIA CDC	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024

00000779 LAKE AREA CDC	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000784 CARE ONE ADVOCATE	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000785 AHAYAH COMMUNITY DEVELOPMENT CORP	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000786 B.R.A.C.E.S .	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000787 DECHELLES HOUSE	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000788 TANGI COMMUNITY DEVELOPMENT CORP	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024
00000789 TAMMIE HOGAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000791 ASHLEY HOWARD DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000792 BRENDA SUMPTER DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000793 REGINA BIRDSONG DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000795 ALICIA MCKEE DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000796 ANYAAE GENTRY DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000797 XOCHILT MALDONADO DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000799 RAEKEISHA WATKINS DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000800 TAMI JOHNSTON DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000801 CASSANDRA CARR DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000802 MARSHALYNN JEFFRIES DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000808 CATHY RUTHERFORD DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000809 CHERLANDRA FLETCHER DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000810 YVETTE SNELL DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000811 RACHEL GOIN DCH	Community Partner	Community-Wide Partnerships	12/31/2024 B.5f. - For-Profit Business or Corporation	12/31/2024
00000815 JEFFERY LUCAS	Community Partner	INFO: Use this branch when entering BULK #'s (run adhoc for total report counts)	02/14/2024	
00000815 JEFFERY LUCAS	Community Partner	INFO: Use this branch when entering BULK #'s (run adhoc for total report counts)	03/14/2024	
00000815 JEFFERY LUCAS	Community Partner	INFO: Use this branch when entering BULK #'s (run adhoc for total report counts)	05/15/2024	
00000817 FBC FREE CLINIC	Community Partner	Community-Wide Partnerships	11/26/2024 B.5a. - Non-Profit	11/26/2024
00000818 GARVIN NUTRITION CENTER	Community Partner	Community-Wide Partnerships	11/26/2024 B.5a. - Non-Profit	11/26/2024
00000819 HUGO HERITAGE RAILROAD AND MUSEUM	Community Partner	Community-Wide Partnerships	11/26/2024 B.5a. - Non-Profit	11/26/2024
00000820 HISTORIC HEART OF IDABEL	Community Partner	Community-Wide Partnerships	11/26/2024 B.5a. - Non-Profit	11/26/2024
00000821 PUSHMATAHA COUNTY HOSPITAL AUXILIARY	Community Partner	Community-Wide Partnerships	11/26/2024 B.5a. - Non-Profit	11/26/2024
00000822 IDABEL CHAMBER OF COMMERCE	Community Partner	Community-Wide Partnerships	12/11/2024 B.5a. - Non-Profit	12/11/2024

2025 CAP Plan
LIFT CAA

00000823	BROKEN BOW CHAMBER OF COMMERCE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000824	DYNAMIC WORKFORCE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000825	MAN POWER	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000826	LIFT HEALTHY START	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000827	MCCURTAIN COUNTY HEALTH DEPARTMENT	Community Partner	Community-Wide Partnerships	12/11/2024	B.5k. - Health Service Organizations	12/11/2024
00000828	TYSONS IDABEL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000829	PSSI FOOD SAFETY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000830	BROKEN BOW CITY HALL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5c. - Local Government	12/11/2024
00000831	INTERNATIONAL PAPER	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000832	MCCURTAIN FAMILY MEDICAL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000833	MCCURTAIN COUNTY NATIONAL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000834	MUSEUM OF THE RED RIVER	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000835	PINE CELLULAR	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000836	WEYEHAEUSER IDABEL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5f. - For-Profit Business or Corporation	12/11/2024
00000837	BREAD OF LIFE	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000838	BUCKNER INTERNATIONAL	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000839	GOODLAND ACADEMY	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000840	FIRST UNITED BANK AND TRUST	Community Partner	Community-Wide Partnerships	12/11/2024	B.5j. - Financial/Banking Institutions	12/11/2024
00000841	OKLAHOMA BUREAU OF NARCOTICS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5d. - State Government	12/11/2024
00000842	PARENTS HELPING PARENTS	Community Partner	Community-Wide Partnerships	12/11/2024	B.5a. - Non-Profit	12/11/2024
00000843	BOGALUSA REBIRTH	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000844	COMMUNITY TRAINING AND RESEARCH INSTITUTE	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000845	DOWNTOWN NEIGHBORHOOD ASSOCIATION	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000846	GUADALUPE ECONOMIC SERVICES CORPORATION	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000847	HELPING HANDS TEAM	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000848	JAMES VALLEY HOUSING INC	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000849	JERICHO ROAD EPISCOPAL HOUSING INITIATIVE	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000850	LOUISIANA HOME RESOURCES	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000851	MILTON HOME BUYER	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000852	SPIRIT LOVE FOUNDATION	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000853	T.U.F.F KIDS	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000854	WEST 30'S REDEMPTION COMPANY, INC.	Community Partner	Community-Wide Partnerships	12/26/2024	B.5a. - Non-Profit	12/26/2024
00000855	VENESSA OSBURN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000856	CINDY ROSE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000857	MELISSA BEASON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024

00000858 NORMA MALDONADO DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000859 JENNIFER SPEER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000860 MARIA REINHARDT DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000861 JAMIE ROBINSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000862 DAWN TEAGUE DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000863 JANIS HANSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000864 BARBARA STUBBS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000865 KAREN MAURO DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000866 EUSTOLIA MALDONADO DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000867 JOEY STEVENS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000868 JESSICA WALKER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000869 VALERIE WILLIAMS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000870 DESIREE WOMACK DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000871 TINA BRUNER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000872 ERICA BECERRA DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000873 MISTY REYES DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000874 SHAKITA ANDERSON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000875 BARBARA JONES DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000876 STEPHANIE FREEMAN DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000877 NIKI SEIGLER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000878 GINGER GRAMMER DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000879 MESHELL MACON DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000880 TERRI FAILS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000881 EARNESTINE KHALID DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024
00000882 ANTONIA COATS DCH	Community Partner	Community-Wide Partnerships	12/31/2024	B.5f. - For-Profit Business or Corporation	12/31/2024

LIFT Community Action Agency, Inc.

Community Services Block Grant
Performance Management Outcomes

Program Year: 01/01/2025 - 12/31/2025

(A) Outcome	(B) Outcome Indicator	(C) National Performance Indicators (NPIs)	(D) Service Category	(E) 2025 Funding source (01/01/2025- 12/31/2025	(F) 2025 Funding amount (01/01/2025- 12/31/2025	(G) 2025 Contract Period	(H) Amount of CSBG funds used to support this program	(I) New Program Y/N	(J) Required Reporting System. System reporting name
Children are more prepared to enter Kindergarten HS	100 of 234 children complete Head Start by May 31, 2025 with 75% (75) showing improved school readiness based on pre and post testing scores	2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Education	DHHS -ACF	\$3,296,148.00	12/1/24-11/30/25	\$0.00	N	HSES
				ODOC - SAF/HS	\$91,962.00	7/1/24-6/30/25			
				Public School Collaborations	\$123,573.00	8/1/24-5/312/25			
Children participate in pre-school activities to develop school readiness EHS	48 of 48 infants/toddlers ages birth to three years will enroll in Early Head Start and 75% (36) will show 5% increase in social, emotional and cognitive skills within 9 months of enrollment. Note: Enrollment in this program is continuous.	2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Education	DHHS -ACF	\$1,259,123.00	12/1/24-11/30/25	\$0.00	N	HSES
				CAP TULSA	\$272,052.00	7/1/24-6/30/25			



LIFT Community Action Agency, Inc.

Low income people become more self sufficient HS/EHS/EHSCC Family Advocates	15 % (57)of families with children in HS/EHS and/or EHS-CC programs will achieve goals aimed at improved self-sufficiency by working with Family Advocates by December 31, 2025	2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Linkages	(included in the HS/EHS/EHSSCC program funding)	\$0.00	12/1/24-11/30/25	\$0.00	N	HSES
Infant mortality rates will drop due to increase education over risk factors Healthy Start	By 12/31/2025 90% of Healthy Start participants will have received pre and perinatal education to improve their birth outcomes 90% of participants will received pre-natal care in the 1st trimester 90% of program participants will have a Reproductive Life Plan 99% of participants will have had a well woman/preventive visit	2e, 5b, 5c, 5d, 5e, 7a	Health	DHHS - HRSA	\$1,157,789.00	4/1/24-3/31/25	\$0.00	N	
Children from low-income families in EHS-CC program exhibit	64 of 104 children (ages birth to 3 years) will receive child care and 75% (53) will	2a, 2b, 2c, 2c.1, 2d, 2d.1,		DHHS - ACF	\$2,370,946.00	8/1/24-7/31/25	\$0.00	N	HSES

LIFT Community Action Agency, Inc.

improved physical development and health EHSCC (ELC's and Daycare Providers)	show improvements in health and physical development by August 1, 2025	2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Education	DEPT OF EDUCATION CACFP	\$142,865.00	10/1/24-9/30/25	\$0.00	N	HSES
Families achieve/maintain self-sufficiency MircroLoans	Process 5 small business loan applications for eligible individuals/familes by 12/31/2025	NA	Employment	CSBG/ODOC	\$18,104.00	01/01/25-9/30/26	\$18,104.00	N	
				ODOC -SAF/CAA	\$12,832.00	7/1/24-6/30/25			
				NW	\$75,000.00	4/1/24-3/31/25			
Increased Safe, Decent and Affordable Housing Housing Stability Program (OHFA New Construction)	2 of 5 Homes will be constructed for families in Choctaw County by 12/31/2025	4b, 4c, 4d, 5f, 5g, 7a	Housing	OHFA/Oklahoma HomeBuilder Program	\$1,174,110.00	12/16/2024-12/15/2026	\$0.00	Y	
Lives of low-income families are improved Housing Counseling - Financial Coaching, Eligibility Determinatons, Referrals, etc.	90 Individuals will receive housing supportive services i.e. financial coaching, eligibility determinations by 12/31/2025	3a, 3b, 3h, 4b, 4h, 3e, 3e.1	Income management	NW	\$189,500.00	4/1/24-3/31/25	\$164,479	N	
				CSBG/ODOC Salary/Supplies and other support for Housing Staff	\$164,479.00	01/01/25-9/30/26			
Seniors obtain/maintain safe and affordable supportive housing Senior Apartments	46 of 46 senior citizens will have obtained or maintained safe and affordable supportive housing via HUD 202 units by December 31, 2025	4b, 4c, 4d, 5f, 5g, 7a	Housing	Management Fees	\$26,595.00	01/01/25-12/31/25	\$0.00	N	TRACS for recerts, etc.

LIFT Community Action Agency, Inc.

Families obtain/maintain safe and affordable rental housing TH, Triplexes and Duplexes	89 of 89 individuals/families will have obtained or maintained safe and affordable rental housing via LIFT's apartments (TH, triplexes and duplexes) by December 31, 2025	4b, 4c, 4d, 7a		Revenue generated from rents			\$0.00	N	Forms on OHFA's Website for HOME funded units YARDI Breeze for pulling internal reports to submit to Asset committee
Organizations increase capacity to assist families with low incomes attain homeownership Community Partners - T&MA (SHARE)	Six organizations will be obligated for funding in 2025 and 4 additional organizations will be in various stages of the application process via T&MA services by 12/31/2025	NA	Housing	USDA/Rural Development Federal Contract	\$1,443,580.00	09/01/24-8/31/2025	\$0.00	N	IPP
Organizations increase capacity to assist families with low incomes attain homeownership (502 Loan Packaging Reviews/assistance forOrganizations) Intermediary	20 organizations will receive Section 502 loan packaging reviews/assistance by 12/31/2025	NA	Housing	Fee-Based USDA/RD	\$442,801.00	4/1/2024-3/31/2025	\$0.00	N	
Increased safe and affordable housing	120 families will receive assistance from the			BIL/DOE	\$1,311,324.00	4/1/2024-3/31/25			

LIFT Community Action Agency, Inc.

available in the community Weatherization	assistance from the weatherization program by 12/31/2025	4g, 4n	Housing	DHS	\$86,168.00	4/1/24-3/31/25	\$0.00	N	OK Grants
Increased community resources Volunteer Hours RSVP	Volunteers (RSVP) will donate 25,000 hours of service across the tri-county service area by 12/31/2025	6a, 6a.1, 6a.2, 6a.3	Linkages	CNCS	\$61,799.00	4/1/24-3/31/25	\$12,000.00	N	EGRANTS
				CSBG/ODOC	\$12,000.00	01/01/25-09/30/26			
Improved safety and health for at-risk youth CASA	10 CASA Volunteers will provide services for 30 children in the court system by 12/31/2025	6a.3	Linkages	VOCA/DAC	\$32,185.00	10/1/24-9/30/25	\$15,000.00	N	Optima and Intelligrants
				CSBG/ODOC	\$15,000.00	1/1/24-9/30/25			
				OKCASA	\$13,800.00	10/1/24-9/30/25			
Victims of crime have access to emergency needs Victims Advocacy	120 individuals will receive emergency assistance resources by 12/31/2025	5c	Emergency services	VOCA/VAS/DAC	\$48,204.00	10/1/24-9/30/25	\$0.00	N	Intelligrants and VOCAHELP
Increased access to jobs, doctors, schools, etc. via public transit operations Transit	75,000 rides will be provided (duplicated) via LIFT transit services by 12/31/2025	5f	Self Sufficiency	ODOT/STATE	\$134,956.00	10/1/24-9/30/25	\$0.00	N	Myleo-Net
				ODOT/FPT	\$452,200.00	10/1/24-9/30/2025			
				KEDDO	\$57,600.00	7/1/2024-6/30/2025			
				NON FEDERAL	\$202,406.00	10/1/24-9/30/25			

LIFT Community Action Agency, Inc.

Children have improved health through improved nutrition CACFP	130 daycare homes will receive training over nutrition via the CACFP program by 12/31/2025	5a, 5d	Linkages	OK DEPT OF EDUCATION	\$1,174,551.00	10/1/24-9/30/25	\$0.00	N	Oklahoma State Department of Education Claim System
Improved saftey and healthy for individuals and famililes- Second Chance Substance use disorder	Only Post release services will be provided to 40 previously incarcerated individuals in 2025 due to program scheduled to end in September 2025. Funding requires pre and post (1 year post) release services	5b, 5c	Linkages	U.S. Department of Justice/Bureau of Justice Affairs 1 year extension on grant award period	\$269,019.00	10/01/24-9/30/25	\$0.00	N	
Emergency Services and Supportive systems in place to help families in crisis EFSP	80 Individuals/families will receive emergency assistance payments (rent, utilities, etc.)by 12/31/2025	4e, 5b, 5c, 7a	Emergency	EFSP-Choctaw	\$9,000.00	4/1/24-12/31/24	\$0.00	N	
				EFSP-Push	\$6,700.00	4/1/24-12/31/24			
				EFSP-McCurtain	\$1,500.00	4/1/24-12/31/24			
Services to assist victims of sexual assault, domestic violence and stalking Safe Place Healing Hearts Too	115 youth ages 0-10 who are victims of and or exposed to domestic violence, dating violence, sexual assault and stalking will receive direct services by 12/31/25	5C	Linkages	U.S. Dept. of Justice Office on Violence Against Women	500,000 (Total Award for grant period)	10/1/22-9/30/26	\$0.00	N	Justgrants.gov and OK AG Office

LIFT Community Action Agency, Inc.

Expanded services to assist victims of sexual assault, domestic violence and stalking Safe Place Healing Hearts	Program ended 09/30/2024	5c	Linkages	U.S. Dept. of Justice Office on Violence Against Women	\$500,000.00	10/1/22-3/1/25 extended award date	\$0.00	N	Justgrants.gov and OK AG Office
Youth and their families exhibit improved family functioning Mentoring	100 youth will be matched with a mentor and receive mentoring by 12/31/2025	2c, 2c.1, 2c.2, 2c.3, 5i, 5i.1	Linkages	Youth Collaboration	\$100,000.00	3/1/24-5/30/26	\$10,000.00	N	
			Health	CSBG/ODOC	\$10,000.00	01/01/26-09/30/26		N	IMS Reporting System
Youth improve employability skills Youth Build	20 of 25 YouthBuild students will achieve their High School Diploma Certification via Penn Foster by 12/31/2025	2F and 2G	Education	U.S. Department of Labor/ Employment and Training Administration	\$1,219,000 (40 month award)	6/30/24-10/30/27	\$0.00	N	GPMS
Improve health of infants and children through access to nutritional foods HS/EHS/EHSCC	283 of 283 children will have access to healthy and nutritious meals through the Head Start and Early Head Start sites daily throughout the year (12/31/2025)	2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Health	OK DEPT OF EDUCATION	\$688,050.00	10/1/24-9/30/25	\$0.00	N	HSES
Increased access to health assistance Rx for Oklahoma	6 individuals will receive free or discounted prescription medications by 12/31/2025	3h, 3i, 5b, 5c, 7a	Health	KIBOIS	\$110,979.00	7/1/24-6/30/25	\$0.00	N	
Increased job readiness skills WorkReady Oklahoma	150 individuals will enroll in Work Ready Oklahoma and complete a 2 week program by 12/31/2025	1b, 1c, 1d, 1e, 1f, 1g and 1h	Employment	Oklahoma Department of Human Services	\$1,494,089.00	7/1/24-6/30/25	\$0.00	N	ERGO

LIFT Community Action Agency, Inc.

Opioid Affected Youth have improved physical and mental health (OJJDP Better Choices/Better Futures)	80 youth/family members will receive project intervention services by 09/30/2025	5b, 5c, and 5d	Health	Dept. of Justice Office of Justice Programs OJJDP	\$247,340.00	10/1/23-9/30/26	\$0.00	N	
Increased Resources for addressing OUD and SUD Tri-Corps Overdose Response Project	By 05/31/2025, LIFT will receive full certification as a CCARC	NA	Health	DHHS Health Resources and Services Administration	\$300,000.00	10/1/24-9/30/25	\$0.00	N	
				CSBG/Oklahoma Department of Commerce	\$10,000.00	01/01/25-9/30/26	\$10,000.00	N	
Low income people become more self sufficient VITA	220 individuals will receive free tax preparation assistance by 04/15/2025	NA	Other	OADP Funding not appropriated at time of application			\$0.00	N	
Sustain community resourecs to improve local economy Parks	Sustain 2 Management contracts to continue operations of these State Parks through 06/30/2026. Raymond Gary and Clayton Lake	NA	Other	Oklahoma Department of Tourism	\$127,785.00	7/1/24-6/30/25	\$0.00	N	
				Revenue Generated from Park Activities RV Sites/Cabin Rentals	\$118,734.00	1/1/25-12/31/25		N	

LIFT Community Action Agency, Inc.

	Remodel the Hospitality and Training Center	NA	Other	Revenue Generated from Park Activities Rental	\$282,772.00	1/1/25-12/31/25	\$0.00	N	N/A
Fathers/Father Figures improve and strengthen relationships with their children. Strong Fathers	225 Fathers/Father figures (75 per county) will receive education and supportive services with 75% (169) showing improved father/child bonding and engagement by 09/30/2025	1b, 1e, 1h, 2e, 3a, 4g, 4h, 5b, 5c, 5d, 6a, 7a	Education	OK DEPT OF Human Services	\$900,000 (\$300,000 per county)	10/1/24-9/30/25	\$0.00	Y	EGRO
Family overall well-being is stenghtened through the provision of supportive services, training and resources. Family Resource Center	By December 31, 2025, 80% of families who engage with the Family Resource Center will access one or more resources via FRC and will report improved family well being by 12/31/2025.	2a, 2b, 2c, 2c.1, 2d, 2d.1, 2e, 2f, 2g, 2h, 2i, 2j, 5b, 5c, 5d, 5e, 7a	Other	ARAP pass thru Potts Family Foundation	\$263,497.00	5/1/24-12/31/26	\$0.00	Y	Qualtrix screener Google Forms

LIFT Community Action Agency, Inc.

Women receive education, services and resources empowering them to choose childbirth. Choosing Childbirth	120 women will receive educational, medical and supportive services with 70% (84) completing educational workshops by 11/30/2025	2e, 5b, 5c, 5d, 5e, 7a	Health	Oklahoma State Dept. of Health	\$800,000.00	12/1/24-11/30/25	\$0.00	Y	
Agency development	ROMA coordinator tracks program outcomes, trends, data analysis, etc. and reports program outcomes monthly to P.D.'s and Data Entry; reports Customer Satisfaction to Board Quarterly/Reports Logic Model results; Actual overall Performance by programs; Strategic and CAP plan accomplishments annually to Board and Staff	NA	Other	CSBG/ODOC ROMA Coordinator salary support; Community Projects, Strategic Planning and Audit	\$8,502.00	01/01/25-09/30/26	\$8,502.00	N	CAPTAIN
Agency development	250 Staff and 27 Board members complete 12,000 hours of training collectively to increase capacity to make decisions aimed at improving lives of individuals and families with low incomes by December 31, 2025	NA	Other	N/A	N/A	N/A	\$0.00	N	CAPTAIN
						Total CSBG	\$238,085.00		

2025 ROMA LOGIC MODEL

Organization: LIFT Community Action Agency, Inc.

Program: Housing

☒ Family

☒ Community

☐ Agency

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Families have a need for safe, decent and affordable housing.	LIFT will build 5 new homes through the Housing Stability Program.	Increased safe, decent and affordable housing geared towards low-income families.	By 12/31/2025 2 out of the 5 homes or (40%) will be completed and ready to sell.		Number of homes built.	The Housing Director will track the progress of the construction of two homes during FY 2025 using project management software and regular site inspections. Data will be collected through construction reports, financial records, and stakeholder meetings to ensure timely completion and adherence to budget.	Data will be reported to the Board annually via the updated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.						Proxy Outcome:	

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2025 ROMA LOGIC MODEL

Organization: LIFT Community Action Agency, Inc.

Program: Transportation

☐ Family

☒ Community

☐ Agency

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our Community has a need for increased transportation services.	Increase after-hours transit services by providing an additional 24 hours of service per month (after 4 p.m. and on weekends) through the PICK mobile application.	Enhanced accessibility and mobility for low-income community members, leading to improved access to employment, education, healthcare, and social activities.	By 12/31/2025 the number of after hours transit services provided will increase to 144.		Number of hours provided.	The Transit Director will track the utilization of after-hours transit services using the Ride With Via application, along with Transit Driver hours and reports. Data will be collected through ride logs, driver timesheets, and monthly service reports to monitor and evaluate the increased service provision.	Data will be reported to the Board annually via the updated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.						Proxy Outcome:	

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2025 ROMA LOGIC MODEL

Organization: LIFT Community Action Agency, Inc.

Program: Youth Services

☒ Family

☒ Community

☐ Agency

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our Community has a need for safe and reliable Youth Activities.	Develop/implement youth programming that provides a safe environment for children and teenagers, offering educational and social supports, recreational activities, and mentorship opportunities.	Youth programming participants will experience enhanced social skills and increased engagement in safe and positive recreational activities, contributing to their overall well-being and development.	By 12/31/2025, the implemented youth program will provide services to 50 youth.		Number of youth involved in youth programs geared towards enhanced social skills and increased engagement in safe and positive recreational activities.	Programmatic staff for youth services will track the utilization information using attendance records and activity logs. Data will be collected through sign-in sheets, program participation reports, and regular staff evaluations to ensure the goal of serving 50 youth per year is met.	Data will be reported to the Board annually via the updated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.						Proxy Outcome:	

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2025 ROMA LOGIC MODEL

Organization: LIFT Community Action Agency, INC.

Program: Agency

☐ Family

☐ Community

☒ Agency

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our agency has a need for increased office facilities to house new program staff.	LIFT will identify and obtain two additional office buildings to house new program staff.	Increased access to services due to additional facilities obtained.	By 12/31/2025 at least one facility will be obtained (through rental or purchase) to house agency staff.		Number of facilities obtained.	The Administrative Assistant/CSBG Administrator/Public Relations Specialist will track the acquisition of new facilities using real estate listings, purchase agreements, and facility inspection reports. Data will be collected through property records, financial documents, and regular progress updates to ensure the goal of obtaining at least one new facility by December 31, 2025, is met.	Data will be reported to the Board annually via the updated logic models which reflect the actual results achieved.
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.						Proxy Outcome:	

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

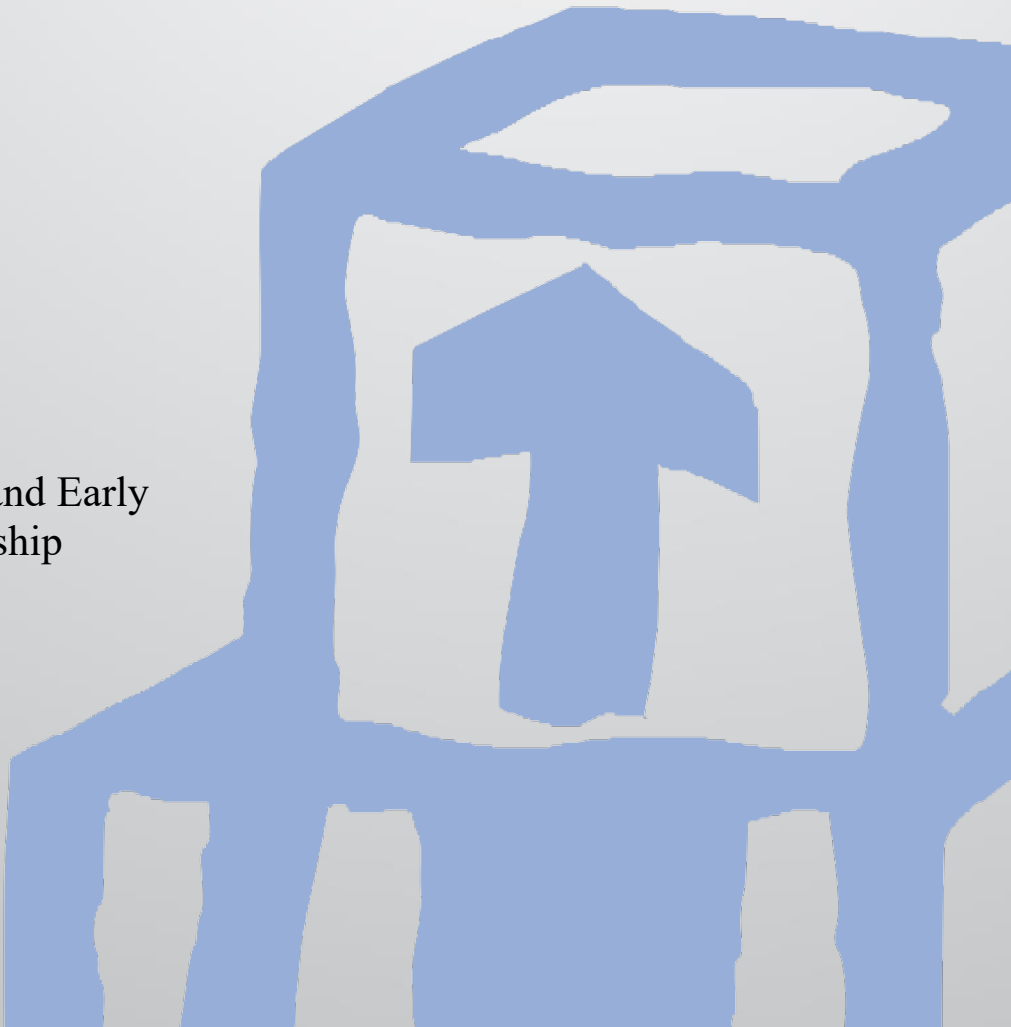
LIFT C.A.A.

Head Start, Early Head Start,
Early Head Start – Child Care

Integrated Services Policies and Procedures

ERSEA Plan 2025 - 2026

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



1302 – PROGRAM OPERATIONS

Performance Standard 1302.1 Overview

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

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

Performance Standard 1302.10 Purpose

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

Policy 1302.10 Purpose.

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

Performance Standard 1302.11 Determining community strength, needs, and resources.

(a) Service Area

- (1) A program must propose a service area in the grant application and define the area by county or subcounty area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.*
 - (i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.*
 - (ii) If the tribe's service area includes any area specific in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.*
- (2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.*

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

- (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:*
 - (i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:*
 - A. Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));*
 - B. Children in foster care; and*
 - C. Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;*
 - (ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;*
 - (iii) Typical work, school, and training schedules of parents with eligible children;*
 - (iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local pre-schools, and the approximate number of eligible children served;*
 - (v) Resources that are available in the community to address the needs of eligible children and their families; and,*
 - (vi) Strengths of the community.*
- (2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including and assessment of how the pre -kindergarten available in the community meets the needs of the parents and children serves by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.*
- (3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.*

Policy 1302.11 Determining community strengths, needs and resources

(a) Service Area

- (1) The program has proposed a service area in the grant application and defined the area as Choctaw, Pushmataha, and McCurtain Counties.*
 - (i) N/A – Applies to Indian Tribes*
 - (ii) N/A – Applies to Indian Tribes*
- (2) The program will submit a new service area proposal to ACF for approval should there be a need to change the service area.*

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

- (1) The Community Assessment process is a review of the changing demographics and resources in the service area and is completed once every five years with updates conducted annually during the five-year period. The updates review any significant*

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

- (2) The program performs a detailed Community Assessment every five years. The program annually reviews and updates the Community Assessment to reflect any significant changes including how the pre-kindergarten available in the communities meets the needs of parents and children, whether it is offered for a full school day, rates of family and child homelessness, and significant shifts in community demographics and resources.
- (3) Consideration is made within the service area to include children with diverse economic background. This is achieved through the prioritization schedule and through a designation of “Medically Underserved” which allows designated areas to serve up to 50% of a town’s enrollment in children above the poverty guidelines. The program does not enroll children from diverse economic backgrounds when it would result in serving less than the funded enrollment.

Performance Standard 1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

- (i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;*
- (ii) Verify information as required in paragraph (b) and (i) of this section; and,*
- (iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.*

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

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

(b) Age requirements.

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

(2) For Head Start Preschool, a child must:

- (i) *Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start Preschool program is located; and,*
 - (ii) *Be no older than the age required to attend school.*
 - (3) *For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.*
 - (c) *Eligibility requirements.*
 - (1) *A pregnant woman or child is eligible if:*
 - (i) *The family's income is equal to or below the poverty line; or,*
 - (ii) *The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or, TANF child-only payments;*
or,
 - (iii) *The child is homeless, as defined in part 1305; or,*
 - (iv) *The child is in foster care.*
 - (2) *If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.*
 - (d) *Additional allowances for program.*
 - (1) *A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:*
 - (i) *Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,*
 - (ii) *Established criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section and served first.*
 - (2) *If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:*
 - (i) *How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;*
 - (ii) *Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;*
 - (iii) *Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;*
 - (iv) *Policies, procedures, and selection criteria it uses to serve eligible children;*
 - (v) *Its current enrollment and its enrollment for the previous year;*
 - (vi) *The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,*
 - (vii) *The eligibility criteria category of each child on the program's waiting list.*
 - (e) *Additional allowances for Indian tribes.*

- (1) Notwithstanding paragraph (c) of this section, a Tribal program may determine any pregnant woman or children in the approved service area to be eligible for services regardless of income, if they meet the requirements of paragraph (b) of this section.*
- (2) An Indian Tribe or Tribes that operate both an Early Head Start program and a Head Start Preschool program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start Preschool program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian Tribe or Tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.*
- (f) Migrant or Seasonal eligibility requirements. Notwithstanding paragraph () of this section, pregnant women and children are eligible for Migrant or Seasonal Head Start if they have at least one family member whose income comes primarily from agriculture employment as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), and if they meet the requirements of paragraph (b) of this section.*
- (g) Eligibility requirements for communities with 1,000 or fewer individuals.*
 - (1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645 (a)(2) of the Act.*
 - (2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).*
- (h) Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.*
- (i) Verifying eligibility.*
 - (1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.*
 - (i) The program must calculate total gross income using applicable sources of income.*
 - (ii) A program may make an adjustment to a family's gross income calculation for the purpose of determining eligibility to account for excessive housing costs. A program may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing cost with appropriate multipliers to:*
 - A. Determine if a family spends more than 30 percent of their total gross income on housing costs, as defined in part 1305 of this chapter; and*
 - B. If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.*
 - (iii) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.*
 - (iv) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility if the family gives written consent. If a family gives consent to contact third parties,*

program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

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

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

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

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

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

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

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

(j) Eligibility duration.

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

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

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

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

- (5) *If a program operates a Migrant and Seasonal Head Start program, children younger than age three participating in the program remain eligible until they turn three years old consistent with paragraph (j)(2) of this section.*
- (k) Records.
- (1) *A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.*
- (2) *Each eligibility determination record must include:*
- (i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraph (h) and (i) of this section;*
 - (ii) A statement that program staff has made reasonable efforts to verify information by:*
 - A. Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and*
 - B. Describing efforts made to verify eligibility, as required under paragraph (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.*
 - (iii) A statement that identifies whether:*
 - A. The family's income is below income guidelines for its size, and lists the family's size;*
 - B. The family is eligible for or, in the absence of child care, potentially eligible for public assistance;*
 - C. The child is a homeless child or the child is in foster care;*
 - D. The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,*
 - E. The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.*
- (3) *A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.*
- (l) Program policies and procedures on violating eligibility determination regulation. *A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate Federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Head Start services.*
- (m) Training on eligibility.
- (1) *A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:*
- (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;*
 - (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,*

- (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.*
- (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.*
- (3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.*
- (4) A program must develop policies on how often training will be provided after the initial training.*

Policy 1302.12 Determining, verifying, and documenting eligibility.

- (a) Process overview. *Also see Prioritization Schedule for additional information
 - (1) Staff must:
 - i. Families that apply for services will receive an interview from program staff.
 - ii. The interview will consist of families discussing their application, validating information submitted, child's age, family income, immunization records and eligibility categories.
 - iii. Staff will create an eligibility determination record for each enrolled participant.
 - (2) Interviews with the family will be completed in-person unless it is inconvenient or not possible in which case a telephone interview will take place
 - (3) Not applicable at this time but if needed the program will have an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.
- (b) Age requirements.
 - (1) All Early Head Start and Early Head Start Child Care children, except when transitioning to Head Start Preschool, are younger than three years old.
 - (2) For Head Start Preschool, a child must:
 - i. Be at least three years old or, turn three years old by September 1st as determined by Oklahoma public school systems;
 - ii. Be no older than 4 years of age by September 1st as is determined by Oklahoma public school systems.
 - (3) N/A – Applies to Migrant or Seasonal programs
- (c) Eligibility requirements.
 - (1) LIFT does not serve pregnant women. A child is eligible if:
 - i. The family's income is equal to or below the poverty line; or,
 - ii. The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or TANF child-only payments; or,
 - iii. The child is homeless, as determined using McKinney-Vento; or,
 - iv. The child is in foster care.
 - (2) LIFT will use the current Federal Poverty Guidelines. The program may enroll up to ten percent of children who are over the poverty guidelines, with the exclusion of

towns that have been designated medically underserved by the regional Head Start Office.

(d) Additional allowances for program.

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

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

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

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

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

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

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

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

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

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

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

(e) N/A – Applies to Indian Tribes

(f) N/A – Applies to Migrant or Seasonal programs

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

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

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

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

(i) Verifying eligibility.

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

- i. LIFT calculates total gross income using applicable sources of income.

- ii. The program may make an adjustment to a family's gross income calculation for the purpose of determining eligibility to account for excessive housing costs. LIFT may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers to:

- (A) Determine if a family spends more than 30 percent of their total gross income on housing costs, as defined in part 1305 of this chapter; and
 - (B) If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent
 - iii. If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.
 - iv. If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.
 - v. If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.
- (2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, LIFT will require documentation from state, local, or tribal public assistance programs verifying that a family is receiving public assistance or that shows the family is potentially eligible to receive public assistance.
- (3) LIFT will accept a written statement from a homeless service provider, school personnel, or other service agency to verify that a family is homeless or any other documentation that indicates homelessness including documentation from a public or private agency, a declaration, information gathered on application forms, or notes from an interview. A family is categorically eligible if the child is homeless or is in foster care. If determined categorically eligible a child will be able to attend a Head Start program without immunization, for a limited number of days as in accordance with OKDHS licensing standards and other medical records, birth certificates or other documents if this is considered a barrier for program participation. The program will give the family reasonable time to provide these documents.
- i. If the family can provide one of these documents, LIFT will describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.
 - ii. If a family cannot provide one of the documents, LIFT will accept a signed declaration of homelessness.
 - iii. If the family gives written consent, LIFT may seek information from third parties who have firsthand knowledge of the family's living situation.
- (4) To verify a child is in foster care, LIFT will accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that shows a child is in foster care, or proof of a foster care payment. A family is categorically eligible if the child is homeless or is in foster care. If determined categorically eligible, a child will be able to attend a Head Start program

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

(j) Eligibility duration.

- (1) Each child that is enrolled will be allowed to remain in Head Start Preschool until kindergarten is available in that child's community, unless there is a compelling reason for that child not to remain in Head Start Preschool and there is a child with a greater need for Head Start Preschool services. The ERSEA Specialist in conjunction with the Head Start Director will determine if there is a compelling reason for the child not to remain in Head Start Preschool. If a child has been found income eligible and is participating in the program, he/she will remain income eligible throughout the enrollment year and the immediately succeeding enrollment year. If a child remains enrolled for a third year, the income will be reverified for the family.
- (2) EHS/EHS-CC children will remain eligible while they participate in EHS/EHS-CC.
- (3) Early Head Start children, who transfer out of Early Head Start and into Head Start Preschool, will be required to reverify their income,
- (4) Early Head Start children will remain in the program until they turn three year of age. Prior to the child turning three, a Head Start Preschool application will be completed to reverify income. After determining income status, the child will transition into Head Start Preschool if there is a vacancy. If there is no vacancy a decision will be made on a case-by-case basis to determine how long a child may remain in Early Head Start. During this time, the parent will work with the teaching staff and Family Advocate to find alternative placement for the child. This child will be placed in the Head Start Preschool waiting list and have priority over the other children waiting.
- (5) N/A – Applies to Migrant or Seasonal programs

(k) Records.

- (1) LIFT keeps each participant's eligibility determination record in each center as well as electronically within the administration office. The program also keeps a record of the ongoing training that each staff member receives at in-service trainings held throughout the year as well as training for the Governing Board, Policy Council, and staff who determine eligibility.
- (2) Each eligibility determination record includes:
 - i. Copies if any documents or statements, including declarations that are deemed necessary to verify eligibility;
 - ii. A statement that program staff has made reasonable efforts to verify information by:
 - (A) Conducting either an in-person or a telephone interview with the family; and,
 - (B) Describing efforts made to verify eligibility and collecting documents required for third party verification.
 - iii. A statement that identifies whether:
 - (A) The family's income is below income guidelines for its size and lists the family's size;

- (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
 - (C) The child is a homeless child or the child is in foster care;
 - (D) The family was determined to be eligible as above income;
 - (E) The family was determined to be eligible between 100%-130% above income.
- (3) LIFT keeps eligibility determination records for children currently enrolled, as long as they are enrolled, and for at least one year after they are no longer enrolled.
- (l) Program policies and procedures on violating eligibility determination regulations. Policies are established in the Standards of Conduct that describe actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll children who are not eligible to receive HS/EHS/EHS-CC services.
- (m) Training on eligibility.
- (1) The program trains Governing Board, Policy Council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.
 - i. The training includes methods on how to collect complete and accurate eligibility information from families and third-party sources;
 - ii. How to incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
 - iii. Staff are required to review and sign the Standards of Conduct, which outline implications of violating program policies. Families and participants are interviewed for accuracy within their applications, if a family was found to have submitted false information the application process would begin again and the family would not be placed on the waiting list until accurate information is submitted.
 - (2) The program trains management and staff members who make eligibility determinations within 90 days of hiring new staff. Special training on recruitment policies and procedures will be given to all center staff during the month of February at in-service.
 - (3) The program trains Governing Board and Policy Council members within 180 days of the beginning of the term of a new Governing Board and Policy Council.
 - (4) Training is provided twice annually for all Governing Board members and Policy Council members. Training for staff is provided as often as is possible.

Performance Standard 1302.13 Recruitment of children

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services. A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process. A program must include specific efforts to actively locate and recruit children with disabilities and other children in need, including children experiencing homelessness and children in foster care.

Policy 1302.13 Recruitment of children.

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

Efforts will be made by HS/EHS/EHS-CC staff to recruit and enroll children with disabilities, children with suspected disabilities, homeless and foster care children, and other vulnerable populations. The ERSEA Specialist will mail a recruitment letter to all agencies in the recruitment area that work with children with disabilities, notifying them of upcoming vacancies. Staff will contact other agencies and professionals (DHS, doctors, mental health agencies, institutions, etc.) for possible referrals of children with disabilities. At least 10 percent of the enrollment opportunities will be available for children with disabilities. All children with disabilities will be accepted prior to children without disabilities.

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

Pamphlets, Posters & Fliers:

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

News Releases:

New Release
Copies of Newspaper Articles
Documentation of Radio Announcements if Applicable

Recruitment Ideas:

Recruitment Ideas List

Income Guidelines/Definition of Income

Head Start Point System & Criteria of Enrollment

Sample Letters to Parents:

Notification of Enrollment
Notification of Orientation

Disability Recruitment Letters:

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

Head Start Applications (Spanish & English)

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

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

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

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

Performance Standard 1302.14 Selection process.

(a) Selection criteria

- (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.*
- (2) An Indian tribe that operates a Head Start program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and may, at its discretion, give priority to children in families for which a child, a family member, or a member of the same household, is a member of an Indian Tribe, and would benefit from the Head Start program.*

- (3) *If a program serves migrant or seasonal families, it must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and given priority to children whose families can demonstrate they have relocated frequently within the past two years to pursue agriculture work.*
- (4) *If a program operates in a service area where Head Start Preschool eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.*
- (5) *A program must not deny enrollment based on a disability or chronic health condition or its severity.*
- (6) *A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.*
- (b) *Children eligible for services under IDEA.*
 - (1) *A program must ensure at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*
 - (2) *If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.*
- (c) *Waiting lists.* *A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.*

Policy 1302.14 Selection process.

(a) Selection criteria.

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

Prioritization Schedule Head Start Preschool:

- Returning Head Start Preschool children
- Current Staff Children
- Returning – Transferred Early Head Start children who met the September 1st cutoff date.
- 4 yr. old categorically eligible children with IEP
- 4 yr. old below income children with IEP
- 4 yr. old categorically eligible children
- 4 yr. old above income children with IEP
- 4 yr. old below income children
- 3 yr. old categorically eligible children with IEP

- 3 yr. old below income children with IEP
- 3 yr. old categorically eligible children
- 3 yr. old above income children with IEP
- 3 yr. old below income children
- 4 yr. old 100-130% eligible children with IEP
- 4 yr. old 100-130% eligible children
- 3 yr. old 100-130% eligible children with IEP
- 3 yr. old 100-130% eligible children
- 4 yr. old above income children – (as approved by the Head Start Director)
- 3 yr. old above income children – (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved centers)

(If vacancies still exist, the ERSEA Specialist will meet with the Head Start Director to determine the classroom's ability to meet its capacity)

Prioritization Schedule Early Head Start:

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

(10% of the agency's current enrollment of above income children)

***Schedule subject to change ensuring compliance of infant/caregiving ratio.*

Prioritization Schedule Early Head Start-CC:

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

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved centers)

***Schedule subject to change ensuring compliance of infant/ caregiving ratio*

A child who has been enrolled in a child development program in the past will be given additional points on his/her recruitment application when being screened for priority in keeping with the concept of continuity of care. A child who is enrolled in a child care partner site will be given additional points. A child who receives a child care subsidy will receive additional points.

If there are slots available where more than one family is eligible, and has the same amount of points, the date of the application will be the determining factor. Only complete applications will be considered at time of screening. If applications are incomplete, the ERSEA Specialist will send the parent a letter requesting additional information. For a diagnosed disability to be considered as a priority, documentation of the disability must be available at time of screening.

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

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

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

- (2) N/A – Applies to Indian Tribes
 - (3) N/A – Applies to Migrant or Seasonal programs
 - (4) LIFT centers in partnership with public schools for the majority of all locations and works with families that would have better placement in a public-school classroom where we are not partnered.
 - (5) LIFT does not deny enrollment based on a disability or chronic health condition.
 - (6) LIFT considers the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.
- (b) Children eligible for services under IDEA.
- (1) LIFT ensures at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA. Should this be a problem, LIFT would request a waiver from the Regional Program Specialist.
 - (2) LIFT gives additional points to all children with a suspected or identified disability.
- (c) Waiting list.
- LIFT develops at the beginning of each enrollment year and maintains during the year a waiting list that ranks children according to the program's selection criteria. When all possible enrollment vacancies have been filled, the remaining applicants will be put on a waiting list for possible future enrollment. The ERSEA Specialist will be responsible for maintaining and

updating the Waiting List during the school year. LIFT Head Start will strive to obtain more applications prior to the beginning of the enrollment year than enrollment opportunities that are anticipated to be available over the course of the next enrollment year. Every attempt will be made to solicit all available children and families.

LIFT HS/EHS/EHS-CC will solicit applications from as many eligible families within the recruitment area as possible. If necessary, staff will assist families in filling out the application form in order to assure that all information needed for selection is completed. The staff and family advocates will take the recruitment application and cover letter to as many different locations within the recruitment area as possible. Effort will be made to include all areas where possible eligible families are located.

After enrollment into Early Head Start, the child is eligible to remain in the program until his/her third birthday. If a child enrolled in Early Head Start – Child Care is no longer eligible for a subsidy they may be transferred to Early Head Start if an opening is available. At age three the child will transition into Head Start Preschool if income eligible and there is a vacancy. If there is not a vacancy, the child may remain in Early Head Start for an appropriate amount of time determined by the Head Start management team. During this time, the parent will work with the teaching staff and Family Advocate to find alternate placement for the child. This child will be placed on the Head Start Preschool waiting list and have priority over the other children waiting.

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

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

Performance Standard 1302.15 Enrollment

- (a) Funded enrollment. *A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.*
- (b) Continuity of enrollment.
 - (1) *A program must make efforts to maintain enrollment of eligible children for the following year.*
 - (2) *Under exceptional circumstances, a program may maintain a child's enrollment in Head Start Preschool for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).*
 - (3) *If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless if whether the family or child moved to a different*

service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

- (c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.*
- (d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.*
- (e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).*
- (f) Voluntary parent participation. Parent participation is any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.*
- (g) User friendly enrollment process. A program must regularly examine their enrollment processes and implement any identified improvements to streamline the enrollment experience for families.*

Policy 1302.15 Enrollment

- (a) Funded enrollment.** Enrollment is maintained for all program and vacancies are filled as soon as possible. The program fills these vacancies within 30 days. When a vacancy exists, the space will be filled from the waiting list within 30 days. The center teacher will notify the ERSEA Specialist by telephone immediately upon a child leaving the program. At which time, the ERSEA Specialist will attempt to accept a child to fill the vacancy. Children will be accepted according to the Prioritization Schedule.
- (b) Continuity of enrollment.**
 - (1) Families are sent letters each year that encourages them to return for the upcoming year of Head Start Preschool.
 - (2) If a child remains in LIFT Head Start Preschool for a 3rd year, the family income is verified again.
 - (3) When serving families categorized as homeless or foster care, every effort is made to accommodate these populations circumstances and continue enrollment. This includes transferring children to centers if locations change, as is possible. If openings are not available when families move, then they will be referred to other child care programs.
- (c) Reserved slots.** LIFT has not experienced the need to reserve slots for special populations at this time.
- (d) Other enrollment.** Children categorized as Head Start Preschool, Early Head Start, and Early Head Start-CC are only funded through Head Start funding.
- (e) State immunization enrollment requirements.** LIFT complies with Oklahoma State immunization requirements, including utilizing the emergency exceptions rules for a family experiencing homelessness. If a homeless family is unable to meet immunization requirements, the program makes every effort to assist families in getting immunized, they will be allowed into the center for a limited number of days.
- (f) Voluntary parent participation.** Parent participation is not a contingency for any child's enrollment.

- (g) User friendly enrollment process. LIFT regularly examines their enrollment processes and implements any identified improvements to streamline the enrollment process experience for families.

Performance Standard 1302.16 Attendance

- (a) Promoting regular attendance. *A program must track attendance for each child.*
- (1) *A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.*
 - (2) *A program must implement strategies to promote attendance. At a minimum, a program must:*
 - i. *Provide information about the benefits of regular attendance;*
 - ii. *Support families to promote the child's regular attendance;*
 - iii. *Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,*
 - iv. *Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.*
 - (3) *If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.*
- (b) Managing systematic program attendance issues. *If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).*
- (c) Supporting attendance of homeless children.
- (1) *If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.*
 - (2) *If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.*

Policy 1302.16 Attendance.

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

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

- i. Upon enrollment each family is required to review the parent handbook that outlines attendance standards. The families are informed that regular attendance is a requirement of the program and each child needs the stability of the program schedule to ensure they receive what they need to succeed in kindergarten. These benefits are continually explained to families through the school year by way of parent teacher conferences, home visits, and attendance letters. Families are required to sign an attendance agreement that promotes a shared responsibility to have their child at the center daily.
- ii. A teacher is required to conduct a home visit if multiple consecutive unexplained absences occur. The teacher is required to document this visit in ChildPlus and inform the ERSEA department of the occurrence. Staff will be sure to discuss the reason for the absence, emphasize the importance of regular attendance and how attendance affects school readiness goals, and be sensitive to any special family circumstances when talking with the family. This could constitute the necessity to develop an attendance improvement plan.

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

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

The teacher will update Time & Attendance in the ChildPlus database and the ERSEA Specialist will review the completed Time & Attendance and absenteeism notes log.

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

- iii. Staff will attempt to conduct a home visit or make other direct contact with the child's parents if a child has multiple unexplained absences; and,
- iv. Within the first 60 day of program operation, and on an ongoing basis thereafter, LIFT uses individual child attendance data to identify children with chronic patterns of absence that put them at risk of missing ten percent of program days per year and develops appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or an attendance improvement plan, as necessary. The teacher will document the reasons for the absence on the Time & Attendance Log. The ERSEA Specialist will review the pattern of absences for each child, including the number of absences that occur on consecutive day. The ERSEA Specialist will analyze the causes for absenteeism and determine if further consultation

with the parents is required. Teacher are required to monitor attendance and if they see a child with chronic attendance issues, an attendance improvement plan is to be developed.

- (3) If a child ceases to attend, LIFT will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the child will be dropped from the program.
- (b) Managing systematic program attendance issues. If the program's monthly average daily attendance rate falls below 85 percent, the program will analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program will use this data to make necessary changes in a timely manner as part of ongoing oversight and correction by making necessary decisions to fuel program performance and inform its continuous improvement efforts by making strategic decisions to aid policies.
- (c) Supporting attendance of homeless children.
 - (1) If LIFT determines a child is eligible by reason of homelessness, it will allow the child to attend for up to 90 days if allowable within OKDHS licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. LIFT will work with families to get children immunized as soon as possible in order to comply with state licensing requirements.
 - (2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, Family Advocates will attempt to locate any available community resources to provide transportation for the child.

POINT SYSTEM

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

POINT SYSTEM

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

POINT SYSTEM

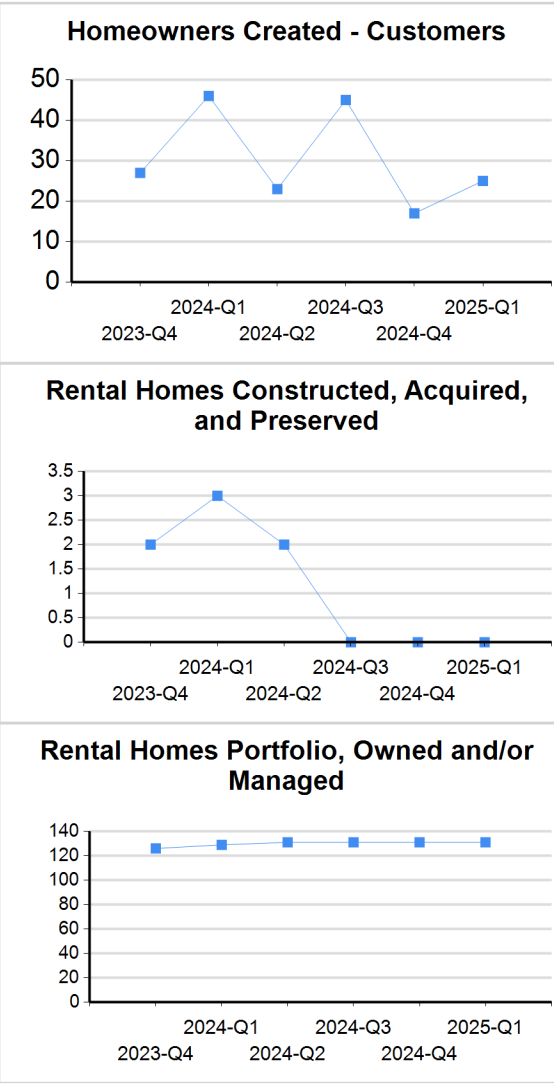
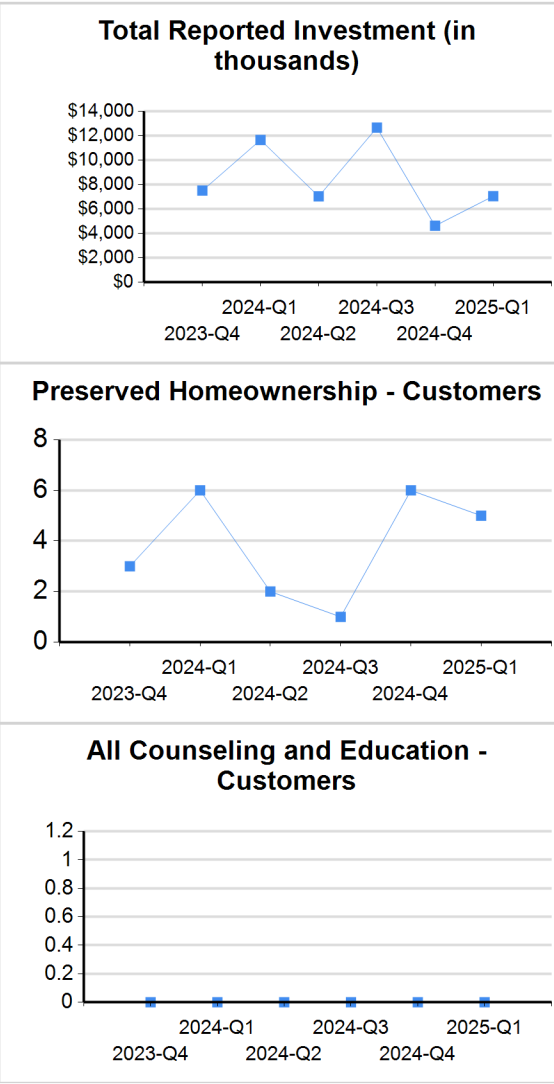
INCOME

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

Quarterly Production Summary Report
October 1 - December 30 2024

8251 - LIFT Community Action Agency
Midwest Region

Total Reported Investment	\$7,053,177.06
Homeowners Created - Customers	25
Preserved Homeownership - Customers	5
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	30
Owner Occupied Repairs - Homes	12
Rental Homes, Repaired	0
Total Repaired - Homes	12
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	\$650,782.01	\$853,356.00	\$4,002,106.98	\$5,506,244.99
Homes	0	0	3	6	16	25
Customers	0	0	3	6	16	25
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$23,968.07	\$0.00	\$0.00	\$0.00	\$0.00	\$23,968.07
Homes	5	0	0	0	0	5
Customers	5	0	0	0	0	5

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	\$14,313.00	\$1,501,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,295.00	\$0.00
Homes	12	* 9	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	
a. Owned	131
b. Managed not Owned	0
c. Number of units covered by project-based rental assistance program	0
d. Number of units covered by tenant-based rental assistance program	64

IV. Commercial Development Portfolio	
Number of Projects	0
Square Footage	0
Shared Equity and Cooperative Housing Portfolio	
Community Land Trust	0
Deed-Restricted Homeownership	0
Limited Equity Cooperative	0

V. Group Education Customers	
a. Completed financial literacy workshop; including home affordability; budgeting and understanding use of credit	0
b. Completed predatory lending; loan scam or other fraud prevention workshop	0
c. Completed fair housing workshop	0
d. Completed homelessness prevention workshop	0
e. Completed rental workshop	0
f. Completed pre-purchase homebuyer education workshop	0
g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
h. Completed resolving or preventing mortgage delinquency workshop	0
i. Completed disaster preparedness assistance workshop	0
j. Completed disaster recovery assistance workshop	0
Total Group Education	0

VI. Counseling Results - Customers					
Preserved Homeownership, Foreclosure Mitigation - Customers		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	

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	5	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	\$324,430.00	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	1	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$138,741.00	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	\$15,277.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	4.71 %	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	25	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

January 21, 2025
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, January 21, 2025 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 Angel Rayburn; Soper II, Bess lack, Kara Manness and Patsy Guess; Community Representatives.

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

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Katie Counts-Idabel EHS Caregiver, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Due to a quorum not being met, this item was tabled until the next scheduled meeting.

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

Consideration, Discussion, and Vote to Approve the Acceptance of Oklahoma Early Childhood Program Grant Award (Year 19) from Community Action Project of Tulsa County- \$181,239.68 (Match: \$90,812.94): Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Consideration, Discussion, and Vote to Approve the Head Start /EHS/EHS-CC Cost Allocation Plan: Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Consideration, Discussion and Vote to accept Head Start/Early Head Start Change of Scope effective 12/1/2024: Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Consideration, Discussion and Vote to accept Early Head Start-Child Care Change of Scope effective 12/1/2024: Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed November, 2024 Financial Statements and Credit Card Distribution Reports and Presentation of the December, 2024 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the November, 2024 financial statements and Credit Card Distribution Report for the Council members present and they were recommended by the Finance Committee to vote for approval. Darla Galyon also presented the December, 2024 Financial Statements and Credit Card Distribution Reports and gave an overview of them along with an explanation of where non-fed monies come from for members present to review and vote on at the February 18, 2025 meeting. Copies will be mailed to members not present. Due to a quorum not being met, this item was tabled until the next scheduled meeting.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey reported that as of today, 1/21/2025 257 children are currently enrolled in Head Start, attendance for November, 2024 was 87.5%. Early Head Start currently has 46 children enrolled and attendance for October, 2024 was 79.8 %. Early Head Start-CC currently has 106 children enrolled and attendance for October, 2024 was 88.2%.

Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on January 14, 2025. 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, Jordan Mack provided a copy and an overview summary of meals and snacks served for December, 2024.

Data Analysis-Jordan Mack-Jordan Mack provided a copy and gave an overview of the data assessed for November, 2024

Family Resource Center Update-Ashley Gaddy- Jordan Mack provided an update of the FRC program and stated that a small pantry was available to help clients in need. Mrs. Mack also asked the council to share post that are posted weekly on Facebook.

FY25 OHS Focus Area 1 Monitoring Review-Darla Galyon: Mrs. Galyon stated that the FA 1 review was completed the week of January 13, 2025. The focus of the review was on Policies and Procedures and was held virtually. Mrs. Galyon stated that it would be 30 to 60 days before the results were available, but feels confident that all areas were met.

HS 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, and no quorum met the meeting ended at 11:00 a.m.

Michael Morris-Chairperson
Angel Rayburn-Vice Chairperson
Teaha Crow-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: 01/02/24

Name of Person being nominated for Employee of the Month: Alexander Prewitt

Name of Person submitting the nomination: Rhonda Collins

- | | | |
|-----------|--|--|
| <u>X</u> | Is a hard worker | <u>Is always willing to do whatever is asked of him.</u> |
| <u>X</u> | Respects others | <u>Is always polite and well mannered, respected by his co-workers</u> |
| <u>X</u> | Is on time | <u>Alex doesn't have his own vehicle but has never been late. Even if that means he has to ride his bicycle to work - rain or shine.</u> |
| <u>X</u> | Is organized | <u>He ensures he has all needed paperwork completed correctly and turned in.</u> |
| <u>X</u> | Keeps a positive attitude | <u>Always has a smile and a chuckle for his co-workers.</u> |
| <u>X</u> | Encourages other people | <u>Alex is my quietest driver, but never fails to have a kind word or encourage those around him.</u> |
| <u>X</u> | Is willing to help others | <u>Steps in to help with after hours trips, and doesn't mind exchanging trips with co-workers, if they ask him to.</u> |
| <u>X</u> | Makes a good first impression | <u>Is friendly to co-workers and passengers alike.</u> |
| <u>X</u> | Follows all workplace rules | <u>Alex observes Lift Transit's policies and procedures.</u> |
| <u>X</u> | Uses resources wisely | <u>Alex uses company resources in a responsible manner.</u> |
| <u>X</u> | Has good work attendance | <u>Alex has only called in when there was a family emergency and is extremely dependable.</u> |
| <u>X</u> | Represents the agency well | <u>Puts forth a positive impression as a Transit driver.</u> |
| <u>X</u> | Is a loyal employee | <u>Alex drove for Tribal transit for a bit, but stayed on to work weekends with Lift to remain a part of the team. He also eventually came back to drive for us full-time.</u> |
| <u>X</u> | Handles crisis well | <u>Stays calm and doesn't let the unexpected overwhelm him.</u> |
| <u>X</u> | Goes above and beyond the call of duty | <u>Always able to depend on him if the need arises.</u> |
| <u>XX</u> | Works well with others (team player) | <u>Gets along with, and respects, those around him.</u> |



- X Is creative Helps figure out issues in a positive manner.
- X Likes to learn new things Doesn't hesitate to learn different ways of doing things for better results.
- X Is a good listener Alex listens without interrupting.
- X Communicates well Is able to clearly communicate his needs or issues without complaining.
- X Dependable Alex is my go to driver for trips that may occur outside of normal hours.
- X Respectful, considerate of others Alex remains polite even if trying situations.
- X Safety conscious Alex consistently uses industry best safety practices when transporting Lift passengers.
- X Good problem solving skills Alex can be counted on to help find solutions when a problem arises.
- Other _____
- Other _____
- Other _____

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

Alex is a favorite with his co-workers and is consistently requested by passengers to take them on their SoonerRides, or other long distance trips. Alex is an integral part of our team and we are thankful for him!

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.

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



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: 01/29/2025

Name of Person being nominated for Employee of the Month: Alexander Prewitt

Name of Person submitting the nomination: Sylvia Watkins

- | | | |
|----------|--|---|
| <u>X</u> | Is a hard worker | <u>He is willing to do whatever is asked of him.</u> |
| <u>X</u> | Respects others | <u>Alex is respectful of his co-workers and passengers.</u> |
| <u>X</u> | Is on time | <u>Alex is great at being puntual at work.</u> |
| <u>X</u> | Is organized | <u>Alex makes sure to have all paperwork and other needed items on hand.</u> |
| <u>X</u> | Keeps a positive attitude | <u>Always has a smile and a chuckle for his co-workers.</u> |
| | Encourages other people | <u></u> |
| <u>X</u> | Is willing to help others | <u>Alex is always willing to take on early hour trips or after hours trips.</u> |
| <u>X</u> | Makes a good first impression | <u>Is friendly to co-workers and passengers alike.</u> |
| <u>X</u> | Follows all workplace rules | <u>Alex observes Lift Transit's policies and procedures.</u> |
| | Uses resources wisely | <u></u> |
| <u>X</u> | Has good work attendance | <u>Very punctual.</u> |
| <u>X</u> | Represents the agency well | <u>Puts forth a positive impression as a Transit driver.</u> |
| | Is a loyal employee | <u></u> |
| | Handles crisis well | <u></u> |
| <u>X</u> | Goes above and beyond the call of duty | <u>I'm always able to depend on him when the need arises.</u> |
| <u>X</u> | Works well with others (team player) | <u>Gets along with, and respects, those around him.</u> |



_____	Is creative	_____
X	Likes to learn new things	Doesn't hesitate to learn different ways of doing things for better results.
X	Is a good listener	Alex listens without interrupting.
X	Communicates well	Is able to clearly communicate his needs and issues effectively.
X	Dependable	Alex is the go to driver for trips that occur outside of regular hours.
X	Respectful, considerate of others	Never fails to be polite.
_____	Safety conscious	_____
_____	Good problem solving skills	Alex can be counted on to help find solutions when a problem arises.
_____	Other	_____
_____	Other	_____
_____	Other	_____

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

Since he began driving for Lift, Alex has been an exemplary employee. He is well liked by co-workers and passengers. He is oftentimes specifically requested by passengers to take them on sooner-rides, or other long distance trips. Alex is a perfect example of the type of driver needed for a successful transit program, and above that is a valued co-worker and friend.

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.

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Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
January 2025

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of January there were 47 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 256 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 September, we had 127 parents that participated in Parent Meetings. Family Advocates are starting goals with families through Family Partnership Agreements. The centers started inviting parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 82 participants, with 19 being father figures.

Father Involvement

The Dad's Day activities for the month of September were various tie-dye shirts, sun, and hand print crafts. For the September Dad's Day, there were 201 people that participated in dads day activities with 97 being father figures. In addition, 26 dads/father figures participated in parent meetings for August. Since the beginning of the 2024-2025 school year, we have had 273 father figures participate in family engagement activities.

Nutrition

For the month of January, the Nutrition team has been very busy. We participated in our Focus area 1 review, we believe that went well. We have completed our 2nd round of CACFP (Child and Adult- Care Food Program) kitchen checks, we are very pleased to find that there were no findings and all paperwork is up to date and completed accordingly so far. The Nutrition team also submitted CACFP claims in a timely manner this month, for reimbursements through the state department. We are now preparing for HS 2nd round of folder checks, and EHS 1st round of folder checks to insure all proper nutrition documentation is in the children's folders.

Health

During the month of December employee physical tracking continued with reminder phone calls/emails. One CPR class was held. We have continued to receive updates for Child Plus

immunizations and Physicals received from centers for entry into Child Plus. Centers were called to remind parents of past due immunization of their child/children. HS centers were updated on requirements regarding physicals, dentals, and immunizations due and/or coming due. To date for head start we have 89% completion of dentals, that is an 11% increase from this time last year. Dental for EHS is 96% completion, that is a 6% increase from this time last year. Dental for EHSCC is 82% completion, which is down 1% for this time last year. For physicals head start has 91% completion, that is an increase of 5% from this time last year. Physicals for EHS 79% completion, that is an increase of 8% from this time last year. Physicals for EHS-CC 78% completion, that is an increase of 11%.

Education

It was once said that children are our most valuable assets. Parents are also valuable parts of their children's lives. The parent/child relationship is essential to a child's school readiness and success in school. As education specialists, Sommer and I would like to thank parents for their involvement in the lives of children. Many parents volunteer their time to Policy Council, reading to children, Parent Meetings, Dad's Day, etc.

Thanksgiving Holidays gave children and teaching staff a much-needed break. We are appreciative of our teaching staff and the effort they put into educating young children. As parents and visitors see the classroom, they may be unaware that staff are responsible for lesson plans, observations/documentations, screenings, family contacts, health, disability, mental health, transition paperwork. Please take time to thank your child's teacher for their devotion in educating children.

Professional Development

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

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

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

Disabilities/Mental Health/Transition

Sooner Start has an online process for referrals that goes directly to the Oklahoma State Department of Education. This process has streamlined the referral process. In Early Head Start, 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 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 January 2025.

Overall Summary

During the month of January, a focus was put on revamping and updating the recruitment materials that are distributed to our teachers and support staff during February and March. All flyers have been updated with SNAP information, along with the required documents needed to apply for enrollment. Instead of a packet this year, we have created a binder to help with organization and useability of disseminating the recruitment materials.

At the beginning of each year, we send out our disability recruitment letters. These letters are sent to local health care providers, mental health facilities, along with other community organizations. These letters inform that we offer a comprehensive child development program for children with disabilities and/or economically challenged three and four-year-old children and that we also have a limited number of openings for above-income children who demonstrate a particular need for the services we provide. This helps remind other programs and organizations in our area of our pre-school services and encourage possible referrals. The goal is to bring together all resources to help each family grow and thrive. We have worked to update the letter and will be sending it out in February.

We also started designing and ordering our Apple Yard Signs. These are distributed in all counties we serve and have our program information located on the yard sign to notify the public of our services. These have arrived and will be distributed during the month of February.

To ensure we can serve these children, we need the appropriate staff in place to help meet the children's needs in the classroom. Due to several openings, a focus was also put on staff recruitment. Our radio ad for January encourages applicants by promoting our sign-on incentives and listing our available jobs, along with the possible benefits for full-time employees. We also created a flyer with a list of all the jobs with the incentives listed. This was shared across our Facebook page and asked our followers to share.

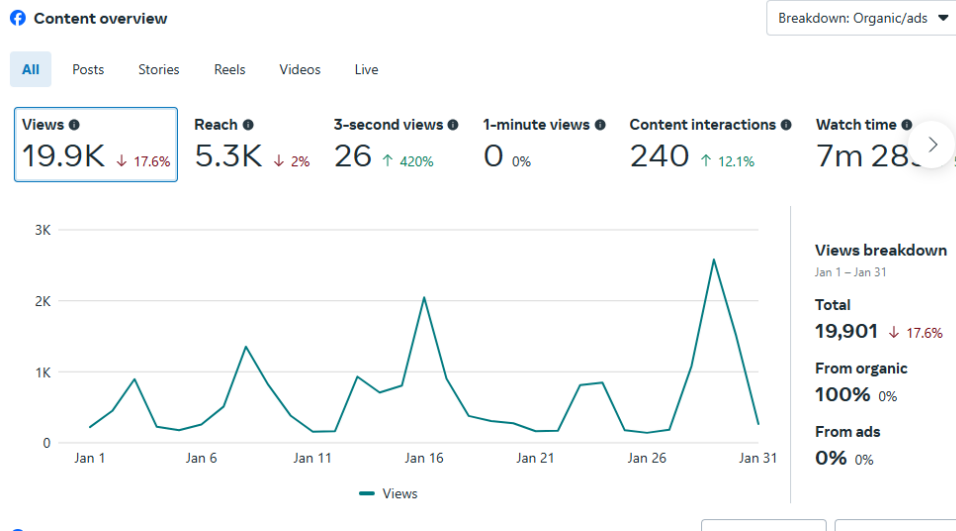
As we move into February, we will be pushing recruitment for enrollment and getting involved in the upcoming spring events.

Radio Ad

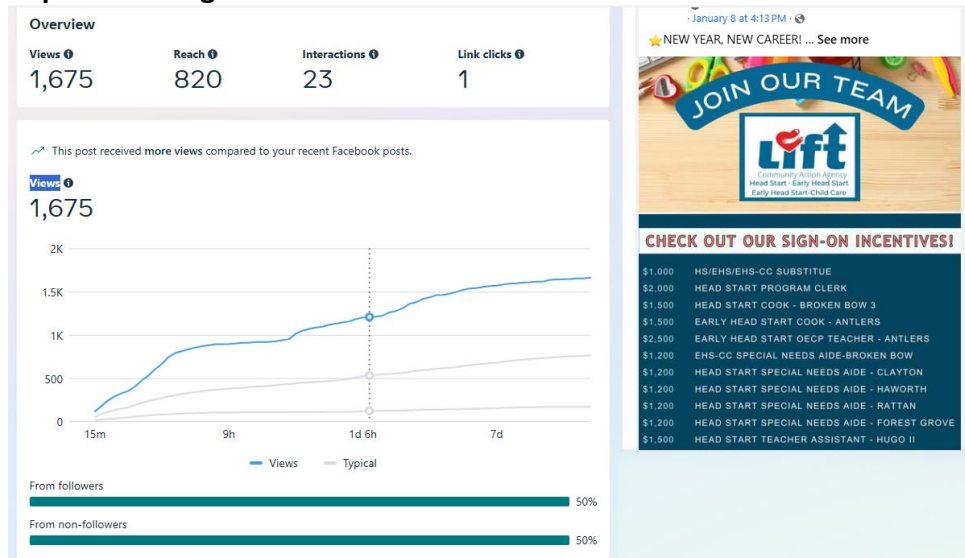
LIFT Head Start is hiring! We are seeking motivated and reliable individuals who have a passion for working with young children, ages 0-4. Applications are being accepted for Substitutes, Special

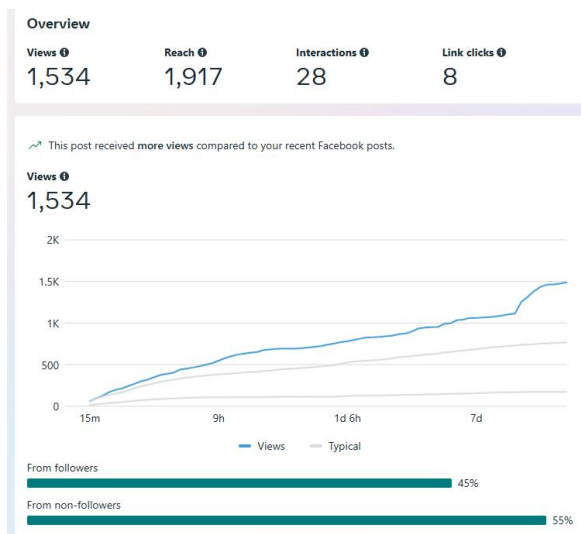
*Needs Aides, Teacher Assistants, Cooks, Early Head Start Teachers, and more! We are currently offering sign-on incentives starting at \$1,000! This is a great opportunity to gain hands-on experience, with future advancement opportunities in Head Start. It also allows you to enjoy a similar schedule as your school-aged children. LIFT Community Action Agency also offers amazing benefits for our full-time employees. Apply today, and take advantage of dental, vision and medical insurance, accrued sick leave, our employee assistance program and retirement plans. Submit your application today at www.liftca.org. Questions? Call us! 580-326-7581. *Incentives will be discussed during the interview process.*

Social Media Overview



Top Now Hiring Posts





January 3 at 9:59 AM · 🌐

★ **JOB HIGHLIGHT**
Antlers: Early Head Start Cook... See more

JOB HIGHLIGHT

Attention: Antlers Early Head Start Cook

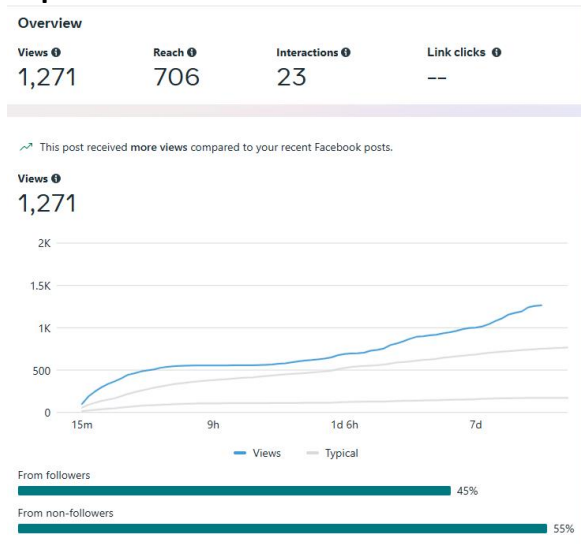
,500 SIGN-ON INCENTIV

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

580-326-7581

Click the link in the post to...

Top Enrollment Posts



January 13 at 3:40 PM · 🌐

Do you receive SNAP benefits?... See more

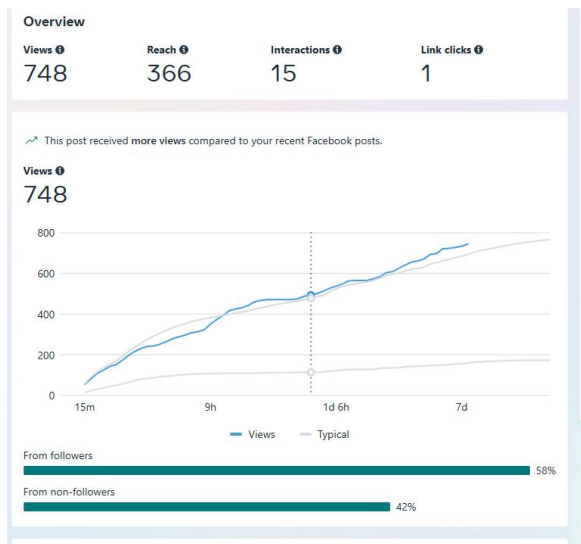
Do you receive Supplemental Nutrition Assistance Program benefits?

SNAP Supplemental Nutrition Assistance Program
Putting Healthy Food Where It Counts

Your child may be eligible for free Head Start or Early Head Start services!

Scan the code below for direct access to an application for pre-school services!

Easy to prove eligibility with any of the following:



January 23 at 9:54 AM · 🌐

Attention: Antlers Community ... See more

Attention: Antlers

have openings in our Early Head Start program!

ages 0-36 months

No Cost to Families

We provide all diapers, formula, meals and snacks

Apply today by clicking link in the post!

Questions? Call us! 580-326-7581

Boost

Family Resource Center

We have had three parents/grandparents complete our CPR class/certification that we offered to our communities. The Choctaw County Coalition, which also acts as our CAC, held their annual Father Daughter Dance this month and our FRC was able to get involved and help with the event. We have several families visit our FRC and request needed resources. During that time, we were able to offer resource training and connect them to helpful resources to benefit their family.





ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-25-02	2. Issuance Date: 01/17/2025
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start Recipients

INFORMATION:
Section 641A of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews. This IM includes information on monitoring for Tribal grant recipients that have consolidated their Head Start program into an approved P.L. 102-477 Plan.

This IM supersedes ACF-OHS-IM-25-02 with updates to the FY25 monitoring implementation format.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	December 2024
FA2	FA2 reviews are conducted through on-site monitoring.	December 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or on-site formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted either virtually or on site.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

* Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (the Performance Standards), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the Performance Standards, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the [Final Rule on DRS Changes](#).

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Tribal Programs Integrated Under 477 Plans

Tribal grant recipients that have elected to integrate the Head Start program into a P.L. 102-477 plan should address monitoring in their P.L. 102-477 plan. The plan should indicate whether the Tribe intends to participate in monitoring conducted by OHS or automatically compete for funding at the end of the current grant period. Monitoring and oversight data provide the basis for continued Head Start funding through the DRS, as required by Congress in the Head Start Act 42 U.S.C. § 9836(c). A Head Start grant recipient may continue to receive funds without competition only when ACF has determined that a program is delivering a high-quality and comprehensive program.

This provision also applies to Tribal programs that are integrated under a P.L. 102-477 Plan. For any Indian Tribe that articulates in its 477 plan the intention to participate in OHS monitoring, OHS will continue to conduct monitoring and a CLASS review (which includes the option for a self-review as described above), to facilitate ACF's ability to determine that the Tribe is delivering a high-quality, comprehensive program. This determination will prevent Tribal Head Start grants from being subject to competition every five years due to insufficient information that meets the statutory requirements of the Head Start Act. In the absence of information from monitoring and oversight reviews conducted by OHS, Head Start programs will be required to compete for funding every five years. These monitoring and oversight requirements are specific to the Head Start Act.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

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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

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe [here](#). You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. Contact customer service for additional support.

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

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

Month	Breakfast	Lunch	Snack	Monthly Total
January-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
August-24	2483	2461	3082	8026
September-24	2981	2967	3874	9822
October-24	3074	3043	3757	9874
November-24	2277	2261	2827	7365
December-24	2296	2270	2796	7362
January-25	2207	2195	2809	7211
YEARLY TOTALS	29859	29802	37134	96795

December 2024 HEAD START TIME & ATTENDANCE REPORT													
As of 12/31/24	ENROLLED			DROPPED									ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	30 Day Count	Date Dropped	Total Enrollment	AI	Kid Days	Monthly ADA
Antlers	10		10	1		1	9	0		9		13	79.5%
Battiest	8		8	2		2	6	0		6	1	12	77.8%
Boswell 1	12		12			0	12	0		12	5	12	79.2%
Boswell 2	12		12			0	12	0		12	5	12	83.3%
Broken Bow 1	11		11			0	11	0		11	2	15	82.4%
Broken Bow 3	10		10			0	10	0		10		15	88.7%
Clayton 1	9		9			0	9	0		9	2	15	74.8%
Clayton 2	8		8			0	8	0		8	2	15	88.3%
Forest Grove 1	19		19	3		3	16	0		16	8	12	91.7%
Forest Grove 2	13		13	2		2	11	0		11	3	12	94.7%
Fort Towson	8		8	1		1	7	0		7	1	12	84.5%
Haworth	10		10			0	10	0		10	3	12	79.2%
Horace Mann 1	11		11	1	1	2	9	1	12/2/2024	10		14	87.4%
Horace Mann 2	16		16	2		2	14	0		14	1	14	88.8%
Horace Mann 3	11		11			0	11	0		11	2	14	90.3%
Hugo 2	11		11	1		1	10	0		10		14	86.4%
Hugo 4	12		12	2	1	3	9	1	12/16/2024	10	2	14	86.8%
Idabel 1	8		8			0	8	0		8		15	92.5%
Idabel 2	10		10			0	10	0		10		15	85.3%
Idabel 3	10		10			0	10	0		10		15	88.0%
Rattan 1	10		10		1	1	9	1	12/2/2024	10	3	12	81.7%
Rattan 2	3		3			0	3	0		3	1	12	94.4%
Rattan 3	4		4	1		1	3	0		3		12	97.2%
Soper 1	17		17			0	17	0		17	9	9	89.5%
Soper 2	12		12	1		1	11	0		11	5	9	95.0%
Valliant	19		19	6		6	13	0		13	2	15	87.7%
TOTALS	284	0	284	23	3	26	258	3		261	57		86.5%

December 2024 Pre-K TIME & ATTENDANCE REPORT

As of 12/31/24	ENROLLED			DROPPED					ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	Kid Days	Monthly ADA
Antlers 2			0			0	0		
Battiest			0			0	0		
Boswell 1			0			0	0		
Boswell 2			0			0	0		
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2	3		3			0	3	9	96.3%
TOTALS	3	0	3	0	0	0	3		100.0%

December 2024 EHS Time and Attendance												
As of 12/31/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
Antlers	30		30	9		9	21	2	0		17	78.7%
Hugo	15		15	3	1	4	11		1	12/16/2024	17	78.3%
Idabel	14	1	15	3		3	12	2	0		17	86.6%
TOTALS	59	1	60	15	1	16	44	4	1			80.6%

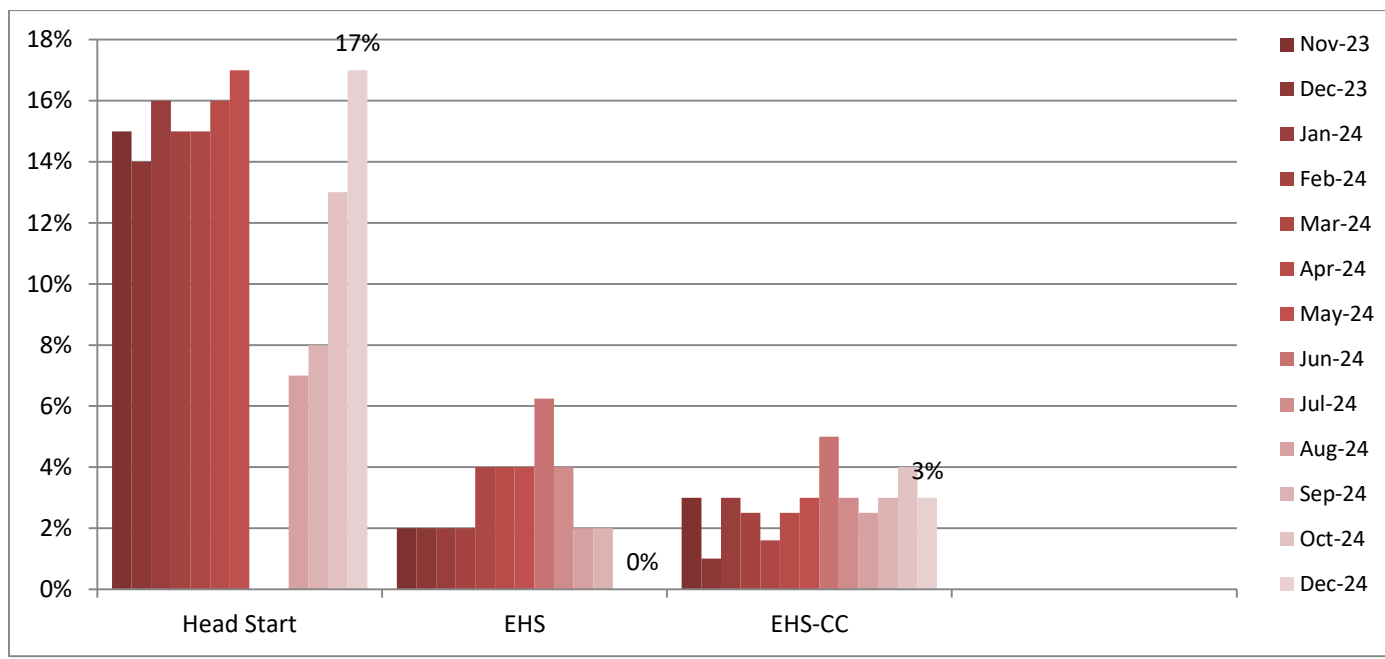
December 2024 EHS-CC Time and Attendance												
As of 12/31/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	11	1	12	4	1	5	7	1	1	12/20/2024	17	92.1%
ELC-Broken Bow	18	1	19	5		5	14	1	0		17	73.2%
ELC-Hugo	11		11	3	4	7	4		4	12/13/2024	17	71.3%
ELC-Idabel	18	2	20	5		5	15	2	0		17	79.7%
Cabbage Patch	29	2	31	6	1	7	24	2	1	12/20/2024	17	94.7%
The LearningTree	54		54	14		14	40	2	0		17	84.0%
TOTALS	141	6	147	37	6	43	104	8	6			84.3%

Data Analysis Report Summary

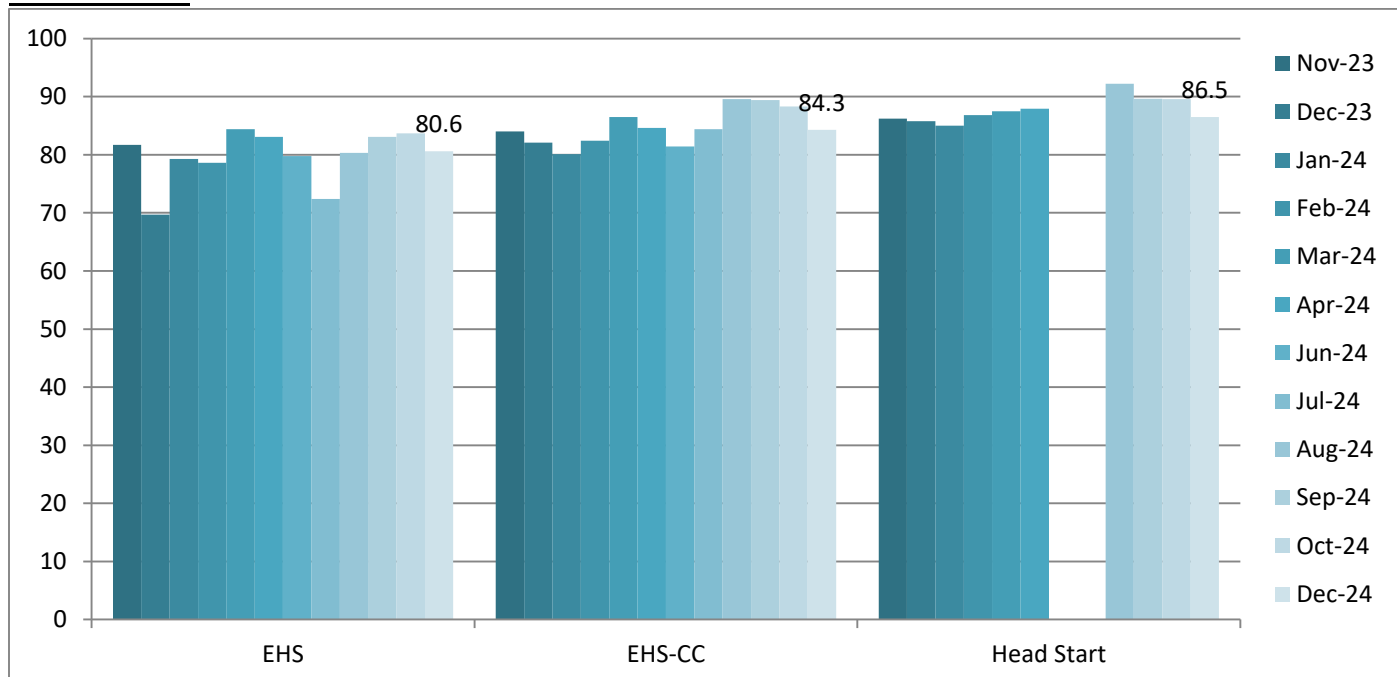
December 2024

Disabilities

IEP/IFSP –

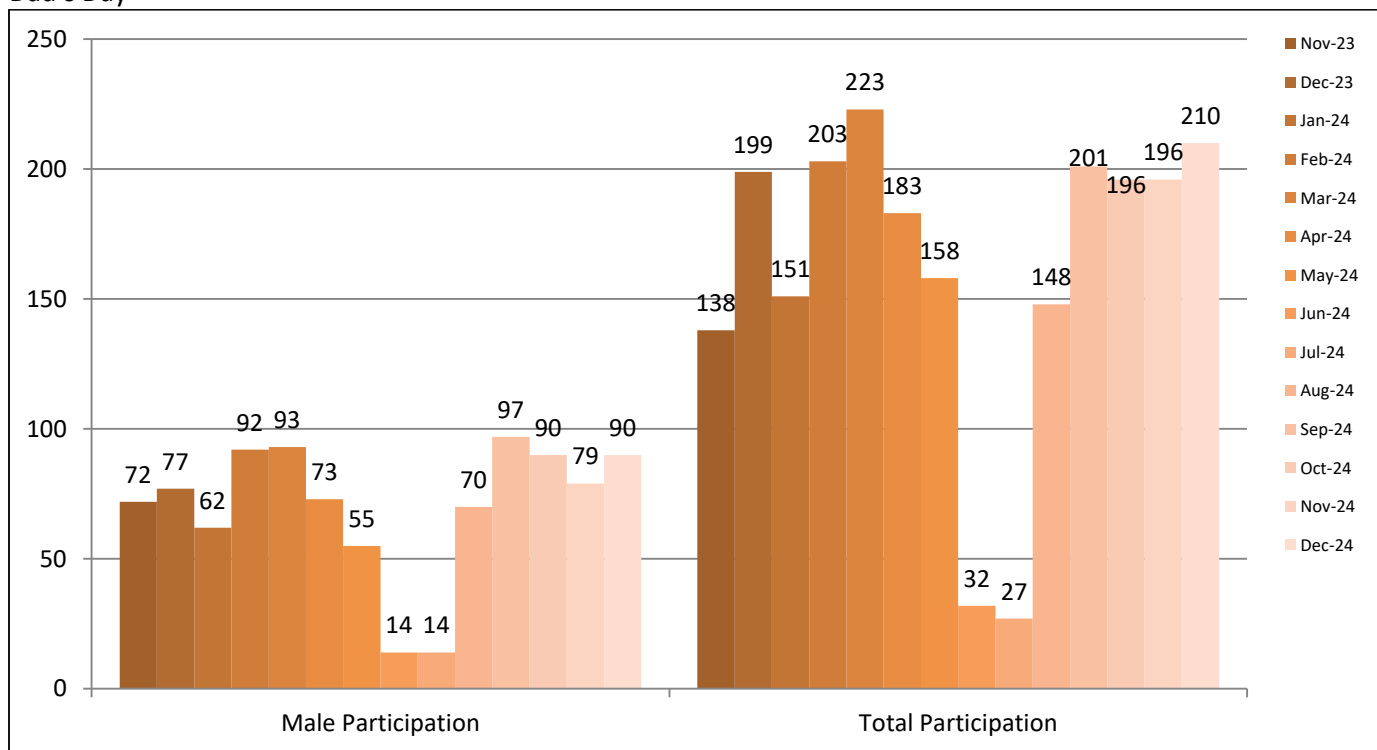


Attendance

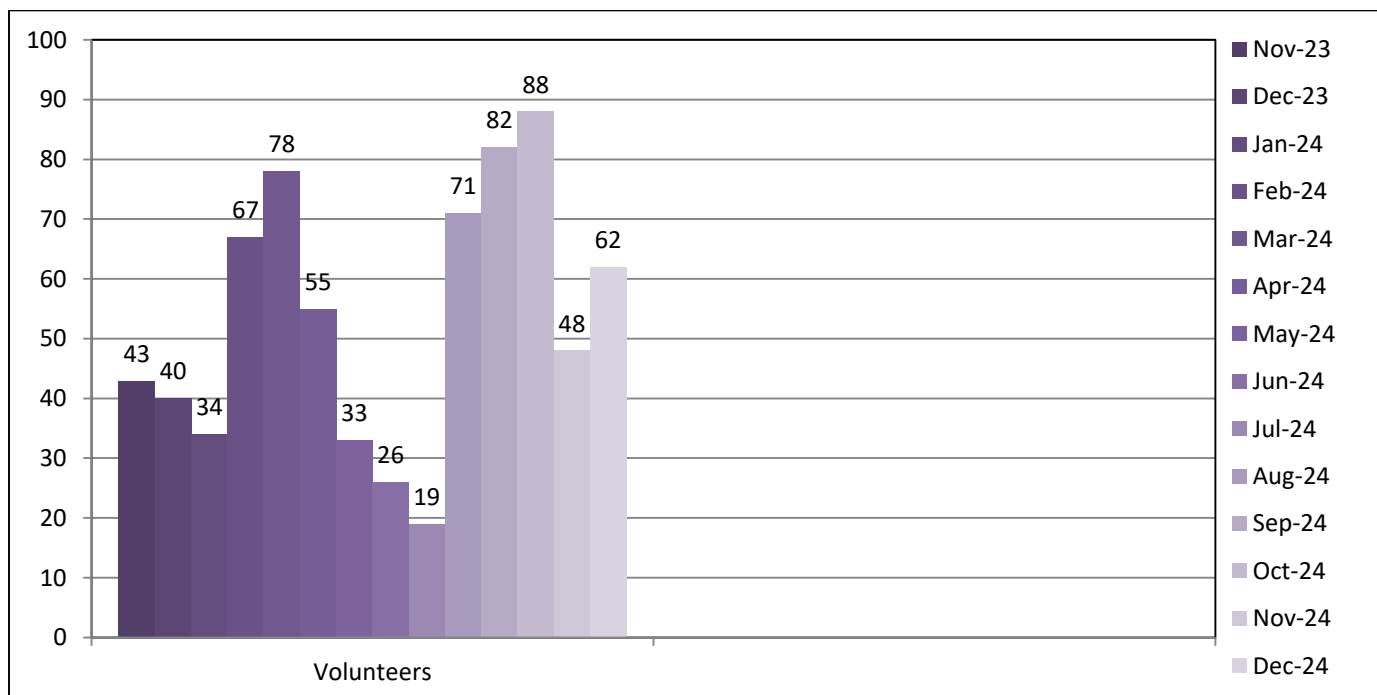


Family & Community Engagement

Dad's Day



Parents Ready to Read





ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 06 | 1301 Young St, Suite 1060, Dallas, TX 75202 | eclkc.ohs.acf.hhs.gov

12/31/2024

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

RE: Grant No. 06CH012393

Dear Mr. Hawkins:

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

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

Reynolds, Jonna

12/31/2027

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tatia Long".

Tatia Long
Regional Program Director
Office of Head Start, Region VI

cc: Rebecca Reynolds, Executive Director
Darla Galyon, Head Start Director
Michael Morris, Policy Council Chair



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 06 | 1301 Young St, Suite 1060, Dallas, TX 75202 | eclkc.ohs.acf.hhs.gov

12/31/2024

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Stiles, Lori

12/31/2027

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Tatia Long
Regional Program Director
Office of Head Start, Region VI

cc: Rebecca Reynolds, Executive Director
Darla Galyon, Head Start Director
Michael Morris, Policy Council Chair



Hugo, Idabel and Antlers Service Units: Red Kettle Campaign 2024

The iconic Salvation Army Red Kettle Campaign began in 1891 by Captain Joseph McFee, a Salvation Army officer who was looking for a way to cover the cost of the community Christmas meal. Recalling his days as a sailor in Liverpool, England, he recreated the "Simpson's Pot", an iron pot where charitable donations were placed by passersby. Captain McFee placed a similar pot at the Oakland Ferry Landing, at the foot of Market Street where it could be seen by all those going to and from the ferry boats. By 1895 the 'kettle' was used by 30 locations along the west coast and by 1897 the campaign was making its mark in east. That year, the kettle effort in Boston and other locations nationwide resulted in 150,000 Christmas dinners for the needy. The tradition continues still today. Sharing your donation at Christmastime helps The Salvation Army care for homeless and needy families, but also helps serve 30 million people through a myriad of other services all year long.

The Antlers, Hugo and Idabel Service Units of the Salvation Army wrapped up their 2024 Red Kettle campaigns around end of December. Bell ringers volunteered their time in 1.5 hours shifts at locations including WalMart Supercenters in Hugo and Idabel and Pruett's Food in Antlers, Oklahoma.

The local Salvation Army Boards appreciate all who volunteered to ring the bell to raise funds to help families with low-incomes. All donations dropped in the kettles will be used to assist residents of Choctaw, McCurtain or Pushmataha Counties. LIFT CAA organizes the Salvation Army Red Kettle Campaign activities for the Antlers, Hugo and Idabel service units in order to assist families in need. While the International Salvation Army provides a multitude of services for poverty-stricken individuals and families, the local Salvation Army Service Units have primarily provided utility assistance for families in emergency situations.

Antlers
\$1,239.39

Hugo
\$989.83

Idabel
\$2,055.14

Preventing Teen Dating Violence

What is teen dating violence?

Teen dating violence (TDV) is a type of intimate partner violence. It occurs between two people in a close relationship.

TDV includes four types of behavior:¹

- **Physical violence** is when a person hurts or tries to hurt a partner by hitting, kicking, or using another type of physical force.
- **Sexual violence** is forcing or attempting to force a partner to take part in a sex act, sexual touching, or a non-physical sexual event (e.g., sexting) when the partner does not or cannot consent.
- **Psychological aggression** is the use of verbal and non-verbal communication with the intent to harm another person mentally or emotionally and/or exert control over another person.
- **Stalking** is a pattern of repeated, unwanted attention and contact by a partner that causes fear or concern for one's own safety or the safety of someone close to the victim.

Teen dating violence, also referred to as “dating violence,” can take place in person or electronically, such as repeated texting or posting sexual pictures of a partner online without consent. Unhealthy relationships can start early and last a lifetime. Teens often think some behaviors, like teasing and name-calling, are a “normal” part of a relationship—but these behaviors can become abusive and develop into serious forms of violence. However, many teens do not report unhealthy behaviors because they are afraid to tell family and friends.

How big is the problem?

TDV is common. It affects millions of teens in the U.S. each year. Data from CDC’s Youth Risk Behavior Survey and the National Intimate Partner and Sexual Violence Survey indicate that:

- Nearly 1 in 11 female teens and about 1 in 15 male high school students report having experienced physical dating violence in the last year.²
- About 1 in 9 female and 1 in 36 male high school students report having experienced sexual dating violence in the last year.²
- 26% of women and 15% of men who were victims of contact sexual violence, physical violence, and/or stalking by an intimate partner in their lifetime first experienced these or other forms of violence by that partner before age 18.³
- The burden of TDV is not shared equally across all groups—sexual minority groups are disproportionately affected by all forms of violence, and some racial/ethnic minority groups are disproportionately affected by many types of violence.



What are the consequences?

Unhealthy, abusive, or violent relationships can have severe consequences and short- and long-term negative effects on a developing teen. For example, youth who are victims of TDV are more likely to:

- Experience symptoms of depression and anxiety
- Engage in unhealthy behaviors, like using tobacco, drugs, and alcohol
- Exhibit antisocial behaviors, like lying, theft, bullying or hitting
- Think about suicide^{4,5,6},

Violence in an adolescent relationship sets the stage for problems in future relationships, including intimate partner violence and sexual violence perpetration and/or victimization throughout life. For example, youth who are victims of dating violence in high school are at higher risk for victimization during college.⁷

How can we stop teen dating violence before it starts?

Supporting the development of healthy, respectful, and nonviolent relationships has the potential to reduce the occurrence of TDV and prevent its harmful and long-lasting effects on individuals, their families, and the communities where they live. During the pre-teen and teen years, it is critical for youth to begin learning the skills needed to create and maintain healthy relationships. These skills include things like how to manage feelings and how to communicate in a healthy way.

CDC developed *Dating Matters®: Strategies to Promote Healthy Teen Relationships* to stop teen dating violence before it starts. It focuses on 11-14 year olds and includes multiple prevention components for individuals, peers, families, schools, and neighborhoods. All of the components work together to reinforce healthy relationship messages and reduce behaviors that increase the risk of dating violence. Please visit the Dating Matters website to learn more! www.cdc.gov/violenceprevention/datingmatters

CDC also developed a technical package that describes a variety of strategies and approaches that are based on the best available evidence for preventing intimate partner violence (IPV), including TDV.⁸ The package includes multiple strategies that can be used in combination to stop IPV/TDV before it starts.



Teach safe and healthy relationship skills

- Social-emotional learning programs for youth
- Healthy relationship programs for couples



Engage Influential adults and peers

- Men and boys as allies in prevention
- Bystander empowerment and education
- Family-based programs



Disrupt the developmental pathways toward partner violence

- Early childhood home visitation
- Preschool enrichment with family engagement
- Parenting skill and family relationship programs
- Treatment for at-risk children, youth, and families



Create protective environments

- Improve school climate and safety
- Improve organizational policies and workplace climate
- Modify the physical and social environments of neighborhoods



Strengthen economic supports for families

- Strengthen household financial security
- Strengthen work-family supports

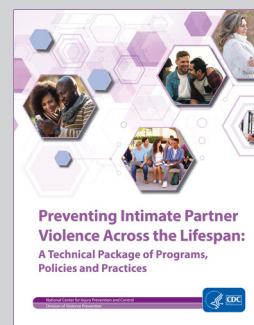


Support survivors to increase safety and lessen harms

- Victim-centered services
- First responder and civil legal protections
- Treatment and support for survivors of IPV, including teen dating violence
- Housing programs
- Patient-centered approaches

Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices

A **technical package** is a collection of strategies based on the best available evidence to prevent or reduce public health problems. The **strategy** lays out the direction and actions to prevent intimate partner violence. The **approach** includes the specific ways to advance the strategy through programs, policies and practices. The **evidence** to support the approaches for preventing intimate partner violence and associated risk factors is also included.



References

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