



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

MAY 13, 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, May 13, 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.** Discussion and Possible Action to Accept Lori Greer as Appointed Representative for Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)
- D.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- E.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- F.** Vote to Approve April 2025 Regular Meeting Minutes (OS 5.5)
- G.** Vote to Approve March 2025 Financial Reports; Distribution of April 2025 Financials for June 2025 Consideration and Vote (OS 8.7)
- H.** Vote to Approve Submission of Resolutions/Grant Applications – **\$1,262,770**
 - 1. FY 2025 NeighborWorks Week Grant Application to NeighborWorks® America - **\$1,000**
 - 2. 2025 Grant Application to Potts Family Foundation - **\$10,520**
 - 3. Spark Good Local Grant Application to Walmart (Facility 117, Broken Bow) - **\$5,000**
 - 4. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) - **\$5,000**
 - 5. Rural Communities Opioid Response Program – Pathways Grant Application to Health Resources and Services Administration - **\$1,200,000**
 - 6. Community Facilities Direct Loan and Grant Program Application to U.S. Department of Agriculture, Rural Development - **\$41,250**
- I.** Vote to Approve Acceptance of Grants/Contracts/Awards – **\$2,590,530.28**
 - 1. FY 2025 Community Services Block Grant Award (2nd Allocation) from Oklahoma Department of Commerce/Community Development - **\$56,746** (*Total Awarded: \$116,652*)
 - 2. Child Care Stabilization Grant Program Awards (Year 4/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 - 3. Spark Good Local Grant Award from Walmart (Facility 49, Hugo) - **\$2,000**
 - 4. FY 2025 Flexible Impact Grant Award (1st Alloc.) from NeighborWorks® America - **\$50,000**
 - 5. PY 2025 Department of Human Services Low Income Home Energy Assistance Program Grant Award from ODOC - **\$86,168.11**
 - 6. 2025 Community Grants Program Award from Carolyn Watson Rural Oklahoma Community Foundation - **\$30,000**

7. SFY 2026 Older Americans Act Title III KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma - **\$40,351.17**
8. FY 2025 Head Start/Early Head Start Program Grant Award (Balance of Funds) from Administration for Children and Families, Office of Head Start - **\$2,307,265**
- J. Discussion and Possible Action on Resolution to Establish a Formal Process for Low-Income Beneficiaries to Advise LIFT CAA as a Community Housing Development Organization in All Decisions Regarding the Design, Siting, Development, and Management of HOME-Assisted Affordable Housing Projects
- K. Discussion and Possible Action on HS/EHS/EHS-Child Care Organizational Chart
- L. Discussion and Possible Action on 2025-2026 EHS-CC Training and Technical Assistance Plan
- M. Discussion and Possible Action on Signing of Proclamation Recognizing May 2025 as Community Action Month
- N. Discussion and Possible Action on Signing of Proclamation Recognizing June 7-14, 2025 as NeighborWorks Week
- O. Board Training (OS 5.7):
 - LIFT CAA History, Mission, Vision, and Values
 - History and Future of Community Action/Anti-Poverty Work
 - Statutory and Regulatory Requirements
 - CAA Contractor Implementation Manual – Req. 113
- P. Board Training/Programmatic Report: Quarterly Housing Production (January–March) as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- Q. Programmatic Report: FY 2025 OHS Focus Area 1 Monitoring Review Update (OS 5.9)
- R. 2025 LIFT CAA Customer Satisfaction Report: 1st Quarter Results (OS 1.3 & 6.4)
- S. Policy Council Report (OS 2.1 & 5.9)
- T. Recognition of May 2025 Employee of the Month:
Melissa Wingfield, Self-Help Specialist – Technical and Management Assistance Program
- U. Recognition of Service Award
Forty-Five Years: Owyne Gardner, Program Director – T&MA Program
- V. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); ODOC Monitoring Notice; FY 2025 AmeriCorps Seniors RSVP Grant Funding Notice (OS 5.9)
- W. Discussion and Possible Action on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- X. 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
April 8, 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, April 8, 2025 at 10:11 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

Roll Call was taken and a quorum was established (13 Board Members present, 11 absent). The following Board Members were present at the meeting site: Colby Bryant, Kevin Cory, David Hawkins, Andrea Henkel, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Brad Burgett, Brent Franks, Kristi Graham, Patsy Guess, Jordan Hill, Jia Johnson, Kara Maness, Carolyn Pool, Leah Thomas, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Sheree Ensley, Rebecca (Reynolds) Porter, Tatianna Davis, Brittany Bailey, Amy Craven, Darla Galyon, Mattie McKee, Susie Mashburn, Kelli White, Jeannie McMillin, Ashley Staggs, Jennifer Otey, Bryce Nash, Kathy James, Amber Garman, and Ronda Spear.

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 April 8, 2025 at 9:18 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for January and February 2025. The Committee was presented with the March 2025 Financial Reports. The Committee was notified that personnel are currently on-site conducting the 2024 Agency Audit. The Committee also received a properties update.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration of the February 2025 Regular Meeting Minutes and the January 2025 and February 2025 Financial Reports; the March 2025 Financials were distributed for consideration and vote at the May 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Debra Williams to approve the February 2025 Regular Meeting Minutes and the January 2025 and February 2025 Financial Reports. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Oklahoma Early Childhood Program Grant Application (Year 20) to Community Action Project of Tulsa County in the amount of \$181,239.68 (with \$90,812.94 Match) and Signing of Provider Agreement; if awarded, a total of \$272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.
2. SFY 2026 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to Kiamichi Economic Development District of Oklahoma in the amount of \$40,351.17; if awarded, these funds will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district, during the project year of July 1, 2025 – June 30, 2026.
3. Signature Cause Grant Application to International Paper Foundation in the amount of \$7,500; if awarded, these funds will be used purchase materials, supplies, and furnishings to transform the space within the RENEW Center into a bright and welcoming atmosphere for clients being served. With support from the IP Foundation, LIFT CAA will create the "Connection Café", a safe place where youth and their families who have been impacted by substance use and/or mental health disorders can connect, receive mentorship, counseling, and other services designed to foster recovery and resilience.
4. FY 2026 Section 5311 – Formula Grants for Rural Areas Program Application to Oklahoma Department of Transportation in the amount of \$427,061 and signing of the Authorizing Resolution; if awarded, these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of October 1, 2025 – September 30, 2026.
5. Spark Good Local Grant Application to Walmart (Facility 49, Hugo) in the amount of \$5,000; if awarded, these funds will be used by the Family Resource Center to help stock and restock the Resource Closet. Through the Resource Closet, families in need can get immediate access to nonperishable food, hygiene products, and more.
6. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) in the amount of \$5,000; if awarded, these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.

7. Community Investment Grant Application to ONEOK in the amount of \$10,000; if awarded, funding will be used to purchase construction materials to be used by participants of the YouthBuild Program, who will gain construction skills while renovating an existing single-family home.
8. FY 2025 Community Services Block Grant Application (2nd Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$56,746; if awarded, this funding will be used for operational support of agency programs.
9. PY 2025 Department of Human Services Low Income Home Energy Assistance Program Grant Application to ODOC in the amount of \$86,168.11; if awarded, these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
10. Justice Assistance Grant Application to Oklahoma District Attorneys Council in the amount of \$75,000; if awarded, the RENEW Justice Assistance Initiative will enhance drug enforcement, reduce recidivism, and improve behavioral health outcomes across Choctaw, McCurtain, and Pushmataha Counties. Key components include advanced narcotics detection technology, corrections-based case management and treatment, development of a tri-county Overdose Fatality Review Board, and mental health supports for law enforcement officers. A total of 1,100 individuals would be served during the proposed two-year project.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by William Smith to approve the submission of resolutions and/or grant applications in the amount of \$894,065.96 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2025 Oklahoma Asset Development Project Award from Oklahoma Association of Community Action Agencies in the amount of \$6,265; these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.
2. FY 2025 Improvement Grant Awards from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of \$4,060; these funds will be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers in Broken Bow (\$2,160) and Idabel (\$1,900). The Improvement Grants are intended to improve the health, safety, or quality of the child care facility.
3. PY 2024 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce in the amount of \$164,000; these funds will be used to support LIFT's Weatherization Program and provision of services within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties). The total amount awarded for PY 2024 is \$457,075.
4. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 12) from Health Resources and Services Administration in the amount of \$ 497,200; this partial allocation of funding will be utilized during the second year of the five-year grant cycle to improve access to quality health care and services for women, infants,

children, and families through outreach, care coordination, health education and linkage to health insurance; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; strengthening the health workforce, specifically those individuals responsible for providing direct services; and promoting and improving health equity by connecting with appropriate organizations.

5. Technical and Management Assistance Contract Award – Region 2 (Option Year 2) from U.S. Department of Agriculture, Rural Development in the amount of \$392,151.02; these funds will be used to provide technical and management assistance services to Self-Help Housing Grantees within Region 2 (South Central), comprised of the following 11 states: Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. With this funding, LIFT CAA will furnish all labor, management, supervision, quality control, facilities, equipment, materials, and services needed to perform the requirements of the contract during Option Year 2.

A motion was made by William Smith and seconded by Craig Young to approve acceptance of grants, contracts, and awards in the amount of \$1,063,676.02 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, presented for the Board's consideration the FY 2025 Early Head Start-Child Care Partnership Grant Application (Continuation) and Non-Federal Share Waiver Request to the Office of Head Start. James explained that, if awarded, funding would provide support for program operations in the amount of \$2,224,968 as well as \$42,863 for the provision of training/technical assistance for the EHS-CC Program for a period of one year, serving 104 infants and toddlers in partnership with six area child care centers. The child care centers include the Early Learning Centers located in Antlers, Broken Bow, Hugo, and Idabel, Cabbage Patch Daycare and The Learning Tree. The total amount requested would be \$2,267,831, for the funding period of 8/1/2025 – 7/31/2026. Included with the application will be a request for a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$566,957.75. The Board of Directors discussed the request, reviewed the budget, and provided input regarding the application. A motion was made by Colby Bryant and seconded by Debra Williams to approve submission of the FY 2025 Early Head Start-Child Care Partnership Grant Application (Continuation) and Non-Federal Share Waiver Request to the Office of Head Start. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca (Reynolds) Porter, Executive Director, provided the Board with the Executive Director's Report (Organizational Standard 5.9). Porter discussed recent federal Executive Orders and evolving Administration priorities that may influence agency operations and program delivery. She noted that the agency is monitoring these developments to remain aligned with national guidance and community needs.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, presented for the Board's consideration the FY 2024 Disability Waiver Request for the Early Head Start-Child Care Partnership Program to the Office of Head Start. The agency is seeking approval from the Office

of Head Start to waive the 10% requirement for enrollment of children with disabilities in the EHS-Child Care Program. The Waiver would only pertain to the EHS-CC Program, which currently serves three children with special needs who have an Individual Family Service Plan (IFSP), but this is only 3% of the current enrollment of 104 children. Additionally, the program has one other child in the referral process, and one child who qualifies for services, but an IFSP has not been written yet. Program enrollment has suffered tremendously, which has in turn affected how many children in the community are able to go through the program's screening processes. Therefore, it is necessary to submit the Waiver in order to ensure compliance if the goal is not reached by the end of the program year. Following discussion, a motion was made by Debra Williams and seconded by David Smith to approve the submission of an FY 2024 Disability Waiver Request for the Early Head Start-Child Care Partnership Program to the Office of Head Start. The roll call vote was: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Brittany Bailey, ERSEA Specialist, presented for the Board's consideration the 2025-2026 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. During the ERSEA Training provided at the Board Meeting in February 2025, copies of the Integrated Services Policies and Procedures with the Prioritization Schedule/Point System were distributed to Board Members, who were asked to review and then submit any needed changes. With no further changes proposed by the Board, a motion was made by Andrea Henkel and seconded by Jim Bob Sullivan to approve the 2025-2026 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca (Reynolds) Porter, Executive Director, presented for the Board's consideration a Proclamation recognizing April as Fair Housing Month. National Fair Housing Month commemorates the passage of the Fair Housing Act in April 1968, a Federal law that prohibits housing discrimination based on race, color, national origin, religion, and sex. The Act was later amended to include protections for individuals with disabilities and families with children. The observance promotes awareness of fair housing rights and supports efforts to eliminate housing discrimination. A motion was made by Jim Bob Sullivan and seconded by Colby Bryant to approve the signing of the Proclamation recognizing Fair Housing Month. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Rebecca (Reynolds) Porter, Executive Director, provided a Board Training over the Agency-Wide Risk Assessment and Board Self-Assessment (Organizational Standard 5.7). To comply with Organizational Standard 4.6, each Community Action Agency must complete an in-depth Risk Assessment to help identify any potential for fraud, legal issues, safety concerns, and other things that could cause harm to the agency as a whole. LIFT CAA utilized an online risk assessment tool developed through a collaboration between the National Community Action Partnership and Nonprofit Risk Management Center. The Risk Assessment was completed on December 7, 2023 and generated a 70-page report containing feedback and recommendations based on the responses to each section of the assessment tool. The Risk Assessment covered general and specific topics, including governance, financial management, property, and human resources. Porter reviewed the report with the Board, outlining recommendations to minimize risk. Based on the report, the agency's practices, policies, and procedures appear to be sufficient to

minimize and manage risk; no areas of the report showed any significant weakness or concerns. In addition, the agency is required to conduct a Board Member Self-Assessment every two years. Board Members essentially “rate” themselves in a series of questions related to the Board and its functioning. The Self-Assessment was distributed to the Board for completion in September and October of 2023, with a 73% participation rate. Porter reviewed the results of the Self-Assessment with the Board. The top five highest scored areas of performance (in order) focused on Board Meetings, Impact, Financial Oversight, Chief Executive Partnership & Oversight, and Program Oversight. In relation to other Boards assessed and benchmarking performance, LIFT CAA’s Board of Directors rated higher than the national average on all scores, which shows a positive correlation with existing orientation and training efforts.

Kathy James, Senior Program Planner, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Fall/Winter 2024-2025 Child Outcomes/Assessment results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Growth was shown across all domains for the 3- and 4-year old children served. EHS and EHS-Child Care Program children are divided into three age groups which represent 2-3 years of age, 1-2 years of age, and birth to 1 year of age. No comparison data is collected on these children due to their age. The Board was provided a copy of the outcomes report in the meeting packet.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with a Programmatic Report over the FY 2025 Office of Head Start Focus Area 1 Monitoring Review (Organizational Standard 5.9). From January 13–15, 2025, the Office of Head Start conducted a Focus Area 1 Monitoring Review of LIFT CAA’s Head Start Programs. The review assessed compliance with Head Start Program Performance Standards and federal regulations; a summary report of the Monitoring Review was issued in February 2025. Galyon reviewed the Program Performance Summary Report in detail with the Board. The agency was found to be compliant in most areas, including program governance, fiscal infrastructure, family and community engagement, and eligibility and enrollment. However, one Area of Noncompliance and one Area of Concern were identified. The noncompliance was found under Education and Child Development Services, specifically regarding staff qualifications. The review revealed that four out of 48 (or 8%) of Early Head Start center-based teachers did not meet the minimum qualification requirement of holding a Child Development Associate (CDA) credential or equivalent, with training focused on infant and toddler development. These staff members, hired between March 2019 and August 2022, had professional development plans in place and were being monitored for progress. A corrective action plan is started and on track for completion within the 120-day timeframe. Additionally, an Area of Concern was noted in Health Services. The agency faced challenges in obtaining medical and oral health determinations for children within 90 days of enrollment, primarily due to parent work schedules and limited appointment availability. The Office of Head Start recommended exploring strategies to expedite this process. LIFT CAA will work with the Head Start Regional Office for the provision of technical assistance and support in addressing these findings.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Henkel reviewed the Board Giving Policy and Procedure with the Board. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2025, the agency is eligible to apply for funding in 2026.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and serves an essential function in helping to identify and address transportation barriers, challenges, and resources. During the 15th meeting, held on April 8, 2025 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application submission. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the February 18, 2025 and March 25, 2025 meetings (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Tatianna Davis (Caregiver 2, Early Learning Centers) as the March 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Kelli White (Health Navigator, Choosing Childbirth Program) as the April 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients for March and April 2025:

- March 2025
Five Years – Brittany Bailey (ERSEA Specialist, Head Start/EHS/EHS-Child Care Programs), Kinsey Cox (Administrative Assistant/CSBG Administrator/Public Relations Specialist, Administration), Jennifer Otey (Care Coordinator Manager, Healthy Start Program); Ten Years – Mattie McKee (Assistant Director, Early Head Start-Child Care Program), Bryce Nash (Self-Help Specialist, Technical & Management Assistance Program), Ronda Spear (Assistant Health Specialist, HS/EHS/EHS-Child Care Programs); Twenty-Five Years – Jutta Gee (Family Advocate, Head Start Program).
- April 2025
Twenty-Five Years – Gary Teague, Sr. (Maintenance Technician, Housing Programs).

Other Reports/Announcements/Correspondence were presented as follows: Head Start/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start Transportation Waiver Approval; Head Start/EHS-CC Full Enrollment Notifications; Dolly Parton's Imagination Library Program; Hooked on Hugo Crappie Fishing Tournament Results; Sexual Assault Awareness and Prevention Month; Child Abuse Prevention Month; and NeighborWorks® America Compliance and Health Assessment Report (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Jim Bob Sullivan and seconded by Andrea Henkel to adjourn the regular meeting. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. Voting record is attached (Item Y).

The Regular Meeting adjourned at 11:37 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:11am

April 8, 2025		Present	Absent	D & E			F			G			H			J		
				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																		

①

	April 8, 2025	Present	Absent	K			L			Y								
				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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LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Apr 2025

FINANCIAL ROW	AMOUNT (AS OF APR 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$7,901,396.40	\$8,646,823.07	(\$745,426.67)	-8.62%
1020 - Payroll Account	\$408,080.50	\$9,316.68	\$398,763.82	4,280.11%
1021 - First United Accounts Payable	\$50,046.32	\$13,885.75	\$36,160.57	260.41%
1022 - First United TH Reserve	\$149,245.82	\$146,772.86	\$2,472.96	1.68%
1023 - First United General Escrow	\$85,487.56	\$178,390.15	(\$92,902.59)	-52.08%
1024 - First United Marina License	\$257.78	\$253.90	\$3.88	1.53%
1025 - First United Deposit (PayPal)	\$4,946.45	\$2,115.20	\$2,831.25	133.85%
1028 - First United Unrestricted Funds CD	\$858,550.17	\$849,505.41	\$9,044.76	1.06%
1030 - Shamrock Bank - Clayton	\$1,862.93	\$1,854.10	\$8.83	0.48%
1040 - Petty Cash	\$810.00	\$835.00	(\$25.00)	-2.99%
1050 - McCurtain County National Bank	\$21,278.85	\$6,449.31	\$14,829.54	229.94%
1070 - Fund to Fund Allocation Transfers	(\$0.04)	\$0.00	(\$0.04)	0.00%
Total - 1000 - Cash	\$9,481,962.74	\$9,856,201.43	(\$374,238.69)	-3.80%
Total Bank	\$9,481,962.74	\$9,856,201.43	(\$374,238.69)	-3.80%
Accounts Receivable				
1100 - Receivables				
1105 - Accrued Acct Receivable	\$228,938.28	\$272,333.18	(\$43,394.90)	-15.93%
1110 - Accounts Receivable	\$253,653.48	\$730,563.21	(\$476,909.73)	-65.28%
1120 - Due From (AVR)	(\$362.96)	(\$362.96)	\$0.00	0.00%
Total - 1100 - Receivables	\$482,228.80	\$1,002,533.43	(\$520,304.63)	-51.90%
1300 - Other receivables				
1320 - Notes/loans receivable	\$325,700.52	\$334,632.06	(\$8,931.54)	-2.67%
1321 - Loans Receivable from Belmont	\$180,360.48	\$217,351.48	(\$36,991.00)	-17.02%
1322 - Loans Receivable from Clayton	\$235,100.53	\$227,561.53	\$7,539.00	3.31%
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	\$46,166.24	\$51,909.76	(\$5,743.52)	-11.06%
1327 - Receivable - NW Capital from Building Funds	\$141,868.00	\$0.00	\$141,868.00	0.00%
Total - 1300 - Other receivables	\$1,574,761.24	\$1,477,020.30	\$97,740.94	6.62%
Total Accounts Receivable	\$2,056,990.04	\$2,479,553.73	(\$422,563.69)	-17.04%
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	\$193,264.15	\$35,814.82	\$157,449.33	439.62%
1465 - Advances Paid	\$1,839.58	(\$81.74)	\$1,921.32	-2,350.53%
Total - 1400 - Other assets	\$195,103.73	\$35,733.08	\$159,370.65	446.00%
1500 - Investments				
1530 - Property/Lots held for Sale	\$375,516.35	\$375,516.35	\$0.00	0.00%
1599 - Undeposited Funds	\$940.36	\$468.35	\$472.01	100.78%
Total - 1500 - Investments	\$376,456.71	\$375,984.70	\$472.01	0.13%
NS097 - Interfund Due to /Due from	(\$738.73)	(\$738.73)	\$0.00	0.00%
Payroll Float	\$399,017.97	\$303,788.87	\$95,229.10	31.35%
Total Other Current Asset	\$969,839.68	\$714,767.92	\$255,071.76	35.69%
Total Current Assets	\$12,508,792.46	\$13,050,523.08	(\$541,730.62)	-4.15%
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	\$1,046,791.74	\$1,046,791.74	\$0.00	0.00%
1650 - Vehicles	\$4,250,106.82	\$4,250,106.82	\$0.00	0.00%
Total - 1600 - Fixed operating assets	\$15,563,279.39	\$15,563,279.39	\$0.00	0.00%
1700 - Accum deprec - fixed operating assets				
1725 - Accum deprec - building	(\$5,745,780.99)	(\$5,745,780.99)	\$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	(\$19,501.30)	(\$19,501.30)	\$0.00	0.00%
1745 - Accum deprec - furn,fix,equip	(\$56,655.06)	(\$56,655.06)	\$0.00	0.00%
1755 - Accum deprec - vehicles	(\$245,150.94)	(\$245,150.94)	\$0.00	0.00%
Total - 1700 - Accum deprec - fixed operating assets	(\$8,139,729.11)	(\$8,139,729.11)	\$0.00	0.00%
Total Fixed Assets	\$7,423,550.28	\$7,423,550.28	\$0.00	0.00%
Other Assets				
1800 - Other Assets				
1810 - Right to Use Asset - Leases	\$31,847.83	\$31,847.83	\$0.00	0.00%
1950 - Stale Dated Payables	(\$12.99)	(\$12.99)	\$0.00	0.00%
Total - 1800 - Other Assets	\$31,834.84	\$31,834.84	\$0.00	0.00%
Total Other Assets	\$31,834.84	\$31,834.84	\$0.00	0.00%
Total ASSETS	\$19,964,177.58	\$20,505,908.20	(\$541,730.62)	-2.64%

FINANCIAL ROW	AMOUNT (AS OF APR 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables				
2010 - AP Accrued monthly	(\$18,171.08)	(\$18,712.60)	\$541.52	-2.89%
Total - 2000 - Payables	(\$18,171.08)	(\$18,712.60)	\$541.52	-2.89%
Total Accounts Payable	(\$18,171.08)	(\$18,712.60)	\$541.52	-2.89%
Other Current Liability				
2100 - Accrued liabilities	\$1,146,684.89	\$1,514,880.95	(\$368,196.06)	-24.31%
2400 - Refundable Advances				
2450 - Apartment Sec Deposits Payable	\$32,258.50	\$30,349.50	\$1,909.00	6.29%
2455 - Sales Taxes Payable	\$2,858.57	(\$11.25)	\$2,869.82	-25,509.51%
Total - 2400 - Refundable Advances	\$35,117.07	\$30,338.25	\$4,778.82	15.75%
2500 - Short-term notes & loans payable				
2570 - Short-term liabilities - other	\$141,868.00	\$0.00	\$141,868.00	0.00%
Total - 2500 - Short-term notes & loans payable	\$141,868.00	\$0.00	\$141,868.00	0.00%
Total Other Current Liability	\$1,323,669.96	\$1,545,219.20	(\$221,549.24)	-14.34%
Total Current Liabilities	\$1,305,498.88	\$1,526,506.60	(\$221,007.72)	-14.48%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$0.00	\$482.99	(\$482.99)	-100.00%
2780 - Lease liability	\$15,846.10	\$15,846.10	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$15,846.10	\$16,329.09	(\$482.99)	-2.96%
Total Long Term Liabilities	\$15,846.10	\$16,329.09	(\$482.99)	-2.96%
Equity	\$18,642,832.60	\$18,963,072.51	(\$320,239.91)	-1.69%
Total Liabilities & Equity	\$19,964,177.58	\$20,505,908.20	(\$541,730.62)	-2.64%

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

FINANCIAL ROW	AMOUNT (JAN 2025 - APR 2025)	COMPARATIVE AMOUNT (JAN 2024 - DEC 2024)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$21,482.93	\$66,066.44	(\$44,583.51)	-67.48%
4100 - Inkind Revenue	\$230,841.11	\$1,519,251.09	(\$1,288,409.98)	-84.81%
4200 - Miscellaneous Revenue	\$465,669.55	\$1,254,930.89	(\$789,261.34)	-62.89%
4400 - State Revenue	\$825,911.42	\$1,793,753.10	(\$967,841.68)	-53.96%
4500 - Federal Revenue	\$4,914,945.47	\$15,332,653.05	(\$10,417,707.58)	-67.94%
4900 - Recoveries from Programs	\$1,376,691.68	\$3,993,852.84	(\$2,617,161.16)	-65.53%
5000 - Rental Revenue	\$303,286.32	\$756,661.79	(\$453,375.47)	-59.92%
5100 - Program Fee Revenue	\$378,835.25	\$1,522,032.67	(\$1,143,197.42)	-75.11%
5300 - Interest and Dividends	(\$45,887.83)	\$319,105.51	(\$364,993.34)	-114.38%
5400 - Revenue from other sources	\$43,414.29	\$1,681,254.64	(\$1,637,840.35)	-97.42%
5800 - Special Event	\$15,155.13	\$5,266.00	\$9,889.13	187.79%
Total - Income	\$8,530,345.32	\$28,244,828.02	(\$19,714,482.70)	-69.80%
Cost Of Sales				
8000 - Cost of Goods Sold	\$2,162.86	\$2,810.86	(\$648.00)	-23.05%
Total - Cost Of Sales	\$2,162.86	\$2,810.86	(\$648.00)	-23.05%
Gross Profit	\$8,528,182.46	\$28,242,017.16	(\$19,713,834.70)	-69.80%
Expense				
7000 - Grants, contracts, & direct assistance	(\$43,260.25)	\$1,770,162.16	(\$1,813,422.41)	-102.44%
7200 - Salaries & related expenses	\$3,548,051.54	\$12,510,254.57	(\$8,962,203.03)	-71.64%
7300 - Indirect Cost Pool Expense	\$634,473.16	\$2,176,494.77	(\$1,542,021.61)	-70.85%
7500 - Contract/Consultant Services	\$433,318.44	\$2,045,519.13	(\$1,612,200.69)	-78.82%
8100 - Non personnel expenses	\$291,036.87	\$1,205,980.27	(\$914,943.40)	-75.87%
8200 - Facility & equipment expenses	\$1,329,839.04	\$3,222,733.80	(\$1,892,894.76)	-58.74%
8300 - Travel & meetings expenses	\$192,365.99	\$640,446.09	(\$448,080.10)	-69.96%
8400 - Insurance Expense	\$1,031,177.52	\$2,235,204.58	(\$1,204,027.06)	-53.87%
8600 - Business expenses	\$0.00	\$1,704.01	(\$1,704.01)	-100.00%
8700 - Food Expenses	\$424,435.78	\$1,742,261.67	(\$1,317,825.89)	-75.64%
8800 - In-Kind Expenses	\$230,841.11	\$1,519,251.09	(\$1,288,409.98)	-84.81%
Total - Expense	\$8,072,279.20	\$29,070,012.14	(\$20,997,732.94)	-72.23%
Net Ordinary Income	\$455,903.26	(\$827,994.98)	\$1,283,898.24	-155.06%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$776,143.17	\$1,867,637.48	(\$1,091,494.31)	-58.44%
Total - Other Expense	\$776,143.17	\$1,867,637.48	(\$1,091,494.31)	-58.44%
Net Other Income	(\$776,143.17)	(\$1,867,637.48)	\$1,091,494.31	-58.44%
Net Income	(\$320,239.91)	(\$2,695,632.46)	\$2,375,392.55	-88.12%

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

FINANCIAL ROW	- UNASSIGNED - Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	(\$1,070,034.90)	(\$2,490.09)	\$174.11	\$109,033.94	\$230.32	\$642,846.71	(\$320,239.91)
Adjustments to Net Income							
Accounts Receivable	\$476,909.73	(\$132,936.46)	\$0.00	\$0.00	\$0.00	\$78,590.42	\$422,563.69
Other Current Asset	\$82,071.72	(\$5,655.87)	\$0.00	(\$71,309.33)	\$0.00	(\$259,706.27)	(\$254,599.75)
Accounts Payable	\$541.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541.52
Sales Tax Payable	\$5,516.82	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,647.00)	\$2,869.82
Other Current Liabilities	\$750,768.22	\$0.00	\$0.00	\$19,604.49	\$0.00	(\$994,791.77)	(\$224,419.06)
Total Adjustments to Net Income	\$1,315,808.01	(\$138,592.33)	\$0.00	(\$51,704.84)	\$0.00	(\$1,178,554.62)	(\$53,043.78)
Total Operating Activities	\$245,773.11	(\$141,082.42)	\$174.11	\$57,329.10	\$230.32	(\$535,707.91)	(\$373,283.69)
Financing Activities							
Long Term Liabilities	(\$482.77)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.22)	(\$482.99)
Total Financing Activities	(\$482.77)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.22)	(\$482.99)
Net Change in Cash for Period	\$245,290.34	(\$141,082.42)	\$174.11	\$57,329.10	\$230.32	(\$535,708.13)	(\$373,766.68)
Cash at Beginning of Period	\$34,347,005.17	\$3,494.00	\$1,731.28	(\$10,869,958.65)	\$765.43	(\$13,626,367.45)	\$9,856,669.78
Cash at End of Period	\$34,592,295.51	(\$137,588.42)	\$1,905.39	(\$10,812,629.55)	\$995.75	(\$14,162,075.58)	\$9,482,903.10

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$7,901,396.40
1020 - Payroll Account	\$408,080.50
1021 - First United Accounts Payable	\$50,046.32
1022 - First United TH Reserve	\$149,245.82
1023 - First United General Escrow	\$85,487.56
1024 - First United Marina License	\$257.78
1025 - First United Deposit (PayPal)	\$4,946.45
1028 - First United Unrestricted Funds CD	\$858,550.17
1030 - Shamrock Bank - Clayton	\$1,862.93
1040 - Petty Cash	\$810.00
1050 - McCurtain County National Bank	\$21,278.85
1070 - Fund to Fund Allocation Transfers	(\$0.04)
Total - 1000 - Cash	\$9,481,962.74
Total Bank	\$9,481,962.74
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	\$228,938.28
1110 - Accounts Receivable	\$253,653.48
1120 - Due From (A/R)	(\$362.96)
Total - 1100 - Receivables	\$482,228.80
1300 - Other receivables	
1320 - Notes/loans receivable	\$325,700.52
1321 - Loans Receivable from Belmont	\$180,360.48
1322 - Loans Receivable from Clayton	\$235,100.53
1323 - Loans Receivable rom Kiamichi	\$123,563.90
1324 - Loans Receivable from SOCDC	\$522,001.57
1326 - Loans Receivable from Rouleau House	\$46,166.24
1327 - Receivable - NW Capital from Building Funds	\$141,868.00
Total - 1300 - Other receivables	\$1,574,761.24
Total Accounts Receivable	\$2,056,990.04
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	\$193,264.15
1465 - Advances Paid	\$1,839.58
Total - 1400 - Other assets	\$195,103.73
1500 - Investments	
1530 - Property/Lots held for Sale	\$375,516.35
1599 - Undeposited Funds	\$940.36
Total - 1500 - Investments	\$376,456.71
NS097 - Interfund Due to /Due from	(\$738.73)
Payroll Float	\$399,017.97
Total Other Current Asset	\$969,839.68
Total Current Assets	\$12,508,792.46
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$1,087,094.00
1620 - Buildings	\$7,056,276.04

FINANCIAL ROW	
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$1,046,791.74
1650 - Vehicles	\$4,250,106.82
Total - 1600 - Fixed operating assets	\$15,563,279.39
1700 - Accum deprec - fixed operating assets	
1725 - Accum deprec - building	(\$5,745,780.99)
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)
1740 - Accum. Amortization Leases	(\$19,501.30)
1745 - Accum deprec - furn,fix,equip	(\$56,655.06)
1755 - Accum deprec - vehicles	(\$245,150.94)
Total - 1700 - Accum deprec - fixed operating assets	(\$8,139,729.11)
Total Fixed Assets	\$7,423,550.28
Other Assets	
1800 - Other Assets	
1810 - Right to Use Asset - Leases	\$31,847.83
1950 - Stale Dated Payables	(\$12.99)
Total - 1800 - Other Assets	\$31,834.84
Total Other Assets	\$31,834.84
Total ASSETS	\$19,964,177.58
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	(\$18,171.08)
Total Accounts Payable	(\$18,171.08)
Other Current Liability	
2100 - Accrued liabilities	\$1,146,684.89
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$32,258.50
2455 - Sales Taxes Payable	\$2,858.57
Total - 2400 - Refundable Advances	\$35,117.07
2500 - Short-term notes & loans payable	
2570 - Short-term liabilities - other	\$141,868.00
Total - 2500 - Short-term notes & loans payable	\$141,868.00
Total Other Current Liability	\$1,323,669.96
Total Current Liabilities	\$1,305,498.88
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2780 - Lease liability	\$15,846.10
Total - 2700 - Long-term notes & loans payable	\$15,846.10
Total Long Term Liabilities	\$15,846.10
Equity	\$18,642,832.60
Total Liabilities & Equity	\$19,964,177.58

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$320,239.91)
Adjustments to Net Income	
Accounts Receivable	\$422,563.69
Other Current Asset	(\$254,599.75)
Accounts Payable	\$541.52
Sales Tax Payable	\$2,869.82
Other Current Liabilities	(\$224,419.06)
Total Adjustments to Net Income	(\$53,043.78)
Total Operating Activities	(\$373,283.69)
Financing Activities	
Long Term Liabilities	(\$482.99)
Total Financing Activities	(\$482.99)
Net Change in Cash for Period	(\$373,766.68)
Cash at Beginning of Period	\$9,856,669.78
Cash at End of Period	\$9,482,903.10

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

FINANCIAL ROW	- UNASSIGNED - Amount	WITHOUT DONOR RESTRICTIONS Amount	TOTAL Amount
Operating Activities			
Net Income	(\$3,452,908.97)	\$3,132,669.06	(\$320,239.91)
Adjustments to Net Income			
Accounts Receivable	\$476,909.73	(\$54,346.04)	\$422,563.69
Other Current Asset	\$272,529.92	(\$527,129.67)	(\$254,599.75)
Accounts Payable	\$541.52	\$0.00	\$541.52
Sales Tax Payable	\$0.00	\$2,869.82	\$2,869.82
Other Current Liabilities	(\$49,236.93)	(\$175,182.13)	(\$224,419.06)
Total Adjustments to Net Income	\$700,744.24	(\$753,788.02)	(\$53,043.78)
Total Operating Activities	(\$2,752,164.73)	\$2,378,881.04	(\$373,283.69)
Financing Activities			
Long Term Liabilities	(\$482.77)	(\$0.22)	(\$482.99)
Total Financing Activities	(\$482.77)	(\$0.22)	(\$482.99)
Net Change in Cash for Period	(\$2,752,647.50)	\$2,378,880.82	(\$373,766.68)
Cash at Beginning of Period	\$3,861,739.37	\$5,994,930.41	\$9,856,669.78
Cash at End of Period	\$1,109,091.87	\$8,373,811.23	\$9,482,903.10

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

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	TOTAL
Federal Grants	\$917,022.12	\$744,285.96	\$963,127.71	\$932,278.11	\$3,556,713.90
Federal Pass Through	\$371,965.55	\$263,414.77	\$454,443.16	\$149,216.53	\$1,239,040.01
Recoveries	\$333,073.95	\$337,023.47	\$374,238.43	\$354,107.51	\$1,398,443.36
- Unassigned -	\$1,206.90		(\$123.63)	\$351,063.58	\$352,146.85
Non Federal	\$88,165.90	\$45,352.34	\$95,814.07	\$253,633.92	\$482,966.23
Federal Contract	\$112,256.69	\$105,582.86	\$174,176.65		\$392,016.20
Program Revenue	\$92,034.62	\$129,989.82	\$161,436.58	\$16,246.67	\$399,707.69
State Contracts	\$126,067.77	\$49,160.04	\$74,290.27	\$135,224.86	\$384,742.94
State Grants	\$10,473.40	\$54,659.83	\$10,435.58	\$1,344.67	\$76,913.48
Transit Fares	\$16,646.04	\$30,333.30	\$16,725.45	\$29,558.65	\$93,263.44
State Pass Through	\$13,926.21	\$22,712.80	\$23,039.01	\$7,624.24	\$67,302.26
Corporate/Business/Foundation	\$15,000.00			\$77.66	\$15,077.66
Apartment Revenue	\$11,630.00	\$11,630.00	\$11,630.00	\$9,133.00	\$44,023.00
Transit Contract		\$2,679.19	\$8,547.61		\$11,226.80
Miscellaneous	\$815.00	\$3,440.00	\$2,855.97	\$30.86	\$7,141.83
Management Fees	\$2,529.59	\$2,371.82	\$2,271.72	\$2,376.54	\$9,549.67
Total	\$2,112,813.74	\$1,802,636.20	\$2,372,908.58	\$2,241,916.80	\$8,530,275.32

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

Agency

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$17,000.00	\$21,482.93	(\$4,482.93)	126.37%
4100 - Inkind Revenue	\$1,153,633.00	\$230,841.11	\$922,791.89	20.01%
4200 - Miscellaneous Revenue	\$0.00	\$465,669.55	(\$465,669.55)	0.00%
4400 - State Revenue	\$2,042,645.80	\$825,911.42	\$1,216,734.38	40.43%
4500 - Federal Revenue	\$6,273,296.11	\$4,914,945.47	\$1,358,350.64	78.35%
4900 - Recoveries from Programs	\$2,139,501.00	\$1,376,691.68	\$762,809.32	64.35%
5000 - Rental Revenue	\$0.00	\$303,286.32	(\$303,286.32)	0.00%
5100 - Program Fee Revenue	\$0.00	\$378,835.25	(\$378,835.25)	0.00%
5300 - Interest and Dividends	\$0.00	(\$45,887.83)	\$45,887.83	0.00%
5400 - Revenue from other sources	\$130,457.00	\$43,414.29	\$87,042.71	33.28%
5800 - Special Event	\$0.00	\$15,155.13	(\$15,155.13)	0.00%
Total - Income	\$11,756,532.91	\$8,530,345.32	\$3,226,187.59	72.56%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$2,162.86	(\$2,162.86)	0.00%
Total - Cost Of Sales	\$0.00	\$2,162.86	(\$2,162.86)	0.00%
Gross Profit	\$11,756,532.91	\$8,528,182.46	\$3,228,350.45	72.54%
Expense				
7000 - Grants, contracts, & direct assistance	\$56,500.00	(\$43,260.25)	\$99,760.25	-76.57%
7200 - Salaries & related expenses	\$6,269,988.41	\$3,548,051.54	\$2,721,936.87	56.59%
7300 - Indirect Cost Pool Expense	\$903,965.65	\$634,473.16	\$269,492.49	70.19%
7500 - Contract/Consultant Services	\$421,180.00	\$433,318.44	(\$12,138.44)	102.88%
8100 - Non personnel expenses	\$300,392.57	\$291,036.87	\$9,355.70	96.89%
8200 - Facility & equipment expenses	\$1,375,982.15	\$1,329,839.04	\$46,143.11	96.65%
8300 - Travel & meetings expenses	\$201,298.17	\$192,365.99	\$8,932.18	95.56%
8400 - Insurance Expense	\$124,925.00	\$1,031,177.52	(\$906,252.52)	825.44%
8600 - Business expenses	\$118,597.00	\$0.00	\$118,597.00	0.00%
8700 - Food Expenses	\$69,017.00	\$424,435.78	(\$355,418.78)	614.97%
8800 - In-Kind Expenses	\$1,153,633.00	\$230,841.11	\$922,791.89	20.01%
Total - Expense	\$10,995,478.95	\$8,072,279.20	\$2,923,199.75	73.41%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$761,053.96	\$776,143.17	(\$15,089.21)	101.98%
Total - Other Expense	\$761,053.96	\$776,143.17	(\$15,089.21)	101.98%
Net Income	\$0.00	(\$320,239.91)	\$320,239.91	0.00%

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

Operations

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$5,147.14	(\$5,147.14)	0.00%
4900 - Recoveries from Programs	\$2,139,501.00	\$1,376,691.68	\$762,809.32	64.35%
5000 - Rental Revenue	\$0.00	\$135,356.32	(\$135,356.32)	0.00%
5300 - Interest and Dividends	\$0.00	\$28,680.05	(\$28,680.05)	0.00%
Total - Income	\$2,139,501.00	\$1,545,875.19	\$593,625.81	72.25%
Gross Profit	\$2,139,501.00	\$1,545,875.19	\$593,625.81	72.25%
Expense				
7200 - Salaries & related expenses	\$1,507,742.15	\$273,682.44	\$1,234,059.71	18.15%
7300 - Indirect Cost Pool Expense	\$0.00	\$15,109.73	(\$15,109.73)	0.00%
7500 - Contract/Consultant Services	\$125,000.00	\$89,026.93	\$35,973.07	71.22%
8100 - Non personnel expenses	\$64,740.65	\$24,945.01	\$39,795.64	38.53%
8200 - Facility & equipment expenses	\$41,709.95	\$64,734.60	(\$23,024.65)	155.20%
8300 - Travel & meetings expenses	\$41,000.00	\$16,283.00	\$24,717.00	39.71%
8400 - Insurance Expense	\$80,000.00	\$681,461.02	(\$601,461.02)	851.83%
8700 - Food Expenses	\$0.00	\$3,210.63	(\$3,210.63)	0.00%
Total - Expense	\$1,860,192.75	\$1,168,453.36	\$691,739.39	62.81%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$279,308.25	\$118,041.06	\$161,267.19	42.26%
Total - Other Expense	\$279,308.25	\$118,041.06	\$161,267.19	42.26%
Net Income	\$0.00	\$259,380.77	(\$259,380.77)	0.00%

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

Financial Row	- No Department -		10 Operating	
		Administration	Building Funds	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$3,440.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$25.00	\$5,147.14	\$0.00	\$5,147.14
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	\$1,376,691.68	\$0.00	\$1,376,691.68
5000 - Rental Revenue	\$0.00	\$0.00	\$135,356.32	\$135,356.32
5100 - Program Fee Revenue	\$1,354.37	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	\$28,317.36	\$362.69	\$28,680.05
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$4,819.37	\$1,410,156.18	\$135,719.01	\$1,545,875.19
8000 - Cost of Goods Sold				
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00	\$0.00
8020 - Ship Store (Resale Inv)	\$541.68	\$0.00	\$0.00	\$0.00
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$541.68	\$0.00	\$0.00	\$0.00
Expense				
7000 - Grants, contracts, & direct assistance	\$132.97	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$287,971.24	\$273,682.44	\$0.00	\$273,682.44
7300 - Indirect Cost Pool Expense	\$23,133.55	\$15,109.73	\$0.00	\$15,109.73
7500 - Contract/Consultant Services	\$2,354.40	\$67,436.44	\$21,590.49	\$89,026.93
8100 - Non personnel expenses	\$10,555.79	\$20,287.60	\$4,657.41	\$24,945.01
8200 - Facility & equipment expenses	\$356,923.74	\$25,523.65	\$39,210.95	\$64,734.60
8300 - Travel & meetings expenses	\$733.02	\$16,283.00	\$0.00	\$16,283.00
8400 - Insurance Expense	\$2,873.00	\$591,077.84	\$90,383.18	\$681,461.02
8700 - Food Expenses	\$248,010.35	\$3,210.63	\$0.00	\$3,210.63
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$932,688.06	\$1,012,611.33	\$155,842.03	\$1,168,453.36
Net Ordinary Income	(\$928,410.37)	\$397,544.85	(\$20,123.02)	\$377,421.83
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$2,812.83	\$117,645.60	\$395.46	\$118,041.06
Total - Other Expense	\$2,812.83	\$117,645.60	\$395.46	\$118,041.06

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

Options: Activity Only

Early Childhood

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$2,000.00	\$0.00	\$2,000.00	0.00%
4100 - Inkind Revenue	\$1,153,633.00	\$247,432.56	\$906,200.44	21.45%
4200 - Miscellaneous Revenue	\$0.00	\$322,629.75	(\$322,629.75)	0.00%
4400 - State Revenue	\$0.00	\$65,222.56	(\$65,222.56)	0.00%
4500 - Federal Revenue	\$4,614,531.00	\$2,853,658.48	\$1,760,872.52	61.84%
5100 - Program Fee Revenue	\$0.00	\$121,937.80	(\$121,937.80)	0.00%
5300 - Interest and Dividends	\$0.00	\$5,103.64	(\$5,103.64)	0.00%
Total - Income	\$5,770,164.00	\$3,615,984.79	\$2,154,179.21	62.67%
Gross Profit	\$5,770,164.00	\$3,615,984.79	\$2,154,179.21	62.67%
Expense				
7200 - Salaries & related expenses	\$3,532,308.15	\$1,513,845.30	\$2,018,462.85	42.86%
7300 - Indirect Cost Pool Expense	\$679,284.00	\$299,498.29	\$379,785.71	44.09%
7500 - Contract/Consultant Services	\$49,200.00	\$231,154.04	(\$181,954.04)	469.83%
8100 - Non personnel expenses	\$77,480.00	\$115,566.64	(\$38,086.64)	149.16%
8200 - Facility & equipment expenses	\$66,266.20	\$72,816.61	(\$6,550.41)	109.88%
8300 - Travel & meetings expenses	\$24,924.65	\$32,124.61	(\$7,199.96)	128.89%
8400 - Insurance Expense	\$38,175.00	\$132,144.65	(\$93,969.65)	346.15%
8700 - Food Expenses	\$66,137.00	\$167,464.03	(\$101,327.03)	253.21%
8800 - In-Kind Expenses	\$1,153,633.00	\$247,432.56	\$906,200.44	21.45%
Total - Expense	\$5,687,408.00	\$2,812,046.73	\$2,875,361.27	49.44%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$82,756.00	\$221,651.19	(\$138,895.19)	267.84%
Total - Other Expense	\$82,756.00	\$221,651.19	(\$138,895.19)	267.84%
Net Income	\$0.00	\$582,286.87	(\$582,286.87)	0.00%

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

Financial Row

20 Early Childhood

		CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS			Total
	Amount	Amount	Amount	Amount	Amount	EHS Amount	Head Start Amount	Total 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	\$2,542.46	\$4,060.00	\$0.00	\$50,976.08	\$189,854.02	\$240,830.10	\$247,432.56
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$130,142.81	\$134,781.01	\$0.00	\$57,705.93	\$192,486.94	\$322,629.75
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,388.74	\$22,833.82	\$65,222.56	\$65,222.56
4500 - Federal Revenue	\$0.00	\$294,925.45	\$846,252.00	\$16,289.58	\$0.00	\$245,653.00	\$1,450,538.45	\$1,696,191.45	\$2,853,658.48
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	\$121,937.80	\$0.00	\$0.00	\$0.00	\$0.00	\$121,937.80
5300 - Interest and Dividends	\$0.00	\$0.00	\$0.00	\$3,611.87	\$1,419.54	\$0.00	\$72.23	\$1,491.77	\$5,103.64
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$0.00	\$294,925.45	\$848,794.46	\$276,042.06	\$136,200.55	\$339,017.82	\$1,721,004.45	\$2,196,222.82	\$3,615,984.79
8000 - Cost of Goods Sold									
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense									
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$47,176.00	\$28,893.10	\$148,883.99	\$205,006.93	\$62,166.11	\$345,121.98	\$723,773.19	\$1,131,061.28	\$1,561,021.30
7300 - Indirect Cost Pool Expense	\$9,211.26	\$5,600.49	\$29,255.94	\$36,159.92	\$15,541.92	\$73,931.33	\$139,008.69	\$228,481.94	\$308,709.55
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$216,415.39	\$1,248.68	\$2,234.20	\$1,656.77	\$9,599.00	\$13,489.97	\$231,154.04
8100 - Non personnel expenses	\$0.00	\$2,072.00	\$25,470.12	\$11,708.19	\$4,505.38	\$16,310.82	\$55,500.13	\$76,316.33	\$115,566.64
8200 - Facility & equipment expenses	\$0.00	\$1,496.00	\$8,273.66	\$8,917.47	\$2,458.97	\$11,744.36	\$39,926.15	\$54,129.48	\$72,816.61
8300 - Travel & meetings expenses	\$0.00	\$9,606.38	\$6,148.06	\$1,497.67	\$308.20	\$2,672.01	\$11,892.29	\$14,872.50	\$32,124.61
8400 - Insurance Expense	\$0.00	\$0.00	\$24,999.25	\$16,986.40	\$0.00	\$19,088.77	\$71,070.23	\$90,159.00	\$132,144.65
8700 - Food Expenses	\$0.00	\$3,094.95	\$160.26	\$28,868.31	\$7,928.50	\$4,952.39	\$122,459.62	\$135,340.51	\$167,464.03
8800 - In-Kind Expenses	\$0.00	\$0.00	\$2,542.46	\$4,060.00	\$0.00	\$50,976.08	\$189,854.02	\$240,830.10	\$247,432.56
Total - Expense	\$56,387.26	\$50,762.92	\$462,149.13	\$314,453.57	\$95,143.28	\$526,454.51	\$1,363,083.32	\$1,984,681.11	\$2,868,433.99
Net Ordinary Income	(\$56,387.26)	\$244,162.53	\$386,645.33	(\$38,411.51)	\$41,057.27	(\$187,436.69)	\$357,921.13	\$211,541.71	\$747,550.80
Other Income and Expenses									
Other Expense									
8500 - Other Expense	\$260.74	\$59.70	\$120,161.11	\$2,783.92	\$19,879.87	\$16,037.80	\$62,728.79	\$98,646.46	\$221,911.93
Total - Other Expense	\$260.74	\$59.70	\$120,161.11	\$2,783.92	\$19,879.87	\$16,037.80	\$62,728.79	\$98,646.46	\$221,911.93

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2025 to Apr 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	\$18,004.21	(\$3,004.21)	120.03%
4100 - Inkind Revenue	\$0.00	(\$16,591.45)	\$16,591.45	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$2,031.06	(\$2,031.06)	0.00%
4400 - State Revenue	\$68,535.80	\$332,116.00	(\$263,580.20)	484.59%
4500 - Federal Revenue	\$1,516,847.00	\$895,944.18	\$620,902.82	59.07%
5300 - Interest and Dividends	\$0.00	\$411.75	(\$411.75)	0.00%
5800 - Special Event	\$0.00	\$3,670.97	(\$3,670.97)	0.00%
Total - Income	\$1,600,382.80	\$1,235,586.72	\$364,796.08	77.21%
Gross Profit	\$1,600,382.80	\$1,235,586.72	\$364,796.08	77.21%
Expense				
7000 - Grants, contracts, & direct assistance	\$26,500.00	\$6,010.07	\$20,489.93	22.68%
7200 - Salaries & related expenses	\$809,937.11	\$600,543.10	\$209,394.01	74.15%
7300 - Indirect Cost Pool Expense	\$146,221.65	\$119,761.07	\$26,460.58	81.90%
7500 - Contract/Consultant Services	\$241,130.00	\$53,814.58	\$187,315.42	22.32%
8100 - Non personnel expenses	\$80,123.90	\$71,262.86	\$8,861.04	88.94%
8200 - Facility & equipment expenses	\$64,407.00	\$84,423.40	(\$20,016.40)	131.08%
8300 - Travel & meetings expenses	\$99,105.52	\$49,980.83	\$49,124.69	50.43%
8400 - Insurance Expense	\$0.00	\$7,017.00	(\$7,017.00)	0.00%
8700 - Food Expenses	\$0.00	\$5,750.77	(\$5,750.77)	0.00%
8800 - In-Kind Expenses	\$0.00	(\$16,591.45)	\$16,591.45	0.00%
Total - Expense	\$1,467,425.18	\$981,972.23	\$485,452.95	66.92%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$132,957.62	\$242,547.66	(\$109,590.04)	182.42%
Total - Other Expense	\$132,957.62	\$242,547.66	(\$109,590.04)	182.42%
Net Income	\$0.00	\$11,066.83	(\$11,066.83)	0.00%

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

Financial Row	30 Community Service																	
	Choosing Childbirth	Community Services	Emergenc y Services	Healthy Start	Mentoring	RCOR TRI- CORP	RSVP	RX	Second Chance	Strong Fathers	Victim Services			WORK READY OK		Youth Build	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	CASA	lace Healing Hearts	VOCA	Total Amount	Amount	Amount	Amount	
Ordinary Income/Expense																		
Income																		
4000 - Contribution Revenue	\$0.00	\$0.00	\$2,719.21	\$10.00	\$0.00	\$0.00	\$40.00	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,170.00	\$18,004.21	
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$773.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,364.79	(\$16,591.45)	
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	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$2,031.06	
4400 - State Revenue	\$0.00	\$0.00	\$145,205.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,082.62	\$0.00	\$0.00	\$6,230.12	\$0.00	\$0.00	\$6,230.12	\$178,597.76	\$332,116.00	
4500 - Federal Revenue	\$0.00	\$0.00	\$45,864.82	\$0.00	\$436,421.00	\$9,339.41	\$89,493.77	\$24,289.00	\$0.00	\$42,477.16	\$0.00	\$0.00	\$60,747.55	\$18,737.47	\$79,485.02	\$168,574.00	\$895,944.18	
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5300 - Interest and Dividends	\$12.32	\$0.00	\$9.62	\$3.47	\$4.55	\$56.32	\$29.24	\$0.00	\$0.00	\$9.41	\$0.00	\$86.73	\$0.00	\$177.33	\$264.06	\$35.08	\$424.07	
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5800 - Special Event	\$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	\$3,670.97	\$3,670.97	
Total - Income	\$12.32	\$0.00	\$193,799.15	\$13.47	\$436,425.55	\$9,395.73	\$89,563.01	\$25,127.34	\$2,082.62	\$42,486.57	\$0.00	\$6,716.85	\$60,747.55	\$18,914.80	\$86,379.20	\$178,597.76	\$1,235,599.04	
8000 - Cost of Goods Sold																		
8010 - Resale Fuel 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	\$0.00	
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Expense																		
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$297.83	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$4,084.77	\$0.00	\$4,084.77	\$0.00	\$6,010.07	
7200 - Salaries & related expenses	\$68,233.32	\$8,195.49	\$103,077.09	\$0.00	\$191,166.98	\$6,313.30	\$67,991.40	\$17,319.84	\$3,114.79	\$34,122.79	\$10,246.23	\$0.00	\$34,684.27	\$42,163.25	\$76,847.52	\$5,025.29	\$668,776.42	
7300 - Indirect Cost Pool Expense	\$13,590.91	\$1,709.16	\$20,837.30	\$0.00	\$38,007.50	\$1,231.98	\$13,345.50	\$3,508.40	\$624.31	\$6,710.14	\$2,136.83	\$40.69	\$6,870.61	\$8,132.84	\$15,044.14	\$920.84	\$133,351.98	
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$9,199.03	\$0.00	\$38,345.59	\$699.48	\$0.00	\$0.00	\$0.00	\$67.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50	\$53,814.58	
8100 - Non personnel expenses	\$549.40	\$0.00	\$25,562.58	\$0.00	\$9,035.10	\$1,358.14	\$11,663.50	\$468.54	\$0.00	(\$3,192.38)	\$0.00	\$2,261.22	\$594.76	\$327.62	\$3,183.60	\$16,785.41	\$71,812.26	
8200 - Facility & equipment expenses	\$6,210.96	\$0.00	\$8,065.44	\$0.00	\$17,662.00	\$736.00	\$5,116.00	\$592.00	\$0.00	\$2,160.00	\$0.00	\$1,392.00	\$3,352.00	\$592.00	\$5,336.00	\$21,799.20	\$90,634.36	
8300 - Travel & meetings expenses	(\$42.00)	\$54.60	\$6,409.90	\$0.00	\$10,396.60	\$14.00	\$3,408.20	\$469.70	\$0.00	\$4,923.32	\$0.00	\$3,499.47	\$3,164.98	\$68.60	\$6,733.05	\$5,487.30	\$12,084.16	
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,324.00	\$0.00	\$0.00	\$882.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,017.00	
8700 - Food Expenses	\$0.00	\$0.00	\$2,388.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.23	\$0.00	\$0.00	\$0.00	\$0.00	\$3,341.11	\$5,750.77	
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$773.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,591.45)	
Total - Expense	\$88,542.59	\$9,959.25	\$175,837.60	\$900.00	\$304,613.77	\$10,352.90	\$102,848.60	\$23,131.82	\$3,739.10	\$45,673.85	\$12,604.29	\$7,193.38	\$52,751.39	\$51,284.31	\$111,229.08	\$55,421.65	\$1,070,514.82	
Net Ordinary Income	(\$88,530.27)	(\$9,959.25)	\$17,961.55	(\$886.53)	\$131,811.78	(\$957.17)	(\$13,285.59)	\$1,995.52	(\$1,656.48)	(\$3,187.28)	(\$12,604.29)	(\$476.53)	\$7,996.16	(\$32,369.51)	(\$24,849.88)	\$123,176.11	\$165,084.22	
Other Income and Expenses																		
Other Expense																		
8500 - Other Expense	\$900.00	\$0.00	\$23,393.46	\$0.00	\$113,058.77	\$1,693.13	\$3,050.38	\$59.70	\$0.00	\$6,304.89	\$2,895.99	\$38.00	\$499.38	\$29.85	\$567.23	\$54,124.41	\$243,447.66	
Total - Other Expense	\$900.00	\$0.00	\$23,393.46	\$0.00	\$113,058.77	\$1,693.13	\$3,050.38	\$59.70	\$0.00	\$6,304.89	\$2,895.99	\$38.00	\$499.38	\$29.85	\$567.23	\$54,124.41	\$243,447.66	

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

Housing

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$135,836.60	(\$135,836.60)	0.00%
4400 - State Revenue	\$1,174,110.00	\$354,098.85	\$820,011.15	30.16%
4500 - Federal Revenue	\$141,918.11	\$860,757.81	(\$718,839.70)	606.52%
5000 - Rental Revenue	\$0.00	\$166,628.00	(\$166,628.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$19,809.67	(\$19,809.67)	0.00%
5300 - Interest and Dividends	\$0.00	(\$132,685.98)	\$132,685.98	0.00%
5400 - Revenue from other sources	\$130,457.00	\$41,462.70	\$88,994.30	31.78%
Total - Income	\$1,446,485.11	\$1,445,907.65	\$577.46	99.96%
Gross Profit	\$1,446,485.11	\$1,445,907.65	\$577.46	99.96%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	(\$97,626.29)	\$97,626.29	0.00%
7200 - Salaries & related expenses	\$53,242.00	\$326,533.87	(\$273,291.87)	613.30%
7300 - Indirect Cost Pool Expense	\$10,195.00	\$67,555.40	(\$57,360.40)	662.63%
7500 - Contract/Consultant Services	\$5,850.00	\$30,828.00	(\$24,978.00)	526.97%
8100 - Non personnel expenses	\$18,379.02	\$41,772.33	(\$23,393.31)	227.28%
8200 - Facility & equipment expenses	\$1,164,824.00	\$670,407.13	\$494,416.87	57.55%
8300 - Travel & meetings expenses	\$2,500.00	\$45,915.35	(\$43,415.35)	1,836.61%
8400 - Insurance Expense	\$6,750.00	\$109,645.87	(\$102,895.87)	1,624.38%
8600 - Business expenses	\$118,597.00	\$0.00	\$118,597.00	0.00%
Total - Expense	\$1,380,337.02	\$1,195,031.66	\$185,305.36	86.58%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$66,148.09	\$163,169.14	(\$97,021.05)	246.67%
Total - Other Expense	\$66,148.09	\$163,169.14	(\$97,021.05)	246.67%
Net Income	\$0.00	\$87,706.85	(\$87,706.85)	0.00%

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

Financial Row	40 Housing Department									
		Apartment	Construction	HUD Apartment (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	\$135,836.60	\$0.00	\$135,836.60	\$0.00	\$0.00	\$135,836.60
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$354,098.85	\$0.00	\$354,098.85	\$0.00	\$0.00	\$354,098.85
4500 - Federal Revenue	\$0.00	\$0.00	\$15,352.73	\$0.00	\$453,388.88	\$0.00	\$453,388.88	\$0.00	\$392,016.20	\$860,757.81
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	\$166,628.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166,628.00
5100 - Program Fee Revenue	\$15.00	\$2,276.84	\$0.00	\$9,549.67	\$7,983.16	\$0.00	\$7,983.16	\$0.00	\$0.00	\$19,824.67
5300 - Interest and Dividends	\$44,023.00	(\$135,305.15)	\$0.00	\$0.00	\$2,619.17	\$0.00	\$2,619.17	\$0.00	\$0.00	(\$88,662.98)
5400 - Revenue from other sources	\$0.00	\$5,000.00	\$0.00	\$0.00	\$36,462.70	\$0.00	\$36,462.70	\$0.00	\$0.00	\$41,462.70
5800 - Special Event	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$44,038.00	\$38,599.69	\$15,352.73	\$9,549.67	\$990,389.36	\$0.00	\$990,389.36	\$0.00	\$392,016.20	\$1,489,945.65
8000 - Cost of Goods Sold										
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense										
7000 - Grants, contracts, & direct assistance	\$48,223.00	(\$135,272.79)	\$0.00	\$0.00	\$37,646.50	\$0.00	\$37,646.50	\$0.00	\$0.00	(\$49,403.29)
7200 - Salaries & related expenses	\$32,874.10	\$5,871.03	\$131,378.56	(\$109.45)	\$26,329.91	\$29,182.99	\$55,512.90	\$0.00	\$133,880.83	\$359,407.97
7300 - Indirect Cost Pool Expense	\$6,505.29	\$1,386.84	\$25,356.02	\$2,609.63	\$5,250.11	\$5,937.48	\$11,187.59	\$0.00	\$27,015.32	\$74,060.69
7500 - Contract/Consultant Services	\$0.00	\$5,910.00	(\$450.00)	\$0.00	\$25,368.00	\$0.00	\$25,368.00	\$0.00	\$0.00	\$30,828.00
8100 - Non personnel expenses	\$0.00	\$4,862.74	(\$603.87)	\$68.45	\$31,632.78	\$0.00	\$31,632.78	\$0.00	\$5,812.23	\$41,772.33
8200 - Facility & equipment expenses	\$0.00	\$82,245.86	\$3,608.64	\$0.00	\$572,952.63	\$0.00	\$572,952.63	\$0.00	\$11,600.00	\$670,407.13
8300 - Travel & meetings expenses	\$0.00	(\$709.61)	\$703.37	\$67.90	\$16,031.39	\$0.00	\$16,031.39	\$0.00	\$29,822.30	\$45,915.35
8400 - Insurance Expense	\$0.00	\$81,333.90	\$0.00	\$0.00	\$25,663.97	\$0.00	\$25,663.97	\$0.00	\$2,648.00	\$109,645.87
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	\$87,602.39	\$45,627.97	\$159,992.72	\$2,636.53	\$740,875.29	\$35,120.47	\$775,995.76	\$0.00	\$210,778.68	\$1,282,634.05
Net Ordinary Income	(\$43,564.39)	(\$7,028.28)	(\$144,639.99)	\$6,913.14	\$249,514.07	(\$35,120.47)	\$214,393.60	\$0.00	\$181,237.52	\$207,311.60
Other Income and Expenses										
Other Expense										
8500 - Other Expense	\$0.00	\$7,265.90	(\$9,324.84)	\$0.00	\$145,872.95	\$0.00	\$145,872.95	\$0.00	\$19,355.13	\$163,169.14
Total - Other Expense	\$0.00	\$7,265.90	(\$9,324.84)	\$0.00	\$145,872.95	\$0.00	\$145,872.95	\$0.00	\$19,355.13	\$163,169.14

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

Transportation

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4400 - State Revenue	\$0.00	\$44,985.00	(\$44,985.00)	0.00%
4500 - Federal Revenue	\$0.00	\$304,585.00	(\$304,585.00)	0.00%
5000 - Rental Revenue	\$0.00	\$1,302.00	(\$1,302.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$105,803.21	(\$105,803.21)	0.00%
5300 - Interest and Dividends	\$0.00	\$70.53	(\$70.53)	0.00%
Total - Income	\$0.00	\$456,745.74	(\$456,745.74)	0.00%
Gross Profit	\$0.00	\$456,745.74	(\$456,745.74)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$291,711.91	(\$291,711.91)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$58,637.22	(\$58,637.22)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$3,833.79	(\$3,833.79)	0.00%
8100 - Non personnel expenses	\$0.00	\$15,375.75	(\$15,375.75)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$12,837.87	(\$12,837.87)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$42,949.88	(\$42,949.88)	0.00%
8400 - Insurance Expense	\$0.00	\$49,402.18	(\$49,402.18)	0.00%
Total - Expense	\$0.00	\$474,748.60	(\$474,748.60)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$9,165.67	(\$9,165.67)	0.00%
Total - Other Expense	\$0.00	\$9,165.67	(\$9,165.67)	0.00%
Net Income	\$0.00	(\$27,168.53)	\$27,168.53	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2025 to Apr 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	\$44,985.00	\$44,985.00
4500 - Federal Revenue	\$0.00	\$304,585.00	\$304,585.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$1,302.00	\$1,302.00
5100 - Program Fee Revenue	\$0.00	\$105,803.21	\$105,803.21
5300 - Interest and Dividends	\$0.00	\$70.53	\$70.53
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00
5800 - Special Event	\$0.00	\$0.00	\$0.00
Total - Income	\$0.00	\$456,745.74	\$456,745.74
8000 - Cost of Goods Sold			
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$10,946.77	\$280,765.14	\$291,711.91
7300 - Indirect Cost Pool Expense	\$2,188.16	\$56,449.06	\$58,637.22
7500 - Contract/Consultant Services	\$0.00	\$3,833.79	\$3,833.79
8100 - Non personnel expenses	\$0.00	\$15,375.75	\$15,375.75
8200 - Facility & equipment expenses	\$0.00	\$12,837.87	\$12,837.87
8300 - Travel & meetings expenses	\$0.00	\$42,949.88	\$42,949.88
8400 - Insurance Expense	\$0.00	\$49,402.18	\$49,402.18
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$13,134.93	\$461,613.67	\$474,748.60
Net Ordinary Income	(\$13,134.93)	(\$4,867.93)	(\$18,002.86)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$9,165.67	\$9,165.67
Total - Other Expense	\$0.00	\$9,165.67	\$9,165.67

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

Jourism 3
Economic Development

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$38.72	(\$38.72)	0.00%
4400 - State Revenue	\$0.00	\$29,489.01	(\$29,489.01)	0.00%
5100 - Program Fee Revenue	\$0.00	\$129,915.20	(\$129,915.20)	0.00%
5300 - Interest and Dividends	\$0.00	\$8,496.86	(\$8,496.86)	0.00%
5400 - Revenue from other sources	\$0.00	\$1,951.59	(\$1,951.59)	0.00%
5800 - Special Event	\$0.00	\$11,484.16	(\$11,484.16)	0.00%
Total - Income	\$0.00	\$181,375.54	(\$181,375.54)	0.00%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$1,621.18	(\$1,621.18)	0.00%
Total - Cost Of Sales	\$0.00	\$1,621.18	(\$1,621.18)	0.00%
Gross Profit	\$0.00	\$179,754.36	(\$179,754.36)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$105,480.26	(\$105,480.26)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$21,470.44	(\$21,470.44)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$22,306.70	(\$22,306.70)	0.00%
8100 - Non personnel expenses	\$0.00	\$11,009.09	(\$11,009.09)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$61,484.73	(\$61,484.73)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$4,421.30	(\$4,421.30)	0.00%
8400 - Insurance Expense	\$0.00	\$48,633.80	(\$48,633.80)	0.00%
Total - Expense	\$0.00	\$274,806.32	(\$274,806.32)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$17,594.88	(\$17,594.88)	0.00%
Total - Other Expense	\$0.00	\$17,594.88	(\$17,594.88)	0.00%
Net Income	\$0.00	(\$112,646.84)	\$112,646.84	0.00%

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

Financial Row		60 Economic Development						
	Economic Development /Lending		Clayton Lake	State Parks				Total
	Amount	Amount	Amount	Hugo Lake Amount	Raymond Gary Amount	Total Amount		Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$38.71	\$0.00	\$0.00	\$0.01	\$38.72		\$38.72
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
4400 - State Revenue	\$0.00	\$0.00	\$14,257.50	\$0.00	\$15,231.51	\$29,489.01		\$29,489.01
4500 - Federal Revenue	\$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
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5100 - Program Fee Revenue	(\$4,627.08)	\$82,407.52	\$9,811.97	\$21,272.30	\$21,050.49	\$134,542.28		\$129,915.20
5300 - Interest and Dividends	\$8,332.63	\$49.17	\$0.00	\$0.03	\$115.03	\$164.23		\$8,496.86
5400 - Revenue from other sources	\$1,183.80	\$481.01	\$30.00	\$43.61	\$213.17	\$767.79		\$1,951.59
5800 - Special Event	\$0.00	\$11,134.16	\$0.00	\$350.00	\$0.00	\$11,484.16		\$11,484.16
Total - Income	\$4,889.35	\$94,110.57	\$24,099.47	\$21,665.94	\$36,610.21	\$176,486.19		\$181,375.54
8000 - Cost of Goods Sold								
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00	\$544.35	\$0.00	\$544.35		\$544.35
8020 - Ship Store (Resale Inv)	\$0.00	\$737.73	\$0.00	\$0.00	\$0.00	\$737.73		\$737.73
8021 - Ship Store (Beer)	\$0.00	\$339.10	\$0.00	\$0.00	\$0.00	\$339.10		\$339.10
Total - 8000 - Cost of Goods Sold	\$0.00	\$1,076.83	\$0.00	\$544.35	\$0.00	\$1,621.18		\$1,621.18
Expense								
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
7200 - Salaries & related expenses	\$0.00	\$51.82	\$17,515.16	\$67,870.16	\$20,043.12	\$105,480.26		\$105,480.26
7300 - Indirect Cost Pool Expense	\$0.00	\$10.04	\$3,567.11	\$13,808.35	\$4,084.94	\$21,470.44		\$21,470.44
7500 - Contract/Consultant Services	\$0.00	\$18,254.95	\$190.00	\$2,061.75	\$1,800.00	\$22,306.70		\$22,306.70
8100 - Non personnel expenses	\$0.00	\$6,677.16	\$1,476.46	\$992.40	\$1,863.07	\$11,009.09		\$11,009.09
8200 - Facility & equipment expenses	\$0.00	\$32,849.32	\$9,604.14	\$10,220.56	\$8,810.71	\$61,484.73		\$61,484.73
8300 - Travel & meetings expenses	\$0.00	\$1,182.60	\$99.40	\$258.64	\$2,880.66	\$4,421.30		\$4,421.30
8400 - Insurance Expense	\$0.00	\$37,269.90	\$4,089.51	\$0.00	\$7,274.39	\$48,633.80		\$48,633.80
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total - Expense	\$0.00	\$96,295.79	\$36,541.78	\$95,211.86	\$46,756.89	\$274,806.32		\$274,806.32
Net Ordinary Income	\$4,889.35	(\$3,262.05)	(\$12,442.31)	(\$74,090.27)	(\$10,146.68)	(\$99,941.31)		(\$95,051.96)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$0.00	\$14,292.08	\$907.63	\$1,047.59	\$1,347.58	\$17,594.88		\$17,594.88
Total - Other Expense	\$0.00	\$14,292.08	\$907.63	\$1,047.59	\$1,347.58	\$17,594.88		\$17,594.88

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

NAME	AMOUNT (GROSS)
DOLLAR GENERAL CHARGE SALES	\$1,686.40
Elan Travel Bank	\$63,045.87
HOME DEPOT BRC/GECF	\$4,113.66
TRACTOR SUPPLY	\$164.99
WAL-MART COMMUNITY BRC	\$3,639.56
Total	\$72,650.48

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

Program	Contract/C	Cost of	Facility & equipment expenses					Food Expenses				Grants, contracts, & direct assistance				Non personnel expenses						
	onsultant		Services	Goods Sold																		
				Constructio	Equip & Repair/Main	Over	Building/Equip	WX Tools &		Food	Non -Food,	Other Food		Direct	Direct	Events/Mee	Medical/De	Office/Teac	Other/Maint	Postage &	Telephone	WX
	Contract	Ship Store	n Rehab &	\$5000.00	t for			Total	Nutrition	Nutrition	Expense	Total	Assistance	Assistance	Total	ting	ntal	hing	Supplies	Supplies	& Internet	Materials
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration					\$27.02		\$27.02			\$457.85	\$457.85			\$0.00			\$3,383.16	\$41.98		\$277.38		
Apartments					\$1,978.22		\$1,978.22				\$0.00			\$0.00								
Community Services							\$0.00				\$0.00			\$0.00					\$113.91			
Early Head Start Child Care							\$0.00				\$0.00			\$0.00		\$207.35	\$66.82	\$81.52				
Early Learning Centers							\$0.00		\$27.41	\$620.48	\$647.89			\$0.00			\$1,345.85					
Head Start							\$0.00	\$75.96	\$46.02	\$372.95	\$494.93			\$0.00		\$398.74	\$1,498.91	\$156.77				
Healthy Start							\$0.00				\$0.00			\$0.00			\$164.93					
Housing			\$1,891.06		\$0.00		\$1,891.06				\$0.00			\$0.00								
Mentoring							\$0.00				\$0.00			\$0.00	\$445.83							
Safe Place Healing Hearts							\$0.00				\$0.00		\$388.10	\$388.10			\$388.50			\$155.84		
Second Chance							\$0.00				\$0.00			\$0.00								
State Park Operations		\$981.18			\$705.53		\$705.53				\$0.00			\$0.00			\$38.50	\$2,520.29		\$1,817.08		
Strong Fathers Program							\$0.00			\$632.46	\$632.46			\$0.00								
TMA							\$0.00				\$0.00			\$0.00								
TRANSIT							\$0.00				\$0.00			\$0.00								
Tri-CORPS							\$0.00				\$0.00			\$0.00			\$9.87					
Weatherization	\$295.00					\$750.00	\$750.00				\$0.00			\$0.00							\$709.85	
WRO							\$0.00		\$145.17	\$553.20	\$698.37			\$0.00	\$538.02				\$3,336.10	\$8.00		
Youth Build				\$34.00			\$34.00				\$0.00	\$133.64		\$133.64				\$36.40	\$5.58			
- Unassigned -							\$0.00				\$0.00			\$0.00								
Total	\$295.00	\$981.18	\$1,891.06	\$34.00	\$2,710.77	\$750.00	\$5,385.83	\$75.96	\$218.60	\$2,636.94	\$2,931.50	\$133.64	\$388.10	\$521.74	\$983.85	\$606.09	\$6,896.54	\$2,950.87	\$3,341.68	\$2,258.30	\$709.85	

Other Expense										Travel & meetings expenses				Total
Total	Advertising & Community Sponsorships	Computer & Software Related Expenses	Fees/Dues	Fundraising Expense	Incentive Expense	Other Expenses	Recognition	Training & TTA	Total	Fuel Cost	Out of Area Travel	Vehicle Repair & Maint	Total	Amount
Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
\$3,702.52		\$2,077.24	(\$1,203.20)				\$152.59		\$1,026.63		\$398.26		\$398.26	\$5,612.28
\$0.00									\$0.00				\$0.00	\$1,978.22
\$113.91					\$3,371.96			\$110.00	\$3,481.96		\$683.70		\$683.70	\$4,279.57
\$355.69			\$1,750.99					\$1,639.91	\$3,390.90		\$1,089.92		\$1,089.92	\$4,836.51
\$1,345.85			\$90.25					\$64.00	\$154.25				\$0.00	\$2,147.99
\$2,054.42			\$1,077.65		\$400.00	\$198.00		\$4,396.86	\$6,072.51				\$0.00	\$8,621.86
\$164.93					\$2,980.94			\$1,523.11	\$4,504.05				\$0.00	\$4,668.98
\$0.00			\$116.53						\$116.53			\$181.00	\$181.00	\$2,188.59
\$445.83									\$0.00				\$0.00	\$445.83
\$544.34									\$0.00				\$0.00	\$932.44
\$0.00						\$476.43			\$476.43		\$506.70		\$506.70	\$983.13
\$4,375.87	\$62.08		\$486.56	\$729.88		\$88.37			\$1,366.89				\$0.00	\$7,429.47
\$0.00	\$36.40				\$2,850.00				\$2,886.40				\$0.00	\$3,518.86
\$0.00		\$95.94							\$95.94		\$4,978.25		\$4,978.25	\$5,074.19
\$0.00			\$80.00					\$400.00	\$480.00				\$0.00	\$480.00
\$9.87	\$139.50							\$1,275.00	\$1,414.50				\$0.00	\$1,424.37
\$709.85			\$308.80						\$308.80	\$104.40			\$104.40	\$2,168.05
\$3,882.12	\$4,316.32	\$219.90				\$792.25			\$5,328.47		\$3,275.71		\$3,275.71	\$13,184.67
\$41.98				\$149.37		\$88.07		\$773.81	\$1,011.25		\$1,219.80		\$1,219.80	\$2,440.67
\$0.00				\$234.80					\$234.80				\$0.00	\$234.80
\$17,747.18	\$4,554.30	\$2,393.08	\$2,707.58	\$1,114.05	\$9,602.90	\$1,643.12	\$152.59	\$10,182.69	\$32,350.31	\$104.40	\$12,152.34	\$181.00	\$12,437.74	\$72,650.48

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

HS 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$899,833.00	\$249,524.47	\$650,308.53	27.73%
4200 - Miscellaneous Revenue	\$0.00	\$4,622.80	(\$4,622.80)	0.00%
4500 - Federal Revenue	\$3,592,315.00	\$1,372,563.00	\$2,219,752.00	38.21%
Total - Income	\$4,492,148.00	\$1,626,710.27	\$2,865,437.73	36.21%
Gross Profit	\$4,492,148.00	\$1,626,710.27	\$2,865,437.73	36.21%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,190,433.24	\$704,028.27	\$1,486,404.97	32.14%
7230 - Pension plan contributions	\$206,265.12	\$51,215.55	\$155,049.57	24.83%
7240 - Employee benefits - not pension	\$176,022.13	\$118,340.45	\$57,681.68	67.23%
7250 - Payroll taxes, etc.	\$220,091.66	\$57,395.70	\$162,695.96	26.08%
Total - 7200 - Salaries & related expenses	\$2,792,812.15	\$930,979.97	\$1,861,832.18	33.33%
7300 - Indirect Cost Pool Expense	\$538,441.00	\$185,782.99	\$352,658.01	34.50%
7500 - Contract/Consultant Services	\$46,700.00	\$13,019.06	\$33,680.94	27.88%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$14,500.00	\$25,377.55	(\$10,877.55)	175.02%
8120 - Other/Maint Supplies	\$0.00	\$6,146.41	(\$6,146.41)	0.00%
8130 - Telephone & Internet	\$10,500.00	\$24,565.23	(\$14,065.23)	233.95%
8140 - Postage & shipping	\$160.00	\$203.20	(\$43.20)	127.00%
8150 - Medical/Dental Supplies	\$0.00	\$2,365.32	(\$2,365.32)	0.00%
8170 - Printing & copying	\$1,080.00	\$4,154.44	(\$3,074.44)	384.67%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$27,240.00	\$62,812.15	(\$35,572.15)	230.59%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$9,997.80	\$1,618.89	\$8,378.91	16.19%
8220 - Electric	\$14,750.00	\$15,507.68	(\$757.68)	105.14%
8225 - Water	\$5,500.00	\$2,928.92	\$2,571.08	53.25%
8230 - Trash	\$2,000.00	\$3,706.86	(\$1,706.86)	185.34%
8235 - Sewer	\$2,000.00	\$2,405.17	(\$405.17)	120.26%
8240 - Natural Gas	\$2,000.00	\$1,389.01	\$610.99	69.45%
8260 - Repair/Maint for Building/Equip	\$14,918.40	\$18,424.43	(\$3,506.03)	123.50%
Total - 8200 - Facility & equipment expenses	\$51,166.20	\$45,980.96	\$5,185.24	89.87%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$10,980.14	(\$980.14)	109.80%
8320 - Out of Area Travel	\$3,659.65	\$0.00	\$3,659.65	0.00%
8330 - Fuel Cost	\$0.00	\$1,246.52	(\$1,246.52)	0.00%
8335 - Vehicle Repair & Maint	\$2,865.00	\$4.39	\$2,860.61	0.15%
8340 - Child Transportation Exp	\$0.00	\$1,480.97	(\$1,480.97)	0.00%
Total - 8300 - Travel & meetings expenses	\$16,524.65	\$13,712.02	\$2,812.63	82.98%
8400 - Insurance Expense	\$24,675.00	\$71,070.23	(\$46,395.23)	288.03%
8700 - Food Expenses	\$46,800.00	\$71,807.87	(\$25,007.87)	153.44%
8800 - In-Kind Expenses	\$899,833.00	\$249,524.47	\$650,308.53	27.73%
Total - Expense	\$4,444,192.00	\$1,644,689.72	\$2,799,502.28	37.01%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$615.68	(\$615.68)	0.00%
8530 - Fees/Dues	\$5,000.00	\$196.36	\$4,803.64	3.93%
8540 - Training & TTA	\$39,956.00	\$18,829.95	\$21,126.05	47.13%
8560 - Computer & Software Related Expenses	\$0.00	\$35,022.77	(\$35,022.77)	0.00%
8570 - Advertising & Community Sponsorships	\$2,000.00	\$3,495.22	(\$1,495.22)	174.76%
8590 - Other Expenses	\$1,000.00	\$86.91	\$913.09	8.69%
Total - 8500 - Other Expense	\$47,956.00	\$58,246.89	(\$10,290.89)	121.46%
Total - Other Expense	\$47,956.00	\$58,246.89	(\$10,290.89)	121.46%
Net Income	\$0.00	(\$76,226.34)	\$76,226.34	0.00%

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

EHS 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$253,800.00	\$34,082.44	\$219,717.56	13.43%
4500 - Federal Revenue	\$1,022,216.00	\$398,206.00	\$624,010.00	38.96%
Total - Income	\$1,276,016.00	\$432,288.44	\$843,727.56	33.88%
Gross Profit	\$1,276,016.00	\$432,288.44	\$843,727.56	33.88%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$559,106.00	\$218,808.59	\$340,297.41	39.14%
7230 - Pension plan contributions	\$52,334.65	\$11,190.59	\$41,144.06	21.38%
7240 - Employee benefits - not pension	\$72,191.97	\$37,157.38	\$35,034.59	51.47%
7250 - Payroll taxes, etc.	\$55,863.38	\$18,100.91	\$37,762.47	32.40%
Total - 7200 - Salaries & related expenses	\$739,496.00	\$285,257.47	\$454,238.53	38.57%
7300 - Indirect Cost Pool Expense	\$140,843.00	\$57,816.69	\$83,026.31	41.05%
7500 - Contract/Consultant Services	\$2,500.00	\$2,155.16	\$344.84	86.21%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$31,840.00	\$10,740.03	\$21,099.97	33.73%
8120 - Other/Maint Supplies	\$0.00	\$2,034.42	(\$2,034.42)	0.00%
8130 - Telephone & Internet	\$13,400.00	\$3,842.56	\$9,557.44	28.68%
8140 - Postage & shipping	\$500.00	\$43.85	\$456.15	8.77%
8150 - Medical/Dental Supplies	\$0.00	\$899.45	(\$899.45)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$51.90	(\$51.90)	0.00%
8170 - Printing & copying	\$500.00	\$1,196.86	(\$696.86)	239.37%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$48,740.00	\$18,809.07	\$29,930.93	38.59%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$183.11	(\$183.11)	0.00%
8220 - Electric	\$8,000.00	\$3,598.90	\$4,401.10	44.99%
8225 - Water	\$1,000.00	\$914.71	\$85.29	91.47%
8230 - Trash	\$1,000.00	\$968.44	\$31.56	96.84%
8235 - Sewer	\$1,000.00	\$670.99	\$329.01	67.10%
8240 - Natural Gas	\$100.00	\$745.34	(\$645.34)	745.34%
8260 - Repair/Maint for Building/Equip	\$4,000.00	\$5,390.83	(\$1,390.83)	134.77%
Total - 8200 - Facility & equipment expenses	\$15,100.00	\$12,472.32	\$2,627.68	82.60%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,000.00	\$1,316.15	\$3,683.85	26.32%
8320 - Out of Area Travel	\$3,400.00	\$0.00	\$3,400.00	0.00%
8330 - Fuel Cost	\$0.00	\$450.50	(\$450.50)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$0.94	(\$0.94)	0.00%
Total - 8300 - Travel & meetings expenses	\$8,400.00	\$1,767.59	\$6,632.41	21.04%
8400 - Insurance Expense	\$13,500.00	\$19,088.77	(\$5,588.77)	141.40%
8700 - Food Expenses	\$18,837.00	\$11,561.92	\$7,275.08	61.38%
8800 - In-Kind Expenses	\$253,800.00	\$34,082.44	\$219,717.56	13.43%
Total - Expense	\$1,241,216.00	\$443,011.43	\$798,204.57	35.69%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$163.54	(\$163.54)	0.00%
8530 - Fees/Dues	\$3,000.00	\$1,919.16	\$1,080.84	63.97%
8540 - Training & TTA	\$19,304.00	\$7,785.38	\$11,518.62	40.33%
8560 - Computer & Software Related Expenses	\$0.00	\$10,756.94	(\$10,756.94)	0.00%
8570 - Advertising & Community Sponsorships	\$1,000.00	\$886.72	\$113.28	88.67%
8590 - Other Expenses	\$11,496.00	\$0.00	\$11,496.00	0.00%
Total - 8500 - Other Expense	\$34,800.00	\$21,511.74	\$13,288.26	61.82%
Total - Other Expense	\$34,800.00	\$21,511.74	\$13,288.26	61.82%
Net Income	\$0.00	(\$32,234.73)	\$32,234.73	0.00%

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

EHSCC 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$103,115.00	\$5,561.54	\$97,553.46	5.39%
4500 - Federal Revenue	\$2,267,831.00	\$1,571,444.00	\$696,387.00	69.29%
Total - Income	\$2,370,946.00	\$1,577,005.54	\$793,940.46	66.51%
Gross Profit	\$2,370,946.00	\$1,577,005.54	\$793,940.46	66.51%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$487,412.00	\$449,127.22	\$38,284.78	92.15%
7230 - Pension plan contributions	\$48,741.00	\$40,583.66	\$8,157.34	83.26%
7240 - Employee benefits - not pension	\$65,279.00	\$79,399.45	(\$14,120.45)	121.63%
7250 - Payroll taxes, etc.	\$41,674.00	\$35,369.64	\$6,304.36	84.87%
Total - 7200 - Salaries & related expenses	\$643,106.00	\$604,479.97	\$38,626.03	93.99%
7300 - Indirect Cost Pool Expense				
7500 - Contract/Consultant Services	\$128,189.00	\$118,276.99	\$9,912.01	92.27%
7500 - Contract/Consultant Services				
7540 - Professional Services	\$8,000.00	\$0.00	\$8,000.00	0.00%
7550 - Contract Services	\$15,840.00	\$5,350.41	\$10,489.59	33.78%
7560 - Partner Contracts	\$1,030,236.00	\$580,526.13	\$449,709.87	56.35%
Total - 7500 - Contract/Consultant Services	\$1,054,076.00	\$585,876.54	\$468,199.46	55.58%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$56,000.00	\$36,109.32	\$19,890.68	64.48%
8120 - Other/Maint Supplies	\$0.00	\$8,083.04	(\$8,083.04)	0.00%
8130 - Telephone & Internet	\$9,000.00	\$3,479.52	\$5,520.48	38.66%
8140 - Postage & shipping	\$1,000.00	\$132.71	\$867.29	13.27%
8150 - Medical/Dental Supplies	\$2,000.00	\$2,788.39	(\$788.39)	139.42%
8170 - Printing & copying	\$7,000.00	\$3,264.81	\$3,735.19	46.64%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$77,000.00	\$53,857.79	\$23,142.21	69.95%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$493.40	(\$493.40)	0.00%
8220 - Electric	\$4,400.00	\$2,349.52	\$2,050.48	53.40%
8225 - Water	\$400.00	\$880.45	(\$480.45)	220.11%
8230 - Trash	\$100.00	\$562.64	(\$462.64)	562.64%
8235 - Sewer	\$400.00	\$783.26	(\$383.26)	195.82%
8240 - Natural Gas	\$100.00	\$576.00	(\$476.00)	576.00%
8260 - Repair/Maint for Building/Equip	\$45,000.00	\$20,568.91	\$24,431.09	45.71%
Total - 8200 - Facility & equipment expenses	\$50,400.00	\$26,214.18	\$24,185.82	52.01%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$7,500.00	\$7,569.24	(\$69.24)	100.92%
8320 - Out of Area Travel	\$5,000.00	\$1,941.80	\$3,058.20	38.84%
8330 - Fuel Cost	\$2,500.00	\$1,627.70	\$872.30	65.11%
8335 - Vehicle Repair & Maint	\$2,500.00	\$140.50	\$2,359.50	5.62%
Total - 8300 - Travel & meetings expenses	\$17,500.00	\$11,279.24	\$6,220.76	64.45%
8400 - Insurance Expense	\$6,000.00	\$24,999.25	(\$18,999.25)	416.65%
8700 - Food Expenses	\$6,000.00	\$202.02	\$5,797.98	3.37%
8800 - In-Kind Expenses	\$103,115.00	\$5,561.54	\$97,553.46	5.39%
Total - Expense	\$2,085,386.00	\$1,430,747.52	\$654,638.48	68.61%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$9,150.00	\$38.48	\$9,111.52	0.42%
8530 - Fees/Dues	\$1,500.00	\$1,932.12	(\$432.12)	128.81%
8540 - Training & TTA	\$42,863.00	\$27,834.15	\$15,028.85	64.94%
8560 - Computer & Software Related Expenses	\$26,000.00	\$20,867.09	\$5,132.91	80.26%
8570 - Advertising & Community Sponsorships	\$7,000.00	\$5,466.40	\$1,533.60	78.09%
8590 - Other Expenses	\$3,000.00	\$0.00	\$3,000.00	0.00%
8595 - Subsidy Expense	\$196,047.00	\$213,995.10	(\$17,948.10)	109.15%
Total - 8500 - Other Expense	\$285,560.00	\$270,133.34	\$15,426.66	94.60%
Total - Other Expense	\$285,560.00	\$270,133.34	\$15,426.66	94.60%
Net Income	\$0.00	(\$123,875.32)	\$123,875.32	0.00%

Funding Entity: NeighborWorks® America

Funding Opportunity: FY25 National NeighborWorks® Week June 7th - June 14th, 2025)

Project: Social Media Campaign and Email Marketing

Funding Amount: \$1,000

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

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

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

LIFT CAA is requesting Board Approval to request funds from NeighborWorks America in the amount of \$1,000 to conduct two activities during NeighborWorks® Week.

Activity One-Social Media Campaign: LIFT CAA will engage in a Social Media campaign utilizing Facebook and Twitter and the NWW hashtag to increase awareness about the NeighborWorks philosophy and the partnership between LIFT and NeighborWorks America. This activity will occur throughout the entire week of June 7th through June 14th, 2025.

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

[Skip to main content](#)

Select Language ▼

Powered by Google Translate

 Apply

PFF2025

Enter Code

LIFT Community Action Agency, Inc.

 If you have been provided with an Access Code, you may enter it in the box at the top of the page.

 Quick Search

✕

2025 Potts Family Foundation Grant Cycle Accepting Submissions from 04/03/2025 to 05/01/2025

Apply

Background

The Potts Family Foundation is passionate about improving conditions for Oklahoma's children. While all children and families benefit from early and proven investments in developmental programs, studies have proven that children in lower socio-economic households benefit the most. Sadly, Oklahoma has a relatively high percentage of children living in poverty (24%). Families who live in these conditions face many obstacles to being able to provide safe, stable, and nurturing environments.

Our response is to create a nonpartisan coalition of impassioned organizations that are focused on the critically important issues that can help eliminate the conditions that are impairing our young children. We have neuroscientists, Nobel Prize-winning economists, and evidence-based research spanning decades on our side, and we need YOU now more than ever.

Our Mission: We provide support for sustainable early childhood initiatives and nonprofit capacity building.

Our Vision: We envision an Oklahoma where every community maximizes its assets, and every child and family thrive.

Grant Information

Over the past decade, PFF has disbursed more than \$2.5 million across Oklahoma. Our grants committee is comprised of board members and community leaders who review applications from nonprofits to determine how much to allocate based upon how well the organization supports PFF's mission. Grants will help fund the initial phase of projects with the potential for measurable systemic change. Projects should include a novel or innovative and collaborative approach to address one or more of the following areas:

1. Affordable, high-quality childcare and early learning environments

2. Evidence-based family support services
3. Development of child, family, and/or community resilience
4. Early relational health
5. Prevention and mitigation of adverse childhood experiences

Incorporating the above into an existing program could be considered for funding. However, **applications to expand or maintain existing programs will not be considered.** Evidence of incorporating existing community resources through collaboration will be viewed as a strength of any proposal. Below are descriptions of these areas, and more can be found on our website. **Additionally, grants will focus on low-income children (pre-birth to five) in Oklahoma and cannot be used for non-charitable purposes and/or administrative costs.**

High-Quality Child Care

A lack of affordable, quality child care effects out future workforce. Brain research has shown that, from the first moments of life through the early years, a child's brain is laying the foundation for all future learning and resiliency through consistent, responsive interaction with a warm caregiver.

Early Learning

Literacy and numeracy are important because they form the basis of our learning. They are required to learn other skills, as well as for participation in everyday life. Literacy and numeracy skills underpin workforce participation, productivity and the broader economy, and can also impact on social and health outcomes. Research shows that a strong social and emotional foundation in early childhood powerfully impacts children's later positive attitudes and behaviors, academic performance, career path, and adult health outcomes.

Family Support

Recognizing the connection between child and family well-being and future success, we believe in a two-generation approach to address the needs of families as a whole. By simultaneously equipping parents and kids with the tools they need to thrive while removing the obstacles in their way, we can create the best avenues for success.

Raising Resilient Oklahomans

Toxic stress is the chronic activation of a psychological response to stressors when there is no buffering protection, or support. The Adverse Childhood Experiences (ACEs) study and subsequent related research quantified the physiological effects of toxic stress/trauma caused by ACEs. The documentary film Resilience: The Biology of Stress & the Science of Hope contains a wealth of information about how developing bodies and brains respond to chronic stress and offers steps everyone can take to promote resilience in children. The evidence-based ACE Interface Self-Healing Communities model will help build the capacity of local coalitions to transform the culture and inspire creative and powerful solutions for building healthy, thriving communities.

Preventive Health Care

Developmental and biological disruptions during the prenatal period and earliest years of the child's life may result in weakened immune systems, vulnerabilities to later health impairments and altered brain architecture. Every system that touches the life of a child – as well as a mother's before and during the pregnancy – provides the opportunities to apply this scientific knowledge of the origins of health, learning and behavior across multiple sectors.

Deadlines and Key Dates

- **Step 1 - Application.** Grant applications are due by midnight on **May 1**.
- **Step 2 - Grant Scoring.** Our grants committee will review applications by late May, awarding up to \$115,000 in total to selected recipients, split variously. Awards will then be sent to the full board for approval.
- **Step 3 - Notification.** Organizations will be notified **summer 2025 (ideally June)**. Awards may be made for less than the requested amount.

 Preview

Funding Entity: Walmart Spark Good Local Grant Program
Walmart Facility: Broken Bow Store
Amount Requested: \$5,000

LIFT CAA's Broken Bow Early Learning Center Daycare is seeking the Board's approval to submit an application to the WalMart facility located in Broken Bow, Oklahoma for the "Walmart Spark Good Local Grant Program." Through this opportunity, the BBELC Daycare is requesting a local grant in the amount of \$5,000 to make upgrades to the playground used by the 0-3 year old children at this facility.

Walmart's local grant amounts range from \$250 to the maximum grant of \$5,000. There are three opportunities throughout the year to make an application for local funding.

Eligible Entities/Use of funds

- Funds must benefit the facility's service area:
- Organizations applying must meet one of following criteria:
 - An organization holding a current tax-exempt status as a public charity under Section 501(c)(3) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States, classified as a public charity under Section 509(a)(1), (2) or (3) (Types I or II); and Deed verified.
 - A recognized government entity: state, county or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes and Deed verified.
 - A K-12 public or nonprofit private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large, such as food pantries, soup kitchens and clothing closets and Deed verified.

If selected for an award, the Walmart funds will be leveraged with other funding to make the following upgrades: Removal of a tree, tree stump and roots; installation of a pour-in-place playground surface and shade structure.

Funding Entity: Walmart Spark Good Local Grant Program
Walmart Facility: Idabel Store
Amount Requested: \$5,000

LIFT CAA's Broken Bow Early Learning Center Daycare is seeking the Board's approval to submit an application to the WalMart facility located in Idabel, Oklahoma for the "Walmart Spark Good Local Grant Program." Through this opportunity, the BBELC Daycare is requesting a local grant in the amount of \$5,000 to make upgrades to the playground used by the 0-3 year old children at this facility.

Walmart's local grant amounts range from \$250 to the maximum grant of \$5,000. There are three opportunities throughout the year to make an application for local funding.

Eligible Entities/Use of funds

- Funds must benefit the facility's service area:
- Organizations applying must meet one of following criteria:
 - An organization holding a current tax-exempt status as a public charity under Section 501(c)(3) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States, classified as a public charity under Section 509(a)(1), (2) or (3) (Types I or II); and Deed verified.
 - A recognized government entity: state, county or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes and Deed verified.
 - A K-12 public or nonprofit private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large, such as food pantries, soup kitchens and clothing closets and Deed verified.

If selected for an award, the Walmart funds will be leveraged with other funding to make the following upgrades: Removal of a tree, tree stump and roots; installation of a pour-in-place playground surface and shade structure.

Funding Entity: Health Resources and Services Administration

Funding Opportunity: Rural Communities Opioid Response Program – Pathways

Amount Requested: \$1,200,000

Application Due Date: April 14, 2025

LIFT Community Action Agency, Inc. is requesting the Board of Director's approval to submit an application to the Health Resources and Services Administration in the amount of \$1,200,000. This application is for the Rural Communities Opioid Response Program-Pathways Opportunity. The goal of this program is to: *“Support rural youth through developing pathway programs to behavioral health careers and engaging youth to address behavioral health challenges among their peer groups”*

The purpose of RCORP-Pathways is to create **innovative new youth-focused, peer-driven behavioral health care support programs, while also offering career pathway opportunities in rural communities. Through these efforts, RCORP-Pathways will ultimately support improved health care in rural areas.**

LIFT's proposal involves the creation of a youth-driven program designed to strengthen behavioral health outcomes in Choctaw, McCurtain and Pushmataha Counties. This will be accomplished by equipping middle and high school students with the skills, knowledge, and support systems needed to identify mental health challenges among peers and lead solution-oriented initiatives. Another component of the program will be to create pathways to introduce youth to behavioral health careers and facilitate admittance into formalized training programs. Youth will be trained in leadership development, Teen Mental Health First Aid (tMHFA) and peer-to-peer mentoring. These trainings help youth to identify mental health and substance use issues among their friends, how to respond with care and confidence, and how to connect peers with trusted adults and resources. During the planning phase (Year 1) Twenty-five youth will be trained in both leadership and tMHFA and will create the Youth Behavioral Health Advisory Council. This council will work with the Network organizations and youth across the target area to design and implement all project activities. During the three-year period of performance, among the objectives to be met will be: 75 youth will be trained in tMHFA and Leadership (25 each year of the project) 200 youth will complete career assessments; Twelve youth will enroll in a formal training program within behavioral health and receive \$1,500 scholarships; Three large-scale Youth Summit/Conferences and six community awareness events will be held with a combined total of 500 youth attending; the Network will increase 100% from 4 to 8 organizations; Four Safe Spaces will be created for youth where mentoring, planning and other activities can occur; 25 youth will engage in job-shadowing, internships or other formal types of training; 30 individuals will become Certified Instructors of Youth and tMHFA; The program will be sustained by a growing Network whose representatives will continue to train youth and integrate the program into their ongoing services.

Funding Entity: USDA/Rural Development-Rural Development
Funding Opportunity: Community Facility Grants/Loans Program
Amount Requested: \$41,250 Grant
Project: Broken Bow Early Learning Center Playground Upgrade

USDA/RD's Community Facilities Direct Loan and Grant program provides affordable funding for essential community facilities in rural areas. Examples include health care facilities, daycares, and public safety facilities such as fire departments.

Who May Apply: Eligible borrowers include: • Local and Tribal governments and their affiliated organizations • Community-based nonprofits • Federally recognized Tribes

Use of Funds: You can use funds to purchase, build or improve essential community facilities, and to buy equipment and pay approved project expenses. Additional examples of essential community facilities include: • Child care centers • Libraries and educational facilities • Facilities and equipment that support distance learning and telehealth • Food banks and greenhouses

How Are Applications Made: Rural Development staff work with representatives of eligible organizations to discuss a community's needs and the services available from Rural Development and other agencies within the U.S. Department of Agriculture. Field staff provide application materials and current program information, and assist in the preparation of the Community Facilities application.

LIFT Community Action Agency, Inc. is requesting the Board's approval to submit an application to USDA in the amount of \$41,250 for a Community Facility Grant. This funding opportunity will require a 45% match of the total project cost of approximately \$75,000. The matching funds will be a combination of in-kind and cash from non-federal resources. The combined funds will be used to upgrade the outdoor playground at the BBELC daycare. This playground is used by children ages 0-3 years. The specific activities include:

- Removal of tree, tree trunk and roots.
- Site work/Installation of pour-in-place impact material
- Installation of shade structure

The USDA/Community Facilities Loan and Grant Program Opportunity is open year-round and applications are reviewed upon receipt.

LIFT Community Action, Inc.

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

FAIN #: 2501OKCOSR

UEI #: 0

FEI #:

730772321

**CONTRACT - MODIFICATION
PART I
SUMMARY AND SIGNATURES**

Contracting Agency: Oklahoma Department of Commerce
State of Oklahoma (ODOC)

Contractor: LIFT Community Action Agency, Inc.

Contract Title: ODOC Community Services Block Grant

Contract Number: 19612 CSBG 25

Federal Amount: \$116,652.00

Match Amount: \$0

Contract Amount: \$116,652.00

Research and Development: Not R&D Related

Indirect Cost Rate: 28%

Grant Award Amount - This Action: \$116,652.00

Total Committed: \$116,652.00

Total Obligated: \$116,652.00

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
Certification Regarding
Lobbying

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

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

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

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

	Marshall Vogts
Signature of Authorized	Signature of Authorized
Official	ODOC Official
4/8/2025	4/9/2025
Date	Date

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

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$7,000

3rd Quarter Total: \$18,000**CNO Payment Remittance Advice**

From Payer	Choctaw Nation of Oklahoma 1802 Chukka Hina Durant Oklahoma US 74701	Supplier or Party To Payee	LIFT COMMUNITY ACTION AGENCY INC LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST Hugo OK US 74743
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Remittance Detail							
Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB1017002104012025	477 Stabilization Grant 4th YR 3rd QTR 4/25-6/25 4/1/25	04/01/2025	USD	11,000.00	0.00	0.00	11,000.00
AB10170022104012024	477 Stabilization Grant 4th YR 3rd QTR 4/25-6/25 4/1/25	04/01/2025	USD	7,000.00	0.00	0.00	7,000.00
Total					0.00	0.00	18,000.00

From: no-reply-sparkgoodgrants@es.relay.walmart.com <no-reply-sparkgoodgrants@es.relay.walmart.com> on behalf of Spark Good Grants Team <no-reply-sparkgoodgrants@es.relay.walmart.com>
Sent: Saturday, April 19, 2025 4:37 PM
To: Rhonda Teague <rhonda.teague@liftca.org>
Cc: Becky Reynolds <becky.reynolds@liftca.org>
Subject: Spark Good Local Grant to Facility #49 Status Update - Application ID 91904265

Spark Good Local Grant to Facility #49 Status Update – Application ID 91904265

Dear Rhonda,

Congratulations! Your Spark Good Local Grant request to Facility #49 has been approved, and you will be receiving a \$2000 grant.

The grant funds will be sent via electronic payment to the bank account set up with JPM. Please save the payment ID #104103458611246 for future use.

We encourage you to share the positive impact this grant will have on our community. Before moving forward, please review the [Local Grant Recognition Toolkit](#). This provides brand and recognition guidelines agreed upon when applying for the grant as well as helpful tips for acknowledging Walmart or Sam's Club for this grant.

Visit Walmart.com/nonprofits to discover additional ways Spark Good may be able to support your organization.

Once again, **congratulations** on your grant, and thank you for your valuable contributions to the community.

Sincerely,
The Spark Good Team



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

Bank Of America

Item 14
00000045/104
Page 1 of 3

PAY fifty thousand and 00/100

NOT VALID AFTER 180 DAYS

DATE 4/17/2025

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

\$ ***\$50,000.00

VOID

****ACH PAYMENT****

NeighborWorks America

00000045/104

LIFT Community Action Agency, Inc.

4/17/2025

Date	INVOICE	Memo	Orig. Amt.	Amt. Due	Amount
4/17/2025	52756		\$50,000.00	\$50,000.00	\$50,000.00
					\$50,000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

NeighborWorks® America
INVESTMENT AND GRANT FUNDS LETTER
April 17, 2025

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

LIFT COMMUNITY ACTION AGENCY, INC.

Unrestricted Grant Funds provided by this Investment and Grant Letter	\$50,000.00
Restricted Until First Use grant funds provided by this Investment and Grant Letter	\$ 0.00
Restricted Until Donor Release grant funds provided by this Investment and Grant Letter	\$ 0.00
TOTAL	\$50,000.00

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

Definitions.

- a. **“Restricted Until Donor Release”** refers to grant funds held in perpetuity, used in accordance with the eligible purposes outlined at Section III to build assets for the NeighborWorks Organization and the community in which the NeighborWorks Organization operates. These funds are not to be used for non-capitalizable purposes such as paying day-to-day expenses of the NeighborWorks Organization. Under FASB ASU 2016-14, these funds are considered net assets with donor restrictions, invested in perpetuity. Previously, the NeighborWorks America Investment and Grant Agreement referred to these funds as “Permanently Restricted Capital Funds.”
- b. **“Restricted Until First Use”** refers to grant funds that are restricted until used in accordance with an eligible purpose outlined at Section III. These funds are not to be used for non-capitalizable purposes such as paying the day-to-day expenses of the NeighborWorks Organization. Under FASB ASU 2016-14, these funds are considered net assets with donor restrictions, subject to expenditure for a specified purpose (capitalizable real estate or lending activities).
- c. **“Unrestricted Grant Funds”** are unrestricted in nature and used to further the NeighborWorks Organization mission, including non-capitalizable expenses. Under FASB ASU 2016-14, these funds are considered net assets without donor restriction. Previously, the NeighborWorks America Investment and Grant Agreement referred to these funds as “Expendable Grant Funds.”

Federal Award Identification.

- a. NeighborWorks Organization name: LIFT Community Action Agency, Inc.
- b. NeighborWorks Organization PCode: 8251
- c. Resource Opportunity: Network Supplemental Request Internal FY25
- d. Application number(s): R-SUPINT-2025-77316
- e. Award date: April 17, 2025
- f. Amount of federal funds obligated by this Investment and Grant Funds Letter: \$50,000.00

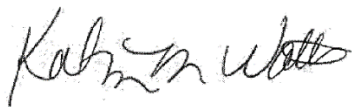
- g. Federal award project description: This grant is an award to carry out community development programming in accordance with the enabling legislation of the Neighborhood Reinvestment Corporation, P.L 95-557.
- h. Funding source: Federal Appropriation
- i. Date of appropriation: March 15, 2025
- j. Federal Public Law Number (PL#) and Name: Public Law # 119-4; Name - US Department of Treasury, NeighborWorks America
- k. Is this award for R&D?: This grant is not awarded for the purpose of Research and Development.
- l. Award type: Fixed amount award (direct and indirect cost rates are not applicable).

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

Acceptance.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathryn Watts', is positioned above the printed name.

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

LIFT Community Action, Inc.

DHS/LIHEAP-2025-LIFT CAA-00007

Contract Part I: 19648 DHS 25

FAIN	UEI #:	FEI #:	730772321
#:2501OKLI	XL9DVU1YD		
EA	GU2		

CONTRACT -
PART I
SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of CommerceState of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	Department of Human Services/Low Income Home Energy Assistance ProgramODOC DHS/LIHEAP Application 2025
Contract Number:	19648 DHS 25
Federal Amount:	\$86,168.11
Match Amount:	
Contract Amount:	\$86,168.11
Research and Development:	Not R&D Related
ODOC Indirect Cost Rate:	31.02
Grantee Indirect Cost Rate:	
Grant Award Amount - This Action:	\$86,168.11
Total Committed:	\$86,168.11
Total Obligated:	\$86,168.11
Source:	Department of Human Services (DHS) Low Income Home Energy Assistance Program (LIHEAP) §2601, et seq., Public Law 97-35. Catalog of Federal Domestic Assistance (CFDA) Number 93.568
Project Funding Period:	April 1, 2025 through March 31, 2026
Federal Award Period:	October 1, 2024 through September 30, 2026
Summary of Project	

Assistance for low income households, particularly those with the lowest incomes that pay a high proportion of household income for home energy, primarily in meeting their immediate home energy needs.

Budget Summary
Total On-Site
Total Labor: Payroll
Total Subcontracted
Total Transportation
Tools and Equipment
Storage
Total Office Expenses
Materials
Insurance

LIFT Community Action, Inc.

DHS/LIHEAP-2025-LIFT CAA-00007**Contract Part I: 19648 DHS 25**

Health and Safety
Program Outreach
Total Administration
Audit
Training/Technical
Assistance

Total Budget \$86,168.11

Submit Requisitions to:
Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73104-3234
Phone Number : 405-815-6552

Issue Payment To:
LIFT Community Action Agency, Inc.
209 North 4th Street
Hugo, OK

AGREEMENT COMPONENTS:

Part I - Summary and Signatures Part II - Terms and
Conditions

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

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

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

Executed by: LIFT Community Action Agency, Inc.

David Hawkins

Signature of Authorized Official

4/23/2025

Date

Executed by: Oklahoma Department of Commerce

Marshall Vogts

Signature of Authorized ODOC Official

4/24/2025

Date



Outlook

Carolyn Watson Rural Oklahoma Community Foundation - Grant Decision

From Oklahoma City Community Foundation <administrator@grantinterface.com>

Date Wed 4/30/2025 11:21 AM

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

Cc p.biera@occf.org <p.biera@occf.org>

 1 attachment (238 KB)

Grantee Media Toolkit_Carolyn Watson FY25.pdf;

Dear Kathy,

On behalf of the Carolyn Watson Rural Oklahoma Community Foundation at the Oklahoma City Community Foundation, we are pleased to inform you that **LIFT Community Action Agency** has been awarded a Community Grant in the amount of **\$30,000.00**.

Next Steps:

- **Your Grant Agreement will be sent separately via DocuSign.** Review it carefully, as approved funding may differ from your original request. Before signing, *ensure that your organization agrees to any special conditions outlined on page 1 of the agreement*. Please submit the signed agreement via the DocuSign portal by **Tuesday, May 13, 2025**.
 - We will process all payments after the deadline above. A check for the awarded amount will be mailed to the address provided in your grant application. You will receive an email notification once your check has been mailed.
- **Promote your grant.** Download the attached **Grantee Media Toolkit**, which includes resources to help you promote your Carolyn Watson grant.

If you have any questions, please feel free to contact me at L.woodward@occf.org | (405) 606-2911 or Patti Biera at p.biera@occf.org | (405) 606-2935.

Thank you for your hard work and commitment to serving others. We look forward to working with you and hearing about the impact of your work!

Sincerely,

Leslie P. Woodward

Community Programs Manager

Oklahoma City Community Foundation

405.606.2911 | Fax: 405.235.5612

1000 N. Broadway Ave. | Oklahoma City, OK 73102

www.occf.org | L.woodward@occf.org



KIAMICHI ECONOMIC DEVELOPMENT DISTRICT OF OKLAHOMA

A Regional Trust Authority of Local Governments

OFFICERS:

Mike Brittingham
Chairman

Jennifer Woods
1st Vice-Chairperson

Jeremy Bullard
2nd Vice-Chairman

Craig Young
Secretary/Treasurer

PROGRAMS:

Area Agency
on Aging
(AAA)

Economic
Development

Geographic
Information
System
(GIS)

Rural Economic
Action Plan
(REAP)

Rural Fire
Defense

Oklahoma
Mobility
Management

Regional
Transportation
Planning
Organization
(RTPO)

April 28, 2025

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

Dear Rebecca Reynolds:

Please find enclosed the Title III Notification of Grant Award (NGA) which reflects State and Federal funds currently available for obligation to your project for the SFY 2026 period.

As a reminder, please review your RFP submitted Project budget to verify the funds awarded match the submitted budgets. Revised budgets (if needed) will be required if award amount is different than RFP budget amounts and should be submitted to the AAA by May 30, 2025 for approval.

Return the enclosed original award document within ten days from the date of this letter, bearing your notarized signature, to indicate your project's acceptance of this award, and its conditions.

Also, be advised that the State and Federal funds obligated to your agency are subject to change. This NGA is based upon available State and Federal funds, and your agency's performance in carrying out its responsibilities under the Older Americans Act.

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

Sincerely,

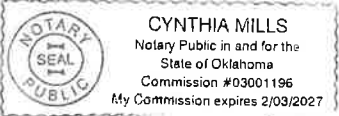
Samantha Humphreys, Director
KEDDO Area Agency on Aging

NOTIFICATION OF GRANT AWARD
OLDER AMERICANS ACT AND/OR N.S.I.P. FUNDS

Name and Address of Project LIFT Community Action Agency 209 North 4th Street Hugo, OK 74743 Phone: 580-326-3351	Name and Address of Grantee LIFT Community Action Agency 209 North 4th Street Hugo, OK 74743 Phone: 580-326-3351	Project Number 34074003-03	Project Year FY 2026																																
		Budget Year: Beginning: 7/1/2025, Ending 6/30/2026																																	
		Approved Project Period: Beginning: 7/1/2025, Ending 6/30/2026																																	
Name and Address of Granting Organization KEDDO 1002 Hwy 2 North Wilburton, OK 74578	Type of Grant Type of or Action ☒ New or Continue [] Revision of earlier award dated: [] Carry-Over [] Supplement																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">FUNDING TYPE</th> <th style="width: 10%;">III-B Social Service</th> <th style="width: 10%;">III-C 1 Congregate Meals</th> <th style="width: 10%;">III-C 2 Home Delivered Meals</th> <th style="width: 10%;">N.S.I.P</th> <th style="width: 10%;">III-E Caregiver</th> <th style="width: 10%;">III-E Health Prevention</th> <th style="width: 10%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td style="text-align: right;">\$6,052.68</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$6,052.68</td> </tr> <tr> <td>State</td> <td style="text-align: right;">\$34,298.49</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$34,298.49</td> </tr> <tr> <td>TOTAL AWARD</td> <td style="text-align: right;">\$40,351.17</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$40,351.17</td> </tr> </tbody> </table>				FUNDING TYPE	III-B Social Service	III-C 1 Congregate Meals	III-C 2 Home Delivered Meals	N.S.I.P	III-E Caregiver	III-E Health Prevention	TOTAL	Federal	\$6,052.68						\$6,052.68	State	\$34,298.49						\$34,298.49	TOTAL AWARD	\$40,351.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,351.17
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TOTAL AWARD	\$40,351.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,351.17																												

Special Conditions:

Federal and State funds are awarded based on availability.

☒ Accept ☐ Decline	R Porter Executive Director Signature	5/5/2025 Date	Cynthia Mills Notary Signature / Date / Stamp
			

Additional terms, information and conditions are included in contract.	Date of Issue 4/28/2025	Authorizing Official Kim Rose, Executive Director KEDDO	Signature Kim Rose
--	---------------------------------------	--	---



Award# 06CH012393-02-03

FAIN# 06CH012393

Federal Award Date: 04/21/2025

Recipient Information**1. Recipient Name**

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

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

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

8. Authorized Official

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

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Mrs. Jessica Cawthorn
Grants Management Officer
jessica.cawthorn@acf.hhs.gov
2147678822

10. Program Official Contact Information

Mrs. Tatia Long
Regional Program Director
Office of Head Start
tatia.long@acf.hhs.gov
2147678825

Federal Award Information**11. Award Number**

06CH012393-02-03

12. Unique Federal Award Identification Number (FAIN)

06CH012393

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

LIFT Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Balance of Funds

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 12/01/2024 - **End Date** 11/30/2025**20. Total Amount of Federal Funds Obligated by this Action** \$2,307,265.00

20a. Direct Cost Amount \$1,963,191.00

20b. Indirect Cost Amount \$344,074.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$2,307,266.00**24. Total Approved Cost Sharing or Matching, where applicable** \$1,153,633.00**25. Total Federal and Non-Federal Approved this Budget Period** \$5,768,164.00**26. Period of Performance Start Date** 12/01/2023 - **End Date** 11/30/2028**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$11,536,328.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mrs. Jessica Cawthorn
Grants Management Officer

30. Remarks



Notice of Award

Award# 06CH012393-02-03

FAIN# 06CH012393

Federal Award Date: 04/21/2025

Recipient Information**Recipient Name**

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

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

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

a. Salaries and Wages	\$2,618,083.00
b. Fringe Benefits	\$876,306.00
c. Total Personnel Costs	\$3,494,389.00
d. Equipment	\$0.00
e. Supplies	\$43,310.00
f. Travel	\$10,386.00
g. Construction	\$0.00
h. Other	\$330,689.00
i. Contractual	\$47,200.00
j. TOTAL DIRECT COSTS	\$3,925,974.00
k. INDIRECT COSTS	\$688,557.00
l. TOTAL APPROVED BUDGET	\$4,614,531.00
m. Federal Share	\$4,614,531.00
n. Non-Federal Share	\$1,153,633.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G064120	06CH01239302	ACFOHS	41.51	93.600	\$19,978.00	75-25-1536
5-G064121	06CH01239302	ACFOHS	41.51	93.600	\$9,652.00	75-25-1536
5-G064122	06CH01239302	ACFOHS	41.51	93.600	\$2,277,635.00	75-25-1536

30. REMARKS (Continued from previous page)

This action awards the balance of funds for Head Start and Early Head Start operations, Head Start training and technical assistance, and Early Head Start training and technical assistance for the 12/01/2024-11/30/2025 budget period.

RESOLUTION

LIFT Community Action Agency, Inc. Community Housing Development Organization Low-Income Input

WHEREAS, the LIFT Community Action Agency, Inc. is a designated Community Housing Development Organization (CHDO), with a vital interest in addressing and improving the housing condition in Choctaw, McCurtain and Pushmataha Counties of Oklahoma; and

WHEREAS, it is the goal of LIFT Community Action Agency, Inc. to seek out advice and input from the beneficiaries of the Agency's housing programs, especially low-income beneficiaries; and

WHEREAS, it is the intention and responsibility of LIFT Community Action Agency, Inc. to comply with the HOME program guidelines as outlined in 24 CFR Part 92 as set forth by the U.S. Department of Housing and Urban Development.

NOW THEREFORE, be it resolved, that the Governing Board of Directors of LIFT Community Action Agency, Inc. hereby adopts **Community Housing Development Organization Low-Income Input Policies** which is attached hereto as "Attachment A" and made a part hereof.

BE IT FURTHER RESOLVED, that LIFT Community Action Agency, Inc., agrees to abide and operate by those guidelines as set forth in CHDO Low-Income Input and the associated policies and processes described in "Attachment A" Establishing a formal process for low-income beneficiaries and potential beneficiaries to advise LIFT Community Action Agency, Inc. in all of its decisions regarding the design, siting, development and management of all HOME-assisted affordable housing projects within the counties of Choctaw, McCurtain and Pushmataha located in Southeast Oklahoma.

ADOPTED this, 13th Day of May, 2025.

LIFT COMMUNITY ACTION AGENCY, INC – CHDO

ATTEST:

David Hawkins, Board Chairman

Rebecca Porter, Executive Director

Revised May 2025

ATTACHMENT “A”

LIFT COMMUNITY ACTION AGENCY, INC. CHDO LOW-INCOME INPUT POLICIES

Policy Purpose: To establish a formal process for low-income beneficiaries to advise LIFT Community Action Agency, Inc. in all of its decisions regarding the design, sitting, development and management of all HOME-assisted affordable housing projects as evidenced by:

Process:

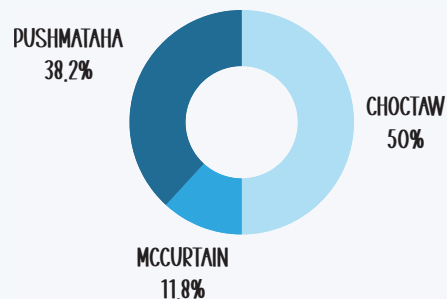
LIFT COMMUNITY ACTION AGENCY, INC./CHDO WILL:

- Hold in-person and/or virtual public input sessions annually with meeting access available at LIFT Community Action Agency, Inc. sites in Choctaw, McCurtain and Pushmataha Counties of Southeast Oklahoma, unless otherwise prohibited to:
 1. Educate the community, especially low-income beneficiaries, and potential beneficiaries about the HOME program and allowable, expected, anticipated and existing HOME-assisted affordable housing projects.
 2. Provide a platform for low-income beneficiaries and potential beneficiaries to advise the agency on the design, sitting, development and management of all HOME-assisted affordable housing projects.
- Recruit and encourage participation from the low-income community which will be accomplished by implementing the following strategies:
 1. Personal contact (via mailed invitations) made to identified low-income families that are on file on the agency’s waiting lists for programs (i.e., Weatherization, Head Start, Early Head Start, Early Head Start-Child Care and any/all other internal programs).
 2. Advertisement of input sessions utilizing posters, handouts, etc. at targeted locations utilized by low-income individuals and families including, but not limited to: area Nutrition Centers, Food Banks, local DHS offices, Health Departments, Choctaw Nation Social Service Centers and LIFT CAA, Inc. office locations.
 3. Marketing of input sessions utilizing area newspapers, web page, radio ads, social media, flyers and/or brochures.
- Provide for sufficient notice and access to meeting:
 1. Marketing and recruitment activities to begin no less than two weeks prior to each scheduled input session.
 2. Hold two separate meetings in person and/or virtually to reduce travel burden and encourage attendance with input surveys available digitally and paper form for convenience.
 3. Meetings will be held in person and/or via online platform with meeting access available at LIFT CAA, Inc. sites in Choctaw, McCurtain and Pushmataha Counties, unless otherwise prohibited.
 4. Ensure all marketing and recruitment materials include pertinent information (i.e., time, address, contact (telephone and email) for obtaining additional information.

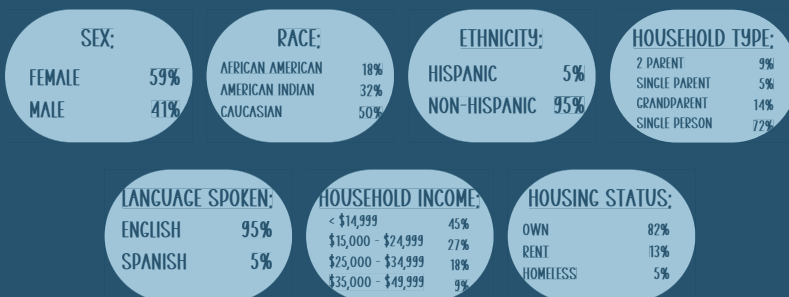


2024 CHDO Survey Results

Surveys were mailed to residents in Choctaw, McCurtain, and Pushmataha Counties who indicated their annual household income was at or below 100% of the Federal Poverty Level (FPL). The results will be analyzed and used to identify potential improvements for the next housing development.



DEMOGRAPHICS:



PRIORITIZED NEEDS:



CHALLENGES:

- AFFORDABILITY
- AVAILABILITY
- LACK OF STOCK
- DISCRIMINATION

AWARE OF CHDO:

YES	73%
NO	27%

BENEFITED FROM CHDO:

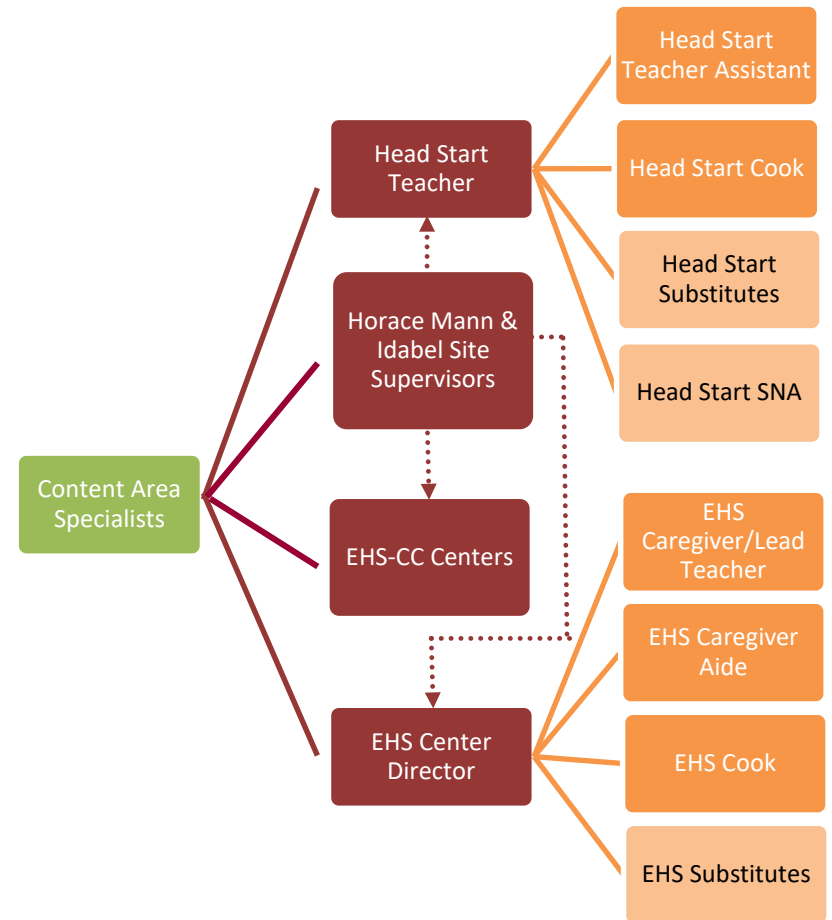
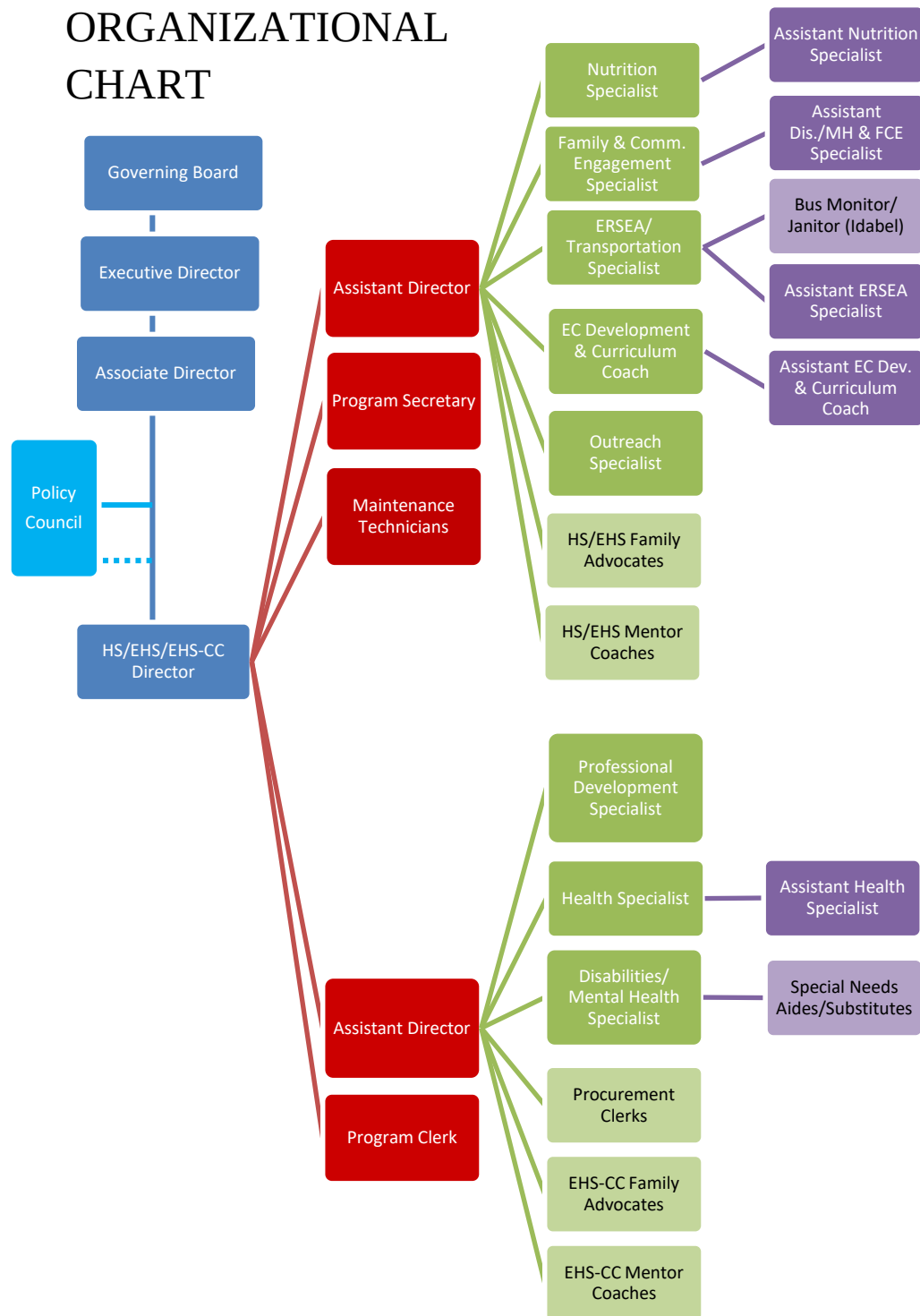
YES	50%
NO	50%

110 SURVEYS
COLLECTED

PRIORITIES REQUESTED:

- WHEELCHAIR ACCESSIBLE
- WALK IN SHOWERS FOR SENIORS
- CLOSE PROXIMITY TO AMENITIES

LIFT HS/EHS/EHS-CC ORGANIZATIONAL CHART



*Revised 1/15/2025

Training and Technical Assistance Plan
Early Head Start-Child Care Partnership Program
 LIFT Community Action Agency, Inc.
 August 1, 2025 – July 31, 2026

Partnership Staff Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
All Areas	Partnership staff will receive training related to Education, Child Abuse Awareness, Nutrition, and other prevalent topics relating to their field.	All Specialists	October 2025	\$3,000	Partnership staff will refresh their knowledge of program requirements and have the opportunity to engage with management staff for one-on-one questions.	Ongoing monitoring by Specialists, monthly reporting
All Areas	Annual Zero to Three Conference: Take Heart	Conference Trainers	August 2025	\$4,300	Partnership staff will obtain knowledge relating to their field. Due to the conference being held virtually all staff would have the opportunity to attend remotely.	Ongoing monitoring
All Areas	Partnership staff will receive training on ERSEA strategies, Education areas to enhance child outcomes, and other prevalent topics relating to their field.	All Specialists	February 2026	\$3,000	Partnership staff gain enhanced understanding of child outcomes along with the important roles they play in the ERSEA area.	Ongoing monitoring by Specialists, monthly reports, Child Plus tracking, enrollment, child outcomes
All Areas	Partnership staff will receive motivational training relating to their field in early childhood education along with program specific topics.	All Specialists	May 2026	\$3,000	Partnership staff will have a refreshed sense of purpose within their field and feel supported by the program. Partnership staff will see the role they help play in helping children succeed in their futures.	Staff retention, feedback from staff

All Areas	Partnership staff will receive training relating to behavior management within their classrooms. Trainings including but not limited to, Conscious Discipline, as available.	Training Staff	June 2026	\$4,000	Partnership staff will grow their knowledge and skills sets in practicing effective behavior management techniques.	Ongoing monitoring, staff feedback, injury reports, site visits
All Areas	Partnership staff will be presented with information pertaining to HS/EHS Standards as well as all component areas; Education, ERSEA, Disabilities and Mental Health, Professional Development, Nutrition, Health and Safety, and Family and Community Engagement throughout Pre-Service Training. Trainers within the fields of social emotional, behavior, etc. to help prepare staff with tips and tools to use in their classroom.	All Specialists/ Applicable Trainers	June 2026	\$2,000 per day X 4 days \$8,000	Partnership staff will grow their knowledge of HS/EHS Standards and regulations, Licensing requirements, curriculum, ERSEA, Disabilities and Mental Health, Nutrition, Health and Safety, and Family and Community Engagement.	Ongoing monitoring throughout the year by Component Area Specialists
All Areas	Newly hired partnership staff will complete a one-day orientation where Head Start Standards are outlined. Each Specialist will also present their component area overview.	All Specialists	Ongoing	\$650	Partnership staff will be provided clear expectations of program requirements and standards.	Specialists will observe partnership staff during site visits
Staff Education	Partnership staff will be provided with training and necessary materials pertaining to keeping all degrees, credentials, and certifications current.	Professional Development Specialist	Ongoing	\$6,795	Partnership staff will keep education credentials and/or certifications current at all times.	PD Specialist will track and monitor degrees, certifications, and credentials to ensure compliance
Health and Safety	Partnership staff will be provided with CPR/First Aid training as newly hired or as needed to maintain compliance.	Professional Development/ Health Specialist	Ongoing	\$1,000	Partnership staff will ensure CPR/First Aid credentials are current at all time to meet requirements.	PD Specialist/Health Specialist will monitor and track all certifications to remain in compliance at all times
All Areas	Center Directors will be provided with trainings as necessary to comply with	All Specialists/ Contract Trainers	Ongoing	\$1,500	Center Directors will become more knowledgeable on	Center Directors will provide routine

	program requirements and facilitate best practices within performance standards, these can include CLASS, ITERS, PITC DHS Licensing, etc.	as applicable, Conferences as applicable, webinars, online resources			HS/EHS Standards to ensure program compliance as well as any other necessary training to ensure program success.	monitoring; Specialists will monitor compliance during site visits
Education	Partnership staff will receive training on the best practices to implement program curriculum within their classroom. Mentor Coaches will provide information and classroom modeling to help staff put theory to practice.	Education Specialists/ Mentor Coaches	Ongoing	\$3,068	Partnership staff will become more knowledgeable on the use of curriculum in the classroom, the importance of lesson planning, setting and monitoring goals, as well as other various aspects relating to curriculum in the classroom.	Education Specialist will monitor classroom activities when making site visits
Education	Partnership staff will receive training related to using materials to enhance the classroom environment in the educational domains; social emotional, physical, language/literacy, cognitive, and mathematics.	Education Specialists/ Contract Trainers as applicable	Ongoing	\$4,550	Partnership staff will have an increased knowledge base of using materials in the classroom to support educational domains.	Education Specialist will monitor partnership staff incorporating materials into lesson plans

Policy Council and Governing Board Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Administration 1301.2	The Governing Board and Policy Council will receive periodic training (programmatic, regulations, policies/procedures, responsibilities/duties, etc.) through lecture, PowerPoint, handouts and Board training/resource manual.	Director, Assistant Directors, and all Specialists	Monthly	\$0	Governing Board and Policy Council will be able to carry out their program responsibilities effectively.	Self-Assessment, Federal Review

Training and Technical Assistance Total: \$42,863

Community Action Month 2025 Proclamation

WHEREAS, Community Action creates pathways to prosperity by helping hardworking families achieve economic independence rather than keeping them reliant on government assistance; and

WHEREAS, Community Action is built on innovative, responsive, and efficient programs that are uniquely tailored to meet local needs; and

WHEREAS, Community Action delivers high-impact, cost-effective results that generate a significant return on investment for local communities; and

WHEREAS, Community Action invests in private-sector job creation and career training, ensuring that communities grow through free-market solutions; and

WHEREAS, Community Action Agencies are trusted pillars of the community that engage volunteers who donate their time to advance local progress, support working families, and contribute to lasting community success; and

WHEREAS, Community Action programs are both necessary and popular—delivering effective, high-quality assistance that strengthens community resilience and fosters local prosperity; and

NOW, THEREFORE, I David Hawkins, Board Chair of LIFT Community Action Agency, Inc. do hereby proclaim May 2025 as Community Action Month in recognition of the hard work and dedication of all LIFT Community Action Agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of LIFT Community Action Agency, Inc., on this day of May 13th, 2025.

SIGNATURE OF: David Hawkins

LIFT

Community Action Agency, Inc.

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

WHEREAS NeighborWorks Week 2025 celebrates how NeighborWorks America, its network organizations and residents work together to create homes, build stronger communities, and build America; and

WHEREAS NeighborWorks Week highlights the work of local organizations that engage residents, develop partnerships and increase access to safe, stable housing to help individuals and families thrive; and

WHEREAS NeighborWorks Week was first established in 1983 by a U.S. congressional resolution co-sponsored by nearly 250 members of Congress and signed by President Ronald Reagan; and

WHEREAS NeighborWorks Week is a national celebration held annually during the first full week of June, engaging nearly 250 organizations across all 50 states, Washington, D.C., and Puerto Rico in activities that promote housing stability, financial empowerment and community investment; and

WHEREAS LIFT Community Action Agency, Inc., a proud member of the NeighborWorks network, has served the communities of Choctaw, McCurtain and Pushmataha Counties for 57 years, advancing efforts to improve affordable housing, financial well-being and community engagement;

Now, therefore, I, David Hawkins, Board Chairman of LIFT Community Action Agency, Inc., on behalf of the Board of Directors, do hereby proclaim Saturday, June 7, through Saturday, June 14, 2025, as:

NeighborWorks Week

in the counties of Choctaw, McCurtain and Pushmataha County, Oklahoma, USA, and urge all residents to participate in the activities planned by LIFT Community Action Agency, Inc. to celebrate collaboration, resilience and the power of community.

In testimony thereof, I have hereunto set my hand and caused to be affixed the seal of the Agency of LIFT Community Action Agency, Inc., this 13th day of May, 2025

David Hawkins, Board Chairman



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



History of LIFT Community Action Agency, Inc.

In 1964, three separate Community Action Agencies existed in Choctaw, Pushmataha, and McCurtain Counties of Southeast Oklahoma. Research dating back to the reference period reveals that the following Office of Economic Opportunity (OEO) programs were operated by those CAAs: Administration, Emergency Food and Medical, Neighborhood Centers, and Summer and Full Year Head Start programs.

In 1968, these agencies merged in order to better meet the needs of the residents of southeast Oklahoma. The Board of Directors drafted Articles of Incorporation and By-laws for the newly founded “Little Dixie Community Action Agency, Inc.” which included the entirety of all three counties, an area covering more than 4,000 square miles. Southeast Oklahoma, with its mountainous landscape and high precipitation is significantly different from other areas of Oklahoma and other Great Plains States. Climate conditions are more aligned with those in the Deep South States which was the rationale behind the selection of the name “Little Dixie” for the new Community Action Agency.

Little Dixie Community Action Agency, Inc. was incorporated as a Nonprofit Organization on April 4, 1968. The agency’s purpose as stated in its original Articles of Incorporation was “To assist in developing, executing, and coordinating plans and the programs authorized under the Economic Opportunity Act of 1964 and subsequent amendments which may be made to that act, and other Federal, State, and Local laws and programs which will tend to alleviate and eradicate poverty within the area of operation of this agency, exclusively for charitable purposes.”

Fred Tucker was the first Executive Director for Little Dixie CAA and Gail Landreth was the first bookkeeper. These two individuals represented the agency’s entire administrative staff in 1968. Tucker served as executive director for 25 years until his death in 1993. His service to Community Action is honored each year when the Oklahoma Association of Community Action Agencies bestows the Fred Tucker Award for Excellence and Longevity among the State’s Community Action Employees. The agency has had only four additional Executive Directors since Mr. Tucker, which include:

- Bob Yandell (1993-2005)
- Randall Erwin (2005-2008)
- Brenda Needham (2008-2014)
- Rebecca Reynolds (2014 to present).

Throughout its history, Little Dixie CAA has progressively grown, adding new programs and services to meet the needs of the area, especially its most vulnerable populations. In 1971, Little Dixie CAA had an annual budget of \$607,583. Today, the agency’s current budget is close to \$24 million. While the organization has continued to grow and serve individuals in and outside of Oklahoma’s borders, the agency’s former name held less relevance in representing its geographical location.

In early 2019, the agency initiated a re-branding process. The decision to re-brand was a long time in the making, and the product of numerous conversations with agency funders, employees and stakeholders. The agency conducted an extensive review that included internal and external research, as well as engagement of the Board of Directors and staff (via a Re-Branding Committee) to help develop a clearer and more compelling brand architecture/narrative. Part of this long process involved working to identify a new agency name to further strengthen the re-brand. This decision was not taken lightly, as a name can serve as an organization’s blueprint—a foremost element used for judging its character and attributes. LIFT (which stands for “Lifting Individuals for Tomorrow”) was chosen because lifting others up is a core function of the agency. On August 10, 2021, the Board of Directors approved a Resolution to change the agency’s name, and the Amended Not for Profit Certificate of Incorporation for LIFT CAA was approved and filed by the Oklahoma Secretary of State on August 25, 2021. The Board of Directors, agency staffing, facilities, program services, resources provided, and partners all remained the same. In essence, LIFT CAA is the same agency—only with a new name. The new brand is reflective of the agency’s desire to inspire the communities served while encouraging upward mobility.

LIFT Community Action Agency, Inc.

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

Vision: “To free generations of people from poverty.”

Our Core Values Drive Our CHOICES. As an agency, we work to help others as they make choices to improve their quality of life and to determine their destiny for the future.

Compassion: Concern and empathy for others is at the very heart of what we do and why we exist. We focus on achieving the greatest well-being and the highest potential for all of our stakeholders. We value respect, human dignity, and doing the right thing for the right reason. We care for the needs and values of others.

Honesty: We connect with one another and our stakeholders with transparency, dignity and respect. We inspire trust by taking responsibility, and by doing what is right, fair, and ethical. To be truly successful, we must always be open and honest with our stakeholders, partners, and employees.

Optimism: We represent ourselves and the agency in a positive and professional manner at all times. We are considerate of others and maintain an affirmative attitude to ensure great results. We provide our stakeholders with hope and confidence about the future and its outcomes.

Integrity: We treat stakeholders, partners, and fellow employees with respect and kindness. We are thoughtful and decisive in leadership, accountable for our actions, and above all, driven to do the right thing. We encourage and reward teamwork, and strive for professional excellence to the highest standard possible. We model honesty and trust in all we do.

Community: We have a passion for making our communities a better place. We meet our mission and improve as an agency through engagement with others. We are committed to cultural diversity, mutual respect among all persons, compassion for others, honest and open communication, and fairness and integrity in all that we do. Community support enables us to constructively enlist the collaborative support of volunteers and other entities, creating the capacity to meet area needs.

Empowerment: We work to help others realize and achieve their full potential. We work to promote greater equality of opportunity for all persons, regardless of race, religion, gender, or social position by developing programs that emphasize the needs and aspiration of those who are most disadvantaged. We provide the framework and resources to succeed, and strive to exceed the expectations of our stakeholders by anticipating, understanding, and responding appropriately to their needs. We respect all individuals and value their contributions. We treat our stakeholders, partners and employees in a fair, equitable and non-discriminatory manner, recognizing the importance of diversity.

Stewardship: We are committed stewards of the human, fiscal and physical resources entrusted to us. We are accountable to one another for the quality of our communities, the strength of our finances, and the utility and provision of our services for community engagement and individual growth. We champion the needs and concerns of our stakeholders. We act in the best interest of others to deliver superior services and enrich each life we touch.

History of Community Action

Creation: 1964

After the assassination of President Kennedy in 1963, President Johnson expanded the policy ideas initiated in the Kennedy Administration. In his message to Congress on January 8, 1964, President Johnson said “Let us carry forward the plans and programs of John Kennedy, not because of our sorrow or sympathy, but because they are right...This Administration today, here and now declares and unconditional War on Poverty in America...Our joint Federal-local effort must pursue poverty, pursue it wherever it exists.”

The “War on Poverty” was born. In February, Sargent Shriver was asked to head a task force to draft legislation. In August, the Economic Opportunity Act of 1964 (EOA) was passed, creating a federal Office of Economic Opportunity (OEO) placed in the President’s Executive Office. Sargent Shriver was named Director, serving until 1969. Congress also passed the Civil Rights Act of 1964, guaranteeing equal opportunity for all. The Economic Opportunity Act, designed to implement that guarantee in the economic sector, stated in part: “It is therefore the policy of the U.S. to eliminate the paradox of poverty in the midst of plenty in this nation by opening, to everyone the opportunity for education and training, the opportunity to work, and the opportunity to live in decency and dignity.”

The EOA included new education, employment and training, and work-experience programs such as the Job Corps, the Neighborhood Youth Corps, and Volunteers in Service to America (VISTA, the “domestic Peace Corps”). Congress bypassed the state and local governments and provided for direct funding of community groups: the community action concept.

Formative Years: 1964 – 1967

The federal Office of Economic Opportunity (OEO) was to lead the efforts of the War on Poverty and coordinate related programs of all other federal agencies. So-called Community Action Agencies (CAAs) were created at the local level to fight the War on Poverty “at home”.

The EOA also provided for the creation of economic opportunity offices at the state level in order to involve governors in the War on Poverty. While governors were not authorized to give prior approval on OEO Grants, they did retain the right to veto any they thought inappropriate. Many, especially those in the South, exercised this right, only to be checked by another EOA provision for override by the Director of OEO. Indeed, Shriver overrode virtually all vetoes.

CAAs varied from grass-roots, community-controlled groups to those with experienced board members and a highly visible professional staff. Most were incorporated as private nonprofit organizations. A few were city agencies.

Funds were provided through the OEO. The local CAAs determined the use of the funds to meet the problems of the poor as they defined them. These were called “local initiative funds” and were used for a variety of purposes. One provision of the EOA called for the poor to have “maximum feasible participation” in identifying problems and in developing solutions. Across the nation, CAAs opened neighborhood centers in storefronts, housing projects, and other buildings in low-income areas to identify people who needed help and to determine eligibility.

A new group of community leaders developed out of these neighborhood organizations, voicing the concerns of the poor and insisting on change. The philosophy, the strength, and the personal commitments of community action were formed during this period. It was also during this phase that

EOA hired 3,000 new federal employees to manage and monitor all the new programs. Most of these came from the CAAs, civil rights groups, churches, labor unions, and other activist organizations.

The community action program grew rapidly and poured large amounts of federal funds into communities, leaving some local elected officials over the control of CAA boards. Unhappy with new power blocks outside their own political organizations, a few big-city mayors communicated their concerns to Congress and President Johnson. As a result, Congress began to earmark new funds into Congressionally defined National Emphasis Programs that reduced the ability of CAAs to use the funds for other purposes.

Restructuring Phase: 1967 – 1968

In late 1967, Congress passed the Green Amendment, which required that a CAA must be designated as the official CAA for that area by local elected officials in order to operate in that community. After designation, OEO could then recognize the CAA and provide funds. After months of negotiations, over 95 percent of the existing CAAs were designated. In several large cities, the CAA was taken over by the mayor and turned into a public agency. Congress also passed the Quire Amendment, which required that CAA boards of directors be composed of one-third elected officials appointed by them, at least one third low-income representatives selected by a democratic process, and the balance from the private sector. By 1968, there were 1,600 CAAs covering 2,300 of the nation's 3,300 counties. OEO also required many small, single-county CAAs to join together into multi-county units. By 1969, about 1,000 CAAs had been reorganized to meet the Quire Amendment criteria, and consolidated in accordance with OEO policy. Almost all of these CAAs are in existence today and operate the programs.

These amendments had a positive effect on most CAA boards, though the issue of increasing the influence of local elected officials on the board of directors was a significant issue to leaders of poverty groups which had been operating independently. The formal connection of political, economic, and community power structures proved to be a tremendous strength. In many places, CAA boards became the arena for local officials, business sector, and the poor to reach agreement on policies, self-help activities, and programs to help the poor in their community.

Transition Years: 1969 – 1974

By 1960, many successful self-help programs had been initiated by OEO and the community action agencies, including Head Start, Family Planning, Community Health Centers, Legal Services, VISTA, Foster Grandparents, Economic Development, Neighborhood Centers, Summer Youth Programs, Adult Basic Education, Senior Centers, Congregate Meal Preparation, and others. Picking up on the concept of using OEO and CAAs as "innovators and the testing ground" for new programs, and spinning off successful programs to be administered by other federal agencies, President Nixon's Administration saw the transfer of several large programs from OEO to the Department of Health, Education and Welfare and Department of Labor. Along with this went administrative oversight responsibility for a substantial part of CAA funding.

At the start of his second term in 1973, Nixon did not request any funds for OEO's Community Action Program division. Congress nevertheless provided funds. Nixon appointed Howard Phillips as Director of OEO and told him to dismantle and close the agency, and not to spend the money Congress provided. After a series of lawsuits, the Federal District Court in Washington D.C. ruled that the President could not refuse to spend funds that had been appropriated by Congress. Phillips resigned without having been confirmed by the Senate.

Program Management Years 1974 – 1981

Under President Ford, in 1974, the Community Services Amendments were passed. OEO was dismantled and a “new” Community Services Administration (CSA) replaced it. The employees remained and continued to administer the programs. Community Action had found a new home in the federal government. From 1974 to 1981, CSA continued to fund CAAs. CAAs continued to help communities and neighborhoods to initiate self-help projects such as gardening, solar greenhouses, and housing rehabilitation. They additionally helped create and support federally funded senior centers and congregate meal sites. Home weatherization and energy crisis programs were initiated in the 1970s.

In the late 1970s, under prodding from Congress, the Administration of President Carter initiated a large-scale effort to strengthen the role and management systems of both CSA and the CAAs. This resurgence of local spirit and leadership came to a quick end with passage of the Omnibus Budget and Reconciliation Act of 1981.

In September 1981, Congress provided that all CAAs designated and recognized by CSA were eligible to be funded under the 90 percent pass-through requirement of the Community Services Block Grant. Congress also rescinded the EOA and the Green Amendment, eliminating the procedures and regulations for designation and recognition of CAAs.

Block Grant Years: 1981 – Present

President Reagan’s Administration began a strong movement to reduce substantially the federal government’s support for domestic social programs. They proposed to consolidate most federally funded human needs programs into several large, general purpose block grants; to reduce the total amount of funding by 25 percent; and to delegate the responsibility for administering these block grants to the state.

The proposal was partially successful. Congress created eight new block grants consolidating over 200 federal programs, reduced the core funding, and turned administrative authority over to the states. However, it did not accept the elimination of federal funding for CAAs.

On Sept. 30, 1981, the CSA was abolished and the Economic Opportunity Act was rescinded. Approximately 1,000 CSA staff were fired. The Community Services Block Grant ensured the continued funding of the “eligible entities”; i.e., the CAAs, migrant programs and certain other organizations that had been financed through local initiative funds by CSA. Even with reduced core funding, CAAs have been able to leverage additional funds. One survey showed that with a CSBG budget over \$300,000, the average community action agency was able to leverage more than \$2.9 million, a ratio of \$9.50 for every dollar of core funding. Agencies also recruited an average of eight volunteers for every paid staff person.

Budget cuts in poverty programs continue, but CAAs still provide a “hand up, not a hand out”. The philosophy of eliminating “the paradox of poverty in the midst of plenty” remains the key concept that motivates CAAs today.

***Adapted from the paper written by Jim Masters and originally published for the 25th Anniversary of Community Action in 1989.*



Community Action Agencies are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Community Action Agencies help people to help themselves in achieving self-sufficiency. Today there are approximately 1,000 Community Action Agencies, serving the poor in every state as well as Puerto Rico and the Trust Territories.

Community Action Agencies across America

The service areas of Community Action Agencies (CAAs) cover 96 percent of the nation's counties. Our agencies are connected by a national network that includes the Community Action Partnership national association, regional associations, state associations, a national lobbying organization, and a national association of Community Service Block Grant administrators.

CAAs are a primary source of direct support for the more than 34.5 million people who live in poverty in the United States. The majority of CAA program participants are extremely poor, with incomes below 75 percent of the federal poverty threshold, or \$9,735 for a family of three (the average family size for the client population).

The Community Action network serves more than:

- 16.2 million individuals per year
- 3 million families per year.

CAAs serve all regions and populations:

- 54% of CAAs serve rural areas.
- 36% of CAAs serve areas considered both urban and rural.
- 10% of CAAs serve urban areas.

The average population a CAA serves is approximately 300,000 people. The average number of low-income people within each service area is 37,600.

Board, Staff, and Volunteers

CAA Boards of Directors have a unique composition of:

- at least one-third members from the low-income community
- exactly one-third public officials
- up to one-third members from the private sector
- the average size of a CAA board is: 25 people
- the typical size of agency staff is: 115 full-time equivalent workers
- on average, each CAA has: 813 people volunteering at the agency each year.

PUBLIC LAW 105–285—OCT. 27, 1998

TITLE II—COMMUNITY SERVICES BLOCK GRANT PROGRAM

SEC. 201. REAUTHORIZATION.

The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) is amended to read as follows:

Community
Services Block
Grant Act.

“Subtitle B—Community Services Block Grant Program

42 USC 9901
note.

“SEC. 671. SHORT TITLE.

“This subtitle may be cited as the ‘Community Services Block Grant Act’.

42 USC 9901.

“SEC. 672. PURPOSES AND GOALS.

“The purposes of this subtitle are—

“(1) to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)); and

“(2) to accomplish the goals described in paragraph (1) through—

“(A) the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;

“(B) the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;

“(C) the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;

“(D) the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities; and

“(E) the broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for—

“(i) private, religious, charitable, and neighborhood-based organizations; and

“(ii) individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

2014 Oklahoma Statutes

Title 74. State Government

§74-5040. Purpose and activities of community action agency.

A. A community action agency shall serve as a primary advocate for the reduction of the causes, conditions and effects of poverty and shall provide social and economic opportunities that foster self-sufficiency for low-income persons. Any service provided by a community action agency through the Community Services Block Grant opportunity shall be made available to all eligible persons within the community action agency's service area. The activities of a community action agency shall, subject to rules and regulations promulgated by the Oklahoma Department of Commerce, include but not be limited to the following:

1. Informing state and local governments, private agencies and organizations, and citizens of the nature and extent of poverty within the service area;
2. Developing, administering, and operating community social and economic programs to reduce poverty within the entire area;
3. Providing and advocating for training and technical assistance to the poor and other residents within the service area to better define human problems, improve services, and facilitate citizen participation;
4. Promoting interagency cooperation and coordination in providing services to low-income persons;
5. Entering into contracts with federal, state, and local public and private agencies and organizations as necessary to carry out the purposes of this act; and
6. Engaging in any other activity necessary to fulfill the intent of this section and Sections 5034 through 5039 of this title.

B. The Department of Commerce shall not execute a contract with a community action agency until the applicant submits, and the Department approves, a budget work program for expenditure of funds. Each contract shall require audits of expenditures, as provided in rules promulgated by the Department.

Added by Laws 1986, c. 207, § 46, operative July 1, 1986. Amended by Laws 2012, c. 301, § 1, eff. Nov. 1, 2012.

Req. 113 – Requirements for Boards of Directors

I - REQUIREMENTS FOR ALL PROGRAMS
REQUIREMENT NO. 113
REQUIREMENTS FOR BOARDS OF DIRECTORS

EFFECTIVE DATE:	SEPTEMBER 1, 2014
REVISED DATE:	January 1, 2022
REVIEW DATE:	October 2021

I. CONTRACTUAL REQUIREMENT

Subgrantee Recipients receiving funds under CSBG shall comply with the requirements for Boards of Directors specified in 675 (c) (3) of the CSBG Act, <http://codes.lp.findlaw.com/uscode/42/106> provisions of the contract and assurances provided by the Subgrantee Recipient.

II. PROCEDURES

The following standards shall be incorporated into the By-Laws of all Boards of Directors:

A. BOARD SIZE

Boards shall consist of no fewer than 12 nor more than 36 members. The Subgrantee Recipient's By-Laws should specify the number of Board Members.

B. COMPOSITION

Board composition must be one-third public sector, at least one-third representatives of the low-income community and the remainder composed of representatives of the private sector.

1. Public Sector: One-third of the members of the Board shall be elected public officials currently holding office or their representatives. If, however, the number of elected officials reasonably available and willing to serve is less than one-third of the membership, appointed public officials may be counted in meeting the one-third requirement.
 - a. The term "elected public official" refers to a duly elected representative of the State, a municipality, county, a tribal government or State political subdivision.
 - b. The term "appointed public official" refers to employees of public agencies and members of boards and commissions established under State and/or local law who have responsibility and authority to determine and implement the policies of those agencies, their boards or commissions.
 - c. An elected or appointed public official may designate another person to serve on

the Board as their representative provided the representative is entitled to act on behalf of the public official represented with regard to the business of the Board.

2. Low-Income Sector: At least one-third of the Board shall be a democratically selected representative of low-income persons residing in the service area.
3. Private Sector: The remainder of the members shall be officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the service area.

C. SELECTION PROCEDURE

The selection procedures must be in writing and documented to show Board involvement in the selection of the public and private sector members and the involvement of the low-income community in the selection of low-income members.

1. Alternates for the public, low-income and private sectors may be selected and may have voting privileges provided they are selected in the same manner as the Board member they alternate for. The Agency must have an established By-Law provision that allows alternates to vote in the absence of the regular member and to be counted as part of the quorum requirements.
2. Vacancies on the Board shall be filled in a manner consistent with the original election/selection process. Agencies are encouraged to fill all vacancies as soon as possible, preferably within two months. Alternates may fill the remainder of any term for the sector they were selected to represent.

D. COMMITTEES AND SUBCOMMITTEES

Committees and subcommittees may be established by the Board to accomplish the business of the Board and the Agency provided:

1. Actions of any committee are ratified by the Board
2. Standards regarding meeting and quorum requirements as stated later in this requirement (section H.2-7) apply to all Board subgroups; and
3. Decisions relating to the acceptance/denial of a specific applicant for weatherization services made by a duly composed Weatherization Policy Advisory Council need not be ratified by the Board except in instances of an applicant appeal that necessitates Board action.

E. TERMS OF SERVICE

Each term shall not exceed three years and each member must be removed at the end of each term. The member may be re-selected/appointed or a new member may be selected/appointed. This procedure must be in accordance with "Selection Procedures" previously stated. Limitations on the number of terms a member may serve shall be determined by the Board of Directors and must be in writing as part of the Agency's By- Laws.

F. REMOVAL OF MEMBERS

1. Public officials or their representatives must be removed from the Board when the public official no longer retains the designated office/position. An individual appointed by a body of public officials, such as a commission or council, shall be removed from the Board upon change in composition of the appointing body. The public sector representative may be reappointed, or a new representative may be appointed by the newly selected/elected public official(s).
2. The Board shall establish and include in its By-Laws the grounds and procedures for the removal of low-income and private sector representatives.

G. BOARD COMPENSATION

1. Unless compensated from another source, Board members may be reimbursed for travel costs incurred in attending Board or committee meetings.
2. Reimbursement for travel shall be in accordance with current travel provisions. H.

MEETING AND QUORUM REQUIREMENTS

1. The Board of Directors shall meet as often as the Agency or Board's business may require but not less than six (6) Board meetings shall be held within any 12-month period.
2. The required quorum shall be more than 50 percent of the current total membership of the Board.
3. In the absence of specific rules of order, Robert's Rules of Order shall apply.
<http://www.robertsrules.org/>
4. The Board shall provide its members with a notice of and the agenda for all meetings in advance of the meeting date.
5. The Board shall keep minutes for each meeting that include a sign-in sheet, record of votes by members on each motion and a record of absences, categorized as excused or unexcused.
6. Minutes of the previous meeting shall be distributed to all members before the next meeting

and shall be made available to the public upon request.

7. All Board meetings shall be in compliance with the Oklahoma Open Meeting Act, 25 O.S. §301, et seq., and 25 O.S. §§301-314, as revised.

<http://www.odl.state.ok.us/lawinfo/docs/2006-LibraryLaws-PartD.pdf>

I. CODE OF CONDUCT

A Code of Conduct shall be established to ensure the appropriate conduct by members of the Board. Such Code shall prohibit the promotion of or involvement in nepotism, conflict of interest and discriminatory practices.

J. POWERS, RESPONSIBILITIES AND ROLE OF THE BOARD

The Board is to be the governing policy-making entity of the Agency.

1. Powers and Responsibilities: The powers and responsibilities of the Board shall include but not be limited to:

- a. Appointing an Executive Director
- b. Evaluating the Executive Director annually
- c. Determining the rules of procedures for the Board
- d. Determining the policies under which the Board and agency shall operate
- e. Determining, within regulations and policies, the major fiscal, personnel and program policies
- f. Reviewing and approving all programs and expenditures
- g. Considering and approving all program proposals and budgets
- h. Enforcing compliance with all conditions on grants
- i. Determining overall program plans and priorities
- j. Determining the use of all discretionary money
- k. Compliance with the Oklahoma Open Meeting Act, 25 O.S. §301, et seq., and 25 O.S. §§301-314, as revised; <http://www.odl.state.ok.us/lawinfo/docs/2006-LibraryLaws-PartD.pdf>
- l. Compliance with the Code of Conduct
- m. Review the agency's mission statement at least every five years and ensure the mission addresses poverty and the agency's program and services are in alignment with the mission
- n. Ensure the agency's community action plan is outcome based, anti-poverty focused and ties directly to the Community Needs Assessment
- o. Ensure the agency has a written succession plan in place for the CEO/ED approved by the board that contains procedures for covering an emergency, unplanned short-term absence as well as the process for filling a permanent vacancy
- p. Review the agency's annual audit and address all findings

2. Role of the Board: The role of the Board shall include but not be limited to:
 - a. Being a catalyst for positive change in the community
 - b. Bringing the problems and needs of the community to the Board for discussion
 - c. Looking at options for solving some of the problems or fulfilling the needs of the community
 - d. Examining issues affecting the quality of life in the community
 - e. Raising money
 - f. Serving as an advocate for clients and being a catalyst for institutional change in institutions that serve them
 - g. Serving as a link between the Board of Directors and the people or groups represented
 - h. Serving as a good public relations advocate for the programs, projects and activities of the Agency
 - i. Recruiting volunteers and space for programs and activities; and
 - j. Mobilizing resources for the entire community.

K. LIMITATIONS OF THE BOARD

Individual Board members do not have the authority to direct, coerce or in any way influence the actions of the Agency staff.

L. BOARD TRAINING

1. Subgrantee Recipients receiving funds under CSBG shall develop and implement an annual Board Training Plan (using ODOC's required Board Training template) and submit with its CSBG Application for funding.
2. Subgrantee Recipients receiving funds under CSBG are responsible for ensuring its board members receive:
 - a. a structured orientation (*Organizational Standard 5.7*) within 6 months of being seated.
 - b. training on their duties and responsibilities every two years (*Organizational Standard 5.8*).
 - c. on-going training and development that is in alignment with IM 82.
 - d. training sessions for Board members must focus on skill building and the professional development of Board members. **Information sharing does not qualify as training.**
3. Subgrantee Recipients receiving funds under CSBG are responsible for assessing the on-going training needs of its board members. Suggested training topics include, but are not limited to:
 - a. ROMA and ROMA Application
 - b. CSBG Act & CSBG Framework
 - c. Community Needs Assessment
 - d. Community Action Plan

- e. Strategic Planning
- f. Program Evaluation
- g. Analyzing Data and Assessing Results (Outcomes)
- h. Agency-wide budgeting
- i. Financial Statements and Grant Reporting
- j. Financial Oversight & Determining Fiscal Health
- k. How to interpret an audit report
- l. CSBG Organizational Standards
- m. Board Recruitment and Retention
- n. Evaluating the Performance of the Executive Director & setting goals
- o. The Role of Board Minutes
- p. How Boards can evaluate their own board performance
- q. IM 82 Tripartite Boards
- r. Board Roles and Responsibilities
- s. Open Meeting Act

M. BOARD FILES

Selection documentation for Board files must be maintained in writing for each seated member and should contain a minimum of:

Public and Private:

1. A letter of request from the agency to the entity providing the Board member.
2. A letter from the entity to the agency providing the name of the chosen member.
3. A copy of agency Board minutes showing Board involvement in the selection of the member.

Low-Income:

1. A letter of request from the agency to the entity providing the Board Member.
2. Democratic selection documents such as a public posting, newspaper clippings, agenda, open meeting minutes, sign-in sheets, or ballots showing a democratic selection process.
3. A letter to the agency providing the name of the chosen member.

III. FORMS.

None

IV. 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:

<https://www.centerforcommunityfutures.com/caa/board-members-toolkit>

CAPLAW Bylaws Toolkit, *Updated 2009*

<https://resources.capl原因.org/resources/bylaws-toolkit>

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

<http://bit.ly/OSCOEresources> [GovernanceGuide](#)

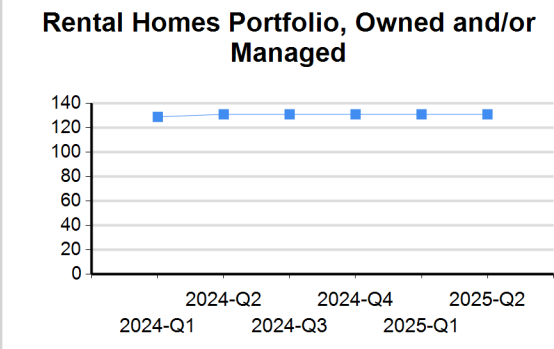
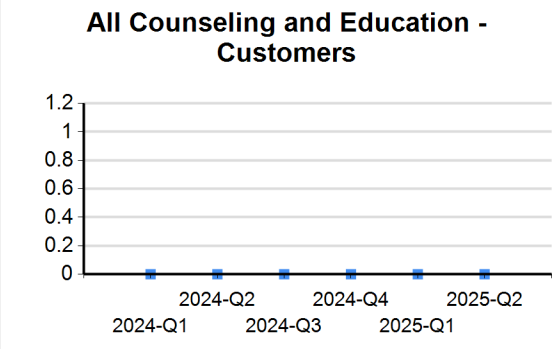
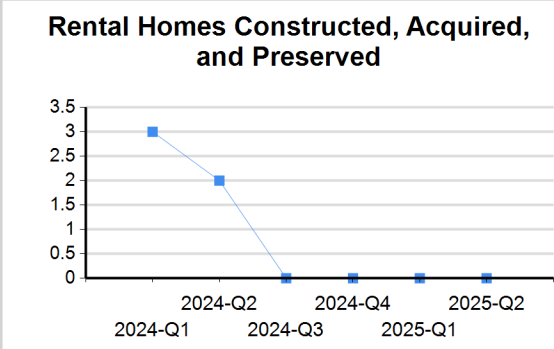
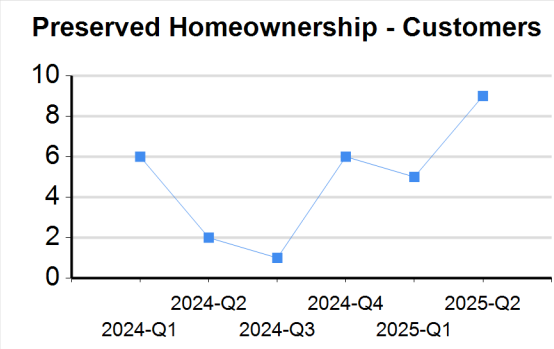
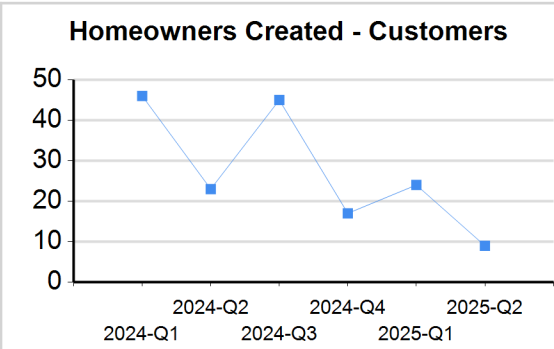
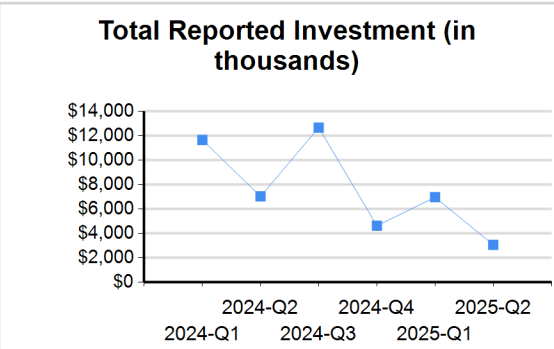
CSBG Organizational Standards Category 5 Board Governance Technical Assistance Guide:

[Organizational Standards Technical Assistance Guide – Category 5: Board Governance \(Public\) | National CAP \(communityactionpartnership.com\)](#)

Quarterly Production Summary Report
January 1 - March 31 2025

8251 - LIFT Community Action Agency
Midwest Region

Total Reported Investment	\$3,063,003.53
Homeowners Created - Customers	9
Preserved Homeownership - Customers	9
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	18
Owner Occupied Repairs - Homes	15
Rental Homes, Repaired	0
Total Repaired - Homes	15
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.

Quarterly Production Summary Report
January 1 - March 31 2025

8251 - LIFT Community Action Agency
Midwest Region

I. Clients & Financing	Homeowners Created					
	NWO Constructs New Unit for New Home Owner	NWO Sells a Unit it Had Purchased (with or without rehab) to New Home Owner	Directly Provides Self-Help Housing for New Home Owner	Plays Intermediary Role in Providing Self-Help Housing for New Home Owner	Counselor and/or Broker/Lender ONLY for New Home Owner	Total Homeowners Created
Investment	\$0.00	\$0.00	\$0.00	\$495,742.00	\$2,002,475.68	\$2,498,217.68
Homes	0	0	0	2	7	9
Customers	0	0	0	2	7	9
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$45,405.85	\$0.00	\$0.00	\$0.00	\$0.00	\$45,405.85
Homes	9	0	0	0	0	9
Customers	9	0	0	0	0	9

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	\$19,789.00	\$495,741.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,850.00	\$0.00
Homes	15	* 2	0	0	0	0					

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

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

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

Quarterly Production Summary Report
January 1 - March 31 2025

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	\$321,661.00	k. Total outstanding value of RLF loans	\$0.00	b. Total value of outstanding non-amortized loans (excluding forgivable)	\$0.00
c. Number currently 30-59 days delinquent	0	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$0.00	m. Value currently 30-59 days delinquent	\$0.00		
e. Number currently 60-89 days delinquent	1	n. Number currently 60-89 days delinquent	0		
f. Value currently 60-89 days delinquent	\$138,385.00	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	\$15,142.00	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	9	100.00 %



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. David Hawkins

Lift Community Action Agency, Inc.

209 N 4th St

Hugo, OK 74743 - 3809

From: Responsible HHS Official

A handwritten signature in black ink, appearing to read "Tala Hooban".

Date: 04/29/2025

Tala Hooban

Deputy Director, Office of Head Start

From January 13, 2025 to January 15, 2025, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Lift Community Action Agency, Inc. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007. This report replaces the report issued on February 21, 2025, in its entirety.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Tatia Long, Regional Program Manager

Ms. Rebecca Reynolds, Chief Executive Officer/Executive Director

Ms. Darla Galyon, Head Start Director

Ms. Darla Galyon, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Lift Community Action Agency, Inc.	06CH012393 06HP000581

Glossary of Terms

Term	Definition
Area of Concern (AOC) 	An area in which the agency needs to improve performance. This status is considered additional feedback and should be discussed with the agency’s Regional Office for possible technical assistance.
Area of Noncompliance (ANC) 	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the agency’s program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency 	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

How To Read This Report

The Focus Area One (FA1) report includes the following sections:

- **Program Overview** provides a summary describing the grant recipient.
- **Performance Summary** provides a table view of compliance by Performance Area.
- **Review Details** provides details on the grant recipient’s performance in each Content Area, Performance Area, and Performance Measure. The following icons may be used in this section to describe the grant recipient’s performance:

Icon	Description
✓	Compliant (C)
🔊	Area of Concern (AOC)
⚠️	Area of Noncompliance (ANC)/ Deficiency (DEF)

Program Overview

Lift Community Action Agency, Inc. administers programs to help families move toward self-sufficiency. The agency provides early childhood education, housing, transportation, and emergency resources. The grant recipient is funded to enroll 386 Head Start and Early Head Start children throughout 3 counties in southeast Oklahoma. Center-based services are offered at multiple locations throughout the 4,000-square-mile service area.

Performance Summary

This section contains an overview of the grant recipient’s performance determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Grant Number(s)	Review Outcome	Applicable Standards	Timeframe for Correction
Program Design, Management, and Improvement	-	06CH012393 06HP000581	Compliant	-	-
Education and Child Development Services	Qualifications, Professional Development, and Coaching	06HP000581	Area of Concern	-	Follow up with Regional Office for support
Health Services	Child Health and Oral Health Status and Care	06CH012393 06HP000581	Area of Concern	-	Follow up with Regional Office for support
Family and	-	06CH012393	Compliant	-	-

Community Engagement Services		06HP000581			
Fiscal Infrastructure	-	06CH012393 06HP000581	Compliant	-	-
Eligibility, Recruitment, Selection, Enrollment, and Attendance	-	06CH012393 06HP000581	Compliant	-	-

Review Details

This section of the report provides details on the grant recipient’s performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings or Areas of Concern, they will be listed within that Performance Area.



Program Design, Management, and Improvement

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Program Design and Strategic Planning	C		
Program Governance	C		
Staffing and Staff Member Supports	C		

Performance Area: Program Design and Strategic Planning

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient’s program structure and systems are designed to be responsive to community needs and are informed by community strengths and resources.
- The grant recipient has an established process for using data to monitor performance and progress toward goals and to inform continuous improvement.

Performance Area: Program Governance

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes program governance with sufficient expertise and representation that supports effective program oversight and engagement with families and the community.
- The grant recipient has strategies to support collaboration across program staff members, the governing body, and the policy council to facilitate effective program governance.

Performance Area: Staffing and Staff Member Supports

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient’s leadership and management team has clearly defined, manageable roles and responsibilities and the appropriate experience to execute Head Start program operations.
- The grant recipient has a defined approach for ongoing supervision and support of staff members.



Education and Child Development Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Curricula, Screening, and Assessment Tools	C		
Teaching Strategies and Learning Environments	C		
Qualifications, Professional Development, and Coaching			AOC

Performance Area: Curricula, Screening, and Assessment Tools

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses research-based and culturally appropriate curricula to support child outcomes.
- The grant recipient uses appropriate screening tools to refer children for evaluation as indicated.
- The grant recipient uses appropriate ongoing child assessment tools to support children’s progress and to individualize for every child.

Performance Area: Teaching Strategies and Learning Environments

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient’s staff members identify effective teaching strategies that are responsive to children’s needs.
- The grant recipient develops engaging learning environments that promote healthy development for children.

Performance Area: Qualifications, Professional Development, and Coaching

🔊 *Area of Concern Information*

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to ensure all Early Head Start center-based teachers meet the qualification requirements.
 - The grant recipient identified 23 of 48 Early Head Start center-based teachers, hired between March 2019 and August 2022, who did not have the required qualifications.
 - The teachers had professional development plans outlining paths to obtain the required qualifications.
 - The grant recipient should continue to monitor the teachers’ progress.



Health Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Child Health and Oral Health Status and Care			AOC
Mental Health and Social and Emotional Well-Being	C		
Safe and Sanitary Environments	C		

Performance Area: Child Health and Oral Health Status and Care

Area of Concern Information

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to obtain medical and oral health determinations from a health care professional for all children within 90 days of their enrollment.
 - The grant recipient indicated that parent work schedules and available appointments were the primary barriers to obtaining medical and oral health determinations.
 - The grant recipient should explore strategies to expedite the collection of children’s health and oral health determinations.

Performance Area: Mental Health and Social and Emotional Well-Being

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- In partnership with a qualified mental health consultant, the grant recipient develops a positive program environment that promotes the mental health and social and emotional well-being of children.
- The grant recipient develops practices that prohibit the use of expulsion and severely limit suspension.

Performance Area: Safe and Sanitary Environments

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient completes background checks prior to hire for all staff members.
- The grant recipient has an approach to maintain safe environments through staff member training and ongoing oversight of facilities, equipment, and materials.



Family and Community Engagement Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Supporting Family Well-Being and Family Engagement	C		
Family Partnerships	C		
Promoting Strong Parent-Child Relationships and Engagement in Children’s Learning	C		
Community Partnerships	C		

Performance Area: Supporting Family Well-Being and Family Engagement

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has strategies to engage all families in the program through open and responsive communication.
- The grant recipient has family service staff members who are qualified to support the needs of enrolled families.

Performance Area: Family Partnerships

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a family partnership process that supports family-driven goals.

Performance Area: Promoting Strong Parent-Child Relationships and Engagement in Children’s Learning

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient builds on parents’ knowledge and offers parents the opportunity to practice parenting skills.

Performance Area: Community Partnerships

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops community partnerships that meet the needs and interests of families.



Fiscal Infrastructure

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Budget Development, Implementation, and Oversight	C		
Comprehensive Financial Management Structure and System	C		

Performance Area: Budget Development, Implementation, and Oversight

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes a transparent, data-informed process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a system for maintaining financial records and generating information needed to manage and safeguard Federal funds.
- The grant recipient develops a system to ensure effective control over all funds, property, and assets to avoid theft, fraud, waste, and abuse.
- The grant recipient develops a system to ensure that only allowable costs are charged to the Head Start award in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.



Eligibility, Recruitment, Selection, Enrollment, and Attendance

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Recruitment	C		
Selection	C		
Eligibility	C		
Enrollment	C		

Performance Area: Recruitment

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its recruitment strategy to locate the families with the greatest need.

Performance Area: Selection

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its selection criteria.

Performance Area: Eligibility

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has an established process for enrolling eligible families and supporting compliance with eligibility requirements.

Performance Area: Enrollment

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a process to maintain full enrollment and track current enrollment, including the percentage of enrolled children eligible for services under the Individuals with Disabilities Education Act (IDEA).

----- End of Report -----

What is the Customer Satisfaction Survey?

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



CUSTOMER QUOTES

THANK YOU SO MUCH FOR YOUR HELP!

I APPRECIATE THE SERVICE- I HAVE USED THIS SERVICE WITHOUT ANY ISSUES OVER THE PAST SEVERAL YEARS.

I STRUGGLE DOING MY TAXES ALONE AND WITH YALLS HELP I HAVE LESS STRESS AND ANXIETY.

Satisfaction Level

100%

SATISFIED



Surveys Completed

181 surveys

1ST QUARTER 2025

Demographics



128
FEMALE



52
MALE

19% AFRICAN AMERICAN

UNDER 18

9%

56% CAUCASIAN

18 - 30

20%

10% TWO OR MORE RACES

31-50

16%

15% AMERICAN INDIAN

51 +

55%

Counties Represented

McCurtain County

31%

Choctaw County

54%

Pushmataha County

15%

Programs Represented



8%

YOUTHBUILD



84%

VITA



8%

BETTER CHOICES;
BETTER FUTURE

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

April 15, 2025
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, April 15, 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.

The meeting was called to order at 10:31 and A quorum was met. Members present were Brittany Ransom; Antlers, Shade Dill; Boswell I, Christie James; Horace Mann III, Jesika Bogle; Hugo EHS, Angel Rayburn; Soper II, Clinton Crawley, Kara Maness and Bessi Black; Community Representatives.

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

Consideration, Discussion and Possible Action to Accept the minutes from the March 25, 2025 Meeting: Copies of the minutes were provided to the council for review. Kara Maness made a motion to approve the minutes as written and Angel Rayburn seconded the motion. The motion carried.

Consideration, Discussion, and Possible Action to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Jaely Martin-HS/EHS/EHS-CC Program Clerk and Desiree Yerta, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made, therefore no executive session.

Consideration, Discussion, and Possible Action to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session.

Consideration, Discussion and Possible Action to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Bessi Black made a motion to approve and Angel Rayburn seconded the motion. The motion carried.

Consideration, Discussion and Possible Action on Submission of the FY-2024 Disability Waiver Request for the EHS-Child Care Partnership Program to the Office of Head Start: Darla Galyon, HS/EHS/EHS-CC Director stated that Head Start is seeking approval from the Office of Head Start to waive the 10% requirement for enrollment of children with disabilities in the EHS-CC Program. The Waiver would only pertain to the EHS-CC Program, which currently serves three children with special needs who have an Individual Family Service Plan (IFSP), but this is only 3% of the current enrollment of 104 children. Additionally, the program has one other child in the referral process, and one child who qualifies for services, but an IFSP has not been written yet. Program enrollment has suffered tremendously, which has in turn affected how many children in the community are able to go through the program's screening processes. Therefore, it is

necessary to submit the waiver in order to ensure compliance if the goal is not reached by the end of the program year. Shade Dill made a motion to submit and Jessica Bogle seconded the motion. The motion carried.

Consideration, Discussion and Possible Action to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed February, 2025 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director gave an overview of the financials along with an explanation of where non-fed monies come from for members present. It was recommended by the Finance Committee to approve the financials. Kara Maness made a motion to approve and Bessi Black seconded the motion.

Presentation of the HS, EHS, EHS, SAF, Community Facilities, OECP, USDA, and non-Fed March, 2025 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director presented the March, 2025 Financials along with an overview of the financials and an explanation of where non-fed monies come from, for consideration, discussion and vote at the May 20, 2025 meeting.

Policy Council Training: Head Start/EHS/EHS-Child Care Outcomes/Assessment Results for Fall & Winter 2024-2025: Susie Mashburn, Education Specialist provided copies of the Outcomes/Assessment along with an overview and discussion for Policy Council members present.

Programmatic Report: FY 2025 Office of Head Start Focus Area 1 Monitoring Review (OS 5.9): Darla Galyon, HS/EHS/EHS-CC Director provided an overview of the FY 2025 Office of Head Start Focus Area 1 Monitoring Review. From January 13-15, 2025, the Office of Head Start (OHS) conducted a Focus Area 1 Monitoring Review of LIFT's Head Start Programs. The review assessed compliance with Head Start Program Performance Standards and federal regulations; a summary report of the Monitoring Review was issued in February 2025. Mrs. Galyon reviewed the Program Performance Summary Report in detail with the Policy Council. The program was found to be compliant in most areas, including program governance, fiscal infrastructure, family and community engagement, and eligibility and enrollment. However, one Area of Noncompliance and one Area of Concern were identified. The noncompliance was found under Education and Child Development Services, specifically regarding staff qualifications. The review revealed that four out of 48 (or 8%) of Early Head Start center-based teachers did not meet the minimum qualification requirement of holding a Child Development Associate (CDA) credential or equivalent, with training focused on infant and toddler development. These staff members, hired between March, 2019 and August 2022, had professional development plans in place and were being monitored for progress. A corrective action plan is started and on track for completion within the 120-day timeframe. Additionally, an Area of Concern was noted in Health Services. The program faced challenges in obtaining medical and oral health determinations for children within 90 days of enrollment primarily due to parent work schedules and limited appointment availability. The Office of Head Start recommended exploring strategies to expedite this process. Head Start will work with the Regional Office for the provision of technical assistance and support in addressing these findings.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA

Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 4/15/2025, 246 children are currently enrolled in Head Start and attendance for February, 2025 was 86.6%. Early Head Start currently has 46 children enrolled and attendance for February, 2025 was 79.6%. Early Head Start-CC currently has 104 children enrolled and attendance for February, 2025 was 86.62%.

USDA Meals and Snack Report-Lauren Barger, Lauren Barger provided a copy and an overview summary of meals and snacks served for March, 2025.

Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on April 8, 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

Data Analysis-Jordan Mack-Jordan Mack provided a copy and gave an overview of the data assessed for February, 2025

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

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

Family Resource Center Update-Ashley Gaddy- Ashley Gaddy, Outreach Specialist provided an update of the FRC program and introduced the new FRC Coordinator, Baileigh Hevron. Ashley highlighted two LIFT programs; Choosing Childbirth, and Strong Fathers, stating that these programs are available in all 3 counties. A flyer was provided with more information for the Choosing Childbirth and Strong Fathers Program.

Consideration, Discussion, and Possible Action 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, Brittany Ransom made a motion to adjourn and Savannah Hughes seconded the motion. The motion carried and the meeting ended at 11:13 am.

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: 5/5/2025

Name of Person being nominated for Employee of the Month: Melissa Wingfield

Name of Person submitting the nomination: Michelle Pulliam

<u>X</u>	Is a hard worker	<u>Always! She will look for other things to complete once call tasks are done.</u>
<u>X</u>	Respects others	<u>So nice to all she meets with zero judgment.</u>
<u>X</u>	Is on time	<u>Is always EARLY! Everyday</u>
<u>X</u>	Is organized	<u>Office is always well, kept and can find anything.</u>
<u>X</u>	Keeps a positive attitude	<u>She is constantly has a smile on her face and keeps us laughing.</u>
<u>X</u>	Encourages other people	<u>Yes, she always encourages me, and pushes me to be at my best.</u>
<u>X</u>	Is willing to help others	<u>Yes, She jumps in and helps with any task.</u>
<u>X</u>	Makes a good first impression	<u>Everyone just loves her</u>
<u>X</u>	Follows all workplace rules	<u>Of course</u>
<u>X</u>	Uses resources wisely	<u>Yes.</u>
<u>X</u>	Has good work attendance	<u>Never misses work like stated before always early.</u>
<u>X</u>	Represents the agency well	<u>Yes always kind to all she meets.</u>
<u>X</u>	Is a loyal employee	<u>I believe that she loves this agency. Is an example of loyalty</u>
<u>X</u>	Handles crisis well	<u>She doesn't panic, she will think it though completely and handles each problem with grace.</u>
<u>X</u>	Goes above and beyond the call of duty	<u>Everyday!</u>
<u>X</u>	Works well with others (team player)	<u>Yes, will ask for team input values all opinions.</u>



X	Is creative	Yes, comes up with so many ideas to help solve a problem or to make a project better
X	Likes to learn new things	Yes, constantly looking for new trainings to take.
X	Is a good listener	Yes
X	Communicates well	Yes
X	Dependable	Will show up on-time if not early. If she says she will do something or say she will be somewhere. she will.
X	Respectful, considerate of others	Without question
X	Safety conscious	Yes!
X	Good problem solving skills	Excellent problem solving skills.
	Other	
	Other	
	Other	

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

There is so much to be said about Melissa. She is a great friend, a hard worker and loves her family dearly. I believe that she truly represents LIFT. She cares for her community, and has a heart for helping people. I believe that when it comes to teamwork, partnership, and loyalty, Melissa is the standard.

She will take on any task and give it 101%. She is not afraid to ask questions or help in any area. As a T&MA Contractor staff member, I believe that she really is an asset to our Grantees. If they need help with any situation she will go above and beyond to assist them. She listens to what they need will do the research, contact the correct people to make sure that whatever information they are needing it is correct and given to them in a timely manner.

As a coworker Melissa is fun to be around, she keeps the office upbeat and will always make you laugh. She completes tasks on-time and is always willing to help with other projects. I consider myself very blessed to know her and have the privilege to work with her.

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

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

Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
April 2025

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of April there were 47 children, age birth to 3, that were provided services in the Early Head Start centers and 107 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 245 children, age 3 to 4 years old in the Head Start centers within the tri-county service area.

The Outreach Specialist prepared and sent out flyers and posters 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 March, we had 132 parents that participated in Parent Meetings. Family Advocates are continuing goals with families through the Family Partnership Agreements. The centers continue to invite parents and community members to participate in Parent Ready to Read by having a story time with the children; there were 65 participants, with 17 of them being father figures.

Father Involvement

The dad's day activities for the month of March were various caterpillar activities, pinecone bird feeders, and airplane activities. For the March Dad's Day, there were 153 people, which participated in dad's day activities with 69 being father figures. In addition, 25 dads/father figures participated in parent meetings for March. Since the beginning of the 2024-2025 school year, we have had 1,018 father figures participate in family engagement activities.

Nutrition

In the month of April, the nutrition team completed their 3rd round of CACFP kitchen checks. BMI numbers were presented at our health advisory meeting, which is based on our children's growth charts. The nutrition team has completed their first round of EHS/EHS-CC folder checks, and are please to announce there wasn't any findings to report on. The nutrition team is continuously diving into nutrition paperwork, as well as getting the nutritional needs of children situated, we have been continuously tracking our special dietary needs they are growing daily. The red dye 40 has become a very popular issue this school year so far, we have made arrangements for any items containing the red dye ingredient to be removed from that said center along with any other allergies the same precautions are taken.

Health

During the month of April employee physical tracking continued with reminder phone calls/emails. Two CPR classes 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. Head Start centers were updated on requirements regarding physicals, dentals, and immunizations due and/or coming due. To date for Head Start we have 96% completion of dentals and physicals, for EHS 83% completion, and EHS-CC 84% completion.

Education

April was a busy month for us. Head Start, Early Head Start, and Early Head Start-Child Care teaching staff are responsible for updating children's progress in our online systems and in their individual child folders. To ensure the child's folder is up to date, Sommer and I visit centers and review folders and online systems. During this time, we also check on concerns the staff may have with children's progress. We are also in touch with staff over the phone to help in any way possible.

The School Readiness Meeting was held on Wednesday, April 23, 2025, at 11:30 am in the HS/EHS/EHS-CC Conference Center. After welcoming guests, various specialists gave updates on their area. These included Mattie McKee for Tori Williams, Ashley Stinson, and Ashley Gaddy. Jordan Mack gave an update on Head Start/EHS/EHS-CC. Susie Mashburn gave a presentation on the Science of Reading. Comments and announcements were encouraged by those in attendance. Twenty-three people were in attendance.

Professional Development

In March, the Professional Development Specialist scheduled a CPR/First Aid class 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 March.

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.

At LIFT CAA Head Start/Early Head Start and Early Head Start Child-Care we strive to ensure all new staff meet requirements for the programs in which they work. LIFT CAA HS/EHS/EHS-CC strives for excellence and wants 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

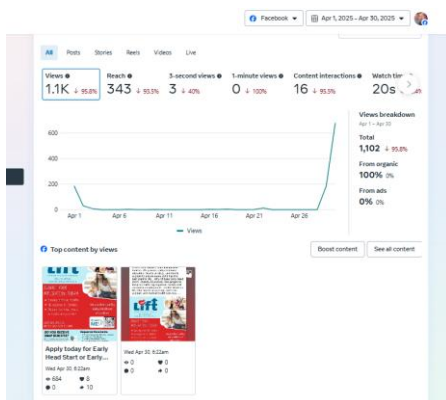
The following recruitment and outreach strategies/activities were implemented or held during the month of April 2025.

Radio Ad

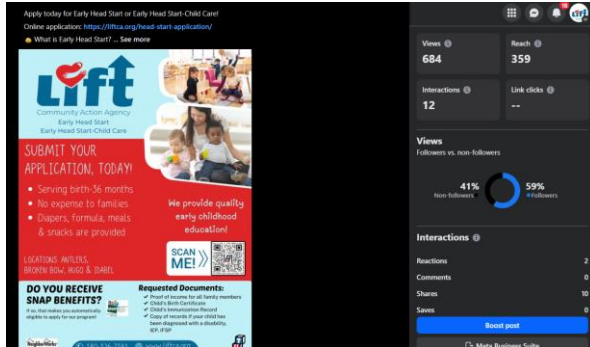
- *Attention parents and caregivers! Are you ready to give your child a head start? Now is the time to submit your 2025-2026 LIFT Head Start application. Head Start is more than just a program. It's a community where children receive the care, education, and support they need to grow strong and confident. With LIFT Head Start, your child will receive quality education, health screenings, nutritious meals, and the support they need to succeed. We nurture every aspect of your child's development. Full day, pre-school services for Head Start are offered in Antlers, Boswell, Broken Bow, Forest Grove, Fort Towson, Hugo, Idabel, Rattan, and Soper. We provide all school supplies, meals and snacks! There is no expense to families for pre-school services. Do you receive SNAP benefits? If so, that makes you automatically eligible to apply for our program! Don't miss out on this opportunity! You can apply online at www.liftca.org or pick up an application at any LIFT Community Action Head Start Center! You can also call to have an application sent by mail. For more information you may call the LIFT Head Start Administration Office at 580-326-7581*

Social Media

- Due to having technical difficulties with our Facebook page, we didn't get to promote our programs through the month of April. The issue has been resolved.



- On April 30th our FB page was restored. We shared a post regarding our EHS/EHS-CC program.



Events/Training

Provided each family that attended the training information over our HS/EHS/CC programs and our Family Resource Center.

- Clear the Crib Safe Sleep Training
- Preparing for Your New Arrival and Postpartum Training
- Narcan Training

Public School Flyers

- Each elementary school received HS/EHS/CC flyers to be sent home to parents.



Community Outreach

- HS/EHS/CC program flyers and FRC flyers have been distributed to the following locations to help bring awareness to the community of the services we provide.

- | | |
|---------------------------------|---|
| 1. LIFT Homeowners – Idabel | 20. Dollar General Boswell. |
| 2. Forest Grove Schools | 21. Janet's Barbeque. Boswell. |
| 3. Idabel library. | 22. The Lazy Helper Cafe, Boswell. |
| 4. Work ready Oklahoma Idabel | 23. Boswell City Hall. |
| 5. Roma's Idabel | 24. Sober Community Center. |
| 6. Ford dealership Idabel. | 25. Boswell Public School |
| 7. OKHS Idabel | 26. Pushmataha Family Medical Boswell |
| 8. Mia's Sweet Tooth Idabel | 27. Soper Schools |
| 9. McCurtain County Courthouse. | 28. Ameristate Bank Antlers |
| 10. Garvin Community Center. | 29. Pushmataha Hospital |
| 11. Pruitt's. Valliant. | 30. Antlers Family Dentistry |
| 12. Mattie Terry Library | 31. Brighter Days Wellness Center Antlers |
| 13. Los Venados Antlers | 32. Antlers Health Department |
| 14. Marcos Antlers. | 33. Romas Antlers |
| 15. Antler's library. | 34. Rattan City Hall |
| 16. Pruitt's antlers. | 35. Rattan Post Office |
| 17. Gardeners produce antlers. | 36. Rams Pen Rattan |
| 18. Boswell Post Office. | 37. Dollar General Rattan |
| 19. Sully's Pizzeria Boswell. | |

Engaging with Public Libraries

- We have reached out to local libraries to learn about their summer events that we will take part in. We provided each library with Pre-School Activity packs and educational books with our HS/EHS information included. Each pre-school activity pack has a QR code with direct access to an application. Applications were also provided to each library.



Community Partner Meetings

- Each month the Outreach Specialist attends monthly coalition and partner meetings to discuss and promote HS/EHS/EHS-CC and the Family Resource Center with community and state partners. This allows us to connect with other programs and learn about important services to pass along to our Head Start parents, while also ensuring that other programs are aware of our preschool services.
 - LIFT School Readiness Meeting
 - LIFT Health, Mental Health, and Community and Family Engagement meeting
 - Choctaw County Coalition meeting

Help Me Grow Newsletter

- Our Help Me Grow Newsletter promoted our HS/EHS/CC programs and our Family Resource Center this month.



Family Resource Center

- The families we serve through our Family Resource Center are referred to HS/EHS/EHS-CC. Since we are housed within the HS admin, our Enrollment Specialist is available if a family needs to speak with them directly.

Upcoming Recruitment Efforts

- In April, we started planning upcoming recruitment efforts for the summer months. We ordered a post card to be sent out in Every Door Direct Mail (EDDM) through the post office. These will be distributed in May/June. We also selected marketing materials to be distributed during events and parades for the upcoming summer months and back-to-school events.

Urgent Information: PMS Now Requires Federal Awarding Agencies to Approve Payment Requests

As part of the implementation of [Executive Order 14222 - Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative](#), a new payment processing step in the Payment Management System (PMS) has been created to enhance transparency and accountability for federal funding.

On March 17, 2025, PMS introduced a new mandatory field in the payment request screen at the *grant subaccount level*, which requires justification from your organization explaining the purpose of the payment at the subaccount level. You are encouraged to include detailed justifications of 1,000 characters or less.

Federal awarding agencies will now review payment request justifications and either approve them or request more detail. If a revised justification is needed, your organization will receive an email from defendthespend@hhs.gov that will direct you to a website hosted on doge.gov. Both hhs.gov and doge.gov are valid U.S. government domains that may be interacted with for award related matters.

As a result of this change, we have seen that processing times for new payment requests may be different than those experienced previously.

To help your payments go through as quickly as possible, we recommend the following:

Submit payment requests earlier.

Allow extra time between when your organization needs funds and when you submit your request.

Simplify your request structure.

Include only one awarding agency per request.

Limit the number of grant subaccounts.

Group subaccounts that fall under the same program area.

Write a clear justification.

Include details such as:

The program name

The time period the request covers

A short summary of approved expenses or activities

Related budget categories (e.g., Personnel, Fringe, Supplies, Travel, Contractual, Other)

Protect privacy.

Do not include names or other personally identifiable, sensitive, or proprietary information.

Respond quickly to clarification requests.

If you receive an email from defendthespend@hhs.gov, reply promptly and thoroughly.

We appreciate your continued partnership and your commitment to using federal funds responsibly. Please share this guidance with anyone on your team who submits payment requests in PMS.

Sincerely,
The Administration for Children and Families

Office of Head Start

Email: help@hsesinfo.org

Toll Free: 866-771-4737 Local: 571-429-4858

Hours of Operation:

Monday–Friday 8:00 AM–7:00 PM ET

Excluding federal holidays and
weather-related federal office closures

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**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-25-04	2. Issuance Date: 04/29/2025
	3. Originating Office: Office of Head Start	
	4. Key Words: School Choice	

INFORMRMENTION MEMORANDUM

TO: All Head Start Recipients and State Agencies that Receive Head Start Collaboration Office Grants

SUBJECT: Expanding Educational Freedom and Opportunities for Families in Head Start Programs

INFORMATION:

This Information Memorandum (IM) outlines Head Start programs' critical role in promoting parent choice to select the early care and education (ECE) providers that best meet their family's needs for their children, and recognizes that Head Start programs serve as the foundation for school readiness by preparing young children for academic and social success. Through this work, Head Start programs also help parents understand school choice options, including ECE, and can serve as a valuable resource to prepare families to effectively utilize the options in their communities. With this IM, we strongly encourage Head Start programs to facilitate parent choice in three key ways: 1) actively participating in state and local efforts to coordinate ECE enrollment and services and promote access to a variety of ECE options in the state or local community; 2) engaging families to determine, develop, and improve their program model and consider how their program offerings respond to family needs and promote family choice; and 3) re-examining community partnerships and evaluating how they can be strengthened and expanded in ways that support family choice, including through connections to faith-based settings for families that desire this option.

Promoting Family Choice Through Active Participation in State and Local Efforts to Coordinate Early Care and Education

Through this IM, we encourage Head Start programs to be active participants in state and local efforts to coordinate ECE enrollment and services to support families' access to options that best fit their needs. Programs should consider how they can enter or expand their participation in mixed delivery systems that provide families access to a variety of ECE choices. A mixed delivery approach to ECE offers families early learning experiences in a range of settings, including community-based and private child care centers, public schools, charter schools, faith-based settings, and family child care (FCC) homes, many of which operate Head Start programs. Well-integrated ECE services at the state or local level help promote a variety of options — including Head Start programs — to support parent choice and better align with family needs and desires for their children's education and care. Efforts to better integrate ECE service options within a state or community can help provide families with the choices they need to select the program that is right for their family, allowing more children and families to benefit from access to needed services.

Statutory and Regulatory Requirements that Promote Family Choice Through Coordination

Several provisions within the Head Start Act (the Act) and the Head Start Program Performance Standards (the Performance Standards) direct Head Start programs and Head Start Collaboration Offices (HSCOs) to engage in

state and local efforts that help families access their choice of ECE programs for their children's early care and education.

Section 642(e) of the Act and Section 1302.53(a)(2)(ii) of the Performance Standards lay out expectations for programs to establish collaborative relationships with elementary schools, state preschool and child care providers, and agencies that provide services to children with disabilities. Strong partnerships with state ECE leadership, local educational agencies, and other early childhood programs, including faith-based programs, are critical to foster opportunities for family choice in early childhood settings.

The Office of Head Start (OHS) encourages programs and HSCOs to coordinate with other early childhood programs and participate in state and local initiatives. Section 1302.53(b) of the Performance Standards requires programs to actively participate in coordinated systems at the state and local level to better promote a variety of early education services in their local community. More specifically, programs must establish memoranda of understanding with local agencies that manage publicly funded preschool programs (Section 642(e)(5) of the Act and 45 CFR § 1302.53(b)(1)). To the extent practicable, programs should also participate in their state or local quality rating and improvement system (QRIS) (45 CFR § 1302.53(b)(2)). State-based QRIS can help families understand the range of ECE choices available to them and determine the quality of such options. Programs should also participate in state education data systems through the sharing and integration of relevant Head Start data, to the extent practicable (45 CFR § 1302.53(b)(3)). Head Start participation in state efforts designed to communicate and track parent choices for their children help ensure that Head Start programs are an integral part of the state's ECE landscape and that parents have a full understanding of all choices in a mixed delivery system.

Strengthening a System of ECE Mixed Delivery Through Coordinated Enrollment

Head Start programs have an opportunity to actively participate in state or local coordinated enrollment systems that streamline access to a diverse array of ECE providers — including Head Start, state-funded preschool, public pre-K, private child care centers, and family child care homes. OHS strongly urges Head Start programs to collaborate with state and local agencies to develop and refine these systems, ensuring they efficiently connect families to ECE options that best meet their needs. Coordinated enrollment, such as through a unified online application or community-based intake process, empowers parents by simplifying access to clear, actionable information — such as program schedules (e.g., full-day or part-day), eligibility rules (e.g., income or age criteria), and available slots — while eliminating wasteful redundancies like multiple applications. This efficient approach maximizes the use of ECE resources across a region or community, and ensures families can choose their preferred setting, including faith-based options, in line with the directive to enhance educational freedom. Head Start programs should take specific steps to support this effort, such as partnering with state and local education departments to integrate Head Start slots into shared enrollment databases and systems, providing real-time updates on openings in Head Start program locations, and joining local planning committees to advocate for family-friendly system designs, thereby aligning their recruitment and enrollment processes with broader state or local efforts to optimize resources and empower parents.

Determining, Designing, and Improving Head Start Program Models Based on Family Input

Head Start programs are uniquely positioned to engage families to shape program models that enhance parental choice and align with community needs. Under § 1301.3(b) of the Performance Standards, families are required members of the policy council, a critical mechanism through which Head Start programs gather family input to continually improve services. OHS encourages programs to leverage the policy council and other engagement structures to ensure program designs reflect family preferences, support parental decision-making, and expand access to an array of ECE options, empowering families to choose the best educational paths for their children. To further this goal, Head Start programs may accept eligible children from outside their designated service areas when slots are available, offering families greater flexibility to enroll in a Head Start program that aligns with their preferred location, schedule, or educational approach — such as a center offering extended hours or a culturally specific curriculum — thereby broadening parental choice beyond geographic boundaries.

Section 1302.11(b)(1) of the Performance Standards requires programs to conduct a comprehensive community assessment to inform their program design and to ensure it reflects the needs of the community. The families served by Head Start programs are a central part of the community, and OHS strongly encourages programs to engage families in the community assessment process as programs determine, develop, and improve their

program model. Programs can add questions in their parent surveys and self-assessments that explore the variety of parent options and needs in the community. Creating opportunities to gather input from families about their preferences and how they evaluate their ECE choices allows programs to integrate those preferences into their program design. Programs should consider how to ensure their available program options meet family needs and identify ways to promote choices to parents within their community.

A strong understanding of families' needs and preferences, as well as the range of available options in the community, allows Head Start programs to ensure their program options complement the other ECE programs available to families. Head Start programs can use this information to assist families in connecting to other programs that best meet family preferences and values, including services in faith-based organizations, charter schools, and private child care.

This includes during transitions for children out of Early Head Start and from Head Start Preschool to kindergarten. Sections 1302.70 and 1302.71 of the Performance Standards require programs to implement strategies to support successful transitions for children and their families at these key milestones. During any transition, Head Start programs must collaborate with families to foster their continued involvement in and advocacy for the education and development of their child. In the transition to kindergarten specifically, programs are required to collaborate with local education agencies to support family engagement under Section 642(b)(13) of the Act, including working to provide training to enable parents to participate in decisions related to the educational choices for their children. As part of transition efforts, programs are also encouraged to help families understand school options in their local community.

Strengthening and Expanding Partnerships to Promote Parent Choice

Strong community collaborations are a core tenet of Head Start services; many programs have long-standing partnerships with state and community agencies that assist them in providing a wide variety of services for children and families. Section 1302.53(a)(1) of the Performance Standards requires Head Start programs to establish ongoing collaborative relationships and partnerships with community organizations. These partnerships facilitate access to community services that are responsive to child and family needs.

As programs conduct their community assessments, programs should re-examine how community partnerships extend and strengthen program services in ways that support family choice. This may involve broadening community partnerships to include partners that fit parents' preferences, such as their need for full-day services, faith-based instruction, or options to keep siblings together. Head Start programs are also encouraged to explore partnerships with state and local Child Care Resource and Referral agencies to inform working parents of the variety of ECE options in their community. In addition to establishing ongoing partnerships, programs can connect parents directly to local and state organizations that train parents on educational options and parental rights; these may include parent training and resource centers, community parent resource centers, and statewide family engagement centers.

Section 1302.11(b)(2)(vii) of the Performance Standards requires that programs collect and use data on gaps in community resources to address the needs of eligible children and families. This data, combined with information on families' needs and preferences, allows programs to identify partners, including faith-based organizations or family child care options, that could expand programs' ability to support families in accessing the ECE services that are the best fit for them.

Layering Funding to Strengthen Partnerships and Support Family Choice

Head Start programs and HSCOs can also collaborate with state and local community agencies as they examine their existing funding sources and consider how those funding streams may be leveraged more effectively within a mixed delivery system. Programs should consider how federal funds, such as those from Head Start, CCDF, and IDEA, can be effectively layered and braided to support broader access to services. Layered funding can be used to expand full-day, full-year services and comprehensive services that best serve families' needs or to free up resources for other purposes. Coordinating funding streams also allows programs to think more creatively about ways to partner with other programs and services, including partnering with faith-based organizations that offer early childhood opportunities that may be most desired by families in the community.¹

Coordinating funding streams fosters innovative partnerships with diverse ECE providers—including charter preschools, family child care homes, and faith-based programs—and ensures families can access settings that reflect their values and needs. OHS urges programs to use this flexibility to participate in state and local mixed-delivery initiatives, reexamine program models based on family input, and build community collaborations that maximize educational freedom. By layering and braiding funding and listening to families, Head Start programs can help reduce or eliminate financial barriers and can empower families with limited resources to make informed ECE choices, e.g., selecting a program with a specific curriculum, quality rating, or convenient location. This can be accomplished by sharing clear information on options and eligibility through a variety of mechanisms such as coordinated enrollment systems and parent workshops.

This strategic use of federal funds not only enhances family agency but also optimizes resources, reducing waste and aligning with the goal of making federal programs more effective for American families. Thank you for your dedicated efforts to support children and families in exercising their educational freedom.

Sincerely,

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

¹ Head Start programs may partner with faith-based organizations when any explicitly religious activities (such as activities that involve overt religious content such as worship, religious instruction, or proselytization) are separate and distinct from the Head Start program, and the distinction is completely clear to the beneficiary or prospective beneficiary. See 45 CFR 87.3(d).

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March 2025 HEAD START TIME & ATTENDANCE REPORT

As of 3/31/25	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	3		3	7	0		7		13	89.0%
Battiest	8		8	2		2	6	0		6		13	79.5%
Boswell 1	13	1	14	1		1	13	0		13		13	86.3%
Boswell 2	13		13		1	1	12	1	3/3/2025	13		13	94.9%
Broken Bow 1	11		11	2		2	9	0		9		12	93.5%
Broken Bow 3	10		10			0	10	0		10		13	90.8%
Clayton 1	13	1	14			0	14	0		14		13	88.7%
Clayton 2	8		8			0	8	0		8		13	89.4%
Forest Grove 1	19		19	3		3	16	0		16		13	87.5%
Forest Grove 2	13		13	2		2	11	0		11		13	90.9%
Fort Towson	9		9	1		1	8	0		8		13	74.0%
Haworth	10		10	2	1	3	7	1	3/25/2025	8		13	88.1%
Horace Mann 1	12		12	2	1	3	9	1	3/27/2025	10		13	77.5%
Horace Mann 2	17		17	3		3	14	0		14		13	90.1%
Horace Mann 3	12		12	1		1	11	0		11		13	82.5%
Hugo 2	11		11	2		2	9	0		9		13	87.2%
Hugo 4	12		12	4	1	5	7	1	3/5/2025	8		13	90.4%
Idabel 1	8		8			0	8	0		8		16	93.0%
Idabel 2	10		10	1		1	9	0		9		16	90.3%
Idabel 3	10		10			0	10	0		10		16	84.4%
Rattan 1	10		10	2		2	8	0		8		13	86.5%
Rattan 2	3		3			0	3	0		3		13	100.0%
Rattan 3	4		4	1		1	3	0		3		13	97.4%
Soper 1	17		17			0	17	0		17		13	88.2%
Soper 2	12		12	4		4	8	0		8		13	92.3%
Valliant	20		20	7		7	13	0		13		13	81.1%
TOTALS	295	2	297	43	4	47	250	4		254	0		87.7%

March 2025 Pre-K TIME & ATTENDANCE REPORT

As of 3/31/25	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	5		5			0	5	13	86.2%
TOTALS	5	0	5	0	0	0	5		86.2%

March 2025 EHS Time and Attendance												
As of 3/31/25	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	36	1	37	13	1	14	23	2	1	3/21/2024	16	84.7%
Hugo	18	3	21	8	2	10	11		2	3/21/2024	16	78.9%
Idabel	18		18	6	1	7	11	2	1	3/24/2025	16	79.7%
TOTALS	72	4	76	27	4	31	45	4	4			82.1%

March 2025 EHS-CC Time and Attendance												
As of 3/31/25	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	13		13	5		5	8	1	0		16	93.6%
ELC-Broken Bow	19		19	8	1	9	10		1	3/14/2025	16	83.5%
ELC-Hugo	15	2	17	7	3	10	7	1	3	3/21/2025	16	84.7%
ELC-Idabel	22		22	6		6	16	3	0			87.1%
Cabbage Patch	32	1	33	9	1	10	23	2	1	3/21/2025	21	97.2%
The LearningTree	56	5	61	18	5	23	38	2	5	3/25/2025	21	89.6%
TOTALS	157	8	165	53	10	63	102	9	10			90.7%

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.

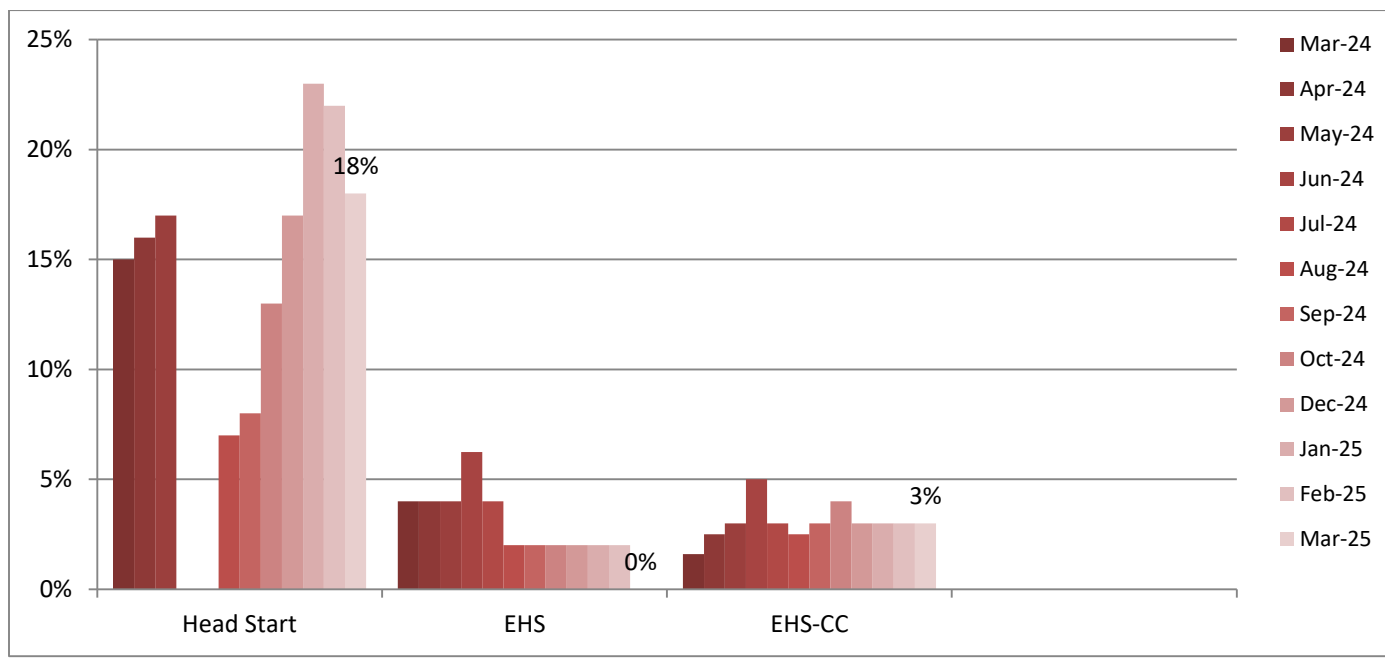
Month	Breakfast	Lunch	Snack	Monthly Total
April-24	3161	3175	4218	10554
May-24	2115	2072	2416	6603
June-24	464	487	440	1391
July-24	660	710	637	2007
August-24	2483	2461	3082	8026
September-24	2981	2967	3874	9822
October-24	3074	3043	3757	9874
November-24	2277	2261	2827	7365
December-24	2296	2270	2796	7362
January-25	2207	2195	2809	7211
February-25	2307	2293	2928	7528
March-25	2182	2185	2943	7310
April-25	2590	2797	3804	9191
YEARLY TOTALS	28797	28916	36531	94244

Data Analysis Report Summary

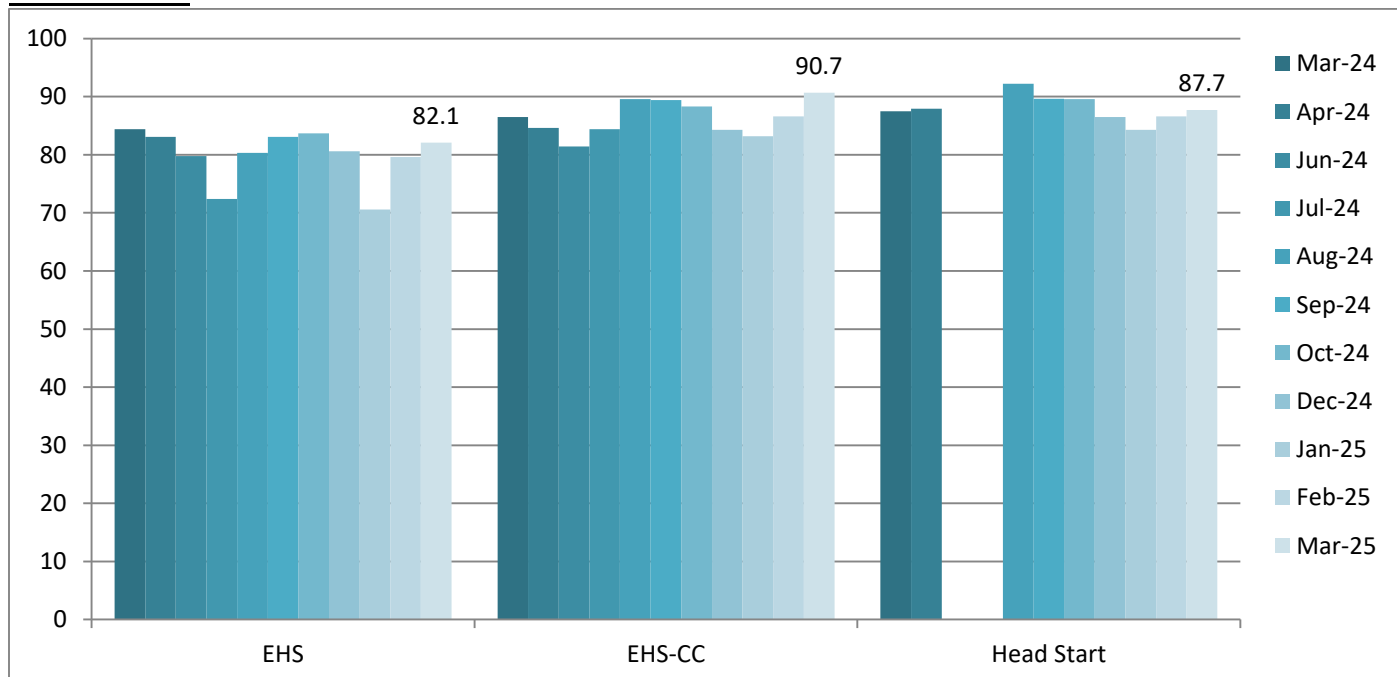
March 2025

Disabilities

IEP/IFSP –

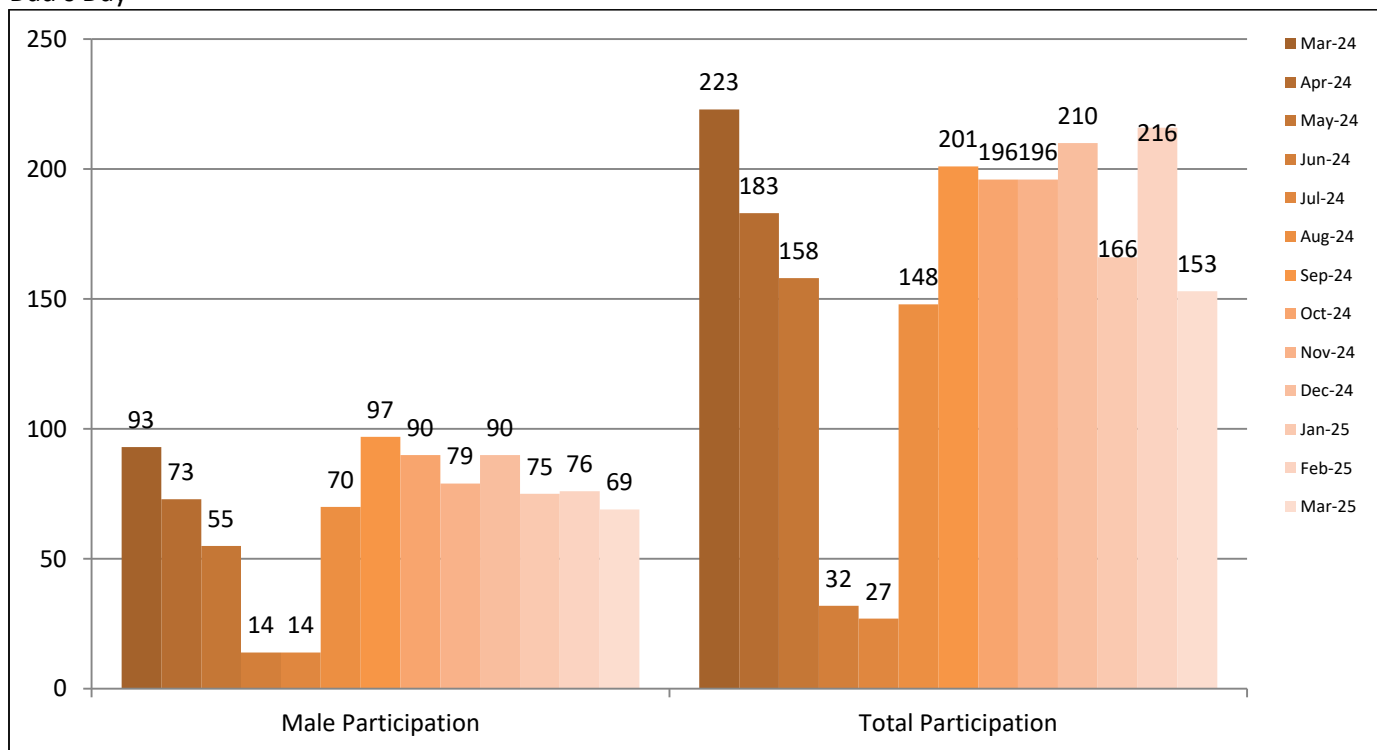


Attendance

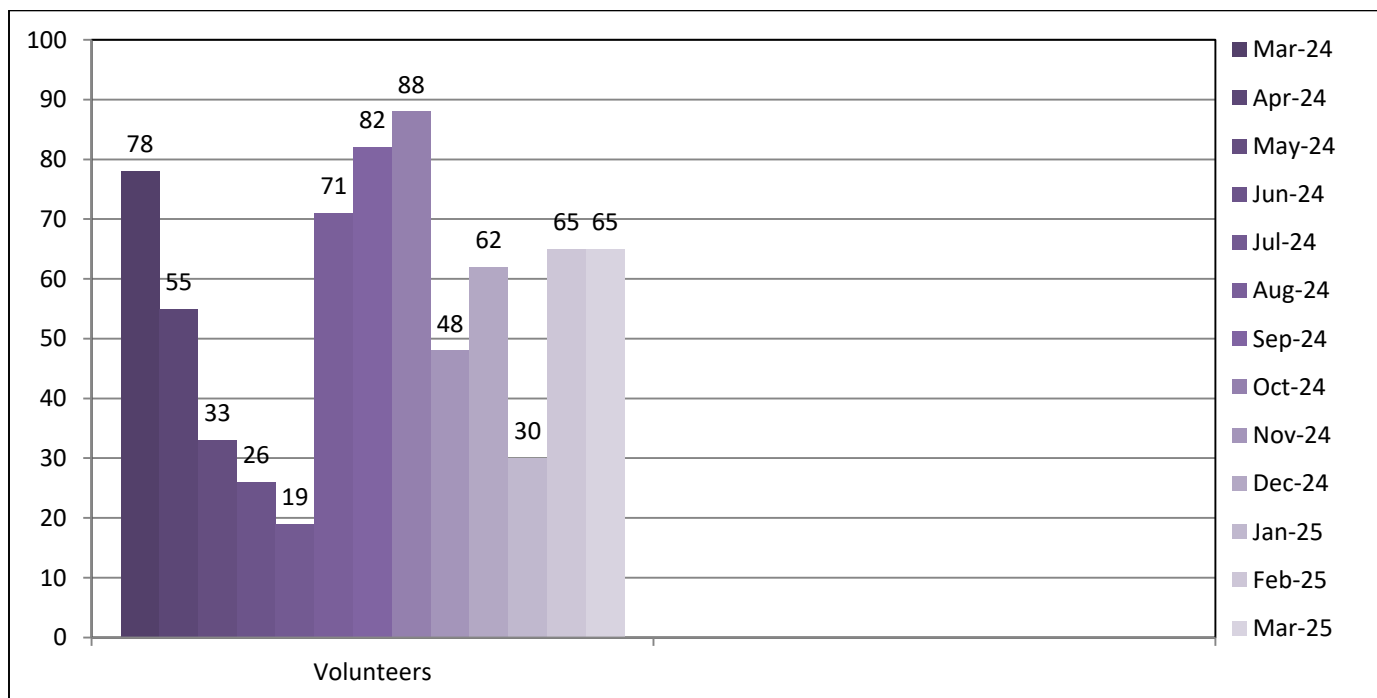


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April 2, 2025

Ms. Becky Reynolds, Executive Director
LIFT Community Action Agency
209 North 4th Street
Hugo, Oklahoma 74743

RE: Contracts 19394 CSBG 24; 19480SAF/CAA 25; and 19502 SAF/CAA-HS 25

Dear Ms. Reynolds:

Please note that a desktop monitoring of the above programs administered by the Oklahoma Department of Commerce has been scheduled for June 2 - 6, 2025. An email will be sent to you prior to the monitoring with the monitoring tool and items required for the review. If you have any questions, please contact Christina Vass at (405) 306-4979 or by email at Christina.Vass@okcommerce.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Alicia Hibbets", written in a cursive style.

Alicia Hibbets, Director of Programs – Monitoring
Community Development Services



May 7, 2025

Rebecca Reynolds
Lift Community Action Agency Inc
209 N 4th St
Hugo, OK 74743

RE: FY 2025 AmeriCorps Seniors RSVP Competition, 25SR268319

Dear Rebecca Reynolds,

We are pleased to notify you that your application for a FY 2025 AmeriCorps Seniors RSVP grant has been approved for an award of up to \$107,100 with at least 185 unduplicated volunteers.

Your accomplishment is significant. This year's request for funding was very competitive. As part of a rigorous review process, all eligible applications were assessed by external reviewers based on the criteria established in the FY 2025 AmeriCorps Seniors RSVP Competition Notice of Funding Opportunity (Notice).

The embargo period ended on April 8, 2025. Therefore, you may announce your receipt of this grant at any time. The AmeriCorps Seniors grant announcements and press releases must, at minimum, include mandatory text. Please see the accompanying resource guide for instructions and resources to help you develop press releases and make your announcements.

Your AmeriCorps Seniors RSVP grant will be awarded to your organization as soon as possible. Your organization may incur pre-award costs effective April 1, 2025. These pre-award costs are allowable only to the extent that they would have been allowable if incurred after the date of the grant award.

The **South Central** Regional Office (SouthCentral@americorps.gov) will be your primary contact for technical assistance and to ensure your project aligns with the National Performance Measures during your project period.

Upon receipt of your grant award, your program will be an important part of the AmeriCorps national service network. Welcome, thank you for believing in the power of older adults to





bring solutions for community challenges, and we look forward to working with you in the years ahead. Together we make a difference in your communities and across our nation.

Sincerely,

Robin Corindo
Acting Director, AmeriCorps Seniors

CC:
Trula Walker
SouthCentral@americorps.gov

Attachment:
Resource Guide