



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

AUGUST 12, 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, August 12, 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 Brad Gernand as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- D.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- E.** Report from the Committee for Nominations
- F.** Discussion and Possible Action to Elect LIFT CAA Board of Directors Officers for 2025-2026 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- G.** Discussion and Possible Action to Elect LIFT CAA Executive and Personnel Committee Members for 2025-2026 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- H.** Board Training/Report: How to Interpret an Audit Report and Presentation of the 2024 LIFT CAA Audit (*OS 5.7, 5.9 & 8.3*)
- I.** Discussion and Possible Action to Approve the 2024 LIFT CAA Audit (*OS 8.1, 8.2 & 8.4*)
- J.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (K and L, M, N) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- K.** Vote to Approve July 2025 Regular Meeting Minutes (*OS 5.5*)
- L.** Vote to Approve June 2025 Financial Reports; Distribution of July 2025 Financials for September 2025 Consideration and Vote (*OS 8.7*)
- M.** Vote to Approve Submission of Resolutions/Grant Applications – **\$3,880,710**
 - 1. FY 2025 Section 5339(b) – Bus and Bus Facilities Program Subgrant via Oklahoma Dept. of Transportation Application to Federal Transit Administration - **\$219,561** (*Match: \$38,746*)
 - 2. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Application to NeighborWorks® America - **\$20,000**
 - 3. SFY 2026 Community Action Agencies State Appropriated Funds (Head Start) Application to Oklahoma Department of Commerce - **\$101,158**

4. SFY 2026 CAA State Appropriated Funds Application to ODOC - **\$12,160**
 5. Helping Every Area of Relationships Thrive Grant Application to Administration for Children and Families, Office of Family Assistance - **\$3,527,831**
- N. Vote to Approve Acceptance of Grants/Contracts/Awards – \$2,884,577.68**
1. FY 2025 Early Head Start-Child Care Partnership Program Grant Award (Continuation) from Administration for Children and Families, Office of Head Start - **\$2,267,831** (*Non-Federal Share Waiver Total: \$566,958*)
 2. Oklahoma Early Childhood Program Grant Award (Year 20) from Community Action Project of Tulsa County - **\$181,239.68** (*Match: \$90,812.94*)
 3. SFY 2026 CAA State Appropriated Funds (Head Start) Award from ODOC - **\$101,158**
 4. SFY 2026 CAA State Appropriated Funds Award from ODOC - **\$12,160**
 5. AmeriCorps Seniors Retired and Senior Volunteer Program Donation from Huber Engineered Woods - **\$250**
 6. Signature Cause Grant Award from International Paper Foundation - **\$4,000**
 7. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Award (1st Allocation) from NeighborWorks® America - **\$7,000**
 8. Rx for Oklahoma Award (2nd Allocation) from KI BOIS Community Action Foundation, Inc. - **\$2,463** (*Total Awarded: \$13,560.32*)
 9. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 12, 2nd Allocation) from Health Resources and Services Administration - **\$290,476** (*Total Awarded: \$787,676*)
 10. Child Care Stabilization Grant Program Awards (Year 4/Quarter 4, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
- O. Discussion and Possible Action on Submission of FY 2026 Head Start/Early Head Start Program Grant Application (Continuation) to Administration for Children and Families, Office of Head Start**
- P. Discussion and Possible Action on Submission of Employee Benefit Plan Form 5500 (*Plan Year 2024, Period: 4/1/2024–3/31/2025*)**
- Q. Discussion and Possible Action on 2024-2025 Head Start Programs Self-Assessment Plan**
- R. Discussion and Possible Action on Updates to 2023-2028 Head Start Programs Strategic Plan**
- S. Discussion and Possible Action on Head Start and Early Head Start/EHS-Child Care Program Menus for the 2025-2026 School Year**
- T. Discussion and Possible Action on 2025 Head Start Programs Community Assessment Update**
- U. Board Self-Assessment Report**
- V. Board Training (OS 5.7):**
- Open Meeting Act
 - Open Records Act
 - Role/Recording of the Board Meeting Minutes
- W. Board Training/Programmatic Report: Quarterly Housing Production (April – June) as Reported to NeighborWorks® America (OS 5.7 & 5.9)**

X. Board Training/Programmatic Report: Head Start Programs Child Outcomes/Assessment Results for Spring 2024-2025 (*OS 5.7 & 5.9*)

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

Z. Recognition of August 2025 Employee of the Month:
Emma Bishop, Family Advocate – Choosing Childbirth Program

AA. Recognition of Service Awards

Five Years: Shaina Billy, Caregiver – Early Head Start Program

Lori Stiles, Teacher – Head Start Program

Thirty-Five Years: Dawn McDaniel, Human Resources Director – Administration

BB. Other Reports/Announcements/Correspondence: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Notification of FY 2026 Office of Head Start Monitoring Reviews; Community Housing Development Organization (CHDO) Recertification; Mobile Food Market Impact Report (*OS 5.9*)

CC. 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*)

DD. Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____

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

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

ARTICLE VI
Meetings

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

ARTICLE X
Executive Committee

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

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

MINUTES
BOARD OF DIRECTORS MEETING

July 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, July 8, 2025 at 10:03 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 (19 Board Members present, 5 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Brent Franks, Kristi Graham, Lori Greer, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, 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: Kevin Cory, Patsy Guess, Kara Maness, Carolyn Pool, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Macy Self, Sheree Ensley, Kelly Thomas, Darla Galyon, Mattie McKee, Brittany Bailey, Jeannie McMillin, W.F. Grammar, Jordan Mack, Paige Smith, Lauren Barger, Becky Powers, Janitra Bostic, Beau Johns, Kelli White, Misty Burleson, Rebecca (Reynolds) Porter, and Kinsey Cox. LIFT CAA employees and/or visitors present, appearing remotely via the Microsoft Teams communications platform included: Kathy James.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on July 8, 2025 at 9:09 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 April 2025 and May 2025. The Committee was presented with the June 2025 Financial Reports. The Committee received a status update on the Agency-wide Audit (in the final stages of completion) and the 403(b) Retirement Plan Audit (complete, with the Board to vote on submission of Form 5500 filing). The Committee was also provided with an update on agency properties, specifically regarding Hugo Lake and recent storm-related damage.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration of the May 2025 Regular Meeting Minutes and the April 2025 and May 2025 Financial Reports; the June 2025 Financials were distributed for consideration and vote at the August 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by William Smith and seconded by Brad Burgett to approve the May 2025 Regular Meeting Minutes and the April 2025 and May 2025 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2025 Community Services Block Grant Application (3rd Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$118,926; if awarded, this funding will be used for operational support of agency programs.
2. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) in the amount of \$3,000; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
3. FY 2025 Opioid Abatement Application (as Sub-Contractor for McCurtain County Board of Commissioners) to Oklahoma Office of Attorney General/Opioid Abatement Board in the amount of \$525,000; if the application is approved, the McCurtain County Board of Commissioners will serve as lead of the Tri-County Collaborative, which also includes the Board of Commissioners for both Choctaw and Pushmataha Counties. A subcontract for direct service provision will be entered into with LIFT Community Action Agency, who will fulfill the role of service provider. The Tri-County Collaborative will use the grant funds to address four of eight priority areas adopted by the Opioid Abatement Board, which include Contingency Management, Naloxone Distribution, Medications for Opioid Use Disorder, and Supported Employment. It is expected that the project will serve 225 participants over the three-year project period.
4. 2025 Byrne State Crisis Intervention Program Grant Application to Oklahoma District Attorneys Council in the amount of \$609,687.60; if awarded, the RENEW Crisis Intervention Initiative will be a multi-county effort to reduce recidivism, incidences of suicide and overdose, and violent crime rates by embedding behavioral health services in county jails, strengthening law enforcement crisis response capacity, and expanding community-based suicide prevention. Operating in Choctaw, McCurtain, and Pushmataha Counties, the project will provide corrections-based case management and mental health counseling, facilitate warm hand-offs and support for reentry, offer trauma-informed officer wellness support and CLEET-certified crisis response/mental health training, and build a tri-county network of suicide prevention task forces, school-based outreach, and youth engagement. This initiative directly supports the Byrne State Crisis Intervention Program Grant priority focus on proactive crisis intervention and behavioral health deflection. A total of 2,600 individuals will be served during the two-year project.
5. Strategies to Reduce Food Insecurity Pilot Project Proposal to Oklahoma State Department of Health in the amount of \$20,000; if awarded, this comprehensive pilot project operated as part of the LIFT CAA Family Resource Center will work to alleviate immediate food insecurity and promote long-term nutritional well-being for families with children under

- age 12. This will be accomplished through a coordinated suite of services—including a Weekend Backpack Food Program, quarterly Family Cooking and Nutrition Classes, Mobile Food Market events, and onsite food access at the Family Resource Center—which will expand food access, build nutrition knowledge and skills, and strengthen family resilience to help meet the overall goal of reducing food insecurity among young children.
6. 2025 Local Grant Program Application to Saks Fifth Avenue Foundation in the amount of \$11,040; 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.
 7. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of \$134,956; if awarded, this operational subsidy will be used to offset the costs of program operations, such as vehicle insurance and fuel for LIFT Transit.
 8. FY 2025 Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant Application to Office on Violence Against Women in the amount of \$750,000; if awarded, funding will support continued operations of the Safe Place Healing Hearts Program, along with the salaries of two staff members, who will continue to build the capacity of our rural communities to ensure the safety of and enhance services for all victims of domestic/dating violence, sexual assault and stalking.
 9. FY 2026 Base & Mini-Grant Applications to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$31,480.97; if awarded, the proposed one-year Base Grant (up to \$30,680.97) would be used to provide staff salary support as well as associated program operating expenses, with \$800 in Mini-Grant funding for staff well-being and sustainability efforts.
 10. FY 2026 State Domestic Violence/Sexual Assault Funding Application to Oklahoma Office of Attorney General in the amount of \$227,910; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services could include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation.

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 \$2,432,000.57 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Retired and Senior Volunteer Program Grant Award from AmeriCorps in the amount of \$107,100; this funding will be used to support program operations within the first year of a new three-year grant cycle (5/29/2025 – 3/31/2028).
2. Spark Good Local Grant Award from Walmart (Facility 117, Broken Bow) in the amount of \$2,000; funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
3. FY 2025 Community Services Block Grant Award (3rd Allocation) from Oklahoma Department of Commerce/Community Development in the amount of \$118,926; this

funding will be used for operational support of agency programs. The total amount awarded for FY 2025 is \$235,578.

4. Spark Good Local Grant Award from Walmart (Facility 38, Idabel) in the amount of \$2,000; funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
5. FY 2025 Flexible Impact Grant Award (2nd Allocation) from NeighborWorks® America in the amount of \$102,000; funding under the Expendable category will be used to support Housing Department staff and other operational expenses associated with the agency's housing and lending lines of business. In addition, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
6. FY 2025 NeighborWorks Week Grant Award from NeighborWorks® America in the amount of \$1,000; these funds will be used to engage in a social media campaign and email marketing to increase awareness of the NeighborWorks philosophy and partnership with the agency during NeighborWorks Week (June 7–14, 2025).

A motion was made by Brent Franks and seconded by Colby Bryant to approve acceptance of grants, contracts, and awards in the amount of \$333,026 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Rebecca (Reynolds) Porter, Executive Director, facilitated a discussion with the Board regarding a matter related to the Hugo Lake Marina.

Rebecca (Reynolds) Porter, Executive Director, presented for the Board's consideration proposed updates to Personnel Policy No. 10 – Employment Classifications. Porter explained that the changes are intended to support the transition of Head Start employees from contract-based positions to regular employee classifications. This shift is designed to ensure compliance with applicable requirements and to enhance eligibility for benefits, including retirement. The updated policy language clarifies the definition of full-time employees, specifically as it relates to non-exempt Head Start center staff, with revisions indicated in red in the provided document. A motion was made by Brent Franks and seconded by Debra Williams to approve updates to Personnel Policy No. 10 – Employment Classifications as proposed. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, presented for the Board's consideration the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2023 (period of August 1, 2023–July 31, 2024). Ensley presented the Retirement Plan Audit/Form 5500 filing and explained that there were no issues or findings. These documents were emailed to the entire Board to allow for adequate review prior to the July 2025 Board Meeting. A motion was made by Colby Bryant and seconded by Jordan Hill to approve submission of the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2023, period of August 1, 2023–July 31, 2024. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Darla Galyon, Head Start Programs Director, presented for the Board's consideration the 2025-2026 Transportation Waiver Request for the Head Start Program. The Transportation Waiver

is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Board approval for the Transportation Waiver Request is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 145 children would not be able to receive transportation services in order to attend the Head Start Program. Area public schools transport Head Start children on rural bus routes, with an average of two to three children per route. Additionally, the program has a partnership with LIFT Transit to transport Head Start children to and from classrooms. Without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Andrea Henkel and seconded by Brad Burgett to approve submission of a 2025-2026 Transportation Waiver Request for the LIFT Head Start Program. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Kathy James, Senior Program Planner, presented for the Board's consideration the FY 2026 CASA Program Goals and Objectives. James explained that the LIFT CASA Program's Goals and Objectives are developed annually to align with the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the FY 2026 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

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

Jordan Mack, Head Start Programs Assistant Director, provided the Board with an overview of the 2024-2025 Self-Assessment Process for the Head Start Programs (Organizational Standards 5.7 and 5.9).

Kelly Thomas, Work Ready Idabel Program Director, provided a Board Training/Programmatic Report over Work Ready Oklahoma (Organizational Standards 5.7 and 5.9). Thomas provided an overview of program implementation, community outreach, and

participant engagement for the Idabel Service Center, and shared data that demonstrated the impact of services delivered during the Quarter 1 Reporting Period for 2025. Key highlights included the completion of participant satisfaction and Hope surveys, which showed measurable growth in participant confidence, skill-building, and readiness for employment. According to survey data, by the end of the program cycle 100% of participants reported knowing how to overcome job search obstacles and communicate effectively at work, compared to only 11% to 32% before beginning the program. Additionally, 95% reported feeling motivated to reach their employment goals and hopeful about their future job prospects, up from only 16% at the start of the program. Participants also reported strong satisfaction with the program experience, with 91% to 100% of attendees agreeing or strongly agreeing that staff were kind and respectful, the workbook was helpful, and they were excited to return for additional sessions. Top skills identified by participants included job application tools (44%), communication skills (38%), and confidence/self-presentation. Thomas emphasized that these results reflect both the quality of the workshop content and the supportive, empowering environment fostered by program staff. She also noted that these outcomes align with the program's aim to equip individuals with the skills, mindset, and confidence needed to succeed in the workforce.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/EHS/EHS-Child Care only enrolls eligible children within the programs. Bailey explained each component of ERSEA. The training then focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) selection criteria/eligibility determination and processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

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 will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the sixteenth meeting, held on July 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 that was awarded (start date of July 1, 2025). 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.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers'

Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the May 20, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Rebecca Vasquez-Powers (Case Manager, YouthBuild Program) as the June 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Misty Burleson (Health Navigator, Choosing Childbirth Program) as the July 2025 Employee of the Month.

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

- June 2025
Five Years – Janitra Bostic (Fatherhood Case Manager/Dad Coordinator, Fatherhood Program); Twenty Years – Terry Wren (Weatherization Program Director, Housing Programs).
- July 2025
Five Years – Lauren Barger (Nutrition Specialist, Head Start Programs), Branden Billy (Coordinator, CASA, Mentoring & Victim Advocacy Services), Ken McDaniel (Maintenance Technician, Head Start Programs), Paige Smith (Procurement Clerk, Head Start Programs), Gary Teague, Jr. (Maintenance Technician, Head Start Programs); Twenty-Five Years – Carol Renee Macon (Teacher, Head Start Program).

Other Reports/Announcements/Correspondence were presented as follows: Head Start Program Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Thank You Note; ODOC Desktop Monitoring Report – Closure Letter; National Homeownership Month Information; NeighborWorks Week Presentation; Notification of Exemplary Organizational Health Tracking System Assessment Rating from NeighborWorks® America; Notice of Alcohol and Drug Treatment Program Two-Year Certification from Oklahoma Department of Mental Health and Substance Abuse Services; 2025 Fostering Hope T-Shirt Fundraiser; RSVP Raffle Fundraiser; and Mobile Food Market Notice/Impact Report (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Tami Barnes to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 11:44 a.m.

Brad Burgett, Secretary/Treasurer

10:03

	July 8, 2025	Present	Absent	DIE			F			G			I			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	Lori Greer	✓		✓			✓			✓			✓			✓		
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill	✓		✓			✓			✓			✓			✓		
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓			✓			✓			✓		
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool		✓															
17	David Smith	✓		✓			✓			✓			✓			✓		
18	William Smith	✓		✓			✓			✓			✓			✓		
19	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
20	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
21	Vicky Wade		✓															
22	Debra Williams	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓			✓		
24	David Hawkins	✓		✓			✓			✓			✓			✓		
25																		
26																		
27																		

Will
Brad
Sullivan
Will
Franks
Bryant
Franks
Williams
Colby
Jordan

	July 8, 2025	Present	Absent	Hazel			Sullivan			Brad			Tam.		
				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	Lori Greer	✓		✓			✓			✓			✓		
8	Patsy Guess		✓												
9	Andrea Henkel	✓		✓			✓			✓			✓		
10	Jordan Hill	✓		✓			✓			✓			✓		
11	Jia Johnson	✓		✓			✓			✓			✓		
12	Sharon Johnson	✓		✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓			✓			✓		
14	Kara Maness		✓												
15	Sandra Meeks	✓					✓			✓			✓		
16	Carolyn Pool		✓												
17	David Smith	✓		✓			✓			✓			✓		
18	William Smith	✓		✓			✓			✓			✓		
19	Consuelo Splawn	✓		✓			✓			✓			✓		
20	Jim Bob Sullivan	✓		✓			✓			✓			✓		
21	Vicky Wade		✓												
22	Debra Williams	✓		✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓		
24	David Hawkins	✓													
25															
26															
27															

Hazel
Budget
Sullivan
Budget
Brad
Tam.

1:11:11

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

FINANCIAL ROW	AMOUNT (AS OF JUL 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$8,519,402.99	\$8,646,823.07	(\$127,420.08)	-1.47%
1020 - Payroll Account	\$450,525.63	\$9,316.68	\$441,208.95	4,735.69%
1021 - First United Accounts Payable	\$31,826.06	\$13,885.75	\$17,940.31	129.20%
1022 - First United TH Reserve	\$151,102.51	\$146,772.86	\$4,329.65	2.95%
1023 - First United General Escrow	\$117,287.56	\$178,390.15	(\$61,102.59)	-34.25%
1024 - First United Marina License	\$164.58	\$253.90	(\$89.32)	-35.18%
1025 - First United Deposit (PayPal)	\$6,160.70	\$2,115.20	\$4,045.50	191.26%
1028 - First United Unrestricted Funds CD	\$865,417.99	\$849,505.41	\$15,912.58	1.87%
1030 - Shamrock Bank - Clayton	\$1,869.98	\$1,854.10	\$15.88	0.86%
1040 - Petty Cash	\$735.00	\$835.00	(\$100.00)	-11.98%
1050 - McCurtain County National Bank	\$1,917.39	\$6,449.31	(\$4,531.92)	-70.27%
Total - 1000 - Cash	\$10,146,410.39	\$9,856,201.43	\$290,208.96	2.94%
Total Bank	\$10,146,410.39	\$9,856,201.43	\$290,208.96	2.94%
Accounts Receivable				
1100 - Receivables				
1105 - Accrued Acct Receivable	\$228,938.28	\$272,333.18	(\$43,394.90)	-15.93%
1110 - Accounts Receivable	\$349,599.01	\$730,563.21	(\$380,964.20)	-52.15%
1120 - Due From (A/R)	(\$362.96)	(\$362.96)	\$0.00	0.00%
Total - 1100 - Receivables	\$578,174.33	\$1,002,533.43	(\$424,359.10)	-42.33%
1300 - Other receivables				
1320 - Notes/loans receivable	\$325,700.52	\$334,632.06	(\$8,931.54)	-2.67%
1321 - Loans Receivable from Belmont	\$181,588.48	\$217,351.48	(\$35,763.00)	-16.45%
1322 - Loans Receivable from Clayton	\$244,170.53	\$227,561.53	\$16,609.00	7.30%
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	\$128,569.00	\$0.00	\$128,569.00	0.00%
Total - 1300 - Other receivables	\$1,571,760.24	\$1,477,020.30	\$94,739.94	6.41%
Total Accounts Receivable	\$2,149,934.57	\$2,479,553.73	(\$329,619.16)	-13.29%
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	\$161,654.90	\$35,814.82	\$125,840.08	351.36%
1465 - Advances Paid	\$706.44	(\$81.74)	\$788.18	-964.25%
Total - 1400 - Other assets	\$162,361.34	\$35,733.08	\$126,628.26	354.37%
1500 - Investments				
1530 - Property/Lots held for Sale	\$375,516.35	\$375,516.35	\$0.00	0.00%
1599 - Undeposited Funds	\$942.21	\$468.35	\$473.86	101.18%
Total - 1500 - Investments	\$376,458.56	\$375,984.70	\$473.86	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	\$937,099.14	\$714,767.92	\$222,331.22	31.11%
Total Current Assets	\$13,233,444.10	\$13,050,523.08	\$182,921.02	1.40%
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	(\$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	\$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	\$20,688,829.22	\$20,505,908.20	\$182,921.02	0.89%
Liabilities & Equity				
Current Liabilities				
Accounts Payable	(\$18,040.45)	(\$18,712.60)	\$672.15	-3.59%
Other Current Liability				
2100 - Accrued liabilities	\$1,241,116.74	\$1,514,880.95	(\$273,764.21)	-18.07%
2400 - Refundable Advances				
2450 - Apartment Sec Deposits Payable	\$33,426.50	\$30,349.50	\$3,077.00	10.14%
2455 - Sales Taxes Payable	(\$681.64)	(\$11.25)	(\$670.39)	5,959.02%
Total - 2400 - Refundable Advances	\$32,744.86	\$30,338.25	\$2,406.61	7.93%
2500 - Short-term notes & loans payable	\$128,569.00	\$0.00	\$128,569.00	0.00%

FINANCIAL ROW	AMOUNT (AS OF JUL 2025)	COMPARISON AMOUNT (AS OF DEC 2024)	VARIANCE	% VARIANCE
Total Other Current Liability	\$1,402,430.60	\$1,545,219.20	(\$142,788.60)	-9.24%
Total Current Liabilities	\$1,384,390.15	\$1,526,506.60	(\$142,116.45)	-9.31%
Long Term Liabilities				
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	\$19,288,592.97	\$18,963,072.51	\$325,520.46	1.72%
Total Liabilities & Equity	\$20,688,829.22	\$20,505,908.20	\$182,921.02	0.89%

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

FINANCIAL ROW	AMOUNT (JAN 2025 - ADJUST 2025)	COMPARATIVE AMOUNT (JAN 2024 - DEC 2024)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$62,304.35	\$66,066.44	(\$3,762.09)	-5.69%
4100 - Inkind Revenue	\$472,630.72	\$1,519,251.09	(\$1,046,620.37)	-68.89%
4200 - Miscellaneous Revenue	\$764,957.43	\$1,254,930.89	(\$489,973.46)	-39.04%
4400 - State Revenue	\$2,058,200.87	\$1,793,753.10	\$264,447.77	14.74%
4500 - Federal Revenue	\$8,849,897.33	\$15,332,653.05	(\$6,482,755.72)	-42.28%
4900 - Recoveries from Programs	\$2,190,683.91	\$3,993,852.84	(\$1,803,168.93)	-45.15%
5000 - Rental Revenue	\$552,873.87	\$756,661.79	(\$203,787.92)	-26.93%
5100 - Program Fee Revenue	\$851,584.61	\$1,522,032.67	(\$670,448.06)	-44.05%
5300 - Interest and Dividends	\$21,688.23	\$319,105.51	(\$297,417.28)	-93.20%
5400 - Revenue from other sources	\$957,962.27	\$1,681,254.64	(\$723,292.37)	-43.02%
5800 - Special Event	\$17,680.23	\$5,266.00	\$12,414.23	235.74%
Total - Income	\$16,800,463.82	\$28,244,828.02	(\$11,444,364.20)	-40.52%
Cost Of Sales				
8000 - Cost of Goods Sold	\$4,785.70	\$2,810.86	\$1,974.84	70.26%
Total - Cost Of Sales	\$4,785.70	\$2,810.86	\$1,974.84	70.26%
Gross Profit	\$16,795,678.12	\$28,242,017.16	(\$11,446,339.04)	-40.53%
Expense				
7000 - Grants, contracts, & direct assistance	\$774,197.83	\$1,770,162.16	(\$995,964.33)	-56.26%
7200 - Salaries & related expenses	\$7,186,647.49	\$12,510,254.57	(\$5,323,607.08)	-42.55%
7300 - Indirect Cost Pool Expense	\$1,034,461.32	\$2,176,494.77	(\$1,142,033.45)	-52.47%
7500 - Contract/Consultant Services	\$1,044,101.76	\$2,045,519.13	(\$1,001,417.37)	-48.96%
8100 - Non personnel expenses	\$649,184.42	\$1,205,980.27	(\$556,795.85)	-46.17%
8200 - Facility & equipment expenses	\$2,042,189.72	\$3,222,733.80	(\$1,180,544.08)	-36.63%
8300 - Travel & meetings expenses	\$325,095.02	\$640,446.09	(\$315,351.07)	-49.24%
8400 - Insurance Expense	\$1,475,801.10	\$2,235,204.58	(\$759,403.48)	-33.97%
8600 - Business expenses	\$0.00	\$1,704.01	(\$1,704.01)	-100.00%
8700 - Food Expenses	\$813,869.17	\$1,742,261.67	(\$928,392.50)	-53.29%
8800 - In-Kind Expenses	\$472,630.72	\$1,519,251.09	(\$1,046,620.37)	-68.89%
Total - Expense	\$15,818,178.55	\$29,070,012.14	(\$13,251,833.59)	-45.59%
Net Ordinary Income	\$977,499.57	(\$827,994.98)	\$1,805,494.55	-218.06%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,273,233.88	\$1,867,637.48	(\$594,403.60)	-31.83%
Total - Other Expense	\$1,273,233.88	\$1,867,637.48	(\$594,403.60)	-31.83%
Net Other Income	(\$1,273,233.88)	(\$1,867,637.48)	\$594,403.60	-31.83%
Net Income	(\$295,734.31)	(\$2,695,632.46)	\$2,399,898.15	-89.03%

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$8,519,402.99
1020 - Payroll Account	\$450,525.63
1021 - First United Accounts Payable	\$31,826.06
1022 - First United TH Reserve	\$151,102.51
1023 - First United General Escrow	\$117,287.56
1024 - First United Marina License	\$164.58
1025 - First United Deposit (PayPal)	\$6,160.70
1028 - First United Unrestricted Funds CD	\$865,417.99
1030 - Shamrock Bank - Clayton	\$1,869.98
1040 - Petty Cash	\$735.00
1050 - McCurtain County National Bank	\$1,917.39
Total - 1000 - Cash	\$10,146,410.39
Total Bank	\$10,146,410.39
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	\$228,938.28
1110 - Accounts Receivable	\$349,599.01
1120 - Due From (A/R)	(\$362.96)
Total - 1100 - Receivables	\$578,174.33
1300 - Other receivables	
1320 - Notes/loans receivable	\$325,700.52
1321 - Loans Receivable from Belmont	\$181,588.48
1322 - Loans Receivable from Clayton	\$244,170.53
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	\$128,569.00
Total - 1300 - Other receivables	\$1,571,760.24
Total Accounts Receivable	\$2,149,934.57
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	\$161,654.90
1465 - Advances Paid	\$706.44
Total - 1400 - Other assets	\$162,361.34
1500 - Investments	
1530 - Property/Lots held for Sale	\$375,516.35
1599 - Undeposited Funds	\$942.21
Total - 1500 - Investments	\$376,458.56
NS097 - Interfund Due to /Due from	(\$738.73)
Payroll Float	\$399,017.97
Total Other Current Asset	\$937,099.14
Total Current Assets	\$13,233,444.10
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$1,087,094.00
1620 - Buildings	\$7,056,276.04
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$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	\$20,688,829.22
Liabilities & Equity	

FINANCIAL ROW	AMOUNT
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	(\$18,040.45)
Total - 2000 - Payables	(\$18,040.45)
Total Accounts Payable	(\$18,040.45)
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	\$79,886.02
2110 - Wages Payable	\$572,557.94
2115 - Accrued Pension	\$26,654.22
2120 - Accrued Employee Benefits	\$262,989.87
2125 - Accrued Benefits	\$67,348.99
2130 - Accrued payroll taxes	\$29,229.50
2131 - Accrued Taxes	\$33,430.32
2135 - Indirect Payable	\$162,728.60
2150 - Home Loan Escrow Accounts	\$1,725.73
2160 - Due to (Liab)	\$22,255.06
2180 - Accrued Payroll Deductions	(\$17,689.51)
Total - 2100 - Accrued liabilities	\$1,241,116.74
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$33,426.50
2455 - Sales Taxes Payable	(\$681.64)
Total - 2400 - Refundable Advances	\$32,744.86
2500 - Short-term notes & loans payable	
2570 - Short-term liabilities - other	\$128,569.00
Total - 2500 - Short-term notes & loans payable	\$128,569.00
Total Other Current Liability	\$1,402,430.60
Total Current Liabilities	\$1,384,390.15
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	
3000 - Net Assets	\$12,712.37
Retained Earnings	\$18,950,360.14
Net Income	\$325,520.46
Total Equity	\$19,288,592.97
Total Liabilities & Equity	\$20,688,829.22

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

FINANCIAL ROW	- UNASSIGNED Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	(\$188,770.85)	\$6,963.99	\$177.51	(\$222,770.47)	\$423.89	\$729,496.39	\$325,520.46
Adjustments to Net Income							
Accounts Receivable	\$380,964.20	(\$119,637.46)	\$0.00	\$0.00	\$0.00	\$68,292.42	\$329,619.16
Other Current Asset	\$77,708.97	(\$5,655.87)	\$0.00	(\$71,309.33)	\$0.00	(\$222,601.13)	(\$221,857.36)
Accounts Payable	\$672.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$672.15
Sales Tax Payable	\$17,385.76	\$0.00	\$0.00	\$0.00	\$0.00	(\$18,056.15)	(\$670.39)
Other Current Liabilities	\$738,368.07	\$0.00	\$0.00	\$114,305.49	\$0.00	(\$994,791.77)	(\$142,118.21)
Total Adjustments to Net Income	\$1,215,099.15	(\$125,293.33)	\$0.00	\$42,996.16	\$0.00	(\$1,167,156.63)	(\$34,354.65)
Total Operating Activities	\$1,026,328.30	(\$118,329.34)	\$177.51	(\$179,774.31)	\$423.89	(\$437,660.24)	\$291,165.81
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	\$1,025,845.53	(\$118,329.34)	\$177.51	(\$179,774.31)	\$423.89	(\$437,660.46)	\$290,682.82
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	\$35,372,850.70	(\$114,835.34)	\$1,908.79	(\$11,049,732.96)	\$1,189.32	(\$14,064,027.91)	\$10,147,352.60

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	\$325,520.46
Adjustments to Net Income	
Accounts Receivable	\$329,619.16
Other Current Asset	(\$221,857.36)
Accounts Payable	\$672.15
Sales Tax Payable	(\$670.39)
Other Current Liabilities	(\$142,118.21)
Total Adjustments to Net Income	(\$34,354.65)
Total Operating Activities	\$291,165.81
Financing Activities	
Long Term Liabilities	(\$482.99)
Total Financing Activities	(\$482.99)
Net Change in Cash for Period	\$290,682.82
Cash at Beginning of Period	\$9,856,669.78
Cash at End of Period	\$10,147,352.60

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

FINANCIAL ROW	- UNASSIGNED - WITH DONOR RESTRICTIONS	WITHOUT DONOR RESTRICTIONS	TOTAL
	Amount	Amount	Amount
Operating Activities			
Net Income	(\$5,861,323.55)	\$8,265.86	\$6,178,578.15
Adjustments to Net Income			
Accounts Receivable	\$380,964.20	\$0.00	(\$51,345.04)
Other Current Asset	\$272,154.40	\$0.00	(\$494,011.76)
Accounts Payable	\$672.15	\$0.00	\$0.00
Sales Tax Payable	\$0.00	\$0.00	(\$670.39)
Other Current Liabilities	(\$64,354.98)	\$0.00	(\$77,763.23)
Total Adjustments to Net Income	\$589,435.77	\$0.00	(\$623,790.42)
Total Operating Activities	(\$5,271,887.78)	\$8,265.86	\$5,554,787.73
Financing Activities			
Long Term Liabilities	(\$482.77)	\$0.00	(\$0.22)
Total Financing Activities	(\$482.77)	\$0.00	(\$0.22)
Net Change in Cash for Period	(\$5,272,370.55)	\$8,265.86	\$5,554,787.51
Cash at Beginning of Period	\$3,861,739.37	\$0.00	\$5,994,930.41
Cash at End of Period	(\$1,410,631.18)	\$8,265.86	\$11,549,717.92

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Program Revenue by Month
May 2025, Jun 2025, Jul 2025

Monthly distribution of Revenue by Restriction and Program

PROGRAM	MAY 2025	JUNE 2025	JULY 2025	TOTAL
Without Donor Restrictions				
Housing	\$843,407.71	\$142,486.17	\$78,005.11	\$1,063,898.99
HS -Head Start	\$88,377.11	\$73,391.40	\$534,669.37	\$696,437.88
Administration	\$392,601.47	\$396,831.24	\$474,743.88	\$1,264,176.59
Early Head Start Child Care	\$919.04	\$852.41	\$247,946.62	\$249,718.07
Early Learning Centers	\$85,012.68	\$80,960.34	\$98,120.72	\$264,093.74
TRANSIT	\$28,837.85	\$81,928.32	\$94,768.81	\$205,534.98
WRO	\$89,985.31			\$89,985.31
Healthy Start	\$0.00		\$71,436.69	\$71,436.69
State Park Operations	\$55,065.78	\$65,309.58	\$61,884.86	\$182,260.22
Apartments	\$49,823.02	\$55,529.66	\$62,724.65	\$168,077.33
Economic Development (Lending)	\$5,137.84	\$40,131.24	\$2,542.80	\$47,811.88
Youth Build	\$18.62	\$34,570.60	\$33,545.20	\$68,134.42
Tri-CORPS	\$30,584.65	\$17,448.03	\$4,171.92	\$52,204.60
VOCA		\$21,849.25	\$163.75	\$22,013.00
CORE Dad Program	\$21,454.43			\$21,454.43
EHS -EARLY HEAD START	\$7,624.24	\$9,172.10	\$9,345.43	\$26,141.77
RSVP	\$8,881.80	\$2,141.27	\$8,530.58	\$19,553.65
CASA		\$4.41	\$68.18	\$72.59
Mentoring		\$55.00	\$45.25	\$100.25
Community Services			\$20.72	\$20.72
Second Chance			\$6.58	\$6.58
Emergency Services			\$2.32	\$2.32
Total - Without Donor Restrictions	\$1,707,731.55	\$1,022,661.02	\$1,782,743.44	\$4,513,136.01
- Unassigned -	\$1,579,855.33	\$1,518,290.73	\$270,066.92	\$3,368,212.98
With Donor Restrictions				
HS -Head Start			\$2,514.20	\$2,514.20
Total - With Donor Restrictions			\$2,514.20	\$2,514.20
Total	\$3,287,586.88	\$2,540,951.75	\$2,055,324.56	\$7,883,863.19

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

Agency Wide

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$49,000.00	\$62,304.35	(\$13,304.35)	127.15%
4100 - Inkind Revenue	\$1,328,764.57	\$472,630.72	\$856,133.85	35.57%
4200 - Miscellaneous Revenue	\$54,340.50	\$764,957.43	(\$710,616.93)	1,407.71%
4400 - State Revenue	\$3,669,558.85	\$2,058,200.87	\$1,611,357.98	56.09%
4500 - Federal Revenue	\$9,525,558.61	\$8,849,897.33	\$675,661.28	92.91%
4900 - Recoveries from Programs	\$2,139,501.00	\$2,190,683.91	(\$51,182.91)	102.39%
5000 - Rental Revenue	\$0.00	\$552,873.87	(\$552,873.87)	0.00%
5100 - Program Fee Revenue	\$0.00	\$851,584.61	(\$851,584.61)	0.00%
5300 - Interest and Dividends	\$0.00	\$21,688.23	(\$21,688.23)	0.00%
5400 - Revenue from other sources	\$538,836.40	\$957,962.27	(\$419,125.87)	177.78%
5800 - Special Event	\$0.00	\$17,680.23	(\$17,680.23)	0.00%
Total - Income	\$17,305,559.93	\$16,800,463.82	\$505,096.11	97.08%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$4,785.70	(\$4,785.70)	0.00%
Total - Cost Of Sales	\$0.00	\$4,785.70	(\$4,785.70)	0.00%
Gross Profit	\$17,305,559.93	\$16,795,678.12	\$509,881.81	97.05%
Expense				
7000 - Grants, contracts, & direct assistance	\$73,000.00	\$774,197.83	(\$701,197.83)	1,060.54%
7200 - Salaries & related expenses	\$8,138,847.32	\$7,186,647.49	\$952,199.83	88.30%
7300 - Indirect Cost Pool Expense	\$1,237,082.45	\$1,034,461.32	\$202,621.13	83.62%
7500 - Contract/Consultant Services	\$1,491,755.00	\$1,044,101.76	\$447,653.24	69.99%
8100 - Non personnel expenses	\$632,227.93	\$649,184.42	(\$16,956.49)	102.68%
8200 - Facility & equipment expenses	\$1,972,332.15	\$2,042,189.72	(\$69,857.57)	103.54%
8300 - Travel & meetings expenses	\$244,325.28	\$325,095.02	(\$80,769.74)	133.06%
8400 - Insurance Expense	\$133,355.00	\$1,475,801.10	(\$1,342,446.10)	1,106.67%
8600 - Business expenses	\$118,597.00	\$0.00	\$118,597.00	0.00%
8700 - Food Expenses	\$93,017.00	\$813,869.17	(\$720,852.17)	874.97%
8800 - In-Kind Expenses	\$1,328,764.57	\$472,630.72	\$856,133.85	35.57%
Total - Expense	\$15,463,303.70	\$15,818,178.55	(\$354,874.85)	102.29%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,306,632.40	\$1,273,233.88	\$33,398.52	97.44%
Total - Other Expense	\$1,306,632.40	\$1,273,233.88	\$33,398.52	97.44%
Net Income	\$535,623.83	(\$295,734.31)	\$831,358.14	-55.21%

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

Operating

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$10,673.65	(\$10,673.65)	0.00%
4900 - Recoveries from Programs	\$2,139,501.00	\$2,190,675.49	(\$51,174.49)	102.39%
5000 - Rental Revenue	\$0.00	\$233,203.37	(\$233,203.37)	0.00%
5300 - Interest and Dividends	\$0.00	\$47,652.09	(\$47,652.09)	0.00%
5400 - Revenue from other sources	\$0.00	\$327,890.91	(\$327,890.91)	0.00%
Total - Income	\$2,139,501.00	\$2,810,095.51	(\$670,594.51)	131.34%
Gross Profit	\$2,139,501.00	\$2,810,095.51	(\$670,594.51)	131.34%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$2,890.91	(\$2,890.91)	0.00%
7200 - Salaries & related expenses	\$1,507,742.15	\$526,469.31	\$981,272.84	34.92%
7300 - Indirect Cost Pool Expense	\$0.00	\$12,564.61	(\$12,564.61)	0.00%
7500 - Contract/Consultant Services	\$125,000.00	\$268,914.89	(\$143,914.89)	215.13%
8100 - Non personnel expenses	\$64,740.65	\$42,744.50	\$21,996.15	66.02%
8200 - Facility & equipment expenses	\$41,709.95	\$141,312.70	(\$99,602.75)	338.80%
8300 - Travel & meetings expenses	\$41,000.00	\$26,006.43	\$14,993.57	63.43%
8400 - Insurance Expense	\$80,000.00	\$1,059,745.93	(\$979,745.93)	1,324.68%
8700 - Food Expenses	\$0.00	\$4,758.40	(\$4,758.40)	0.00%
Total - Expense	\$1,860,192.75	\$2,085,407.68	(\$225,214.93)	112.11%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$279,308.25	\$152,183.32	\$127,124.93	54.49%
Total - Other Expense	\$279,308.25	\$152,183.32	\$127,124.93	54.49%
Net Income	\$0.00	\$572,504.51	(\$572,504.51)	0.00%

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

Financial Row	- No Department -		10 Operating	
		Administration	Building Funds	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$3,490.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$25.00	\$10,621.50	\$52.15	\$10,673.65
4400 - State Revenue	\$109,818.02	\$0.00	\$0.00	\$0.00
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$8.42	\$2,190,675.49	\$0.00	\$2,190,675.49
5000 - Rental Revenue	\$0.00	\$0.00	\$233,203.37	\$233,203.37
5100 - Program Fee Revenue	\$1,986.63	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	\$47,144.49	\$507.60	\$47,652.09
5400 - Revenue from other sources	\$0.00	\$327,890.91	\$0.00	\$327,890.91
5800 - Special Event	\$200.00	\$0.00	\$0.00	\$0.00
Total - Income	\$115,528.07	\$2,576,332.39	\$233,763.12	\$2,810,095.51
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	\$2,890.91	\$0.00	\$2,890.91
7200 - Salaries & related expenses	\$521,288.75	\$526,469.31	\$0.00	\$526,469.31
7300 - Indirect Cost Pool Expense	\$40,477.70	\$12,564.61	\$0.00	\$12,564.61
7500 - Contract/Consultant Services	\$2,781.20	\$218,090.50	\$50,824.39	\$268,914.89
8100 - Non personnel expenses	\$32,512.23	\$33,560.96	\$9,183.54	\$42,744.50
8200 - Facility & equipment expenses	\$359,645.93	\$47,032.88	\$94,279.82	\$141,312.70
8300 - Travel & meetings expenses	\$1,250.75	\$26,006.43	\$0.00	\$26,006.43
8400 - Insurance Expense	\$2,873.00	\$969,362.75	\$90,383.18	\$1,059,745.93
8700 - Food Expenses	\$527,753.22	\$4,758.40	\$0.00	\$4,758.40
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$1,488,715.75	\$1,840,736.75	\$244,670.93	\$2,085,407.68
Net Ordinary Income	(\$1,373,729.36)	\$735,595.64	(\$10,907.81)	\$724,687.83
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$2,850.43	\$151,685.52	\$497.80	\$152,183.32
Total - Other Expense	\$2,850.43	\$151,685.52	\$497.80	\$152,183.32

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

Early Childhood

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$4,000.00	\$4,000.00	\$0.00	100.00%
4100 - Inkind Revenue	\$1,316,864.57	\$449,318.97	\$867,545.60	34.12%
4200 - Miscellaneous Revenue	\$0.00	\$514,093.01	(\$514,093.01)	0.00%
4400 - State Revenue	\$209,979.05	\$133,539.72	\$76,439.33	63.60%
4500 - Federal Revenue	\$6,882,362.00	\$5,098,799.99	\$1,783,562.01	74.09%
5100 - Program Fee Revenue	\$0.00	\$253,408.10	(\$253,408.10)	0.00%
5300 - Interest and Dividends	\$0.00	\$11,131.19	(\$11,131.19)	0.00%
5400 - Revenue from other sources	\$0.00	\$90,000.00	(\$90,000.00)	0.00%
Total - Income	\$8,413,205.62	\$6,554,290.98	\$1,858,914.64	77.90%
Gross Profit	\$8,413,205.62	\$6,554,290.98	\$1,858,914.64	77.90%
Expense				
7200 - Salaries & related expenses	\$4,648,348.31	\$3,216,519.78	\$1,431,828.53	69.20%
7300 - Indirect Cost Pool Expense	\$873,729.80	\$541,223.11	\$332,506.69	61.94%
7500 - Contract/Consultant Services	\$1,107,775.00	\$517,835.10	\$589,939.90	46.75%
8100 - Non personnel expenses	\$155,605.16	\$291,483.01	(\$135,877.85)	187.32%
8200 - Facility & equipment expenses	\$121,906.20	\$177,140.53	(\$55,234.33)	145.31%
8300 - Travel & meetings expenses	\$46,277.15	\$64,226.53	(\$17,949.38)	138.79%
8400 - Insurance Expense	\$44,175.00	\$132,144.65	(\$87,969.65)	299.14%
8700 - Food Expenses	\$72,137.00	\$265,980.08	(\$193,843.08)	368.72%
8800 - In-Kind Expenses	\$1,316,864.57	\$449,318.97	\$867,545.60	34.12%
Total - Expense	\$8,386,818.19	\$5,655,871.76	\$2,730,946.43	67.44%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$189,619.00	\$410,013.45	(\$220,394.45)	216.23%
Total - Other Expense	\$189,619.00	\$410,013.45	(\$220,394.45)	216.23%
Net Income	(\$163,231.57)	\$488,405.77	(\$651,637.34)	-299.21%

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

Financial Row

Financial Row	20 Early Childhood										Total Amount
	CACFP - Daycare Homes	CC EHS -Early Head Start CC		Early Learning Centers		HS/IEHS		Head Start Amount	Total Amount		
		Amount	Amount	Amount	Amount	EHS Amount	Amount				
Ordinary Income/Expense											
Income	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$4,895.53	\$4,060.00	\$122,378.29	\$61,402.32	\$256,582.83	\$440,363.44	\$449,318.97	\$449,318.97	\$449,318.97
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$255,999.61	\$181,665.17	\$0.00	\$76,428.23	\$258,093.40	\$514,093.01	\$514,093.01	\$514,093.01
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,428.58	\$46,111.14	\$133,539.72	\$133,539.72	\$133,539.72	\$133,539.72
4500 - Federal Revenue	\$0.00	\$617,959.82	\$1,514,723.00	\$34,726.03	\$369,528.00	\$452,613.00	\$2,109,250.14	\$2,931,391.14	\$5,098,799.99	\$5,098,799.99	\$5,098,799.99
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
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
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$253,408.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$253,408.10
5300 - Interest and Dividends	\$0.00	\$0.00	\$0.00	\$6,378.51	\$4,680.45	\$0.00	\$72.23	\$4,752.68	\$11,131.19	\$11,131.19	\$11,131.19
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00
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
Total - Income	\$0.00	\$617,959.82	\$1,519,618.53	\$558,572.25	\$768,251.91	\$601,443.90	\$2,488,444.57	\$3,858,140.38	\$6,554,290.98	\$6,554,290.98	\$6,554,290.98
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
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
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
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
Expense											
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$87,796.92	\$62,898.82	\$276,785.86	\$452,431.60	\$323,372.75	\$616,296.49	\$1,396,937.34	\$2,336,606.58	\$3,216,519.78	\$3,216,519.78	\$3,216,519.78
7300 - Indirect Cost Pool Expense	\$17,043.89	\$10,063.77	\$35,969.74	\$73,526.05	\$9,240.67	\$129,240.19	\$266,138.80	\$404,619.66	\$541,223.11	\$541,223.11	\$541,223.11
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$463,576.22	\$3,333.08	\$22,013.52	\$5,248.59	\$23,663.69	\$50,925.80	\$517,835.10	\$517,835.10	\$517,835.10
8100 - Non personnel expenses	\$1,421.10	\$3,138.57	\$97,269.83	\$20,542.14	\$23,843.54	\$33,548.23	\$111,719.60	\$169,111.37	\$291,483.01	\$291,483.01	\$291,483.01
8200 - Facility & equipment expenses	\$0.00	\$2,618.00	\$13,102.19	\$12,587.59	\$66,842.25	\$19,586.15	\$62,404.35	\$148,832.75	\$177,140.53	\$177,140.53	\$177,140.53
8300 - Travel & meetings expenses	\$0.00	\$18,226.86	\$12,659.56	\$2,502.75	\$1,977.34	\$7,339.97	\$21,520.05	\$30,837.36	\$64,226.53	\$64,226.53	\$64,226.53
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	\$132,144.65	\$132,144.65
8700 - Food Expenses	\$0.00	\$3,094.95	\$220.04	\$53,527.38	\$50,687.84	\$7,341.86	\$151,108.01	\$209,137.71	\$265,980.08	\$265,980.08	\$265,980.08
8800 - In-Kind Expenses	\$0.00	\$0.00	\$4,895.53	\$4,060.00	\$122,378.29	\$61,402.32	\$256,582.83	\$440,363.44	\$449,318.97	\$449,318.97	\$449,318.97
Total - Expense	\$106,261.91	\$100,040.97	\$929,478.22	\$639,496.99	\$620,356.20	\$899,092.57	\$2,361,144.90	\$3,880,593.67	\$5,655,871.76	\$5,655,871.76	\$5,655,871.76
Net Ordinary Income	(\$106,261.91)	\$517,918.85	\$590,140.31	(\$80,924.74)	\$147,895.71	(\$297,648.67)	\$127,299.67	(\$22,453.29)	\$898,419.22	\$898,419.22	\$898,419.22
Other Income and Expenses											
Other Expense											
8500 - Other Expense	\$260.74	\$59.70	\$250,757.83	\$4,032.57	\$29,844.24	\$28,724.26	\$96,334.11	\$154,902.61	\$410,013.45	\$410,013.45	\$410,013.45
Total - Other Expense	\$260.74	\$59.70	\$250,757.83	\$4,032.57	\$29,844.24	\$28,724.26	\$96,334.11	\$154,902.61	\$410,013.45	\$410,013.45	\$410,013.45

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

Community Service

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$45,000.00	\$54,238.19	(\$9,238.19)	120.53%
4100 - Inkind Revenue	\$11,900.00	\$23,311.75	(\$11,411.75)	195.90%
4200 - Miscellaneous Revenue	\$0.00	\$2,040.37	(\$2,040.37)	0.00%
4400 - State Revenue	\$1,473,309.80	\$864,002.30	\$609,307.50	58.64%
4500 - Federal Revenue	\$2,033,349.00	\$1,635,404.52	\$397,944.48	80.43%
5100 - Program Fee Revenue	\$0.00	\$90.00	(\$90.00)	0.00%
5300 - Interest and Dividends	\$0.00	\$814.78	(\$814.78)	0.00%
5400 - Revenue from other sources	\$0.00	\$25,376.00	(\$25,376.00)	0.00%
5800 - Special Event	\$0.00	\$5,956.07	(\$5,956.07)	0.00%
Total - Income	\$3,563,558.80	\$2,611,233.98	\$952,324.82	73.28%
Gross Profit	\$3,563,558.80	\$2,611,233.98	\$952,324.82	73.28%
Expense				
7000 - Grants, contracts, & direct assistance	\$43,000.00	\$51,422.84	(\$8,422.84)	119.59%
7200 - Salaries & related expenses	\$1,469,545.86	\$1,428,276.83	\$41,269.03	97.19%
7300 - Indirect Cost Pool Expense	\$267,142.65	\$217,290.72	\$49,851.93	81.34%
7500 - Contract/Consultant Services	\$253,130.00	\$120,446.10	\$132,683.90	47.58%
8100 - Non personnel expenses	\$325,034.10	\$183,813.11	\$141,220.99	56.55%
8200 - Facility & equipment expenses	\$214,447.00	\$154,710.69	\$59,736.31	72.14%
8300 - Travel & meetings expenses	\$115,280.13	\$78,728.23	\$36,551.90	68.29%
8400 - Insurance Expense	\$2,430.00	\$8,831.48	(\$6,401.48)	363.44%
8700 - Food Expenses	\$18,000.00	\$15,329.23	\$2,670.77	85.16%
8800 - In-Kind Expenses	\$11,900.00	\$23,311.75	(\$11,411.75)	195.90%
Total - Expense	\$2,719,909.74	\$2,282,160.98	\$437,748.76	83.91%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$553,173.06	\$423,812.50	\$129,360.56	76.61%
Total - Other Expense	\$553,173.06	\$423,812.50	\$129,360.56	76.61%
Net Income	\$290,476.00	(\$94,739.50)	\$385,215.50	-32.62%

Financial Row

Net Ordinary Income

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

Housing

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$0.00	\$170,319.35	(\$170,319.35)	0.00%
4400 - State Revenue	\$1,186,270.00	\$801,891.85	\$384,378.15	67.60%
4500 - Federal Revenue	\$301,918.11	\$1,563,303.82	(\$1,261,385.71)	517.79%
5000 - Rental Revenue	\$0.00	\$317,392.00	(\$317,392.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$39,803.52	(\$39,803.52)	0.00%
5300 - Interest and Dividends	\$0.00	(\$53,485.54)	\$53,485.54	0.00%
5400 - Revenue from other sources	\$538,836.40	\$453,817.10	\$85,019.30	84.22%
Total - Income	\$2,027,024.51	\$3,293,042.10	(\$1,266,017.59)	162.46%
Gross Profit	\$2,027,024.51	\$3,293,042.10	(\$1,266,017.59)	162.46%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$719,751.11	(\$719,751.11)	0.00%
7200 - Salaries & related expenses	\$146,452.00	\$718,996.11	(\$572,544.11)	490.94%
7300 - Indirect Cost Pool Expense	\$27,945.00	\$100,112.19	(\$72,167.19)	358.25%
7500 - Contract/Consultant Services	\$5,850.00	\$77,129.93	(\$71,279.93)	1,318.46%
8100 - Non personnel expenses	\$27,179.02	\$53,155.86	(\$25,976.84)	195.58%
8200 - Facility & equipment expenses	\$1,193,224.00	\$1,049,795.06	\$143,428.94	87.98%
8300 - Travel & meetings expenses	\$8,000.00	\$67,058.17	(\$59,058.17)	838.23%
8400 - Insurance Expense	\$6,750.00	\$107,539.36	(\$100,789.36)	1,593.18%
8600 - Business expenses	\$118,597.00	\$0.00	\$118,597.00	0.00%
8700 - Food Expenses	\$0.00	\$48.24	(\$48.24)	0.00%
Total - Expense	\$1,533,997.02	\$2,893,586.03	(\$1,359,589.01)	188.63%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$84,648.09	\$239,211.68	(\$154,563.59)	282.60%
Total - Other Expense	\$84,648.09	\$239,211.68	(\$154,563.59)	282.60%
Net Income	\$408,379.40	\$160,244.39	\$248,135.01	39.24%

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

Financial Row

Financial Row	40 Housing Department										Total
	HUD Apartments					Housing		Self Help Housing		TMA	
	Apartments		Construction		Apartments (Lift)		Weatherization		Total		
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense											
Income											
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$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	\$170,319.35	\$170,319.35	\$0.00	\$0.00	\$0.00	\$170,319.35	\$170,319.35
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$801,891.85	\$801,891.85	\$0.00	\$0.00	\$0.00	\$801,891.85	\$801,891.85
4500 - Federal Revenue	\$0.00	\$0.00	\$101,372.97	\$0.00	\$727,951.37	\$727,951.37	\$0.00	\$0.00	\$0.00	\$733,979.48	\$1,563,303.82
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
5000 - Rental Revenue	\$0.00	\$317,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$317,392.00
5100 - Program Fee Revenue	\$15.00	\$8,572.37	\$0.00	\$11,949.44	\$19,266.71	\$19,266.71	\$0.00	\$0.00	\$0.00	\$0.00	\$39,803.52
5300 - Interest and Dividends	\$53,156.00	(\$111,861.35)	\$0.00	\$0.00	\$5,219.81	\$5,219.81	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,485.54)
5400 - Revenue from other sources	\$0.00	\$8,975.00	\$0.00	\$0.00	\$444,842.10	\$444,842.10	\$0.00	\$0.00	\$0.00	\$0.00	\$453,817.10
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
Total - Income	\$53,171.00	\$223,078.02	\$101,372.97	\$11,949.44	\$2,169,491.19	\$2,169,491.19	\$0.00	\$0.00	\$0.00	\$733,979.48	\$3,293,042.10
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
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
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
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
Expense											
7000 - Grants, contracts, & direct assistance	\$58,406.00	(\$109,680.79)	\$0.00	\$0.00	\$446,025.90	\$446,025.90	\$0.00	\$0.00	\$0.00	\$325,000.00	\$719,751.11
7200 - Salaries & related expenses	\$59,550.14	\$26,027.46	\$244,171.63	(\$109.44)	(\$4,673.77)	\$132,151.18	\$127,477.41	\$0.00	\$0.00	\$261,878.91	\$718,996.11
7300 - Indirect Cost Pool Expense	\$11,722.07	\$3,195.84	\$46,875.17	\$3,247.54	(\$10,882.66)	\$14,334.40	\$3,451.74	\$0.00	\$0.00	\$31,619.83	\$100,112.19
7500 - Contract/Consultant Services	\$0.00	\$28,014.93	\$7,187.00	\$0.00	\$41,928.00	\$0.00	\$41,928.00	\$0.00	\$0.00	\$0.00	\$77,129.93
8100 - Non personnel expenses	\$7.68	\$6,971.94	\$3,565.17	(\$7.43)	\$32,301.99	\$481.88	\$32,783.87	\$0.00	\$0.00	\$9,834.63	\$53,155.86
8200 - Facility & equipment expenses	\$0.00	\$138,032.04	\$5,686.19	\$0.00	\$882,598.25	\$3,178.58	\$885,776.83	\$0.00	\$0.00	\$20,300.00	\$1,049,795.06
8300 - Travel & meetings expenses	\$60.00	(\$1,417.51)	\$4,719.23	\$299.04	\$22,919.17	\$743.82	\$23,662.99	\$0.00	\$0.00	\$39,734.42	\$67,058.17
8400 - Insurance Expense	\$0.00	\$81,333.90	\$0.00	\$0.00	\$23,557.46	\$0.00	\$23,557.46	\$0.00	\$0.00	\$2,648.00	\$107,539.36
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$48.24	\$0.00	\$48.24	\$0.00	\$0.00	\$0.00	\$48.24
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$129,745.89	\$172,477.81	\$312,204.39	\$3,429.71	\$1,433,822.58	\$150,889.86	\$1,584,712.44	\$0.00	\$0.00	\$691,015.79	\$2,893,586.03
Net Ordinary Income	(\$76,574.89)	\$50,600.21	(\$210,831.42)	\$8,519.73	\$735,668.61	(\$150,889.86)	\$584,778.75	\$0.00	\$0.00	\$42,963.69	\$399,456.07
Other Income and Expenses											
Other Expense											
8500 - Other Expense	\$606.15	\$16,885.89	(\$1,177.12)	\$0.00	\$191,490.60	\$8,459.22	\$199,949.82	\$0.00	\$0.00	\$22,946.94	\$239,211.68
Total - Other Expense	\$606.15	\$16,885.89	(\$1,177.12)	\$0.00	\$191,490.60	\$8,459.22	\$199,949.82	\$0.00	\$0.00	\$22,946.94	\$239,211.68

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

Transportation

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4200 - Miscellaneous Revenue	\$54,340.50	\$67,051.05	(\$12,710.55)	123.39%
4400 - State Revenue	\$0.00	\$89,971.00	(\$89,971.00)	0.00%
4500 - Federal Revenue	\$307,929.50	\$552,389.00	(\$244,459.50)	179.39%
5000 - Rental Revenue	\$0.00	\$2,278.50	(\$2,278.50)	0.00%
5100 - Program Fee Revenue	\$0.00	\$205,924.91	(\$205,924.91)	0.00%
5300 - Interest and Dividends	\$0.00	\$413.59	(\$413.59)	0.00%
5400 - Revenue from other sources	\$0.00	\$54,180.73	(\$54,180.73)	0.00%
Total - Income	\$362,270.00	\$972,208.78	(\$609,938.78)	268.37%
Gross Profit	\$362,270.00	\$972,208.78	(\$609,938.78)	268.37%
Expense				
7200 - Salaries & related expenses	\$0.00	\$570,693.92	(\$570,693.92)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$94,244.49	(\$94,244.49)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$8,503.79	(\$8,503.79)	0.00%
8100 - Non personnel expenses	\$0.00	\$27,025.09	(\$27,025.09)	0.00%
8200 - Facility & equipment expenses	\$362,270.00	\$27,603.38	\$334,666.62	7.62%
8300 - Travel & meetings expenses	\$0.00	\$79,323.45	(\$79,323.45)	0.00%
8400 - Insurance Expense	\$0.00	\$80,698.88	(\$80,698.88)	0.00%
Total - Expense	\$362,270.00	\$888,093.00	(\$525,823.00)	245.15%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$17,105.44	(\$17,105.44)	0.00%
Total - Other Expense	\$0.00	\$17,105.44	(\$17,105.44)	0.00%
Net Income	\$0.00	\$67,010.34	(\$67,010.34)	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2025 to Aug 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	\$67,051.05	\$67,051.05
4400 - State Revenue	\$0.00	\$89,971.00	\$89,971.00
4500 - Federal Revenue	\$0.00	\$552,389.00	\$552,389.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$2,278.50	\$2,278.50
5100 - Program Fee Revenue	\$8,920.20	\$197,004.71	\$205,924.91
5300 - Interest and Dividends	\$0.00	\$413.59	\$413.59
5400 - Revenue from other sources	\$0.00	\$54,180.73	\$54,180.73
5800 - Special Event	\$0.00	\$0.00	\$0.00
Total - Income	\$8,920.20	\$963,288.58	\$972,208.78
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	\$20,595.40	\$550,098.52	\$570,693.92
7300 - Indirect Cost Pool Expense	\$4,084.76	\$90,159.73	\$94,244.49
7500 - Contract/Consultant Services	\$0.00	\$8,503.79	\$8,503.79
8100 - Non personnel expenses	\$0.00	\$27,025.09	\$27,025.09
8200 - Facility & equipment expenses	\$0.00	\$27,603.38	\$27,603.38
8300 - Travel & meetings expenses	\$0.00	\$79,323.45	\$79,323.45
8400 - Insurance Expense	\$0.00	\$80,698.88	\$80,698.88
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$24,680.16	\$863,412.84	\$888,093.00
Net Ordinary Income	(\$15,759.96)	\$99,875.74	\$84,115.78
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$17,105.44	\$17,105.44
Total - Other Expense	\$0.00	\$17,105.44	\$17,105.44

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

Economic Development

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$576.16	(\$576.16)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$755.00	(\$755.00)	0.00%
4400 - State Revenue	\$0.00	\$58,977.98	(\$58,977.98)	0.00%
5100 - Program Fee Revenue	\$0.00	\$350,371.45	(\$350,371.45)	0.00%
5300 - Interest and Dividends	\$0.00	\$15,162.12	(\$15,162.12)	0.00%
5400 - Revenue from other sources	\$0.00	\$6,697.53	(\$6,697.53)	0.00%
5800 - Special Event	\$0.00	\$11,524.16	(\$11,524.16)	0.00%
Total - Income	\$0.00	\$444,064.40	(\$444,064.40)	0.00%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$4,244.02	(\$4,244.02)	0.00%
Total - Cost Of Sales	\$0.00	\$4,244.02	(\$4,244.02)	0.00%
Gross Profit	\$0.00	\$439,820.38	(\$439,820.38)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$204,402.79	(\$204,402.79)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$28,548.50	(\$28,548.50)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$48,490.75	(\$48,490.75)	0.00%
8100 - Non personnel expenses	\$0.00	\$18,450.62	(\$18,450.62)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$131,981.43	(\$131,981.43)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$8,501.46	(\$8,501.46)	0.00%
8400 - Insurance Expense	\$0.00	\$83,967.80	(\$83,967.80)	0.00%
Total - Expense	\$0.00	\$524,343.35	(\$524,343.35)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$28,057.06	(\$28,057.06)	0.00%
Total - Other Expense	\$0.00	\$28,057.06	(\$28,057.06)	0.00%
Net Income	\$0.00	(\$112,580.03)	\$112,580.03	0.00%

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

Financial Row	60 Economic Development									
	Economic Development/Lending					State Parks				
	Amount	Lending Amount	Total Amount	Amount	Clayton Lake Amount	Hugo Lake Amount	Raymond Gary Amount	Total Amount	Total Amount	Total
Ordinary Income/Expense										
Income										
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$574.59	\$1.56	\$0.00	\$0.01	\$576.16	\$576.16	\$576.16
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	\$755.00	\$0.00	\$0.00	\$0.00	\$755.00	\$755.00	\$755.00
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$28,515.00	\$0.00	\$30,462.98	\$58,977.98	\$58,977.98	\$58,977.98
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$37,960.94	\$0.00	\$37,960.94	\$217,676.23	\$25,728.97	\$21,272.30	\$47,733.01	\$312,410.51	\$350,371.45	\$350,371.45
5300 - Interest and Dividends	\$14,883.80	\$0.00	\$14,883.80	\$163.26	\$0.00	\$0.03	\$115.03	\$278.32	\$15,162.12	\$15,162.12
5400 - Revenue from other sources	\$1,183.80	\$0.00	\$1,183.80	\$5,086.26	\$85.00	\$43.61	\$298.86	\$5,513.73	\$6,697.53	\$6,697.53
5800 - Special Event	\$0.00	\$0.00	\$0.00	\$11,174.16	\$0.00	\$350.00	\$0.00	\$11,524.16	\$11,524.16	\$11,524.16
Total - Income	\$54,028.54	\$0.00	\$54,028.54	\$235,429.50	\$54,330.53	\$21,665.94	\$78,609.89	\$390,035.86	\$444,064.40	\$444,064.40
Expense										
8000 - Cost of Goods Sold										
8010 - Resale Fuel Expense	\$0.00	\$0.00	\$0.00	\$1,812.51	\$0.00	\$544.35	\$0.00	\$2,356.86	\$2,356.86	\$2,356.86
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$1,015.90	\$0.00	\$116.06	\$0.00	\$1,131.96	\$1,131.96	\$1,131.96
8021 - Ship Store (Beer)	\$0.00	\$0.00	\$0.00	\$755.20	\$0.00	\$0.00	\$0.00	\$755.20	\$755.20	\$755.20
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$3,583.61	\$0.00	\$660.41	\$0.00	\$4,244.02	\$4,244.02	\$4,244.02
7000 - Grants, contracts, & direct assistance										
7200 - Salaries & related expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7300 - Indirect Cost Pool Expense	\$0.00	\$0.00	\$0.00	\$986.05	\$34,293.80	\$137,596.03	\$42,499.57	\$215,375.45	\$204,402.79	\$204,402.79
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$40,080.50	\$6,780.53	\$27,833.55	\$8,622.21	\$28,548.50	\$28,548.50	\$28,548.50
8100 - Non personnel expenses	\$0.00	\$0.00	\$0.00	\$10,815.86	\$3,520.71	\$1,364.36	\$4,333.50	\$48,490.75	\$48,490.75	\$48,490.75
8200 - Facility & equipment expenses	\$0.00	\$0.00	\$0.00	\$87,863.68	\$17,614.53	\$11,084.22	\$2,900.75	\$18,601.68	\$18,450.62	\$18,450.62
8300 - Travel & meetings expenses	\$0.00	\$0.00	\$0.00	\$2,628.87	\$236.60	\$1,552.31	\$15,781.50	\$132,343.93	\$131,981.43	\$131,981.43
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$72,603.90	\$4,089.51	\$0.00	\$4,083.68	\$8,501.46	\$8,501.46	\$8,501.46
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,274.39	\$83,967.80	\$83,967.80	\$83,967.80
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	\$0.00	\$0.00	\$0.00	\$200,291.07	\$67,175.68	\$182,867.22	\$85,495.60	\$535,829.57	\$524,343.35	\$524,343.35
Net Ordinary Income	\$54,028.54	\$11,486.22	\$65,514.76	\$31,554.82	(\$12,845.15)	(\$161,861.69)	(\$6,885.71)	(\$150,037.73)	(\$84,522.97)	(\$84,522.97)
Other Income and Expenses										
Other Expense										
8500 - Other Expense	\$0.00	(\$20.46)	(\$20.46)	\$23,043.20	\$1,264.32	\$1,047.59	\$2,722.41	\$28,077.52	\$28,057.06	\$28,057.06
Total - Other Expense	\$0.00	(\$20.46)	(\$20.46)	\$23,043.20	\$1,264.32	\$1,047.59	\$2,722.41	\$28,077.52	\$28,057.06	\$28,057.06

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

NAME	AMOUNT (GROSS)
DOLLAR GENERAL CHARGE SALES	\$83.04
Elan Travel Bank	\$47,587.87
HOME DEPOT BRC/GECF	\$9,104.78
Total	\$56,775.69

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

Program	Contract/Consultant Services	Facility & equipment expenses FURNITURE, APPLIANCE, ES & EQUIPMENT	Repair/Maintenance for Building/Equipment	Construction Renovation Amount	Fundraising Fees Amount	Non-Food, Nutrition Cost Amount	Other Food Expense Amount	Total Amount	Direct Assistance - Other Amount	Events/Meeting Expense Amount	Fatherhood Amount	Medical/Dental Supplies Amount	Office/Teaching Supplies Amount	Other/Maint Supplies Amount	Postage & shipping Amount	Non personnel expenses
Administration		\$377.80	(\$147.31)				\$775.47	\$230.49	\$775.47	\$135.00				\$232.94	\$14.40	
Apartment								\$0.00	\$0.00							
CACFP - Daycare Homes								\$0.00	\$0.00						\$146.00	
Choosing Childbirth								\$0.00	\$0.00							
Community Services								\$0.00	\$0.00							
CORE Dad Program		\$9.15					\$1,030.35	\$9.15	\$1,030.35	\$341.47	#####					
Early Head Start Child Care								\$0.00	\$0.00							
Early Learning Centers	\$4,239.30					\$21.92	\$245.26	\$0.00	\$267.18			\$100.48	\$107.80			
Housing							\$48.24	\$4,239.30	\$48.24				\$1,261.15			
HS -Head Start		\$377.79	\$447.51			\$1,930.37		\$825.30	\$1,930.37			\$193.23	\$456.75			
Mentoring								\$0.00	\$0.00	\$175.52						
Safe Place Healing Hearts								\$0.00	\$0.00							
Second Chance								\$0.00	\$0.00				\$222.42			
State Park Operations			\$2,299.93					\$0.00	\$0.00							
TMA								\$0.00	\$0.00							
TRANSIT								\$0.00	\$0.00							
Weatherization								\$0.00	\$0.00							
WRO						\$50.60	\$753.01	\$0.00	\$803.61	\$1,563.22			\$57.15	\$23.48		
Youth Build	(\$17.90)							\$0.00	\$318.04						\$4.61	
Total	(\$17.90)	\$4,239.30	\$2,600.13			\$2,002.89	\$2,852.33	\$7,604.17	\$4,855.22	\$2,215.21	#####	\$293.71	\$2,105.27	\$256.42	\$165.01	

[illegible]

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

Head Start

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$899,833.00	\$394,259.93	\$505,573.07	43.81%
4200 - Miscellaneous Revenue	\$0.00	\$6,479.20	(\$6,479.20)	0.00%
4500 - Federal Revenue	\$3,592,315.00	\$2,222,290.00	\$1,370,025.00	61.86%
Total - Income	\$4,492,148.00	\$2,623,029.13	\$1,869,118.87	58.39%
Gross Profit	\$4,492,148.00	\$2,623,029.13	\$1,869,118.87	58.39%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,190,433.24	\$1,221,349.52	\$969,083.72	55.76%
7230 - Pension plan contributions	\$206,265.12	\$89,525.74	\$116,739.38	43.40%
7240 - Employee benefits - not pension	\$176,022.13	\$210,581.21	(\$34,559.08)	119.63%
7250 - Payroll taxes, etc.	\$220,091.66	\$99,170.83	\$120,920.83	45.06%
Total - 7200 - Salaries & related expenses	\$2,792,812.15	\$1,620,627.30	\$1,172,184.85	58.03%
7300 - Indirect Cost Pool Expense	\$538,441.00	\$283,473.81	\$254,967.19	52.65%
7500 - Contract/Consultant Services	\$46,700.00	\$30,714.70	\$15,985.30	65.77%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$14,500.00	\$49,197.51	(\$34,697.51)	339.29%
8120 - Other/Maint Supplies	\$0.00	\$12,095.87	(\$12,095.87)	0.00%
8130 - Telephone & Internet	\$10,500.00	\$40,657.23	(\$30,157.23)	387.21%
8140 - Postage & shipping	\$160.00	\$296.87	(\$136.87)	185.54%
8150 - Medical/Dental Supplies	\$0.00	\$5,429.18	(\$5,429.18)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$203.13	(\$203.13)	0.00%
8170 - Printing & copying	\$1,080.00	\$13,007.48	(\$11,927.48)	1,204.40%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$27,240.00	\$120,887.27	(\$93,647.27)	443.79%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$9,997.80	\$2,373.11	\$7,624.69	23.74%
8220 - Electric	\$14,750.00	\$26,303.98	(\$11,553.98)	178.33%
8225 - Water	\$5,500.00	\$4,283.51	\$1,216.49	77.88%
8230 - Trash	\$2,000.00	\$5,955.30	(\$3,955.30)	297.77%
8235 - Sewer	\$2,000.00	\$3,522.84	(\$1,522.84)	176.14%
8240 - Natural Gas	\$2,000.00	\$1,781.19	\$218.81	89.06%
8260 - Repair/Maint for Building/Equip	\$14,918.40	\$26,484.32	(\$11,565.92)	177.53%
Total - 8200 - Facility & equipment expenses	\$51,166.20	\$70,704.25	(\$19,538.05)	138.19%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$16,130.10	(\$6,130.10)	161.30%
8320 - Out of Area Travel	\$3,659.65	\$0.00	\$3,659.65	0.00%
8330 - Fuel Cost	\$0.00	\$2,017.49	(\$2,017.49)	0.00%
8335 - Vehicle Repair & Maint	\$2,865.00	\$13.85	\$2,851.15	0.48%
8340 - Child Transportation Exp	\$0.00	\$1,480.97	(\$1,480.97)	0.00%
Total - 8300 - Travel & meetings expenses	\$16,524.65	\$19,642.41	(\$3,117.76)	118.87%
8400 - Insurance Expense	\$24,675.00	\$71,070.23	(\$46,395.23)	288.03%
8700 - Food Expenses	\$46,800.00	\$104,894.08	(\$58,094.08)	224.13%
8800 - In-Kind Expenses	\$899,833.00	\$394,259.93	\$505,573.07	43.81%
Total - Expense	\$4,444,192.00	\$2,716,273.98	\$1,727,918.02	61.12%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$5,210.24	(\$5,210.24)	0.00%
8530 - Fees/Dues	\$5,000.00	\$1,744.17	\$3,255.83	34.88%
8540 - Training & TTA	\$39,956.00	\$38,134.65	\$1,821.35	95.44%
8560 - Computer & Software Related Expenses	\$0.00	\$35,033.77	(\$35,033.77)	0.00%
8570 - Advertising & Community Sponsorships	\$2,000.00	\$11,246.89	(\$9,246.89)	562.34%
8590 - Other Expenses	\$1,000.00	\$86.91	\$913.09	8.69%
Total - 8500 - Other Expense	\$47,956.00	\$91,456.63	(\$43,500.63)	190.71%
Total - Other Expense	\$47,956.00	\$91,456.63	(\$43,500.63)	190.71%
Net Income	\$0.00	(\$184,701.48)	\$184,701.48	0.00%

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

Early Head Start

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$253,800.00	\$62,738.55	\$191,061.45	24.72%
4500 - Federal Revenue	\$1,022,216.00	\$715,598.00	\$306,618.00	70.00%
Total - Income	\$1,276,016.00	\$778,336.55	\$497,679.45	61.00%
Gross Profit	\$1,276,016.00	\$778,336.55	\$497,679.45	61.00%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$559,106.00	\$397,628.65	\$161,477.35	71.12%
7230 - Pension plan contributions	\$52,334.65	\$19,994.83	\$32,339.82	38.21%
7240 - Employee benefits - not pension	\$72,191.97	\$67,388.97	\$4,803.00	93.35%
7250 - Payroll taxes, etc.	\$55,863.38	\$33,034.68	\$22,828.70	59.13%
Total - 7200 - Salaries & related expenses	\$739,496.00	\$518,047.13	\$221,448.87	70.05%
7300 - Indirect Cost Pool Expense	\$140,843.00	\$92,588.22	\$48,254.78	65.74%
7500 - Contract/Consultant Services	\$2,500.00	\$6,562.96	(\$4,062.96)	262.52%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$31,840.00	\$20,448.78	\$11,391.22	64.22%
8120 - Other/Maint Supplies	\$0.00	\$4,161.93	(\$4,161.93)	0.00%
8130 - Telephone & Internet	\$13,400.00	\$7,266.08	\$6,133.92	54.22%
8140 - Postage & shipping	\$500.00	\$80.27	\$419.73	16.05%
8150 - Medical/Dental Supplies	\$0.00	\$1,583.39	(\$1,583.39)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$168.61	(\$168.61)	0.00%
8170 - Printing & copying	\$500.00	\$4,640.09	(\$4,140.09)	928.02%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$48,740.00	\$38,349.15	\$10,390.85	78.68%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$322.05	(\$322.05)	0.00%
8220 - Electric	\$8,000.00	\$8,524.54	(\$524.54)	106.56%
8225 - Water	\$1,000.00	\$1,338.33	(\$338.33)	133.83%
8230 - Trash	\$1,000.00	\$1,573.90	(\$573.90)	157.39%
8235 - Sewer	\$1,000.00	\$928.69	\$71.31	92.87%
8240 - Natural Gas	\$100.00	\$1,022.70	(\$922.70)	1,022.70%
8245 - FURNITURE, APPLIANCES & EQUIPMENT - NOT CAPITALIZED	\$0.00	\$415.57	(\$415.57)	0.00%
8260 - Repair/Maint for Building/Equip	\$4,000.00	\$7,480.02	(\$3,480.02)	187.00%
Total - 8200 - Facility & equipment expenses	\$15,100.00	\$21,605.80	(\$6,505.80)	143.08%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,000.00	\$3,812.22	\$1,187.78	76.24%
8320 - Out of Area Travel	\$3,400.00	\$0.00	\$3,400.00	0.00%
8330 - Fuel Cost	\$0.00	\$750.25	(\$750.25)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$4.62	(\$4.62)	0.00%
Total - 8300 - Travel & meetings expenses	\$8,400.00	\$4,567.09	\$3,832.91	54.37%
8400 - Insurance Expense	\$13,500.00	\$19,088.77	(\$5,588.77)	141.40%
8700 - Food Expenses	\$18,837.00	\$22,607.35	(\$3,770.35)	120.02%
8800 - In-Kind Expenses	\$253,800.00	\$62,738.55	\$191,061.45	24.72%
Total - Expense	\$1,241,216.00	\$786,155.02	\$455,060.98	63.34%
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	\$2,741.65	\$258.35	91.39%
8540 - Training & TTA	\$19,304.00	\$18,843.74	\$460.26	97.62%
8560 - Computer & Software Related Expenses	\$0.00	\$10,756.94	(\$10,756.94)	0.00%
8570 - Advertising & Community Sponsorships	\$1,000.00	\$3,609.26	(\$2,609.26)	360.93%
8590 - Other Expenses	\$11,496.00	\$0.00	\$11,496.00	0.00%
Total - 8500 - Other Expense	\$34,800.00	\$36,115.13	(\$1,315.13)	103.78%
Total - Other Expense	\$34,800.00	\$36,115.13	(\$1,315.13)	103.78%
Net Income	\$0.00	(\$43,933.60)	\$43,933.60	0.00%

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

EMS Child Care Partnership

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$103,115.00	\$7,914.61	\$95,200.39	7.68%
4500 - Federal Revenue	\$2,267,831.00	\$2,239,915.00	\$27,916.00	98.77%
Total - Income	\$2,370,946.00	\$2,247,829.61	\$123,116.39	94.81%
Gross Profit	\$2,370,946.00	\$2,247,829.61	\$123,116.39	94.81%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$487,412.00	\$605,809.34	(\$118,397.34)	124.29%
7230 - Pension plan contributions	\$48,741.00	\$55,297.66	(\$6,556.66)	113.45%
7240 - Employee benefits - not pension	\$65,279.00	\$106,994.19	(\$41,715.19)	163.90%
7250 - Payroll taxes, etc.	\$41,674.00	\$47,882.61	(\$6,208.61)	114.90%
Total - 7200 - Salaries & related expenses	\$643,106.00	\$815,983.80	(\$172,877.80)	126.88%
7300 - Indirect Cost Pool Expense				
7300 - Indirect Cost Pool Expense	\$128,189.00	\$140,920.13	(\$12,731.13)	109.93%
7500 - Contract/Consultant Services				
7540 - Professional Services	\$8,000.00	\$0.00	\$8,000.00	0.00%
7550 - Contract Services	\$15,840.00	\$8,730.56	\$7,109.44	55.12%
7560 - Partner Contracts	\$1,030,236.00	\$824,322.55	\$205,913.45	80.01%
Total - 7500 - Contract/Consultant Services	\$1,054,076.00	\$833,053.11	\$221,022.89	79.03%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$56,000.00	\$94,838.77	(\$38,838.77)	169.35%
8120 - Other/Maint Supplies	\$0.00	\$12,034.30	(\$12,034.30)	0.00%
8130 - Telephone & Internet	\$9,000.00	\$4,717.87	\$4,282.13	52.42%
8140 - Postage & shipping	\$1,000.00	\$200.36	\$799.64	20.04%
8150 - Medical/Dental Supplies	\$2,000.00	\$4,097.82	(\$2,097.82)	204.89%
8160 - Events/Meeting Expense	\$0.00	\$146.70	(\$146.70)	0.00%
8170 - Printing & copying	\$7,000.00	\$9,656.98	(\$2,656.98)	137.96%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$77,000.00	\$125,692.80	(\$48,692.80)	163.24%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$598.40	(\$598.40)	0.00%
8220 - Electric	\$4,400.00	\$4,897.12	(\$497.12)	111.30%
8225 - Water	\$400.00	\$1,043.00	(\$643.00)	260.75%
8230 - Trash	\$100.00	\$734.84	(\$634.84)	734.84%
8235 - Sewer	\$400.00	\$912.42	(\$512.42)	228.11%
8240 - Natural Gas	\$100.00	\$738.72	(\$638.72)	738.72%
8260 - Repair/Maint for Building/Equip	\$45,000.00	\$22,046.37	\$22,953.63	48.99%
Total - 8200 - Facility & equipment expenses	\$50,400.00	\$30,970.87	\$19,429.13	61.45%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$7,500.00	\$11,559.96	(\$4,059.96)	154.13%
8320 - Out of Area Travel	\$5,000.00	\$3,920.49	\$1,079.51	78.41%
8330 - Fuel Cost	\$2,500.00	\$2,184.48	\$315.52	87.38%
8335 - Vehicle Repair & Maint	\$2,500.00	\$147.36	\$2,352.64	5.89%
Total - 8300 - Travel & meetings expenses	\$17,500.00	\$17,812.29	(\$312.29)	101.78%
8400 - Insurance Expense	\$6,000.00	\$24,999.25	(\$18,999.25)	416.65%
8700 - Food Expenses	\$6,000.00	\$261.80	\$5,738.20	4.36%
8800 - In-Kind Expenses	\$103,115.00	\$7,914.61	\$95,200.39	7.68%
Total - Expense	\$2,085,386.00	\$1,997,608.66	\$87,777.34	95.79%
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	\$2,522.34	(\$1,022.34)	168.16%
8540 - Training & TTA	\$42,863.00	\$42,204.58	\$658.42	98.46%
8560 - Computer & Software Related Expenses	\$26,000.00	\$20,867.09	\$5,132.91	80.26%
8570 - Advertising & Community Sponsorships	\$7,000.00	\$10,522.87	(\$3,522.87)	150.33%
8590 - Other Expenses	\$3,000.00	\$0.00	\$3,000.00	0.00%
8595 - Subsidy Expense	\$196,047.00	\$325,174.70	(\$129,127.70)	165.87%
Total - 8500 - Other Expense	\$285,560.00	\$401,330.06	(\$115,770.06)	140.54%
Total - Other Expense	\$285,560.00	\$401,330.06	(\$115,770.06)	140.54%
Net Income	\$0.00	(\$151,109.11)	\$151,109.11	0.00%

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

July 7, 2025

Federal Transit Administration
1200 New Jersey Avenue, S.E.
Washington, DC 20590

RE: Oklahoma Rural Transit Operators Vehicle Replacement

Dear Acting Administrator Bokhari:

On behalf of LIFT CAA Transit, I am writing to demonstrate our commitment to funding the non-federal share of our vehicle replacement request under the Oklahoma Department of Transportation's (ODOT) FY25 Bus and Bus Facilities (BBF) application to fund the Oklahoma Rural Transit Operators Vehicle Replacement. We are seeking funds for necessary replacement of transit vehicles that serve our rural community. The proposed project will increase system wide resiliency, safety, and efficiency by replacing vehicles nearing the end of useful life with updated vehicles. The project is necessary in order for Oklahoma transit agencies to continue providing vital mobility service to rural communities.

LIFT Community Action Agency is requesting \$219,561 in federal funds to replace two (2) minivans from 2016 that each have high mileage or require a replacement engine. These minivans will be replaced with rear-lift buses that will provide a more comfortable and reliable experience.

This letter serves as confirmation that LIFT Community Action Agency is committed to funding the required non-federal match of \$38,746 (15 percent), for a total cost of \$258,307. These funds are a part of local fares and contract revenue and will be available and expeditiously assigned to the project herein described.



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

This institution is an equal opportunity employer



LIFT

Community Action Agency, Inc.

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

Thank you for consideration of ODOT's request for FY25 Bus and Bus Facilities Funding and for considering the needs of rural Oklahomans.

Sincerely,



Rebecca Porter
Executive Director
LIFT Community Action Agency, Inc.



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

This institution is an equal opportunity employer



NeighborWorks America Financial Capability Capacity Building Cohort

Grant Key Details:

- **Grant Amount:** \$20,000 - one payment of \$7,000 in approximately June and the remaining \$13,000 second payment prior to the November training.
- **Performance Period:** October 2025 - June 2026
- **Grant components:** Training + Coaching TA
 - Training Participation: 3-day place-based group learning taking place November 19 to 21, 2025 location TBD. There will be two courses offered at the event, with separate tracks for each of your staff members.
 - Coaching TA Support: 6-month dedicated mentorship program after the November placed-based group learning.

Grant Requirements and Deliverables:

- Designate two staff: one client-facing (future financial coach) and one manager to lead the Financial Capability program.
- Both must attend in-person training Nov. 19–21, 2025 (location TBD).
- Ensure the coach completes HO 310 prerequisites before Nov. and participates in 6-month technical assistance afterward.
- Join virtual orientation and 3–6 cohort meetings.
- Complete a Customer Journey Map and Ideal Client Persona using provided templates.
- Share experiences via webinar or video to support peer learning.
- Ensure all NeighborWorks audits are current to receive funding.

Grant Goals:

1. Strengthen the skills and abilities of financial coaches and leaders
2. Instill a culture of coaching
3. Equip our network with tangible tools and solutions to successfully implement financial coaching as a wealth-building strategy
4. Offer a professional development opportunity to financial coaches and practitioners



OKLAHOMA
Commerce

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

July 29, 2026

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

Dear Ms. Porter:

The Oklahoma Department of Commerce/Community Development (ODOC/CD) is pleased to inform you that SFY 2026 Community Action Agencies State Appropriated Funds for Head Start (SAF HS) are now available for distribution. Your allocation is \$101,158.00.

Please proceed to OKGrants (<https://grants.ok.gov>) to apply for the SAF HS funds. The ODOC contract will have a start date of **July 1, 2025**.

Forms to be completed in OKGrants are:

- 1) Application Information
- 2) Budget Detail (use SFY 2026 Funding Amount indicated above)
- 3) Budget Summary
- 4) Upload (upload the electronic version of other documents as required in the SAF HS Program RFA)
- 5) Audit

Please understand that the funding amount in this award letter is subject to the approval of the ODOC Agency Budget by the Office of Management and Enterprise Services (OMES). Applying for this offer does not constitute your authority to expend funds or commit funds relative to the CAA HS Program until full execution of your contract has occurred. When you are notified that your contract is ready for review and signature in the OKGrants, we recommend that you carefully review it, note all deadlines, review any special conditions, and be sure to check the contract start date, as funds will not be reimbursed for expenditures before the start of the contract.

If you have questions or concerns regarding the SAF HS Program, please contact Becky Glover at Becky.Glover@okcommerce.gov.

Sincerely,

Marshall Vogts, Director
Community Development



OKLAHOMA
Commerce

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

July 29, 2025

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

Dear Ms. Porter,

The Oklahoma Department of Commerce/Community Development (ODOC/CD) is pleased to inform you that SFY 2026 Community Action Agencies State Appropriated Funds (SAF CAA) are now available for distribution. Your allocation is \$12,160.00.

Please proceed to OKGrants (<https://grants.ok.gov>) to apply for the SAF CAA funds. The ODOC contract will have a start date of **July 1, 2025**.

Forms to be completed in OKGrants are:

- 1) Application Information
- 2) Budget Detail (use SFY 2026 Funding Amount indicated above)
- 3) Budget Summary
- 4) Upload (upload the electronic version of other documents as required in the SAF CAA Program RFA)
- 5) Audit

Please understand that the funding amount in this award letter is subject to the approval of the ODOC Agency Budget by the Office of Management and Enterprise Services (OMES). Applying for this offer does not constitute your authority to expend funds or commit funds relative to the SAF CAA Program until full execution of your contract has occurred. When you are notified that your contract is ready for review and signature in the OKGrants, we recommend that you carefully review it, note all deadlines, review any special conditions, and be sure to check the contract start date, as funds will not be reimbursed for expenditures before the start of the contract.

If you have questions or concerns regarding the SAF CAA Program, please contact Becky Glover at Becky.Glover@okcommerce.gov.

Sincerely,

Marshall Vogts, Director
Community Development

Funding Entity: Administration for Children and Families/Office of Family Assistance
Funding Opportunity: HEART (Helping Every Area of Relationships Thrive)
Amount Requested: \$3,527,831
Due Date: July 29, 2025

LIFT Community Action Agency is seeking the Board of Director's approval to apply to the Administration for Children and Families, Office of Family Assistance for the HEART (Helping Every Area of Relationships Thrive) opportunity to implement Project COMMIT (Couples in Oklahoma Making Marriage Important Together) 2.0. If awarded, Program Staff will provide healthy marriage and relationship education to 65 couples each year for a total of 325 couples over the five-year project period. Eligible participants will be couples ages 18 or older who reside within LIFT CAA's service area of Choctaw, McCurtain and Pushmataha Counties.

Our proposal involves a comprehensive approach that will target both married couples as well as couples in a committed romantic relationship. LIFT's proposal will focus on the activity of "Marriage and Relationship Education/Skills under the "Small Scope" model (\$400,000 to \$749,999 annually). Staff will be trained in the facilitation and delivery of the evidence-based *PREP 8.0*TM curriculum which will be provided to participants in a classroom-style setting. Participants will engage in 24 hours of instruction presented in two-hour sessions weekly over a 12-week period. PREP 8.0 equips couples with practical tools to improve communication, manage conflict in healthy ways, and deepen emotional intimacy. The curriculum focuses on key relationship skills, including active listening, problem-solving, stress management, and maintaining emotional safety. It also includes modules on commitment, expectations, forgiveness, and navigating major life transitions—making it ideal for diverse couples at various relationship stages.

Additionally, staff will be trained on how to respond to disclosures of domestic or dating violence and will consult with experts throughout the project period ensuring for linkages to services if needed. Staff will undergo training on Oklahoma's reporting requirements for child abuse or neglect and will adhere to such. Project COMMIT 2.0 will employ strategies such as the provision of free child care, transportation, and other incentives which will facilitate participation and significantly decrease barriers to participation. Participants will receive ongoing intensive case management and wraparound services to include job readiness, financial management, career advancement and supportive services such as housing, transportation, childcare and more.

If awarded, this would be a new program that would result in creating five new jobs in the first year and one additional job (6 total) for years two through five. The project period would begin September 30, 2025 and go through September 29th, 2030. Award announcements are expected to occur September 1, 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

Rebecca Reynolds
Executive Director
becky.reynolds@liftca.org
580-326-3351

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

Mr. Christopher Moye
Grants Management Specialist/Data Analyst
Christopher.Moye@acf.hhs.gov
2028045313

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**

06HP000581-02-00

12. Unique Federal Award Identification Number (FAIN)

06HP000581

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 08/01/2025 - **End Date** 07/31/2026

20. Total Amount of Federal Funds Obligated by this Action \$2,267,831.00

20a. Direct Cost Amount \$2,111,288.00

20b. Indirect Cost Amount \$156,543.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$2,267,831.00

26. Period of Performance Start Date 08/01/2024 - **End Date** 07/31/2029

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$4,638,777.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Bridget Shea Westfall
Supervisory Grants Management Specialist

30. Remarks



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000581-02-00

FAIN# 06HP000581

Federal Award Date: 07/15/2025

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	\$595,220.00
b. Fringe Benefits	\$191,730.00
c. Total Personnel Costs	\$786,950.00
d. Equipment	\$0.00
e. Supplies	\$61,000.00
f. Travel	\$5,000.00
g. Construction	\$0.00
h. Other	\$151,213.00
i. Contractual	\$1,107,125.00
j. TOTAL DIRECT COSTS	\$2,111,288.00
k. INDIRECT COSTS	\$156,543.00
l. TOTAL APPROVED BUDGET	\$2,267,831.00
m. Federal Share	\$2,267,831.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G064122	06HP00058102	ACFOHS	41.51	93.600	\$2,224,968.00	75-25-1536
5-G064121	06HP00058102	ACFOHS	41.51	93.600	\$42,863.00	75-25-1536

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards LIFT COMMUNITY ACTION AGENCY, INC. funds for the budget period of 08/01/2025-07/31/2026 within the project period of 08/01/2024-07/31/2029 for the operation of an Early Head Start program in the designated service area.

The projected annual levels for this period are \$2,224,968 for operations and \$42,863 for training and technical assistance.

Early Head Start population: 104 infants and toddlers.

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

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

This grant is subject to the requirements included in Attachment 1.

This action approves a waiver of the non-federal match requirement. This action reduces the amount of matching funds from \$566,958 to \$0 for the 08/01/2025 – 07/31/2026 budget period.

As per Program Instruction ACF-PI-OHS-24-01, the grantee is required to submit one semi-annual SF-425 report and one annual SF-425 report. For this grant, SF 425 reports must be received by:

Semi-Annual Report: 2/28/2026

Annual Report: 10/30/2026

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection (OLDC) System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Award Number: 06HP000581/02

Recipient Organization: LIFT COMMUNITY ACTION AGENCY, INC.

This grant is subject to Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

PROVIDER AGREEMENT

Oklahoma Early Childhood Program

This Provider Agreement (the “Agreement”), effective the 1st day of July 2025 (“Effective Date”), is by and between **Community Action Project of Tulsa County, Inc.** (“CAP Tulsa”) with its principal place of business located at Legacy Plaza East Tower, 5330 E. 31st Street, Tulsa, OK 74135 and **LIFT Community Action Agency** (“Provider”) with its principal place of business located at 209 4th Street Hugo, OK 74743 and mailing address as the same (each a “Party” and collectively “Parties”).

Background

CAP Tulsa has been named by the State of Oklahoma, the grantee and fiscal agent for the State of Oklahoma Early Childhood Program (the “Program” or “OECF”), under which the State of Oklahoma will provide funding to be administered to certain early education service providers under certain conditions. The overarching goal of the OECF is to provide quality early education services and expand capacity to serve additional eligible low-income children ages birth (0) through three (3) years old. CAP Tulsa will administer the funding to each Provider and has an OECF Administrative Staff who will work with each Provider to, among other things, oversee compliance (“CAP Tulsa OECF Administrative Staff”).

NOW THEREFORE, in consideration of the foregoing premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Funding.

- A. Provider agrees to obtain sixty percent (60%) matching dollars through private donations. When private fund commitments are received, Provider must obtain and submit to CAP Tulsa OECF Administrative Staff a certified letter of commitment (as described below) from each private donor within sixty (60) days from the date of this Agreement. If despite its best efforts Provider has not raised matching funds within the sixty (60) day period, then Provider may be eligible to receive secured private funds designated for the Program that have not been committed to a specific Provider. If Provider is not eligible to receive the non-committed private funds, then this Agreement shall automatically terminate and neither Provider nor CAP Tulsa shall have any obligation or liability to the other in connection with such termination.
- B. A certified funding letter must:
 - i. Be on the letterhead of the private donor;
 - ii. Be signed by an authorized representative of the private donor;
 - iii. Set forth the committed amount; and
 - iv. May, if applicable, specify the agency and/or Site (defined below) for which the money is earmarked.

- C. Provider understands that all private funds obtained by Provider for the purpose of matching funds under the Program will be paid directly to CAP Tulsa, and CAP Tulsa will distribute the private funds to Provider as further discussed below. Notwithstanding the foregoing, if Provider has already received matching funds from a private donor, or if the awarding agency cannot release funds directly to CAP Tulsa, then Provider may submit to CAP Tulsa a copy of the check or other documentation of deposit.
- D. If at any point the Oklahoma State Legislature reduces the budget for OECP during the program year, such reduction would have immediate effect and approved partner budgets would be reduced accordingly.
- E. The Parties acknowledge that Provider may offer early education services at multiple locations, each location referred to herein as a “Site,” and that Provider may participate in the Program at one Site or multiple Sites. In the event that Provider participates in the Program at multiple Sites, Provider will submit a combined budget for all Sites, and must provide matching private funding for all Sites. The terms and conditions of this Agreement apply to each Site individually.
- F. If the Provider qualifies for the Child and Adult Care Food Program (“CACFP”) or Oklahoma Human Services (“OKDHS”) Childcare Subsidy, the Provider must fully enroll all eligible children and maximize all possible funding options by completing all claims accurately and in a timely manner prior to using OECP dollars.
- G. Provider shall acknowledge that if it receives or collects any funds from parent such funds may not be counted as matching funds under the Program. Parent fees shall be classified as program revenue.

2. Children Eligible for the Program.

- A. Children ages birth (0) through three (3) years (i.e., children that have not reached their fourth (4th) birthday by September 1st of the enrollment year) that meet any of the following criteria at time of enrollment are eligible for the Program:
 - i. The family income is at or below 185% of the then current Federal Poverty Level Guidelines as published in the Federal Register each January;
 - a) Supplemental Security Income (SSI), Oklahoma Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) can be used to document income eligibility.
 - ii. The family can demonstrate eligibility for OKDHS Subsidy or Tribal Child Care Assistance;
 - iii. The child is in foster care;
 - iv. The child is classified as Homeless;
 - v. Diagnosed and/or Suspected as Disabled.

- B. If after enrollment a child reaches his/her fourth (4th) birthday, that child may continue his/her enrollment through the Program fiscal year end. Further, if after enrollment a child's family income exceeds the income eligibility set forth in 2(A), the child is no longer in foster care or classified as homeless, that child may continue his/her enrollment through the Program fiscal year end.
- C. Documentation of family income at the time of enrollment must be maintained by Provider for all eligible children. Provider understands that CAP Tulsa OECP Administrative Staff will have the right to engage in unscheduled inspections of child eligibility documents as deemed necessary.
- D. Ninety percent (90%) of children in OECP funded slots at each Site must meet one or more of the eligibility requirements above.

3. Enrollment.

Provider must maintain its Program budgeted enrollment level as proposed in the Provider budget (further described in Section 13), which is incorporated herein by reference. All vacancies must be filled within thirty (30) calendar days. Provider must maintain a waitlist at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria. Provider will ensure that attendance is maintained at eighty-five percent (85%).

4. Service Delivery Objectives.

- A. The Program service delivery objectives are designed to effectively and consistently help children maximize their learning and growth potential and include, but are not limited to, developing and providing high quality, individualized, child development services, as evidenced by adherence to the Program Requirements which are incorporated herein by reference and documented in a written Service Plan ("Service Plan") by Provider. OECP requires a Service Plan from each provider. Providers participating in the Program for the first time must provide the Service Plan to CAP Tulsa OECP Administrative Staff within thirty (30) calendar days after execution of this Agreement if not already attached to the Application. Providers previously participating in the Program must update/maintain its existing Service Plan annually through the reapplication process. For Head Start Providers, the Service Plan or other comparable document must be available for review by CAP Tulsa OECP Administrative Staff upon Site visits.
- B. Children should develop skills in the following domains, as aligned with Oklahoma's Early Learning Guidelines, with the long-term goal of ensuring a smooth transition to public school, Head Start and other preschool programs. Transition plans will be developed, in collaboration with the child's family, for children moving from OECP classrooms to preschool classrooms and may be viewed by CAP Tulsa OECP Administrative Staff at time of visits. Transition plans should include:
 - i. Development of resilience;

- ii. Creative arts expressions;
- iii. Approaches to learning;
- iv. Language development;
- v. Literacy knowledge and skills;
- vi. Logic and reasoning;
- vii. Mathematics knowledge and skills;
- viii. Social studies and skills; and
- ix. Physical development and health.

C. A Program objective for the families of participating children is the promotion of parents' self-sufficiency, including employment.

5. Family and Community Relationships.

A. Provider agrees to build and engage in community partnerships with other service providers. Provider will take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships and available for review by the CAP Tulsa OECP Administrative Staff.

B. Provider agrees to take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, including the following:

- i. Health care providers;
- ii. Mental health providers;
- iii. Nutritional service providers;
- iv. Individuals and agencies that provide services to children with suspected and/or diagnosed disabilities and their families;
- v. Family preservation and support services;
- vi. Child protective services;
- vii. Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;
- viii. Providers of child care services; and/or
- ix. Other organizations or businesses that may provide support and resources to families.

C. In building family partnerships and ensuring that enrolled families have access to community resources that will meet their needs, Provider will work collaboratively with families to identify and access, directly or through referrals, services and resources that are responsive to each family's interests and goals, including:

- i. Basic family needs referrals in areas such as clothing, food, housing, transportation;

- ii. Emergency or crisis assistance referrals in areas such as child abuse, homelessness, traumatic event, incarceration;
 - iii. Health-related referrals in areas such as mental health, preventative health, postpartum, treatment; and
 - iv. Education-related referrals in areas such as job training, English as a Second Language, parent education, asset building.
- D.** After providing such access or referral, Providers must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances. Information learned at follow-up must be documented.

6. Operational Schedule.

Qualifying programs must operate on a year-round basis, eight (8) hours a day, forty-six (46) weeks a year, children will be served forty-four (44) weeks a year with two (2) weeks of staff training and professional development.

7. Quality Assurance.

- A.** Provider will provide CAP Tulsa OECP Administrative Staff with all relevant materials and documentation to allow monitoring of compliance with this Agreement. This includes National Association for the Education of Young Children (“NAEYC”) Accreditation, Service Plans, Head Start audits, and OKDHS visitation documentation. NAEYC Accreditation and Service Plans are not applicable for Head Start Providers.
- B.** Provider must notify CAP Tulsa OECP Administrative Staff within ten (10) days of any of the following occurrences as well as promptly submit a copy of the documentation.
- i. At time any of the following occur:
 - a) OKDHS Monitoring Visit
 - b) OKDHS Compliant Visit
 - c) OKDHS Follow Up Visit
 - d) OKDHS Substantiated Finding
 - e) Head Start Visit
 - ii. Any circumstance negatively effecting or resulting in a change to OKDHS licensing, Tribal, Head Start or STAR status;
 - iii. The loss of NAEYC Accreditation (if applicable);
 - iv. The loss of a required staff member as set forth in Section 9; and/or
 - v. An inability to meet any of the provisions of this Agreement.
- C.** If there is a lack of compliance with OKDHS, Tribal, Head Start, NAEYC, or licensing requirements, the non-compliance will be brought into compliance by the date required. If there is a serious or continuous lack of compliance with these Program Requirements or any provision of this Agreement, CAP Tulsa OECP Administrative Staff will advise the Provider if it may informally correct the non-compliance and report back, or if the

Provider must submit a Plan of Improvement to CAP Tulsa OECP Administrative Staff within the time frame as requested. A mutually agreed upon timeframe for improvement will be based upon the degree of risk to children.

- D. CAP Tulsa OECP Administrative Staff will have access to the Provider's compliance with any programs, tools, technology systems, or documentation for monitoring, training, and any other issues that Provider may have with regard to this Agreement.
- E. Any required Plan of Improvement should be submitted immediately by Provider to CAP Tulsa OECP Administrative Staff and will be incorporated within this agreement.

8. Reporting.

- A. Provider agrees to submit a Monthly Report via the OECP Partner Portal (<http://oecp.captulsa.org/>) by the fifteenth (15th) of each calendar month or first (1st) business day thereafter for the previous month.
- B. Provider agrees to complete the Monthly Report via the Program Partner Portal. The report requires information regarding the status of classroom operation, staffing requirements, training requirements, and information pertaining to other Program guidelines.
- C. Provider agrees to complete the Staff Credentialing report via the Program Partner Portal on a monthly basis or as changes occur in staffing.

9. Staffing.

- A. Provider will meet, at a minimum, the following staffing requirements:
 - i. Provider must fill all classroom staff vacancies within sixty (60) calendar days.
 - ii. Lead teachers must hold one of the following:
 - a) an associate's degree (AA), baccalaureate degree (BA), or master's degree (MA) in early childhood, child development, elementary education, or early childhood special education
 - b) an associate's degree (AA), baccalaureate degree (BA), or master's degree (MA) in social work, nursing, psychology, human development and family studies and 1 year experience as a teacher
 - c) at least sixty (60) college/university credits with at least thirty (30) college credits in early childhood education, child development, elementary education, or early childhood special education
 - d) a baccalaureate degree or higher in any discipline with at least thirty-six (36) college credits in early childhood education, child development, elementary education, or early childhood special education
 - iii. Assistant teachers must hold one of the following:
 - a) a high school diploma and a current Child Development Associate ("CDA") degree (120 clock hours)

- b) a high school diploma and at least twelve (12) college credits in early childhood education, child development, elementary education, or early childhood special education
 - c) one of the options outlined in A. ii
- iv. Lead Teachers must be paid a salary comparable to that of a public school teacher in the same geographic area as Provider if Lead Teacher has equal credentials and years of experience. Increases to maintain equivalent salary resulting from state funded teacher pay raises are contingent upon either (1) Provider's ability to secure additional funding for such increases or (2) an increase from the state in OECP funding for the purpose of increasing Lead Teacher salaries across OECP Providers. In the absence of either, Provider will be expected to maintain salary levels from previous year.
- v. Any staff member not meeting the requirements outlined in nine 9. A. above will be given an Individual Development Plan ("IDP") and must meet requirements within a two (2) year period from date beginning in OECP-funded classroom.
- vi. Family Support Specialist must hold a bachelor's degree in early childhood education, child development, family relations, family studies, family consumer sciences, or related field or a credential/certification in social work, human services, family services, counseling, or a related field within eighteen (18) months of hire. The caseload for each family support worker will be one (1) Family Support Specialist per fifty (50) families.
- vii. In the event of a new hire, Provider must provide staffing credentials to CAP Tulsa OECP Administrative Staff within thirty (30) days of hire. This includes CDA, transcripts, a copy of any certifications, and the Individual Development Plan, if necessary, with the expiration date.

- B. Provider must staff two (2) teachers for every classroom. At least one (1) of the teachers must meet the Lead Teacher requirements above, while the other staff person must meet the Assistant Teacher requirements above. All Staff members having contact with children in the program must undergo a Federal Bureau of Investigation ("FBI") background check and must meet all current OKDHS licensing requirements.

10. Training and Professional Development.

- A. CAP Tulsa OECP Administrative Staff will provide Training and Technical Assistance which includes the OECP Summit, initial and annual training in infant and toddler development, curriculum, and parent education, as well as other, various trainings upon request. The Technical Assistance visits support positive change for relationship-based, culturally sensitive, and strength-based approach which assists in the collaboration with OECP Partners to establish consistent procedures. These procedures allow the Provider to assess their Program and allow informed decision making for Program improvements.
- B. Provider will ensure all classroom staff in birth (0) to three (3) classrooms complete West-Ed based PITC training provided by CAP Tulsa OECP Administrative Staff or other fully certified West-Ed trainers. Training is comprised of PITC Modules I, II, III, and IV to be completed within one (1) year of hire date or entry into an OECP-funded

classroom. Any classroom staff including classroom assistants, full-time floaters or substitute teachers must attend the trainings. Site administrators, directors, curriculum coordinators, and other staff members are also encouraged to participate in West-Ed based PITC training when possible.

- C. If training is provided by someone other than CAP Tulsa OECP Administrative Staff the training must meet the following parameters and documentation must be provided to CAP Tulsa OECP Administrative Staff:
 - i. Certified PITC Trainer Certificate;
 - ii. Credentials will be verified via the West-Ed website
 - iii. Trainings will be updated on the OECP portal for the option to allow other Provider's staff to attend;
 - iv. Training must be explicit to PITC as no other trainings can be combined or included in the four (4) hours of PITC training;
 - v. Sign in sheets must be received by CAP Tulsa OECP Administrative Staff within five (5) business days. OECP does not require certificates. If training is split within two (2) sessions the sign in sheets must match up the names to ensure that all staff have had the full training and is noted on the sign in sheets before forwarding to CAP Tulsa OECP Administrative Staff;
 - vi. Staff must be trained on all four (4) modules within one year of hire date or entry into an OECP-funded classroom; and
 - vii. CAP Tulsa OECP Administrative Staff reserves the right to attend and observe the trainings.
- D. Provider will ensure that all classroom staff participate in professional development training that aligns and supports the core Center for Early Childhood Professional Development ("CECPD") competency areas, various Program standards, knowledge areas and competency levels needed by age group served and will submit verification of continuation training to the CAP Tulsa OECP Administrative Staff upon request. Examples of this type of verification may include a training agenda, key objectives of the training and/or training sign-in sheet(s).
- E. Provider will ensure its supervisory staff and family support staff attends the OECP Summit training which is including but not limited to Site Directors/Managers, Program Managers, Lead Teachers, Instructional Coaches and Family Advocates. Training is expected to be held in the fall with the exact date and time to be announced.

11. Curriculum Tools / Collection of Data / Program Evaluation / Release.

- A. Provider may use any of the OECP approved technology systems for classroom curriculum, assessment, and data collection. Provider must enter all collected child assessment data into their preferred and approved technology system, and Provider's system administrator must allow CAP Tulsa OECP Administrative Staff access to all reporting mechanisms for the Program classrooms, which includes all child assessment data collected. Staff responsible for collecting and entering child assessment data should receive training to use the tools.

- B.** Provider acknowledges that OECP has contracted with an evaluator to administer assessments related to classroom quality, teacher, child, and family outcomes. Information from these assessments may be used by the Oklahoma Department of Education when evaluating the effectiveness of early childhood programs and to help determine the amount of future funding for such programs. Provider agrees to participate fully in these assessments, which includes allowing the observation of classrooms.
- i. Provider acknowledges that a copy of the Program evaluation and any other information or documentation provided to OECP and/or CAP Tulsa OECP Administrative Staff pursuant to this Agreement may be provided to the Oklahoma State Department of Education for review.
 - ii. Provider acknowledges that it will be asked to sign a consent directly with an evaluator allowing the assessment/observation, and that OECP nor CAP Tulsa shall have any liability whatsoever because of such consent. Provider assumes all responsibility for any act or omission by Provider or the evaluator in connection with or arising out of the contract between Provider and the evaluator for such assessment/observation. Provider hereby agrees to indemnify and release OECP, CAP Tulsa and subsidiaries, predecessors, successors and assigns, and anyone claiming through them (collectively the "Releases"), from any and all claims, suits, debts, liabilities, damages and any other costs and expenses arising out of or in any way relating to the contract between Provider and the evaluator, the evaluator's assessments, observations, or performance of same, and any act or omission of the evaluator's employee, whether within the scope of employment or otherwise.
 - iii. If Provider contracts with an evaluator directly to conduct the same or similar assessments, Provider is required to share non-aggregated data with OECP.

12. Other Program Requirements.

- A.** Program Requirements Compliance. Providers participating in the Program for the first time agree to be in full compliance with all Program Requirements within ninety (90) days of execution of this Agreement. Providers previously participating in the Program are expected to be in compliance with the Program Requirements on the Effective Date of this Agreement.
- B.** Oklahoma Human Services approved Child Care accrediting organization or National Association for Family Child Care ("NAFCC"). A Provider that is not currently accredited by a Oklahoma Human Services approved Child Care accrediting organization or NAFCC and is participating in its first year of the Program must begin the accreditation process by July 1, 2025. A Provider participating in its third year of the Program, must receive accreditation by July 1, 2025. Once a Provider receives its accreditation, it must maintain such accreditation to continue participation in the Program. Not applicable for Head Start Providers.

- C. Oklahoma Human Services. Provider represents it is currently a childcare provider licensed by OKDHS. Provider must at all times be in compliance with OKDHS licensing requirements affecting childcare providers.
- D. Federal and State Laws. Provider represents that it will comply with the federal Equal Employment Opportunity requirements and any other relevant federal or state laws that may be applicable to Provider.

13. Budget / Audit.

- A. Prior to the execution of this Agreement, Provider submitted to CAP Tulsa OECF Administrative Staff for approval, an OECF Operating Budget showing funding sources, administrative and operating expenses, and capital expenditures, for the period beginning July 1, 2025, and ending June 30, 2026. All funds on Provider's approved OECF Operating Budget are reimbursable, as well as any license fees associated with the use of their preferred and approved technology system.
- B. Provider understands that Program funds may not be requested for amounts already funded by another funding source and may not be used to supplant existing funding. For example, when enhancing existing teacher positions (i.e., increasing an existing salary for a specific teacher), the budget must reflect, and reimbursement may only be claimed for incremental costs above the original salary of such teacher. Provider must sign the Affidavit attached hereto as **Exhibit A**, evidencing Provider's understanding and agreement with regard to supplanting.
- C. Provider agrees to comply with all terms and conditions as set forth in the Budget Instructions and the pre-approved OECF Operating Budget.
- D. CAP Tulsa has created a process for submitting an annual request for wage increases. Once submitted these requests will be reviewed, evaluated, and recommended for approval as appropriate by CAP Tulsa Accounting Department at oecebilling@captulsa.org.
- E. At any time upon ten (10) business days prior written notice during the Term of this Agreement and for a period of one (1) year thereafter, Provider will make available, during normal business hours, to CAP Tulsa Accounting Department at oecebilling@captulsa.org and/or its authorized representatives any and all documents and records that are related to this Agreement.
- F. Budget variances should be kept within a +/- 10% range. Anything beyond that would warrant a budget revision and approval.
- G. An annual independent financial audit report must be included with the Applicant Information and Proposal documents each year.

14. Invoicing / Reimbursement.

- A.** If Provider was meeting all of the requirements contained in this Agreement as of July 1, 2025, then upon execution hereof, Provider may submit invoices for the period beginning July 1, 2025, through present, or such other period after July 1, 2025, during which Provider was meeting all requirements. Notwithstanding the foregoing, Provider may submit invoices for expenses incurred thirty (30) days or less prior to Provider's meeting the staffing requirements of this Agreement.
- B.** Provider will submit invoices for reimbursable expenses by the fifteenth (15th) of each calendar month or first (1st) business day thereafter for expenses incurred in the previous month. Invoices will be submitted to the CAP Tulsa Accounting Department (oecpbilling@captulsa.org), with a copy to CAP Tulsa OECP Administrative Staff. CAP Tulsa OECP Administrative Staff will review all invoices and verify that each invoice only contains reimbursable charges and only for eligible children. Payment will be received from CAP Tulsa within thirty (30) days of invoice processing. Monthly invoices will not exceed the cumulative one twelfth (1/12th) of Provider's state budgeted funds based upon the Provider's pre-approved OECP Operating Budget. This requirement aligns with CAP Tulsa's monthly invoicing process set forth by the State Department of Education.

15. Insurance.

Provider will obtain and maintain the following insurance coverage during the entire term of this Agreement. In the event Provider's required insurance is cancelled during the term of this Agreement, or coverage is reduced below the limits required in this Section, Provider is required to ascertain that its insurance company provides written notice to CAP Tulsa OECP Administrative Staff thirty (30) days prior to the effective date of such cancellation or change. Provider will provide the CAP Tulsa OECP Administrative Staff with proof that the foregoing insurance is in full force and effect.:

- A.** Worker's Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
- B.** Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage of contractual liability, with a limit of liability of not less than two million dollars (\$2,000,000) per occurrence;
- C.** Automobile Liability Insurance with limits of liability of not less than two million dollars (\$2,000,000) combined single limit each accident;
- D.** If Provider will access, process, or store state data, then Security and Privacy Liability Insurance, including coverage for failure to protect confidential information and failure of the security of CAP Tulsa OECP computer systems that results in unauthorized access to customer data with limits \$1,000,000 per occurrence; and

- E. Errors and Omissions Insurance in an amount of not less than one million dollars (\$1,000,000).
- F. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability.

16. Disputes.

CAP Tulsa and Provider agree that if a dispute directly or indirectly arises out of or related to this Agreement, the Parties will attempt to settle the dispute through good faith negotiations with each other. If those negotiations do not mutually resolve the dispute, either Party may pursue its rights under law or equity.

17. Term of Agreement / Term of Program.

This Agreement is effective upon the Effective Date set forth above and is co-terminus with the term of the Program. The term of the Program as determined by the Oklahoma State Legislature is July 1, 2025 through June 30, 2026.

18. Termination.

- A. CAP Tulsa may, in its sole and exclusive discretion, immediately upon written notice and without liability of any kind to Provider, either: a) suspend reimbursements to Provider until the applicable violation has been remedied as determined solely by CAP Tulsa, or b) terminate this Agreement; for any of the following reasons:
 - i. Provider's breach of any material provision of this Agreement. Without limiting the generality of the foregoing, Provider's failure to provide staffing as required in Section 9 and staff training as required in Section 10. Time is of the essence with regard to staffing requirements.
 - ii. Failure of Provider to maintain the required insurance for any reason, including termination by the Insurance provider.
 - iii. Provider's loss of licensing through OKDHS.
- B. Both CAP Tulsa and Provider may terminate this Agreement for convenience upon thirty (30) days' written notice.

19. Indemnification.

Provider will defend, indemnify and hold CAP Tulsa and its officers, directors, managers, employees, agents and representatives harmless from and against any injury, liability, suits, claims, losses or damages of any kind or nature whatsoever, (including punitive damages, attorney fees, disbursements, and all other costs and expenses incurred in the investigation, defense or settlement of any claims covered by this indemnity) for claims (all referred to as "Claims") arising directly or indirectly out of or

in any way connected with Provider's negligence of willful acts or omissions, except those Claims caused or occasioned solely by the negligence or willful misconduct of the indemnified Party.

20. Limitation of Liability.

Except as otherwise provided herein, neither CAP Tulsa nor Provider, nor their respective officers, directors, agents, managers, employees agents, representatives or consultants shall be liable to the other for any indirect, special, punitive, or consequential damages, loss of profits or revenues, or exemplary damage of any kind arising out of this Agreement or from any breach or partial breach of the provisions of this Agreement or arising out of any act or omission of either of the Parties, their respective employees, officers, directors, subcontractors, agents, representatives, whether arising under theories of contract or tort and regardless of whether such Party was advised, or had reason to know, or in fact knew of the possibility thereof.

21. Disclaimer of Warranty.

CAP TULSA DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE, TITLE, NON-INFRINGEMENT OR OTHER WARRANTIES OF ANY KIND. CAP TULSA DOES NOT WARRANT THE AVAILABILITY OF MONEY FROM THE STATE OF OKLAHOMA.

22. Governing Law / Venue.

This Agreement shall be subject to, and interpreted by and in accordance with, the laws of the State of Oklahoma, without regard for its choice of law principals. Any cause of action for a breach or enforcement of, or a declaratory judgment respecting, this Agreement shall be commenced and maintained only in the United States District Court for the Northern District of Oklahoma or the applicable Oklahoma state trial court sitting in Tulsa, Oklahoma and having subject matter jurisdiction.

23. Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement may be executed and delivered by a facsimile or digitized transmission of a counterpart signature page hereof.

24. Attorney Fees.

In any action brought by a Party hereto to enforce the obligations of any other Party hereto, the prevailing Party shall be entitled to collect from the opposing Party to such action such Party's reasonable litigation costs and attorneys' fees and expenses including

court costs, reasonable fees of accountants and experts, and other expenses incidental to the litigation.

25. Binding Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.

26. Assignment.

This Agreement may not be assigned (including performance by subcontract) by any Party hereto without prior written consent of the other Party, which shall not unreasonably be withheld.

27. No Third-Party Beneficiary.

This is not a third-party beneficiary contract. No person or entity other than a Party signing this Agreement shall have any rights under this Agreement.

28. Amendments.

This Agreement may be amended or modified only in a writing which specifically references this Agreement.

29. Independent Contractors.

Nothing in this Agreement shall be construed to create a partnership or joint venture, nor to authorize any Party hereto to act as agent for or representative of any other Party hereto. Each Party hereto shall be deemed an independent contractor and no Party hereto shall act as, or hold itself out as acting as, agent for any other Party hereto.

30. No Waiver.

A Party to this Agreement may, on a single occasion or on multiple occasions, waive or fail to require full or timely performance of any obligation arising under this Agreement, and such waiver or failure to require full or timely performance shall not be deemed a permanent waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course of dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.

31. Severability.

In the event any provision of this Agreement, or the application of such provision to any person or set of circumstances, shall be determined to be invalid, unlawful, or unenforceable, the remainder of this Agreement shall continue to be enforceable to the fullest extent permitted by law.

32. Entire Agreement.

This Agreement and all Exhibits attached hereto set forth the entire, final, and exclusive agreement between the Parties as to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, between the Parties.

IN WITNESS WHEREOF, the Parties have duly executed this Provider Agreement on the date indicated by the signature below.

PROVIDER



Signature

Rebecca Porter

Print Name

Executive Director

Title

6/12/2025

Date

**COMMUNITY ACTION PROJECT OF
TULSA COUNTY, INC.**



Signature

Michael Madsen

Print Name

Chief Financial Officer

Title

June 30, 2025

Date

EXHIBIT A

AFFIDAVIT

STATE OF OKLAHOMA)
)
COUNTY OF Choctaw) ss.

I, Rebecca Porter, do hereby swear, depose, and state the following:

1. I understand that Program expenses are costs that are associated with meeting the OECP Program guidelines.

2. All expenses reflected in my OECP Program budget meet the standards set out in Section 1 above.

3. I understand that I may not budget for or request funds from the OECP Program for expenses that are already funded by another source.

4. I have not requested in my budget any expenses that are already being funded by another source.

5. I will not supplant (to usurp or take the place of) any existing funding with dollars from the OECP Program.

6. All matching funds reported to OECP are not reported as match towards any other State or Federal awards with matching requirements.

Dated this 12th day of June, 2025.

Affiant:

R Porter

Subscribed and sworn to before me this 12th day of June, 2025.

Lori Henry
Notary Public

My Commission Expires: 09-06-2026

Commission Number: 18008985



Handwritten initials: "B"

723 Little Dixie (LIFT CAA)
Financial Contact/Number Below
Sherree Ensley, Accounting Supervisor (580) 326-3351

Date Submitted: 4/16/2025
Date Accounting Approved: 4/16/2025

BUDGET

2025-2026 School Year
OEC-P-Birth thru Three

AC ACCOUNT NAME	2025						2026						Total
	July	August	September	October	November	December	January	February	March	April	May	June	
	80	80	80	80	80	80	80	80	80	80	80	80	80
Revenue													
STATE REIMBURSEMENT	9,070.45	9,068.25	9,068.24	9,068.24	9,068.24	9,068.24	9,068.24	9,068.24	9,068.24	9,068.24	9,068.23	9,068.23	108,821.05
PROVIDER MATCH FUNDING (CAP/GKFF)	13,605.68	13,602.38	13,602.35	13,602.35	13,602.35	13,602.35	13,602.35	13,602.35	13,602.35	13,602.35	13,602.34	13,602.34	163,231.57
In Kind (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-Eligible Match (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
Eligible Match (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
Program Revenue													
Subsidy Reimbursement (DHS, etc)													
CACFP													
Total Revenue	22,676.13	22,670.63	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.57	22,670.57	272,052.62
Operating Expenses													
SALARIES & BENEFITS	18,998.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	18,993.93	227,932.16
CONTRACT LABOR													-
PRE-EMPLOYMENT COSTS													-
FOOD COSTS	321.50	321.00	321.00	321.00	321.00	321.00	321.00	321.00	321.00	321.00	321.00	321.00	3,852.50
MEALS/TRAVEL													-
TRAINING													-
DUES AND FEES													-
Educational Supplies													
SUPPLIES	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.00	25.00	300.20
DURABLE SUPPLIES/EQUIP	19,345.45	19,339.95	19,339.95	19,339.95	19,339.95	19,339.95	19,339.95	19,339.95	19,339.95	19,339.95	19,339.93	19,339.93	232,084.86
Total Operating Expenses													
Other Expenses													
ADMIN ALLOCATION	3,158.60	3,158.60	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	3,158.56	37,902.80
TELEPHONE	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	624.96
UTILITIES	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
RENT/FACILITIES													-
SECURITY													-
MISC EXP													-
OTHER (specify)													-
Building Expense													
REPAIRS AND MAINTENANCE													-
JANITORIAL SALARIES & BENEFITS													-
JANITORIAL SUPPLIES	3,330.68	3,330.68	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	3,330.64	39,967.76
Total Other Expenses													
Total Expenses	22,676.13	22,670.63	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.59	22,670.57	22,670.57	272,052.62

Note: Costs are the incremental expenses to improve quality of the "slots" and classrooms identified above, over and above the costs expended on those slots or classrooms prior to OEC-P implementing.

LIFT Community Action, Inc.

CAAHS-2026-LIFT CAA-00390

Contract Part I: 19721 CAA HS 26

FEI #: 730772321

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency: Oklahoma Department of Commerce
State of Oklahoma (ODOC)
Contractor: LIFT Community Action Agency, Inc.
Contract Title:
Contract Number: 19721 CAA HS 26
Contract Amount: \$101,158.00
Source: Senate Bill 1155, First (1st) Session of the 60th Oklahoma Legislature (2025)
Funding Period: July 1, 2025 through June 30, 2026

Submit Requisitions to:
Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73104-3234

Issue Payment To:
LIFT Community Action Agency, Inc.
209 N 4th Street
Hugo, Oklahoma 74743

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.
Sheree Ensley
Signature of Authorized Official
7/30/2025
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE
Marshall Vogts
Signature of Authorized ODOC Official
7/30/2025
Date

LIFT Community Action, Inc.

CAA-2026-LIFT CAA-00360

Contract Part I: 19711 CAA 26

FEI #: 73-0772321

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency: Oklahoma Department of Commerce
State of Oklahoma (ODOC)
Contractor: LIFT Community Action Agency, Inc.
Contract Title:
Contract Number: 19711 CAA 26
Contract Amount: \$12,160.00
Source: House Bill 2766, First (1st) Session of the 60th Oklahoma Legislature (2025)
Funding Period: July 1, 2025 through June 30, 2026

Submit Requisitions to:
Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73104-3234

Issue Payment To:
LIFT Community Action Agency, Inc.
209 N 4th Street
Hugo, Oklahoma 74743

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.
Sheree Ensley
Signature of Authorized Official
7/30/2025
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE
Signature of Authorized ODOC Official
Date

Huber Engineered Woods

Vendor No. 419381

LIFT COMMUNITY ACTION AGE

Check No 8000134792

Check Date 07/24/25

Invoice Date	Invoice Number	Gross Amount	Discount	Net Amount
07/23/25	CR072325	250.00		250.00
Totals		250.00	0.00	250.00

SECURITY WARNING: THE FACE OF THIS DOCUMENT FEATURES A COLORED BACKGROUND AND MICROPRINT BORDERS

CHECK NO. 8000134792

Huber Engineered Woods

3100 Cumberland Blvd. Suite 600
Atlanta, GA 30339

07/24/25

62-20
311

Two Hundred Fifty Dollars And Zero Cents*****

PAY TO
THE ORDER OF

LIFT COMMUNITY ACTION AGENCY INC
209 NORTH 4TH ST
TRULA, OK 74743

\$ *****\$250.00

Citibank, NA

One Penn's Way, New Castle, DE 19720



Chief Financial Officer

8000134792 0311002091 38664785

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

June 18, 2025

Huber Engineered Woods
1070 State Highway 3
Broken Bow, OK 74728

B 250 mt

Dear Sirs:

I hope this message finds you well. A few weeks ago, we reached out to share the exciting plans for our upcoming End-of-Year Celebration honoring the incredible senior volunteers of the Retired Senior Volunteer Program (RSVP), which Lift Community Action Agency proudly administers in partnership with AmeriCorps. As a follow-up to that letter, I wanted to kindly remind you of this special opportunity to support the event and help us recognize the remarkable impact these volunteers make in our community every day.

Our senior volunteers are truly the heart of this program. They generously give their time, talents, and skills to local organizations, schools, food pantries, and other community services, helping to improve the lives of individuals and families throughout our area. Collectively, RSVP volunteers contribute tens of thousands of service hours each year, building a stronger, more caring community for us all.

As a token of our gratitude, we are hosting a special End-of-Year Celebration to honor their hard work and dedication. This event gives us the chance to reflect on their achievements, celebrate their contributions, and personally thank them for the difference they make. As part of the celebration, we also plan to present prizes and meaningful tokens of appreciation to highlight their service and lasting impact.

To make this event a success, we are inviting generous community members and supporters like you to help us raise the funds needed to bring this celebration to life. Your donation will go directly toward:

- Venue and refreshments for the End-of-Year Celebration
- Prizes such as gift cards, certificates, and keepsakes for our dedicated volunteers
- Decorations and supplies to create a festive, memorable atmosphere

With your support, we can ensure that our volunteers feel the deep appreciation they deserve. A gift of any amount will make a meaningful difference in helping us honor these seniors who so selflessly give their time and energy to serve others.



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

This institution is an equal opportunity employer



LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

For your convenience, you can make a secure online donation by scanning the QR code below. This will take you directly to Lift Community Action Agency's donation page, where you can select "**RSVP**" from the dropdown menu to ensure your gift supports this celebration specifically.



If you prefer, donations can also be mailed to:

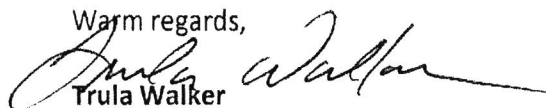
Lift Community Action Agency, Inc.

603 SW B Street
Antlers, OK 74523

If you would like more information or wish to discuss other ways to support this event, please don't hesitate to contact me directly at trula.walker@liftca.org.

On behalf of our RSVP volunteers, Lift Community Action Agency, and the many community members they serve, thank you for considering this meaningful opportunity to give. Your generosity will help us recognize and celebrate the incredible spirit of service that defines our senior volunteers.

Warm regards,



Trula Walker

AmeriCorps Seniors RSVP Director
Lift Community Action Agency, Inc.
603 SW B Street
Antlers, OK 74523



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



7/28/2025 8:19 AM

LD Operating Acct

XXXXXX0375

Amount: \$4,000.00

Statement Description: IP Foundation 7.23.25 4 ACH Entry Memo Posted Today

Posted Date: 7/28/2025

Type: Credit

Status: Pending

Funding Entity:	International Paper Foundation
Funding Source:	Signature Cause Donation in the area of Health & Wellness
Project/Program:	RCORP-Connection Cafe
Amount Requested:	\$7,500

International Paper supports non-profit organizations in communities where their employees live and work. The majority of donations and contributions support projects or programs which are focused on one or more of their Signature Causes which includes: education, hunger, health and wellness, and disaster relief. They also provide limited support for other critical needs.

Through the "Health & Wellness" focus opportunity, International Paper Foundation works with agencies to promote healthy living habits and achieve measurable improvements in health and wellness. With support from the IP Foundation, LIFT will create the "Connection Cafe", 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. Addressing substance use and mental health and its effects on the entire family is a critical community need. The "Connection Cafe" is a new component that LIFT will use to enhance programming of the Substance Use and Mental Health Services currently provided via the Comprehensive Community Addiction Recovery Center (CCARC) and the Opioid Affected Youth Program-Better Choices: Better Futures. Through a case management model, staff work to enable youth and families impacted by opioids and/or substance use to find, access, and navigate evidence-based, affordable treatments, as well as home and community-based services and social supports. We will develop and implement support groups (held monthly) along with quarterly outreach programming to support community activities that span the spectrum of all dimensions of wellness. The quarterly community events will include presentations and/or training for attendees relevant to the project, goals, and objectives

LIFT CAA is requesting the Board's approval to submit an application in the amount of \$7,500 to the IP Foundation for a signature cause grant under the Health and Wellness category. If awarded, these funds will be used purchase materials, supplies and furnishings to transform the space within the CCARC into a bright and welcoming atmosphere for clients served through Better Choices-Better Futures and the Comprehensive Community Addiction Recovery Center.

NeighborWorks® America
UNRESTRICTED GRANT FUNDS LETTER
July 3, 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 were made available by JP Morgan Chase Bank to support the grantee's Financial Capability program. These grant funds are not federal funds.

LIFT Community Action Agency, Inc.

Unrestricted Grant Funds provided by this Investment and Grant Letter: **\$7,000.00**

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

Definitions.

- a. **"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).
- b. **"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."
- c. **"JP Morgan Chase Bank"** shall mean grant funds being provided by NeighborWorks America on behalf of JP Morgan Chase Bank.

Specific Provisions Governing the Expenditure of JP Morgan Chase Bank Funds

The grantee will use grant funds to strengthen the organization's Financial Capability program by growing existing efforts, developing new services, or reestablishing previous initiatives. The purpose is to build long-term capacity to deliver high-quality financial coaching as a strategy to help individuals build wealth and achieve financial stability.

Grant Requirements and Reporting

- a. Commit 2 staff members to participate in the duration of the grant: 1 participant in a client-facing role, ready to become a financial coach; and 1 person with managerial responsibilities. These staff members will be NeighborWorks America's points of contact for the grant, execute on the grantee's Financial Capability goals, and submit project deliverables.
- b. Commit the 2 staff members to attend the place-based group learning, November 19-21, 2025, location TBD.
- c. Ensure the Coach participant has completed the prerequisites for HO 310 prior to November 19 and that they can engage with the 6-month technical assistance plan after completing November's training, December 2025-May 2026.
- d. Join a virtual orientation and 3 to 6 virtual meetings with technical assistant provider and the cohort.

- e. Complete a Customer Journey Map and Ideal Client Persona during the Technical Assistance period using template and training provided by NeighborWorks America (staff time outside of cohort meetings required).
- f. Share experience through either a peer learning webinar or video to promote best practices with the field at large.
- g. Complete a survey at the end of the technical assistance to review the grant engagement.

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.

Administrative Requirement

This *Unrestricted Grants Funds Letter* should be signed and returned to NeighborWorks America within 30 days of the date of issuance. A copy of this signed *Unrestricted Grants Funds Letter* should be retained in your files.

IN AGREEMENT TO THE FOREGOING:

By: R. Porter Date: 7/7/2025
Authorized Representative
Rebecca Porter, Executive Director
Print Name and Title

NEIGHBORHOOD REINVESTMENT CORPORATION, DBA NEIGHBORWORKS® AMERICA

By: Kathryn Watts Date: July 3, 2025
Kathryn Watts, SVP, Field Operations



CONTRACT BETWEEN KI BOIS COMMUNITY ACTION FOUNDATION, INC. AND LIFT COMMUNITY ACTION AGENCY, INC.

This agreement, made this the 1st day of July, 2025 by and between KI BOIS Community Action Foundation, Inc. and LIFT Community Action Agency, Inc. is for the following services:

LIFT Community Action Agency, Inc. agrees to provide Rx for Oklahoma services in Choctaw, McCurtain, and Pushmataha Counties of Oklahoma for the period of July 1, 2025 and ending September 30, 2025.

In consideration for Rx services provided, LIFT Community Action Agency, Inc. will be paid an amount not to exceed \$2,463.00.

LIFT Community Action Agency, Inc. agrees to

1. Submit Reimbursement Claims by the 10th of each month for the previous month. This is a 90-day extension and will be invoiced by 1/3rd of the extension amount. If an invoice is submitted for less, the remaining funds cannot be requested on a future invoice. Upon receipt of proper documentation, KI BOIS Community Action Foundation, Inc. will reimburse LIFT Community Action Agency, Inc. per submitted claims up to the maximum allocation.
2. Submit Monthly Progress Reports by the 10th of each month for the previous month. These reports shall be submitted in the proper format as required by the Oklahoma State Department of Health (OSDH). These reports include:
 - a. Monthly client report with demographics on new clients assisted for the month, number of active clients (new and existing clients), number of clients referred to other resources for prescription assistance, and number of new claims, amount of new claims, number of reconciled claims, amount of reconciled claims, and number of pending claims and amount of pending claims. Whereas claims prescriptions.
 - b. Call Log
 - c. Community Outreach Report to include monthly marketing efforts of the Rx for Oklahoma program and services.

LIFT Community Action Agency, Inc. agrees to abide by the Rx for Oklahoma Implementation Manual provided by the Oklahoma State Department of Health and Region 4 Policies and Procedures.

Executed the 1st day of July 1st, 2025.


Rebecca Reynolds, Executive Director
LIFT Community Action Agency, Inc.


R. Carroll Huggins, CCAP
Executive Director / CEO
KI BOIS Community Action Foundation, Inc.



Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIN# **H4927826**
Federal Award Date: **07/24/2025**

Recipient Information

1. **Recipient Name**
LIFT COMMUNITY ACTION AGENCY, INC.
209 N 4th St
Hugo, OK 74743-3809
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**
XL9DVU1YDGU2
7. **Project Director or Principal Investigator**
Macy Self
macy.self@liftca.org
(580)579-4901
8. **Authorized Official**
Rebecca Reynolds Porter
Executive Director
becky.reynolds@liftca.org
(580)326-3351 Ext. 220

Federal Agency Information

9. **Awarding Agency Contact Information**
Tya T Renwick
Grants Management Specialist
Office of Federal Assistance Management (OFAM)
Division of Grants Management Office (DGMO)
trenwick@hrsa.gov
(301) 594-0227
10. **Program Official Contact Information**
Shontelle Dixon
Project Officer
Maternal and Child Health Bureau (MCHB)
sdixon@hrsa.gov
(301) 443-0543

Federal Award Information

11. **Award Number**
6 H49MC27826-12-02
12. **Unique Federal Award Identification Number (FAIN)**
H4927826
13. **Statutory Authority**
42 U.S.C. § 254c-8
14. **Federal Award Project Title**
Healthy Start Initiative
15. **Assistance Listing Number**
93.926
16. **Assistance Listing Program Title**
Healthy Start Initiative
17. **Award Action Type**
Administrative
18. **Is the Award R&D?**
No

Summary Federal Award Financial Information

19. Budget Period Start Date 04/01/2025 - End Date 03/31/2026	
20. Total Amount of Federal Funds Obligated by this Action	\$290,476.00
20a. Direct Cost Amount	
20b. Indirect Cost Amount	\$95,196.00
21. Authorized Carryover	\$0.00
22. Offset	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$787,676.00
24. Total Approved Cost Sharing or Matching, where applicable	\$0.00
25. Total Federal and Non-Federal Approved this Budget Period	\$787,676.00
26. Project Period Start Date 05/01/2024 - End Date 03/31/2029	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$1,945,465.00

28. **Authorized Treatment of Program Income**
Addition
29. **Grants Management Officer – Signature**
Tya Renwick on 07/24/2025

30. Remarks



Notice of Award
Award Number: 6 H49MC27826-12-02
Federal Award Date: 07/24/2025

Maternal and Child Health Bureau (MCHB)

31. APPROVED BUDGET: (Excludes Direct Assistance) ☒ Grant Funds Only ☐ Total project costs including grant funds and all other financial participation <table><tr><td>a. Salaries and Wages:</td><td>\$361,962.00</td></tr><tr><td>b. Fringe Benefits:</td><td>\$123,465.00</td></tr><tr><td>c. Total Personnel Costs:</td><td>\$485,427.00</td></tr><tr><td>d. Consultant Costs:</td><td>\$0.00</td></tr><tr><td>e. Equipment:</td><td>\$0.00</td></tr><tr><td>f. Supplies:</td><td>\$12,859.00</td></tr><tr><td>g. Travel:</td><td>\$33,574.00</td></tr><tr><td>h. Construction/Alteration and Renovation:</td><td>\$0.00</td></tr><tr><td>i. Other:</td><td>\$84,233.00</td></tr><tr><td>j. Consortium/Contractual Costs:</td><td>\$76,387.00</td></tr><tr><td>k. Trainee Related Expenses:</td><td>\$0.00</td></tr><tr><td>l. Trainee Stipends:</td><td>\$0.00</td></tr><tr><td>m. Trainee Tuition and Fees:</td><td>\$0.00</td></tr><tr><td>n. Trainee Travel:</td><td>\$0.00</td></tr><tr><td>o. TOTAL DIRECT COSTS:</td><td>\$692,480.00</td></tr><tr><td>p. INDIRECT COSTS (Rate: % of S&W/TADC):</td><td>\$95,196.00</td></tr><tr><td> i. Indirect Cost Federal Share:</td><td>\$95,196.00</td></tr><tr><td> ii. Indirect Cost Non-Federal Share:</td><td>\$0.00</td></tr><tr><td>q. TOTAL APPROVED BUDGET:</td><td>\$787,676.00</td></tr><tr><td> i. Less Non-Federal Share:</td><td>\$0.00</td></tr><tr><td> ii. Federal Share:</td><td>\$787,676.00</td></tr></table>	a. Salaries and Wages:	\$361,962.00	b. Fringe Benefits:	\$123,465.00	c. Total Personnel Costs:	\$485,427.00	d. Consultant Costs:	\$0.00	e. Equipment:	\$0.00	f. Supplies:	\$12,859.00	g. Travel:	\$33,574.00	h. Construction/Alteration and Renovation:	\$0.00	i. Other:	\$84,233.00	j. Consortium/Contractual Costs:	\$76,387.00	k. Trainee Related Expenses:	\$0.00	l. Trainee Stipends:	\$0.00	m. Trainee Tuition and Fees:	\$0.00	n. Trainee Travel:	\$0.00	o. TOTAL DIRECT COSTS:	\$692,480.00	p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$95,196.00	i. Indirect Cost Federal Share:	\$95,196.00	ii. Indirect Cost Non-Federal Share:	\$0.00	q. TOTAL APPROVED BUDGET:	\$787,676.00	i. Less Non-Federal Share:	\$0.00	ii. Federal Share:	\$787,676.00	33. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project) <table><tr><th>YEAR</th><th>TOTAL COSTS</th></tr><tr><td>13</td><td>\$1,100,000.00</td></tr><tr><td>14</td><td>\$1,100,000.00</td></tr><tr><td>15</td><td>\$1,100,000.00</td></tr></table> 34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash) <table><tr><td>a. Amount of Direct Assistance</td><td>\$0.00</td></tr><tr><td>b. Less Unawarded Balance of Current Year's Funds</td><td>\$0.00</td></tr><tr><td>c. Less Cumulative Prior Award(s) This Budget Period</td><td>\$0.00</td></tr><tr><td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td><td>\$0.00</td></tr></table> 35. FORMER GRANT NUMBER 36. OBJECT CLASS 41.51 37. BHCNIS#	YEAR	TOTAL COSTS	13	\$1,100,000.00	14	\$1,100,000.00	15	\$1,100,000.00	a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Award(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00
a. Salaries and Wages:	\$361,962.00																																																										
b. Fringe Benefits:	\$123,465.00																																																										
c. Total Personnel Costs:	\$485,427.00																																																										
d. Consultant Costs:	\$0.00																																																										
e. Equipment:	\$0.00																																																										
f. Supplies:	\$12,859.00																																																										
g. Travel:	\$33,574.00																																																										
h. Construction/Alteration and Renovation:	\$0.00																																																										
i. Other:	\$84,233.00																																																										
j. Consortium/Contractual Costs:	\$76,387.00																																																										
k. Trainee Related Expenses:	\$0.00																																																										
l. Trainee Stipends:	\$0.00																																																										
m. Trainee Tuition and Fees:	\$0.00																																																										
n. Trainee Travel:	\$0.00																																																										
o. TOTAL DIRECT COSTS:	\$692,480.00																																																										
p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$95,196.00																																																										
i. Indirect Cost Federal Share:	\$95,196.00																																																										
ii. Indirect Cost Non-Federal Share:	\$0.00																																																										
q. TOTAL APPROVED BUDGET:	\$787,676.00																																																										
i. Less Non-Federal Share:	\$0.00																																																										
ii. Federal Share:	\$787,676.00																																																										
YEAR	TOTAL COSTS																																																										
13	\$1,100,000.00																																																										
14	\$1,100,000.00																																																										
15	\$1,100,000.00																																																										
a. Amount of Direct Assistance	\$0.00																																																										
b. Less Unawarded Balance of Current Year's Funds	\$0.00																																																										
c. Less Cumulative Prior Award(s) This Budget Period	\$0.00																																																										
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00																																																										

38. THIS AWARD IS BASED ON THE APPLICATION APPROVED BY HRSA FOR THE PROJECT NAMED IN ITEM 14. FEDERAL AWARD PROJECT TITLE AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE AS:

a. The program authorizing statue and program regulation cited in this Notice of Award; b. Conditions on activities and expenditures of funds in certain other applicable statutory requirements, such as those included in appropriations restrictions applicable to HRSA funds; c. 45 CFR Part 75; d. National Policy Requirements and all other requirements described in the HHS Grants Policy Statement; e. Federal Award Performance Goals; and f. The Terms and Conditions cited in this Notice of Award. In the event there are conflicting or otherwise inconsistent policies applicable to the award, the above order of precedence shall prevail. Recipients indicate acceptance of the award, and terms and conditions by obtaining funds from the payment system.

39. ACCOUNTING CLASSIFICATION CODES						
FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
25 - 3898020	93.926	24H49MC27826	\$290,476.00	\$0.00	N/A	24H49MC27826

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Term(s)

1. This revised Notice of Award provides partial funding for FY 2025. Funds have been proportionally adjusted across approved budget categories. Up to 25% of the currently awarded amount may be reallocated within the approved budget categories without prior approval. A revised award providing the remaining FY 2025 funding will be issued pending the availability of Federal funds.
2. Applicable Regulations – Prior to October 1, 2025, the recipient agrees this award will be subject to 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), with the exception of eight flexibilities HHS adopted on October 1, 2024, from 2 C.F.R. Part 200. See 2 C.F.R. § 300.1 (Adoption of 2 C.F.R. Part 200). After October 1, 2025, this award will be subject to all applicable provisions of 2 C.F.R. Parts 200 and 300 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
3. The Recipient hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended (codified at 42 U.S.C. 2000d *et seq.*), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80); Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 U.S.C. 794), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84); Title IX of the Education Amendments of 1972, as amended (codified at 20 U.S.C. § 1681 *et seq.*), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86); The Age Discrimination Act of 1975, as amended (codified at 42 U.S.C. § 6101 *et seq.*), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91); and Section 1557 of the Patient Protection and Affordable Care Act, as amended (codified at 42 U.S.C. § 18116), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92).
4. By accepting this award, including the obligation, expenditure, or drawdown of award funds, recipients, whose programs are covered by Title IX, certify as follows:
 - Recipient is compliant with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 *et seq.*, including the requirements set forth in Presidential Executive Order 14168 titled Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government, and Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d *et seq.*, and Recipient will remain compliant for the duration of the Agreement.
 - The above requirements are conditions of payment that go the essence of the Agreement and are therefore material terms of the Agreement.
 - Payments under the Agreement are predicated on compliance with the above requirements, and therefore Recipient is not eligible for funding under the Agreement or to retain any funding under the Agreement absent compliance with the above requirements.
 - Recipient acknowledges that this certification reflects a change in the government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this Agreement.
 - Recipient acknowledges that a knowing false statement relating to Recipient's compliance with the above requirements and/or eligibility for the Agreement may subject Recipient to liability under the False Claims Act, 31 U.S.C. § 3729, and/or criminal liability, including under 18 U.S.C. §§ 287 and 1001.
5. Prior to October 1, 2025, this award is subject to the termination provisions at 45 C.F.R. 75.372. Starting on October 1, 2025, this award is subject to the termination provisions at 2 C.F.R. 200.340. Pursuant to 2 C.F.R. 200.340, the recipient agrees by accepting this award that continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the Terms and Conditions of the award, and a decision by the agency that the award continues to effectuate program goals or agency priorities.
6. Funding beyond this budget period is contingent upon the availability of appropriated funds for this program, recipient satisfactory

performance, program authority, compliance with the Terms and Conditions of the award, and a decision that continued funding is in the best interest of the Federal government.

This award action is based on HRSA's approval of the recipient's application and any modifications at the time of this award. Continued support for this award may be subject to other programmatic considerations to the extent permitted by law, including, but not limited to, Administration priorities and court orders.

Should additional federal funds not be available and/or shifting priorities affect the programmatic objectives of this award, the recipient will work with HRSA to revise any workplan tasks and budget in accordance with 45 CFR 75.308 (Revision of budget and program plans).

All prior terms and conditions remain in effect unless specifically removed.

Contacts

NoA Email Address(es):

Name	Role	Email
Rebecca Reynolds Porter	Authorizing Official	becky.reynolds@liftca.org
Macy Self	Program Director	macy.self@liftca.org

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).

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

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$7,000

4th 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
------------	---	-------------------------------	---

Remittance Detail							
Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB1017002107012025	4TH YEAR 4TH QUARTER JULY 2025-SEPTEMBER 2025	07/01/2025	USD	11,000.00	0.00	0.00	11,000.00
AB1017002207012025	4TH YEAR 4TH QUARTER JULY 2025-SEPTEMBER 2025	07/01/2025	USD	7,000.00	0.00	0.00	7,000.00
Total					0.00	0.00	18,000.00



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

June 16, 2025

Grant No. 06CH012393

Dear Head Start Grant Recipient:

Your funding application for the upcoming budget period must be submitted by September 1, 2025. The following table reflects the annual funding and enrollment levels available to apply for:

Period of Funding: 12/01/2025 - 11/30/2026

Annual Funding	Head Start	Early Head Start
Program Operations	\$3,296,148	\$1,259,123
Training and Technical Assistance	\$39,956	\$19,304
Total Funding		\$4,614,531

Enrollment Levels	Head Start	Early Head Start
Federal Funded Enrollment	234	48

Application Submission Requirements

The application must be prepared and submitted in accordance with the Head Start Grant Application Instructions with Guidance, Version 4.0 (Application Instructions) for a continuation application. It must be submitted on behalf of the Authorizing Official registered in HSES. Incomplete applications will not be processed.

Application Instructions are available on the homepage and in the 'Resources' section of HSES. Please review the instructions carefully prior to preparing the application.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

One-time Program Improvement or Health and Safety Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the Supplement or Supplement-Facilities 1303 amendment

type in HSES. Please select the appropriate amendment based on the description.

Requests generally include but are not limited to:

- Facility projects (construction, purchase, or major renovations requiring 1303 applications)
- Minor repairs and enhancements
- Playground installations or upgrades
- Funding to support transportation needs with investments in buses or other vehicles necessary to operate the program
- Security and surveillance investments to assure maximum safety of children

Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding application instructions or program improvement needs and requests, please use HSES Correspondence. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

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

Sincerely,

Office of Head Start

LIFT COMMUNITY ACTION AGENCY, INC. Plan 501 Has Been E-Filed

From Pam Branham, Wrangle, an Ascensus Company <pbranham@wrangle5500.com>

Date Fri 7/18/2025 10:47 AM

To arnell_rogers@ajg.com <arnell_rogers@ajg.com>; Janell_Wyatt@ajg.com <Janell_Wyatt@ajg.com>; Jalie_Morrow@ajg.com <Jalie_Morrow@ajg.com>; Sheree Ensley <sheree.ensley@liftca.org>; Becky Reynolds <becky.reynolds@liftca.org>; mcain@wrangle5500.com <mcain@wrangle5500.com>; pbranham@wrangle5500.com <pbranham@wrangle5500.com>; ltaylor@wrangle5500.com <ltaylor@wrangle5500.com>

You don't often get email from pbranham@wrangle5500.com. [Learn why this is important](#)

Plan 501 for LIFT COMMUNITY ACTION AGENCY, INC. has been e-filed. Details are provided below. Please retain this email with a copy of your signed Form 5500 for at least 8 years.

Plan Name

LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

EIN

730772321

Plan Year

2024

Filing Deadline

10/31/2025

Acknowledgment ID

20250718104659NAL0000800307001

Filing Status

FILING_RECEIVED

Received Timestamp

2025-07-18T15:46:59Z

E-Filed Plan

The e-filed plan is now available from the DOL's EFAST website. There are two ways to retrieve it.

For a direct link to the e-filed plan PDF, click [here](#).

You may also use the DOL's EFAST search page and search by the acknowledgement ID returned for this plan. Click [here](#) to navigate to the DOL's EFAST search page. Select "ACK ID" from the blue dropdown box beside the search input. Then use 20250718104659NAL0000800307001 in the search field.

WRANGLE FACTS SHEET

SAR Distribution Rules



General Overview

ERISA mandates that if the Plan Sponsor filed a Form 5500, certain details of the 5500 must be disclosed to enrolled and former enrolled Plan Participants. The mandate is met by providing these details within a document called the **Summary Annual Report (SAR)**.

Distribution Rules

The regulations require the Plan Sponsor to be prepared to prove that it furnished one in a way that was "reasonably calculated to ensure actual receipt," using a method "likely to result in full distribution.":

- Hand-delivered to employees at their worksite (merely posting material is not acceptable). Best to keep a log to track receipt
- U.S. mail via first, second or third class only if return and forwarding postage is guaranteed and address correction is requested.
- Electronic media (in accordance with electronic distribution guidelines).
 - Plan Sponsors may send through an email or posting on the plan sponsor's website.

The DOL assigned safe harbor provisions to be followed. They are:

1. For Participants with work-related computer access, electronic distribution can be used without the Plan Sponsor receiving prior consent to send via electronically.
2. For Participants without work-related computer access, Plan Administrators can issue the SAR via first class mail or handing out in person. Electronic distribution is also an option if the participant affirmatively consents and provides an email address.

For more information please review DOL's regulations 29 CFR 2520.104b-1.

SAR Due Date to Plan Participants

The SAR is to be furnished within nine months from the end of the ERISA Plan Year or within two months of the 5500 due date. If the 5500 is extended by 2 ½ months this will also extend the SAR distribution date. It will be due within two months after the extended due date. Here are two examples:

- ✦ A Plan with an ERISA Plan year of 1/1-12/31: 5500 is due by the following July 31st; the SAR must be distributed by Sept. 30th.
- ✦ The Plan's 5500 is due July 31st and is extended 2 ½ months to October 15th; the SAR must be distributed by Dec. 15th.

Plans that are 100% self-funded (strictly unfunded where funds derive only from general assets) such as a FSA-plan are exempt from issuing SARs to participants (see 29 CFR 2520.104b-10)

Disclaimer: Wrangle, an Ascensus® company, as well as its employees and affiliates do not offer legal and accounting consultation and services. Information relayed through Wrangle-produced materials serves to provide general information only; whether expressed or implied it is not intended to constitute legal or other advice or opinions on any specific matters and is not intended to replace the advice of a qualified attorney, accountant, or other professional advisor. Wrangle applies its best effort to provide accurate and complete results and provides its service in accordance with the ERISA rules that govern Form 5500 completion. This document may contain information that is confidential. Any use, disclosure, distribution, or duplication by anyone other than an intended recipient is prohibited. Ascensus provides administrative and recordkeeping services and is not a broker-dealer or an investment advisor. Ascensus® and the Ascensus logo are registered trademarks of Ascensus, LLC © 2020 Wrangle, an Ascensus® company. All rights reserved. 1.16.20

Who is a Plan Participant?

Answer: The term "participant" means an enrolled active employee, a former employee enrolled in COBRA or enrolled retiree of the ERISA Plan.

Plus, if the Plan has only one of the following benefits: a Business Travel Accident (BTA), Employee Assistance Program (EAP) Plan or Severance Plan the status of being eligible equates to being a participant of the Plan.

Should former employees who are not on COBRA receive the SAR if they were participants during the Plan year, although not at the end of the Plan Year?

Answer: The DOL issued an Advisory Opinion letter (79-64A) implying that SARs should be provided to all of those who were participants during the Plan year.

Are SARs to be furnished if the 5500 is marked as a final report?

Answer: Yes

Is there a penalty if the SAR is not disclosed to participants?

Answer: Failure to distribute = no penalty.

However if the following two elements are satisfied to show that ERISA § 502(c)(1) has been violated, then a penalty can be imposed which is: \$110 per day.

(1) the administrator was required by ERISA to make available to the participant the information requested by the participant,

(2) the participant requested in writing and the administrator failed or refused to provide the requested information within 30 days of the request.

Source: Per 29 CFR §2575.502c-1



**Authorization to Electronically Sign and EFile
Health and Welfare Form 5500**

I hereby authorize any employee of Ascensus' Wrangle Team ("Wrangle") to electronically sign and transmit the Health and Welfare (H&W) Form 5500 on my behalf through EFAST 2.

I further understand the following in granting this authority:

I, the Plan Administrator/Plan Sponsor and signer, have the final responsibility for the information reported in the H&W Form 5500, and by signing below I acknowledge that I have reviewed and accepted the information as accurate and correct.

I am providing to Wrangle a PDF copy of the first three pages of the Form 5500 with signature(s) and date. These signed copies are required per Department of Labor (DOL) rules and will be attached to the H&W Form 5500 when transmitted.

Ascensus, LLC and the Wrangle Team are not liable for and do not have a duty to indemnify or hold the Plan Administrator/Plan Sponsor harmless from any penalties, damages, incidental charges or consequential damages imposed or caused as a result of the transmission of the H&W Form 5500 on my behalf. Wrangle is merely providing an option to me that will make the filing process easier should I elect this option. Ascensus LLC, the Wrangle Team and its employees shall not be deemed an administrator or other fiduciary with respect to any plan. I understand that I do have the option to obtain signing credentials and to directly submit the H&W Form 5500 to the DOL electronically.

I will also sign and keep a copy of the completed H&W Form 5500 in my files, per ERISA.

An electronic image of my signature will be included with the rest of the H&W Form 5500 posted by the DOL on the internet for public disclosure.

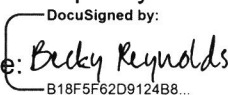
By the signature below, I am acknowledging that I am the person responsible for the H&W Form 5500 for the entity listed below and am authorizing Wrangle to submit this H&W Form 5500.

I may revoke or change authorization at any time by written notification to Wrangle.

Company/Entity Name:

Plan Administrator Name:

Please print your name clearly or type in from your computer.

Plan Administrator Signature:  B18F5F62D9124B8...

Date:

Note: A copy of this authorization must be kept in your records.

Failure to follow these instructions and complete this form in its entirety, including signature, will delay transmission of the 5500.

Form 5500 Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Annual Return/Report of Employee Benefit Plan This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code). Complete all entries in accordance with the instructions to the Form 5500.	OMB Nos. 1210-0110 1210-0089 2024 This Form is Open to Public Inspection
--	---	---

Part I	Annual Report Identification Information
For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025	
A	This return/report is for: ☐ a multiemployer plan ☐ a multiple-employer plan (Filers checking this box must provide participating employer information in accordance with the form instructions.) ☒ a single-employer plan ☐ a DFE (specify) _____
B	This return/report is: ☐ the first return/report ☐ the final return/report ☐ an amended return/report ☐ a short plan year return/report (less than 12 months)
C	If the plan is a collectively-bargained plan, check here. ☐
D	Check box if filing under: ☐ Form 5558 ☐ automatic extension ☐ the DFVC program ☐ special extension (enter description)
E	If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. ☐

Part II	Basic Plan Information—enter all requested information
1a	Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN
1b	Three-digit plan number (PN) ▶ 501
1c	Effective date of plan 12/01/1987
2a	Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions) LIFT COMMUNITY ACTION AGENCY, INC. 209 NORTH 4TH STREET HUGO, OK 74743
2b	Employer Identification Number (EIN) 73-0772321
2c	Plan Sponsor's telephone number 580-326-3351
2d	Business code (see instructions) 813000

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE	DocuSigned by: Becky Reynolds BT8F5F62D9124B8...	7/18/2025	Rebecca Reynolds Porter
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

3a Plan administrator's name and address ☒ Same as Plan Sponsor	3b Administrator's EIN 3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: a Sponsor's name c Plan Name	4b EIN 4d PN
5 Total number of participants at the beginning of the plan year	5 274
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines 6a(1) , 6a(2) , 6b , 6c , and 6d). a(1) Total number of active participants at the beginning of the plan year a(2) Total number of active participants at the end of the plan year b Retired or separated participants receiving benefits..... c Other retired or separated participants entitled to future benefits d Subtotal. Add lines 6a(2) , 6b , and 6c e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits. f Total. Add lines 6d and 6e g(1) Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item) g(2) Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested.....	6a(1) 274 6a(2) 271 6b 0 6c 0 6d 271 6e 6f 6g(1) 6g(2) 6h
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item).....	7

8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:

4A 4B 4D 4E 4F 4H 4L 4Q

9a Plan funding arrangement (check all that apply) (1) ☒ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☐ Trust (4) ☐ General assets of the sponsor	9b Plan benefit arrangement (check all that apply) (1) ☒ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☐ Trust (4) ☐ General assets of the sponsor
---	---

10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

a Pension Schedules

- (1) ☐ **R** (Retirement Plan Information)
- (2) ☐ **MB** (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary
- (3) ☐ **SB** (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary
- (4) ☐ **DCG** (Individual Plan Information) – Number Attached _____
- (5) ☐ **MEP** (Multiple-Employer Retirement Plan Information)

b General Schedules

- (1) ☐ **H** (Financial Information)
- (2) ☐ **I** (Financial Information – Small Plan)
- (3) ☒ **A** (Insurance Information) – Number Attached 5
- (4) ☐ **C** (Service Provider Information)
- (5) ☐ **D** (DFE/Participating Plan Information)
- (6) ☐ **G** (Financial Transaction Schedules)

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☒ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2024 Form M-1 annual report. If the plan was not required to file the 2024 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code_____

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2024 This Form is Open to Public Inspection
---	--	--

For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025	
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN	B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.	D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
--------	--

1 Coverage Information:

(a) Name of insurance carrier
BLUECROSS BLUESHIELD OF OKLAHOMA

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
36-1236610	70670	193742	146	04/01/2024	03/31/2025

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
	2351

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
GALLAGHER BENEFIT SERVICES, INC. 4622 PENNSYLVANIA AVENUE, SUITE 920 KANSAS CITY, MO 64112

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
	2351	SPECIAL PROGRAMS, NON-MONETARY COMPENSATION	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end	4	
5 Current value of plan's interest under this contract in separate accounts at year end.....	5	

6 Contracts With Allocated Funds:**a** State the basis of premium rates ▶

b Premiums paid to carrier	6b	
c Premiums due but unpaid at the end of the year	6c	
d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. Specify nature of costs ▶	6d	

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity
(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐**7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)**

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee
(3) ☐ guaranteed investment (4) ☐ other ▶

b Balance at the end of the previous year	7b	
--	-----------	--

c Additions: (1) Contributions deposited during the year	7c(1)	
(2) Dividends and credits.....	7c(2)	
(3) Interest credited during the year.....	7c(3)	
(4) Transferred from separate account	7c(4)	
(5) Other (specify below)..... ▶	7c(5)	

(6) Total additions	7c(6)	
---------------------------	--------------	--

d Total of balance and additions (add lines 7b and 7c(6))	7d	
---	-----------	--

e Deductions:		
(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
(2) Administration charge made by carrier.....	7e(2)	
(3) Transferred to separate account	7e(3)	
(4) Other (specify below)..... ▶	7e(4)	

(5) Total deductions	7e(5)	
----------------------------	--------------	--

f Balance at the end of the current year (subtract line 7e(5) from line 7d).....	7f	
--	-----------	--

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☒ Health (other than dental or vision) **b** ☐ Dental **c** ☐ Vision **d** ☐ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☐ Long-term disability **g** ☐ Supplemental unemployment **h** ☒ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☒ PPO contract **l** ☐ Indemnity contract
m ☐ Other (specify) ▶

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3))		9a(4)
b Benefit charges (1) Claims paid	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2))		9b(3)
(4) Claims charged		9b(4)
c Remainder of premium: (1) Retention charges (on an accrual basis) --		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies	9c(1)(F)	
(G) Other retention charges	9c(1)(G)	
(H) Total retention		9c(1)(H)
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)		9c(2)
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement		9d(1)
(2) Claim reserves		9d(2)
(3) Other reserves		9d(3)
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)		9e

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	1340305
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount. Specify nature of costs.	10b	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2024 This Form is Open to Public Inspection
---	--	--

For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025		
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN		B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.		D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions	Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
--------	---	--

1 Coverage Information:

(a) Name of insurance carrier
DEARBORN LIFE INSURANCE COMPANY

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
36-2598882	71129	F026448	234	04/01/2024	03/31/2025

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
8521	3663

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
GALLAGHER BENEFIT SERVICES, INC. PO BOX 3009 ARLINGTON HEIGHTS, IL 60006

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
8521	3663	ADDITIONAL COMPENSATION	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	4	
5	Current value of plan's interest under this contract in separate accounts at year end.....	5	

6 Contracts With Allocated Funds:**a** State the basis of premium rates ▶

b	Premiums paid to carrier	6b	
c	Premiums due but unpaid at the end of the year	6c	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. Specify nature of costs ▶	6d	

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity
(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐**7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)**

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee
(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year	7b	
c	Additions: (1) Contributions deposited during the year	7c(1)	
	(2) Dividends and credits.....	7c(2)	
	(3) Interest credited during the year.....	7c(3)	
	(4) Transferred from separate account	7c(4)	
	(5) Other (specify below)	7c(5)	
	▶		
	(6) Total additions	7c(6)	
d	Total of balance and additions (add lines 7b and 7c(6))	7d	
e	Deductions:		
	(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
	(2) Administration charge made by carrier.....	7e(2)	
	(3) Transferred to separate account	7e(3)	
	(4) Other (specify below)	7e(4)	
	▶		
	(5) Total deductions	7e(5)	
f	Balance at the end of the current year (subtract line 7e(5) from line 7d)	7f	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision) **b** ☐ Dental **c** ☒ Vision **d** ☒ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☒ Long-term disability **g** ☐ Supplemental unemployment **h** ☐ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☐ PPO contract **l** ☐ Indemnity contract
m ☒ Other (specify) ▶ ACCIDENTAL DEATH AND DISMEMBERMENT

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3))	9a(4)	
b Benefit charges (1) Claims paid	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2))	9b(3)	
(4) Claims charged	9b(4)	
c Remainder of premium: (1) Retention charges (on an accrual basis) –		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies	9c(1)(F)	
(G) Other retention charges	9c(1)(G)	
(H) Total retention	9c(1)(H)	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)	9c(2)	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement	9d(1)	
(2) Claim reserves	9d(2)	
(3) Other reserves	9d(3)	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)	9e	

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	77254
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount. Specify nature of costs.	10b	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2024 This Form is Open to Public Inspection
For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025		
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN		B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.		D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.				
1 Coverage Information:					
(a) Name of insurance carrier DELTA DENTAL OF OKLAHOMA					
(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
23-7322578	53937	4031	131	04/01/2024	03/31/2025
2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.					
(a) Total amount of commissions paid			(b) Total amount of fees paid		
3385					
3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).					
(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid					
GALLAGHER BENEFIT SERVICES, INC. 5314 SOUTH YALE AVENUE, SUITE 900 TULSA, OK 74135					
(b) Amount of sales and base commissions paid	Fees and other commissions paid			(e) Organization code	
	(c) Amount	(d) Purpose			
3385				3	
(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid					
(b) Amount of sales and base commissions paid	Fees and other commissions paid			(e) Organization code	
	(c) Amount	(d) Purpose			

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Schedule A (Form 5500) 2024 v. 240311

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information	
Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.	
4 Current value of plan's interest under this contract in the general account at year end	4
5 Current value of plan's interest under this contract in separate accounts at year end.....	5
6 Contracts With Allocated Funds:	
a State the basis of premium rates ▶	
b Premiums paid to carrier	6b
c Premiums due but unpaid at the end of the year	6c
d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. Specify nature of costs ▶	6d
e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity (3) ☐ other (specify) ▶	
f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐	
7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)	
a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee (3) ☐ guaranteed investment (4) ☐ other ▶	
b Balance at the end of the previous year	7b
c Additions: (1) Contributions deposited during the year	7c(1)
(2) Dividends and credits.....	7c(2)
(3) Interest credited during the year.....	7c(3)
(4) Transferred from separate account	7c(4)
(5) Other (specify below)..... ▶	7c(5)
(6) Total additions	7c(6)
d Total of balance and additions (add lines 7b and 7c(6)).	7d
e Deductions:	
(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)
(2) Administration charge made by carrier.....	7e(2)
(3) Transferred to separate account	7e(3)
(4) Other (specify below)..... ▶	7e(4)
(5) Total deductions	7e(5)
f Balance at the end of the current year (subtract line 7e(5) from line 7d).....	7f

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision) **b** ☒ Dental **c** ☐ Vision **d** ☐ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☐ Long-term disability **g** ☐ Supplemental unemployment **h** ☐ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☐ PPO contract **l** ☐ Indemnity contract
m ☐ Other (specify) ▶

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	56421
(2) Increase (decrease) in amount due but unpaid	9a(2)	0
(3) Increase (decrease) in unearned premium reserve	9a(3)	0
(4) Earned ((1) + (2) - (3))	9a(4)	56421
b Benefit charges (1) Claims paid	9b(1)	34078
(2) Increase (decrease) in claim reserves	9b(2)	1022
(3) Incurred claims (add (1) and (2))	9b(3)	35100
(4) Claims charged	9b(4)	35100
c Remainder of premium: (1) Retention charges (on an accrual basis) –		
(A) Commissions	9c(1)(A)	3385
(B) Administrative service or other fees	9c(1)(B)	3548
(C) Other specific acquisition costs	9c(1)(C)	0
(D) Other expenses	9c(1)(D)	0
(E) Taxes	9c(1)(E)	0
(F) Charges for risks or other contingencies	9c(1)(F)	0
(G) Other retention charges	9c(1)(G)	0
(H) Total retention	9c(1)(H)	6933
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)	9c(2)	0
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement	9d(1)	0
(2) Claim reserves	9d(2)	0
(3) Other reserves	9d(3)	0
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)	9e	0

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount. Specify nature of costs.	10b	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2024 This Form is Open to Public Inspection
---	--	--

For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025		
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN		B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.		D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions	Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
--------	---	--

1 Coverage Information:

(a) Name of insurance carrier
COMMUNITYCARE HMO

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
73-1433979	10001	LITTLE DIXIE	271	04/01/2024	03/31/2025

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end	4	
5 Current value of plan's interest under this contract in separate accounts at year end.....	5	

6 Contracts With Allocated Funds:**a** State the basis of premium rates ▶**b** Premiums paid to carrier**6b****c** Premiums due but unpaid at the end of the year**6c****d** If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount**6d**

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity(3) ☐ other (specify) ▶**f** If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐**7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)****a** Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee(3) ☐ guaranteed investment (4) ☐ other ▶**b** Balance at the end of the previous year**7b****c** Additions: (1) Contributions deposited during the year**7c(1)**

(2) Dividends and credits.....

7c(2)

(3) Interest credited during the year.....

7c(3)

(4) Transferred from separate account

7c(4)

(5) Other (specify below)

7c(5)

▶

(6) Total additions

7c(6)**d** Total of balance and additions (add lines **7b** and **7c(6)**)**7d****e Deductions:**

(1) Disbursed from fund to pay benefits or purchase annuities during year

7e(1)

(2) Administration charge made by carrier.....

7e(2)

(3) Transferred to separate account

7e(3)

(4) Other (specify below)

7e(4)

▶

(5) Total deductions

7e(5)**f** Balance at the end of the current year (subtract line **7e(5)** from line **7d**)**7f**

Part III	Welfare Benefit Contract Information If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.
-----------------	--

8 Benefit and contract type (check all applicable boxes)

- | | | | |
|--|--|---|--|
| a ☐ Health (other than dental or vision) | b ☐ Dental | c ☐ Vision | d ☐ Life insurance |
| e ☐ Temporary disability (accident and sickness) | f ☐ Long-term disability | g ☐ Supplemental unemployment | h ☐ Prescription drug |
| i ☐ Stop loss (large deductible) | j ☐ HMO contract | k ☐ PPO contract | l ☐ Indemnity contract |
| m ☒ Other (specify) ► EMPLOYEE ASSISTANCE PROGRAM | | | |

9 Experience-rated contracts:

a	Premiums: (1) Amount received	9a(1)	
	(2) Increase (decrease) in amount due but unpaid	9a(2)	
	(3) Increase (decrease) in unearned premium reserve	9a(3)	
	(4) Earned ((1) + (2) - (3))		9a(4)
b	Benefit charges (1) Claims paid	9b(1)	
	(2) Increase (decrease) in claim reserves	9b(2)	
	(3) Incurred claims (add (1) and (2))		9b(3)
	(4) Claims charged		9b(4)
c	Remainder of premium: (1) Retention charges (on an accrual basis) –		
	(A) Commissions	9c(1)(A)	
	(B) Administrative service or other fees	9c(1)(B)	
	(C) Other specific acquisition costs	9c(1)(C)	
	(D) Other expenses	9c(1)(D)	
	(E) Taxes	9c(1)(E)	
	(F) Charges for risks or other contingencies	9c(1)(F)	
	(G) Other retention charges	9c(1)(G)	
	(H) Total retention		9c(1)(H)
	(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)		9c(2)
d	Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement		9d(1)
	(2) Claim reserves		9d(2)
	(3) Other reserves		9d(3)
e	Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)		9e

10 Nonexperience-rated contracts:

a	Total premiums or subscription charges paid to carrier	10a	3161
b	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.	10b	
Specify nature of costs.			

Part IV	Provision of Information
----------------	---------------------------------

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ►

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2024 This Form is Open to Public Inspection
---	--	--

For calendar plan year 2024 or fiscal plan year beginning 04/01/2024 and ending 03/31/2025	
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN	B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.	D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
--------	--

1 Coverage Information:

(a) Name of insurance carrier
AFLAC

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
82-2723296	60380	87762	150	04/01/2024	03/31/2025

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
19033	759

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
ELIZABETH L. WORTHY PO BOX 1664 DURANT, OK 74702

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
9346	433	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
KEVIN S. RIBERA PO BOX 502 BOKCHITO, OK 74726

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
3846	116	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

JOSHUA I. WORTH

3700 NORTH CLASSEN BOULEVARD
SUITE 220
OKLAHOMA CITY, OK 73118

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1766			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

BRADLEY JOHN BOS

1809 WEST EVERGREEN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1405	85	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

TIMOTHY W. WORTHY AND OTHER AGENTS

2929 WEST MAIN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1327	59	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

DAVID E. ESTEP

PO BOX 1017
HUGO, OK 74743

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
737	66	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

JOSHUA C. ROLAN

201 BOWLING DRIVE
PAULS VALLEY, OK 73075

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
606			3

Part II	Investment and Annuity Contract Information		
	Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.		
4	Current value of plan's interest under this contract in the general account at year end	4	
5	Current value of plan's interest under this contract in separate accounts at year end.....	5	
6	Contracts With Allocated Funds:		
a	State the basis of premium rates ▶		
b	Premiums paid to carrier	6b	
c	Premiums due but unpaid at the end of the year	6c	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. Specify nature of costs ▶	6d	
e	Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity (3) ☐ other (specify) ▶		
f	If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐		
7	Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)		
a	Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee (3) ☐ guaranteed investment (4) ☐ other ▶		
b	Balance at the end of the previous year	7b	
c	Additions: (1) Contributions deposited during the year	7c(1)	
	(2) Dividends and credits.....	7c(2)	
	(3) Interest credited during the year.....	7c(3)	
	(4) Transferred from separate account.....	7c(4)	
	(5) Other (specify below)..... ▶	7c(5)	
	(6) Total additions	7c(6)	
d	Total of balance and additions (add lines 7b and 7c(6))	7d	
e	Deductions:		
	(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
	(2) Administration charge made by carrier.....	7e(2)	
	(3) Transferred to separate account.....	7e(3)	
	(4) Other (specify below)..... ▶	7e(4)	
	(5) Total deductions	7e(5)	
f	Balance at the end of the current year (subtract line 7e(5) from line 7d).....	7f	

Part III

Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8

Benefit and contract type (check all applicable boxes)

a ☐ Health (other than dental or vision)

b ☐ Dental

c ☐ Vision

d ☒ Life insurance

e ☒ Temporary disability (accident and sickness)

f ☐ Long-term disability

g ☐ Supplemental unemployment

h ☐ Prescription drug

i ☐ Stop loss (large deductible)

j ☐ HMO contract

k ☐ PPO contract

l ☐ Indemnity contract

m ☒ Other (specify) ▶ ACCIDENT, CRITICAL ILLNESS, HOSPITAL, CANCER

9

Experience-rated contracts:

a

Premiums: (1) Amount received

9a(1)

(2) Increase (decrease) in amount due but unpaid

9a(2)

(3) Increase (decrease) in unearned premium reserve

9a(3)

(4) Earned ((1) + (2) - (3))

9a(4)

b

Benefit charges (1) Claims paid

9b(1)

(2) Increase (decrease) in claim reserves

9b(2)

(3) Incurred claims (add (1) and (2))

9b(3)

(4) Claims charged

9b(4)

c

Remainder of premium: (1) Retention charges (on an accrual basis) –

(A) Commissions

9c(1)(A)

(B) Administrative service or other fees

9c(1)(B)

(C) Other specific acquisition costs

9c(1)(C)

(D) Other expenses

9c(1)(D)

(E) Taxes

9c(1)(E)

(F) Charges for risks or other contingencies

9c(1)(F)

(G) Other retention charges

9c(1)(G)

(H) Total retention

9c(1)(H)

(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)

9c(2)

d

Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement

9d(1)

(2) Claim reserves

9d(2)

(3) Other reserves

9d(3)

e

Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)

9e

10

Nonexperience-rated contracts:

a

Total premiums or subscription charges paid to carrier

10a

111587

b

If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.

10b

Specify nature of costs.

Part IV

Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

Carriers' Schedules

DS
BR

I have reviewed the Carrier Schedules.

The following document(s) are the Schedules from the Carrier(s) of the Plan Sponsor's ERISA Plan.

These documents represent a snap shot taken on the last day of the policy period per the Carriers' systems. The data was copied and placed into the Plan Sponsor's 5500 report.

Please note: If the data was altered in any way, the liability of the data will no longer rest on the Carrier; instead, it would rest upon the Plan Sponsor/Plan Administrator.

Disclaimer: Wrangle, LLC as well as its employees and affiliates do not offer legal and accounting consultation and services. Information relayed through Wrangle-produced materials serves to provide general information only; whether expressed or implied it is not intended to constitute legal or other advice or opinions on any specific matters and is not intended to replace the advice of a qualified attorney, accountant, or other professional advisor. Wrangle applies its best effort to provide accurate and complete results and provides its service in accordance with the ERISA rules that govern Form 5500 completion. This email may contain information that is confidential. Any use, disclosure, distribution, or duplication by anyone other than an intended recipient is prohibited. This email may include the use of links to a third-party's website, and the use of these links is done at your own discretion and risk.



BlueCross BlueShield of Oklahoma

FORM 5500 INFORMATION**Customer Name: Lift Community Action Agency****Customer Account Number: 193742****Financial Arrangement: Prospective Prem****Coverage Period: 4/1/2024 through 3/31/2025****1. APPROXIMATE NUMBER OF PERSONS COVERED AT END OF
POLICY OR CONTRACT PERIOD:**

Medical 146

2. EXPERIENCE RATED CONTRACTS**Premiums:**

Amount billed	\$0.00	
Amount due but unpaid	\$0.00	
Total Premiums earned		\$0.00

Benefit Charges:

Net Claims paid*	\$0.00	
Change in claim reserves	\$0.00	
Change in other reserves	\$0.00	
Physician Service Fees	\$0.00	
Total Claims paid		\$0.00

Remainder Of Premium:

Commissions	\$0.00	
Service fees	\$0.00	
Drug Rebate Credits	\$0.00	
Administrative expenses	\$0.00	
Illinois Access Fees	\$0.00	
Other (Interest credit)	\$0.00	
Total Retention		\$0.00

Experience or retroactive rate refunds \$0.00

Status of Policyholder Reserves at End of Year:

Amount held for benefits after retirement	\$0.00
Claim reserves	\$0.00
Other reserves	\$0.00

3. NON EXPERIENCE RATED CONTRACTS

Total Premiums earned \$1,340,305.10

4. COMMISSIONS AND CONSULTANT SERVICE FEES

Name Of Recipient	Amount Paid a. Base Commissions **	Amount Paid b. Other Commissions ***	Amount Paid c. Special Programs ****
GALLAGHER BENEFIT SERVICES INC	\$0.00	\$0.00	\$2,348.24

5/30/2025

Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association

*Based on the terms and conditions specified in the Agreement between the Contract Holder and BCBSOK.

**Base commissions paid on your contract.

***Other fees/commissions paid on your contract or policy such as consulting fees or General Agent commissions.

****Amounts based on producer's/consultant's block of business. If calculation exceeds program's defined fixed limit: the capped payment is allocated 1) between new sales and retention, based on corresponding proportions of uncapped payment (if applicable) and 2) to the account, based on account's uncapped payment as a percentage of total block uncapped payment. If block payment falls within program's fixed dollar limit and is based on a graded per employee schedule, account amount is calculated based on processing order subject to any account fixed limit. Resulting figures are combined with other special program defined payments (such as flat amount per head, percent of premium, or per account not subject to block fixed limit).

The settlement applies to the group numbers referenced on the Benefit Program Application and may include canceled group numbers if applicable.

NOTE: The above information is provided from business records of BCBSOK maintained in the ordinary course of BCBSOK's business to assist the plan administrator in complying with certain reporting requirements for Form(s) 5500. BCBSOK certifies that this information is accurate and complete to the best of its knowledge and belief.

The amounts shown in sections 4b and 4c do not directly impact your overall premium and administrative fees.

FEIN (Federal Employer Identification Number): 36-1236610

FORM 5500 SUPPLEMENTAL INFORMATION REPORT

Date: 5/30/25

Group Customer Name: LIFT COMMUNITY ACTION AGENCY

Account Number: 193742

Reporting Period: 2024

FEIN (Federal Employer Identification Number): 36 – 1236610

NAIC Company Code: 70670

HCSC:

Table of Indirect Non-Monetary Compensation

Provided By:	Estimated Value:*	Purpose:	Provided To:	Address: Line 1	Address: Line 2	City	State:	Zip:
HCSC	\$ 0.88	Miscellaneous gifts, meals, entertainment and meetings	LIFT COMMUNITY ACTION AGENCY	209 N. 4TH ST		HUGO	OK	74743 -3809
HCSC	\$ 3.17	Miscellaneous gifts, meals, entertainment and meetings	GALLAGHER BENEFIT SERVICES INC	4622 PENNSYLVANIA AVE	STE 920	KANSAS CITY	MO	64112

* The non-monetary compensation in the form of meals, entertainment, gifts and meetings provided by Health Care Service Corporation including Dental Network of America, Inc. to Group Customers and Producers in relation to Group Customer business was estimated as the sum of:

1) The 2024 calendar year expenses provided by Dental Network of America to that Group Customer or a Producer associated with that Group Customer. Producer expenses that relate to the Producer's total Group Customer business were allocated based on the weighted amount that the Group Customer's number of subscribers represented to the Producer's total Group Customer business number of subscribers. Any amounts provided by Dental Networks of America, Inc. were added to the HCSC estimate described below.

2) The 2024 calendar year expenses provided by HCSC. Expenses with unit values greater than or equal to \$10 for meals, entertainment, gifts, and meetings were allocated to Group Customers and Producers based on the type of recipient and split by line of business (small group, large group, national accounts, government, etc.). For each line of business the expense amount was divided by the total number of subscribers to develop a Group Customer and Producer estimate factor. The estimate factor was then multiplied by the number of subscribers for each Group Customer to determine the estimated non-monetary compensation provided by HCSC to the Group Customer and the Producers associated with that Group Customer. In the event that more than one Producer was associated with the Group Customer during the calendar year, the Producer estimate amount was equally allocated to each Producer when the producers were active for the same number of subscriber months. For expenses where the recipient type was unknown, they were prorated between Group Customer and Producer based on the resulting allocation of expenses where the recipient type was known.

Meetings with a unit value per attendee that exceeded \$500 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and added to that specific Group Customer's estimate. Meals, entertainment, and gifts with a unit value per recipient that exceeded \$350 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and was added to that specific Group Customer's estimate.

PLEASE NOTE: The amounts allocated above may be more or less than the amount actually provided and, in fact, the amount of indirect non-monetary compensation actually provided to the Group Customer or Producer could be as little as \$0.00.



BlueCross BlueShield of Oklahoma

701 E. 22nd Street, Suite 300 – Lombard, IL 60148

Insurance Information for SCHEDULE A (Form 5500)

Name of Plan: **LIFT COMMUNITY ACTION AGENCY, INC.**Name of Carrier: **Dearborn Life Insurance Company**Tax ID: **36-2598882**NAIC Company Code: **71129**Group Number(s) **F026448**

Account Number:

Report Period: **From: 4/1/2024 To: 3/31/2025**

Approximate Number of Persons covered at the end of the Reporting Period

234

Insured Welfare Plans - Premium Earned During Report Period

[This Policy is classified as a Non Experience rated Contract.]

Type of Coverage	Premium
<u>ADD</u>	<u>6,706.18</u>
<u>ADDSUP1</u>	<u>838.24</u>
<u>ADDSUPC</u>	<u>77.80</u>
<u>ADDSUPS</u>	<u>199.94</u>
<u>DEPSUPC</u>	<u>610.36</u>
<u>DEPSUPS</u>	<u>5,082.81</u>
<u>LIFE</u>	<u>25,147.63</u>
<u>LIFSUP1</u>	<u>15,228.17</u>
<u>LTDVOL</u>	<u>4,176.39</u>
<u>VISV</u>	<u>19,186.67</u>
Total Premium:	\$77,254.19

Insurance Fees and Commissions

Name and Address of each Broker, Agent or Agency Receiving Compensation	Sales Commission	Additional Compensation
GALLAGHER BENEFIT SERVICES PO BOX 3009 / ARLINGTON HEIGHTS IL 60006	8,521.08	3,663.00

Statement prepared by Dearborn Life Insurance Company

Date 6/17/2025

NOTE: The above information is provided from business records of Dearborn Life Insurance Company obtained in the ordinary course of Dearborn Life Insurance Company's business to assist the plan administrator in complying with certain plan reporting requirements for Schedule A or C of Form 5500. Dearborn Life Insurance Company certifies that this information is accurate and complete to its knowledge and belief.

(1) **Sales Commissions** includes basic commission paid as a percent of premium on your policy;

(2) **Additional Compensation** could include, but is not limited to, incentive plan payouts, overrides, third party administration fees and non-cash compensation. Such as gifts, meals, entertainment and meetings. If applicable, this compensation is determined based on premium and/or persistency levels. This additional compensation is allocated to your policy based on its percentage relationship to all premium and/or standard commissions generated by the receiving entity.

Please note, even though the Additional Compensation may be associated with your policy for reporting purposes, the expenses associated with incentive payments and non-cash compensation are not allocated on the same basis in setting premium rates for your policy.



SCHEDULE A (FORM 5500) INFORMATION
DDPO TAX ID# 23-7322578
DDPO NAIC # 53937

GROUP NAME: LIFT COMMUNITY ACTION AGENCY, INC.
209 N 4TH ST
HUGO, OK 74743
ATTN: BECKY REYNOLDS

GROUP CONTRACT NUMBER: 4031

BROKER NAME: GALLAGHER BENEFIT SERVICES INC.
5314 S YALE AVE STE 900
TULSA, OK 74135
ATTN: KATHERINE KNAPP

NUMBER OF PERSONS COVERED: 131

CONTRACT PERIOD: 04/01/2024 - 03/31/2025

TYPE OF BENEFIT: DENTAL

PREMIUM RATE:
EMPLOYEE ONLY \$28.98
EMPLOYEE & FAMILY \$76.28

BILLED PREMIUM: \$56,421.20

CLAIMS PAID: \$34,078.32

COMMISSIONS PAID: \$3,385.27

CLAIMS RESERVES INC/DEC: \$1,022.35

ADMINISTRATION FEES: \$3,548.26

UNDERWRITING DEPARTMENT
Confidential



CommunityCare™

Data for Schedule A (Form 5500)

Note: Do not send this form to the federal government. Data from this form is to be transcribed onto the Form 5500 as required.

Group Name:	LIFT CAA EAP
Contract or Identification Number:	LITTLE DIXIE
Approximate # of Persons Covered at End of Policy:	271
Policy/Contract Year:	April 01, 2024 thru March 31, 2025
Total Premiums Paid:	\$3,160.50-(\$0.00)=\$3,160.50
Broker Name and Address:	
Service Fee Paid to Broker by CommunityCare HMO:	\$0.00

CommunityCare HMO is a fully insured health plan

EIN#: 73-1433979

NAIC CODE: 10001

*Amounts provided under the "Commissions Paid" column include all earned commission paid on all lines of business relative to your account during this reporting period.

**Amounts provided under the "Fees Paid" column include the total value of any fees, awards, prizes, bonuses or other forms of non-monetary compensation paid relative to your account. These amounts are calculated based on a calendar year. Some bonuses, fees, and contests are paid based on the aggregate amount of sales for all accounts throughout the calendar year. To determine the value of these items relative to your account, the amount of sales for your account is divided by the total amount of sales during the reporting period. This percentage is then multiplied by the value of the bonus, fee or contest.

SCHEDULE A EARNINGS REPORT

Group Number	Total Premium Collected	Group Covered Count
87762	\$111,586.76	150
Group Address		Name of Insurance Carrier
LIFT CAA		AFLAC
ATTN ADINA HILL		1932 WYNNTON ROAD
209 N 4TH ST		COLUMBUS, GA 31999
HUGO, OK 74743		PLAN YEAR 04/01/2024 to 03/31/2025
CONTRACT NUMBER		NAIC CODE
82-2723296		60380

Agent Address Block w/ Full Name	Commissions Paid	Fees Paid
ELIZABETH L WORTHY PO BOX 1664 DURANT, OK 74702	\$9,346.05	\$432.58
KEVIN S RIBERA PO BOX 502 BOKCHITO, OK 74726	\$3,846.25	\$115.99
JOSHUA I WORTHY 3700 N CLASSEN BLVD STE 220 OKLAHOMA CITY, OK 73118	\$1,765.77	\$0.00
BRADLEY JOHN BOS 1809 W EVERGREEN ST DURANT, OK 74701	\$1,405.14	\$85.35
DAVID E ESTEP PO BOX 1017 HUGO, OK 74743	\$737.06	\$66.21

JOSHUA C ROLAN 201 BOWLING DR PAULS VALLEY, OK 73075	\$605.97	\$0.00
TIMOTHY W WORTHY JR 2929 W MAIN ST DURANT, OK 74701	\$510.48	\$0.00
TONI KAY MILLS 194595 US HIGHWAY 271 ANTLERS, OK 74523	\$149.05	\$30.48
AIMIE ELLEN SHERIFF 9588 TEXOMA PARK RD KINGSTON, OK 73439	\$141.32	\$13.13
TIMOTHY W WORTHY 2929 W MAIN ST DURANT, OK 74701	\$113.64	\$0.00
JAMES LEE SWINK 355 ROLLING WOOD HILLS DR DURANT, OK 74701	\$97.68	\$0.00
HOLLY J FRED 562 E 2060 RD BOSWELL, OK 74727	\$81.27	\$15.31
- JOHN A WILLIAMS COMPANY INC 20316 N COUNTY ROAD 3240 PAULS VALLEY, OK 73075	\$60.72	\$0.00
DAVID H JOHNSON 3377 BRYAN RD DURANT, OK 74701	\$28.44	\$0.00
- GW NEWMAN INSURANCE INC 19 JOAN ST DURANT, OK 74701	\$22.68	\$0.00
HEATHER HAMMER 208 FANNIE MAE DR BROKEN BOW, OK 74728	\$21.72	\$0.00
CHARLES E CABANISS 1420 S SEVEN SPRINGS RD TISHOMINGO, OK 73460	\$18.00	\$0.00
JACY COUTURE 4616 GLOVER GOLDEN RD BROKEN BOW, OK 74728	\$17.88	\$0.00
RICHARD C DEFALCO 4704 CRYSTAL LAKE RD NORMAN, OK 73072	\$15.36	\$0.00
LARRY D DENNY PO BOX 306 WETUMKA, OK 74883	\$9.96	\$0.00

HARVEY L JACKS 2188 DAX LN NORMAN, OK 73072	\$7.56	\$0.00
RAYMOND M WYLIE 10734 ERIN VALE AVE BATON ROUGE, LA 70810	\$5.76	\$0.00
LESTER RAY BLACKSHEAR 9192 SE 168TH COOK PL THE VILLAGES, FL 32162	\$5.16	\$0.00
HAL W MOFFATT 1221 LAMPLIGHTER LN EDMOND, OK 73034	\$4.56	\$0.00
JAMES D GRACE 4401 HIGHLAND HILLS DR NORMAN, OK 73026	\$4.32	\$0.00
JOSHUA L JACKS 23291 LEWKIE LN PURCELL, OK 73080	\$3.72	\$0.00
JARRELL K PRENTICE 1113 EAST DR EDMOND, OK 73034	\$3.36	\$0.00
STEPHEN W SIMPSON 540 CELTIC CT EDMOND, OK 73025	\$1.68	\$0.00
SHANE M OWEN 8413 NW 106TH ST OKLAHOMA CITY, OK 73162	\$0.96	\$0.00
JOSHUA C ROLAN 704 SEMINOLE DR PAULS VALLEY, OK 73075	\$0.72	\$0.00
PAUL B BROUCHOUD 604 MARK DR DEL CITY, OK 73115	\$0.72	\$0.00
Sum:	\$19,032.96	\$759.05

The Summary Annual Report...SAR

 I have reviewed the SAR.

The Summary Annual Report, also known by its acronym, the SAR, is, generally speaking, a one-page summary of the ERISA Plan's Form 5500 report. ERISA mandates for the SAR to be distributed to Plan Participants within two months from the Form 5500's due date (the SAR is not required to be issued if the plan is 100% self-funded such as a Health FSA plan).

The SAR's purpose is to inform the Plan Participants of the carriers and the policies included within the Form 5500 report. Additionally, funding is noted as well as the financials including the total premium spent and the claim total, if applicable.

Disclaimer: Wrangle, LLC as well as its employees and affiliates do not offer legal and accounting consultation and services. Information relayed through Wrangle-produced materials serves to provide general information only; whether expressed or implied it is not intended to constitute legal or other advice or opinions on any specific matters and is not intended to replace the advice of a qualified attorney, accountant, or other professional advisor. Wrangle applies its best effort to provide accurate and complete results and provides its service in accordance with the ERISA rules that govern Form 5500 completion. This email may contain information that is confidential. Any use, disclosure, distribution, or duplication by anyone other than an intended recipient is prohibited. This email may include the use of links to a third-party's website, and the use of these links is done at your own discretion and risk.

SUMMARY ANNUAL REPORT

For Lift Community Action Agency, Inc. Benefit Plan

This is a summary of the annual report of the Lift Community Action Agency, Inc. Benefit Plan, EIN 73-0772321, Plan No. 501, for period 04/01/2024 through 03/31/2025. The annual report has been filed with the Employee Benefits Security Administration, U.S. Department of Labor, as required under the Employee Retirement Income Security Act of 1974 (ERISA).

Insurance Information

The plan has contracts with BlueCross BlueShield of Oklahoma, Dearborn Life Insurance Company, Delta Dental of Oklahoma, CommunityCare HMO, and Aflac to pay Medical, Dental, Vision, Life Insurance, Short-term Disability, Long-term Disability, Accidental Death and Dismemberment, Employee Assistance Program, Accident, Cancer, Critical Illness, and Hospital claims incurred under the terms of the plan. The total premiums paid for the plan year ending 03/31/2025 were \$1,588,728.

Because they are so called "experience-rated" contracts, the premium costs are affected by, among other things, the number and size of claims. Of the total insurance premiums paid for the plan year ending 03/31/2025, the premiums paid under such "experience-rated" contracts were \$56,421 and the total of all benefit claims paid under these contracts during the plan year was \$35,100.

Your Rights To Additional Information

You have the right to receive a copy of the full annual report, or any part thereof, on request. The items listed below are included in that report:

- insurance information, including sales commissions paid by insurance carriers;

To obtain a copy of the full annual report, or any part thereof, write or call the office of Lift Community Action Agency, Inc. at 209 North 4th Street, Hugo, OK, 74743 or by telephone at 580-326-3351.

You also have the legally protected right to examine the annual report at the main office of the plan (Lift Community Action Agency, Inc., 209 North 4th Street, Hugo, OK, 74743) and at the U.S. Department of Labor in Washington, D.C., or to obtain a copy from the U.S. Department of Labor upon payment of copying costs. Requests to the Department should be addressed to: Public Disclosure Room, Room N1513, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Or you may access a copy on the DOL's web site www.efast.dol.gov.

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average less than one minute per notice (approximately 3 hours and 11 minutes per plan). Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov and reference the OMB Control Number 1210-0040.

OMB Control Number 1210-0040 (expires 03/31/2026)

Self-Assessment 2024-2025

Discoveries:	Recommendations:	Completed:
Some EHS/EHS-CC Caregivers did not meet timely completion of Child Development Credential.	Program will develop a new job category for newly hired caregiver, that enforce a 12 month mandatory completion of the CDA credential.	Complete
	Program will implement a more detailed tracking system for Professional Development Specialist.	Complete
	Program will add the 12 month completion timeline to all CDA agreements.	Complete
	Revise EHS-CC partnership contracts to reflect new positions and mandatory completion timelines.	Complete
Program will increase outreach efforts to maintain full enrollment, after receiving a Change of Scope.	Program will have days that are target at specific service areas and covering community with outreach materials.	Complete
	Program will interview parents and or policy council members for testimonial videos to share on social media outlets.	Complete
	Program verified social media pages to ensure no interruptions to social media outreach.	Complete

Early Head Start attendance has struggled to meet 85% attendance requirements.	Staff will train at EHS/EHS-CC summer inservice on the importance of attendance within their classrooms. Staff will implement notifying parents at enrollment of attendance and the number of days they are to maintain to keep 85% of attendance. Staff will increase monitoring around attendance for Early Head Start.	Complete Complete Complete
Program needs to continue raising awareness on Early Childhood screenings, such as immunizations, well child exams, and dental visits.	Add events throughout the program year that highlight the importance of early childhood wellness. Explore collaborations with local clinics to offer special days for Head Start families. Explore recommending families make wellness a goal with head start on their family partnership agreements if they are not up to date. Update refusal form to be a waiver for parents that choose to decline pursuing early childhood wellness screenings or dental visits.	Complete Complete Complete Complete

2023 -2028 Strategic Plan

Goal #1 – Update Outdoor Learning Experiences

Objective #1 – Assess all HS/EHS/EHS-CC outdoor learning environments.

Objective #2 – Research options for funding outdoor learning improvements.

Objective #3- The formal bid process will be employed to secure a company to complete the outdoor learning updates.

Objective #4 – Renovations will begin on the most needed outdoor learning environments.

Objective#5 – Evaluations will begin on funding for remaining updates to outdoor learning environments.

Objective #6 – Final renovations will be completed for all needed updates to outdoor learning environments.

OUTCOME Year #1 – The program will have secured partial funding to begin updates to the outdoor learning environments.

August 2023- Partial funding has been secured.

OUTCOME Year #2 – The program will have begun renovations on the top needed outdoor learning environments.

August 2024 – Renovations have begun on outdoor learning environments.

OUTCOME Year #3 - The program will have finished renovations on the top needed outdoor learning environments & begun to explore funding for any further updates to remaining outdoor learning environments entitled phase 2.

August 2025- Renovations have been completed on the top needed outdoor learning environment.

OUTCOME Year #4 – The program will have begun any final renovations on the updates to the remaining phase 2 outdoor learning environments.

OUTCOME Year #5 – The program will have finished or made significant advances toward the remaining renovations for the phase 2 outdoor learning environments.

Measurement Tool: Facility checks and Site Visits

IMPACT: Children will have an improved outdoor learning environment, thus increasing the impact on the early childhood experience while in Head Start/Early Head Start/Early Head Start-Child Care.

Goal #2- Program will work toward full enrollment in all 3 program options.

Objective #1 – The program will evaluate which locations have suffered the most with under enrollment.

Objective #2 – The program will submit a change of scope for the Head Start/Early Head Start program.

Objective #3- The program will broaden parameters around the Early Head Start-Child Care scholarship requirements, to assist families with the burden of time restraints from the State Child Care Subsidy department.

Objective #4 – The program will submit a change of scope for the Early Head Start-Child Care program to address recurring dynamics with child care partners.

OUTCOME Year #1 – Program will have evaluated areas that have suffered the most with under enrollment and will have submitted the change of scope for the Head Start/Early Head Start grant.

August 2023 – Evaluations are complete on the areas that have suffered the most for under enrollment.

OUTCOME Year #2 – Program will have broadened the parameters for the awarding of the EHS-CC scholarships.

August 2024- The scholarship parameters were reassessed to help ease the burden on families.

OUTCOME Year #3 - Program will have submitted a change of scope for the EHS-CC program.

August 2025 – A change in scope was submitted for the EHS-CC program.

OUTCOME Year #4 – Program will implement changes approved by the change in scopes for all 3 program options.

OUTCOME Year #5 – Program will sustain recruitment efforts and funded enrollment.

Measurement Tool: ERSEA Tracking & Program Planning Meetings

IMPACT: The program will have stabilized enrollment.

Goal #3- Program will prioritize strengthening resources surrounding behavior needs as well as social emotional needs of children.

Objective #1 – Increase trainings on Conscious Discipline.

Objective #2 – Refine case meeting process.

Objective #3- Include teaching staff as appropriate in case meetings.

Objective #4 – Incorporate calming centers at each location.

Objective #5 – Increase meetings with parents when children are experiencing a higher need within perceived challenging behaviors and or social emotional needs.

OUTCOME Year #1 – The training plan will include Conscious Discipline trainings and or correlational trainings to address perceived challenging behaviors and or social emotional needs.

August 2023-Conscious Discipline related trainings were incorporated into the training plan.

OUTCOME Year #2 – The case meetings will have a more impactful streamlined process.

August 2024-The case meeting process was streamlined to include more efficient documenting procedures so undue processes were not repeated.

OUTCOME Year #3 - Teaching staff will have a higher inclusion rate for case meetings.

August 2025-Training was conducted with teaching staff for plans on how they can be more involved in the case meeting process.

OUTCOME Year #4 – An increased percentage of centers that have incorporated calming centers into the environments.

OUTCOME Year #5 – Regular instances of involving parents/guardians in meetings that will support children with perceived challenging behaviors and or social emotional needs.

Measurement Tool: Training Plans, Child Outcomes Data, Case Notes

IMPACT: Children, families, and staff are better equipped to handle perceived challenging behavior and social emotional needs.

Goal #4 – Strategically make movements toward strengthening staff wellness techniques and or policies.

Objective #1 – Increase opportunities to have team building activities.

Objective #2 – Utilized staff wellness committee comprised of current staff.

Objective #3 – Begin to implement the philosophy of “Approachable Leadership” amongst management team.

Objective #4 – Pursue any opportunities to continue incentive programs.

OUTCOME Year #1 – Program will have added team building activities to staff meetings and in-service trainings.

August 2023-Team building activities are utilized at opportunities with staff.

OUTCOME Year #2 – Staff wellness committee will have scheduled regular meetings.

August 2024-The staff wellness committee has conducted meetings.

OUTCOME Year #3 – Program will have begun implementation of “Approachable Leadership” philosophy amongst management team.

August 2025-The philosophy of “Approachable Leadership” is being introduced to the leadership team and also it was introduced to the center staff at preservice.

OUTCOME Year #4 – Program leadership will have pursued any funding opportunities to continue incentive programs.

Measurement Tool: Anecdotal data, staff surveys

IMPACT: An increase in staff satisfaction, thus a positive increase in classroom experiences for children and families.

July 28-Aug 1, 2025, Sept. 8-12, 2024, Oct. 20-24, Dec. 1-5, 2025, Jan. 12-16, 2026, Feb. 23-27, April 6-10, May 18-22, June 29- July 3, 2026

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

*=Follow Recipe

Reviewed by: Donna Green, RD/LD

Lunch Day 1 - is macaroni WW?

Head Start Weekly Menu
30 Day Cycle

Aug. 4-8, 2025, Sept. 15-19, Oct. 27-31, Dec. 8-12, 2025, Jan. 19-23, 2026, Mar. 2-6, April 13-17, May 25-29, July 6-10, 2026

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

*=Follow Recipe

Reviewed by: *Danaa Green, RD/LD*

Head Start Weekly Menu
30 Day Cycle

Aug. 11-15, 2025, Sept. 22-26, Nov. 3-7, Dec. 15-19, 2025, Jan. 26-30, 2026, March 16-20, April 20-24, June 1-5, July 13-17, 2026

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

*=Follow Recipe

Reviewed by: Donna Green, RD/LD

Head Start Weekly Menu
30 Day Cycle

Aug. 18-22, 2025, Sept. 29-Oct 3, Nov.10-14, Dec.22-26, 2025, Feb 2-6, 2026, March 16-20, 2026, April 27-May 1, June8-12, July 20-24, 2026

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

*=Follow Recipe

Reviewed by: Donna Green, RD/LD

Week 4

Aug 25-29, 2025, Oct. 6-10, Nov. 17-21, Dec 29-Jan 2, 2026, Feb. 9-13, March 23-27, May 4-7, June 15-19, July 27-31, 2026

DAY 1		DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk Corn Flakes Diced Peaches	1% Milk Bagel Cream Cheese Spread Orange Wedge	1% Milk Rice Krispies Fruit Cocktail	1% Milk Scrambled Eggs Whole Wheat Toast Apple slices	1% Milk Whole Wheat Waffles Blueberries	**Utilize available Seasonal Fresh Fruits
	1% Milk Grilled Cheese Sandwich on Whole Wheat Bread Sweet Peas Sliced Carrots Carrots Fruit Mix	1% Milk Beef Soup (Mixed Vegetables) Green Beans Cornbread Diced Pears	1% Milk Beef or Chicken Tacos-wg Taco Shells Sliced Tomatoes/ lettuce Refried Beans Mandarin Oranges	1% Milk Chicken Nuggets - CN Labeled Mixed Vegetables French Fries WW Roll	1% Milk Lima Beans w/ Turkey Ham Bits Cheesy Potatoes Rosy Applesauce Corn Bread	
Lunch	1% Milk Grilled Cheese Sandwich on Whole Wheat Bread Sweet Peas Sliced Carrots Carrots Fruit Mix	1% Milk Beef Soup (Mixed Vegetables) Green Beans Cornbread Diced Pears	1% Milk Beef or Chicken Tacos-wg Taco Shells Sliced Tomatoes/ lettuce Refried Beans Mandarin Oranges	1% Milk Chicken Nuggets - CN Labeled Mixed Vegetables French Fries WW Roll	1% Milk Lima Beans w/ Turkey Ham Bits Cheesy Potatoes Rosy Applesauce Corn Bread	**Utilize available Seasonal Fresh Fruits
	1% Milk Grilled Cheese Sandwich on Whole Wheat Bread Sweet Peas Sliced Carrots Carrots Fruit Mix	1% Milk Beef Soup (Mixed Vegetables) Green Beans Cornbread Diced Pears	1% Milk Beef or Chicken Tacos-wg Taco Shells Sliced Tomatoes/ lettuce Refried Beans Mandarin Oranges	1% Milk Chicken Nuggets - CN Labeled Mixed Vegetables French Fries WW Roll	1% Milk Lima Beans w/ Turkey Ham Bits Cheesy Potatoes Rosy Applesauce Corn Bread	
PM Snack	Water Peanut Butter Saltine Crackers	1% Milk Toasted Oat	1% Milk Whole Wheat Cheddar Cheese Toast	1% Milk Cheese Its	1 % Milk Animal Crackers	
	Water Peanut Butter Saltine Crackers	1% Milk Toasted Oat	1% Milk Whole Wheat Cheddar Cheese Toast	1% Milk Cheese Its	1 % Milk Animal Crackers	

*=Follow Recipe

Reviewed by: *Danna Geron, RD/LD*

Head Start Weekly Menu
30 Day Cycle

Sep 1-5, 2025, Oct. 13-17, Nov. 24-28, Jan. 5-9, 2026, Feb.16-20, March 30-April 3, May 11-15, June 22-26, Aug 3-7, 2026

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

*=Follow Recipe

Reviewed by: Donna Green, RD/LD

Week 1

Early Head Start Weekly Menu
30 Day Cycle

Ages 1-2

July 28-Aug 1, 2025, Sept. 8-12, 2024, Oct. 20-24, Dec. 1-5, 2025, Jan. 12-16, 2026, Feb. 23-27, April 6-10, May 18-22, June 29- July 3, 2026

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

*=Follow Recipe

Reviewed: Donna Green, RD/LD

Week 2

Early Head Start Weekly Menu
30 Day Cycle

Ages 1-2

Sep 1-5, 2025, Oct. 13-17, Nov. 24-28, Jan. 5-9, 2026, Feb.16-20, March 30-April 3, May 11-15, June 22-26, Aug 3-7, 2026

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

Reviewed: Donna Green. RD/LD

*=Follow Recipe

Aug. 11-15, 2025, Sept. 22-26, Nov. 3-7, Dec. 15-19, 2025, Jan. 26-30, 2026, March 16-20, April 20-24, June 1-5, July 13-17, 2026

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

*=Follow Recipe

Reviewed: Donna Green, RD/LD

Week 4

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug. 18-22, 2025, Sept. 29-Oct 3, Nov.10-14, Dec.22-26, 2025, Feb 2-6, 2026, March 16-20, 2026, April 27-May 1, June8-12, July 20-24, 2026

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk Whole Milk Chex Cereal Bananas	1% Milk Whole Milk 100% Old Fashioned Oatmeal Blueberries	1% Milk Whole Milk Toasted Oats Diced Peaches	1% Milk Whole Milk WW French Toast Sticks Strawberries	1% Milk Whole Milk Whole Wheat Waffle Pineapple Tidbits	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk Whole Milk Fish Sticks-CN Labeled Whole Wheat Bread Sweet Potato Fries Applesauce	1% Milk Whole Milk Beef Goulash* with Whole Wheat Noodles Green Beans Diced Pears	1% Milk Whole Milk Beef Vegetable Soup Corn Bread Square Pineapple tidbits	1% Milk Whole Milk Beef Stroganoff* w/ Whole Wheat Noodles Green Peas Tropical Fruit	1% Milk Whole Milk Beef Bologna & Slice of cheese Sandwiches on WW Bread Lettuce/Tomato/ Pickle Mixed Fruit	
PM Snack	1% Milk Whole Milk Banana Muffin or Square*	Water Mozzarella Cheese Wheat Crackers	Orange Juice Soft Pretzles	Water Cheddar Cheese Saltine Crackers	1% Milk Whole Milk Animal Crackers	<i>Lunch Day 3 - ensure there is adequate amount of beef to meet protein requirements and enough vegetables in soup to meet vegetable requirement per serving.</i>

Week 4

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

--	--	--	--	--	--

Reviewed: Donna Green, RD/LD

*=Follow Recipe

Week 5

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug 25-29, 2025, Oct. 6-10, Nov. 17-21, Dec 29-Jan 2, 2026, Feb. 9-13, March 23-27, May 4-7, June 15-19, July 27-31, 2026

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk Whole Milk Corn Flakes Diced Peaches	1% Milk Whole Milk Bagel Orange Wedge	1% Milk Whole Milk Rice Krispies Fruit Cocktail	1% Milk Whole Milk Scrambled Eggs Whole Wheat Toast Apple slices	1% Milk Whole Milk Whole Wheat Waffles w/ Syrup Blueberries	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk Whole Milk Grilled Turkey Ham & Cheese Sandwich WW Bread Candied Carrots Fruit Mix	1% Milk Whole Milk Chicken Pot Pie* w/ mix vegetables Diced Pears	1% Milk Whole Milk Beef Taco Pie Corn Mandarin Oranges	1% Milk Whole Milk Chicken Nuggets - CN Labeled Grilled Mixed Vegetables 1 Slice WW Bread French Fries	1% Milk Whole Milk Lima Beans w/ Turkey Ham Bits* Cheesy Potatoes Rosy Applesauce Wheat WG Crackers	
PM Snack	Water Peanut Butter Saltine Crackers	1% Milk Whole Milk Toasted Oats	1% Milk Whole Milk Whole Wheat Sliced Cheese Toast	1% Milk Whole Milk Cheese Its	1 % Milk Whole Milk Animal Crackers	Lunch - Day 2 - Is grain w/chicken pot pie? Day 3 - Is grain in Beef Taco Pie? Day 4 - No grain listed

Week 5

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

--	--	--	--	--	--

*=Follow Recipe

Reviewed: Donna Green, RD/LD

Week 6

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

Sep 1-5, 2025, Oct. 13-17, Nov. 24-28, Jan. 5-9, 2026, Feb.16-20, March 30-April 3, May 11-15, June 22-26, Aug 3-7, 2026

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

--	--	--	--	--	--

*=Follow Recipe

Reviewed:

Danna Green, RD/LD

Understanding Oklahoma's Open Meeting Act & Open Records Act

Abby Dillsaver
General Counsel to the Attorney General

Transparency

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

Overview



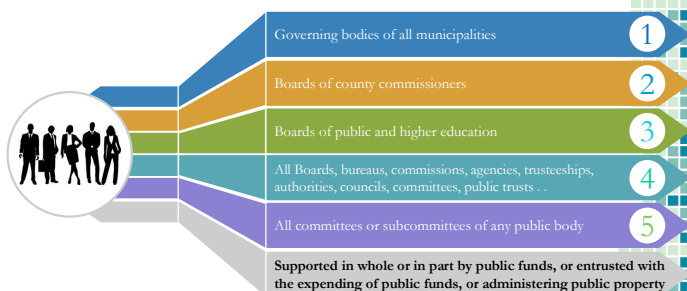
- 1 When is the Act triggered?
- 2 What actions must be taken before meetings?
- 3 What procedures must be followed during meetings?
- 4 What consequences may ensue from violations of the Act?

1. When is the OMA triggered?

When is the OMA triggered?

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

“Public Body” Defined



Public Body Does Not Include

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

Public Body Does Not Include

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

25 O.S. § 304(1)

“Meeting” Defined

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

25 O.S. § 304(2)

Electronic and Telephonic Communications

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

25 O.S. § 306

Hypothetical: Post-Board Meeting Lunch

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

25 O.S. § 306

2. What actions must be taken before meetings?

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Four Types of Meetings



25 O.S. § 304(3)-(6)

Provide Notice: Regular Meetings

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

25 O.S. § 311

Provide Notice: Regular Meetings

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

25 O.S. § 311

ANNUAL NOTICE OF REGULARLY SCHEDULED PUBLIC MEETINGS
(This form shall be used for annual reporting of regularly scheduled meetings for the following year. For reporting special meetings and changes to regularly scheduled meetings, use Notice of Special Meetings and Notices to Be Issued to Members of the Public Body.)

To be filed with Secretary of State's Office of Administrative Services by December 15
As required by Open Meeting Act (25 O.S. §§ 301 et seq.)

NAME OF PUBLIC BODY: _____

ADDRESS: 1915 North Stiles Avenue - Suite 200
Oklahoma City, OK 73105-4915

CONTACT PERSON: _____

TELEPHONE: _____

SIGNATURE: _____ DATE: November 9, 2018

RECEIVED
NOV 02 2018
OKLAHOMA SECRETARY OF STATE

Regularly Scheduled Meetings for 2019
(month/year)

Date	Time	Location
January 9	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
February 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
March 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
April 10	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
May 9	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
June 12	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
July 10	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
August 14	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
September 11	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
October 9	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
November 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
December 11	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915

(Attach additional pages, if needed)

Public Body's Office of Administrative Services
1915 North Stiles Avenue - Suite 200
Oklahoma City, OK 73105
Phone: 405-521-4915
Email: meeting@okla.gov

NOTE: If you receive any notice or information regarding this meeting, please contact the Secretary of State's Office of Administrative Services at 405-521-4915 or meeting@okla.gov.

18

Provide Notice: Special Meetings

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

25 O.S. § 311(A)(12)

Provide Notice: Emergency Meetings

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

25 O.S. § 311(A)(13)

Provide Notice: Continued or Reconvened Meetings

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

25 O.S. § 311(A)(11)

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Post the Meeting's Agenda

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

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

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

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

What?

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

"Agendas [must] be worded in plain language, directly stating the purpose . . . The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence."

Haworth Bd. of Ed. v. Havens,
637 P.2d 902, 904 (Okla. Civ. App. 1981).

Agendas

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

25 O.S. § 311(B)

New Business

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

25 O.S. § 311(A)(10)

Failed Agenda Example

Agenda said purpose of the meeting was to:

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

- The court found the agenda was deceptively vague and a willful violation where the school board hired a superintendent.

Haworth Bd. of Ed. v. Havens, 637 P.2d 902 (Okla. Civ. App. 1981).

- ***Best Practice:** Be specific and clear. Do not vaguely refer to the action planned to be taken or discussed.

3. What actions must be taken during meetings?

When and Where to Hold Meetings

- Meetings "shall be held at specified times and places which are convenient to the public"
- Use good judgment
 - Not a locked courthouse on a public holiday.

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

25 O.S. § 303

Recording Votes

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

25 O.S. § 305

Recording Votes

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

25 O.S. § 305

Minutes

Minutes must be written and include:

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

25 O.S. § 312

Minutes

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

25 O.S. § 312

Public Comment

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

Executive Sessions

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

25 O.S. § 307

Executive Sessions

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

Executive Sessions

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

25 O.S. § 307(E)

Executive Session Agenda Item: Example 1

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

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

Executive Session Agenda Item: Example 2

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

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

Teleconference

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

25 O.S. § 307.1

4.

What consequences may ensue from violations of the OMA?

Penalties and Remedies Under the OMA

Civil Implications

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

Criminal Penalties

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

Willful Violation

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

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

How to Correct an OMA Mistake

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

The Purpose of the ORA

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

51 O.S. § 24A.2

The Open Records Act

Title 51 O.S. §§ 24A.1-24A.31

1. What is a public record?



What is a record?

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

51 O.S. § 24A.3(1)



What is **NOT** a record?

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

51 O.S. § 24A.3(1)(a)-(h)

What makes a record public?

Where?

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

Who?

A public official, public body, or their representatives

What?

In connection with:

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

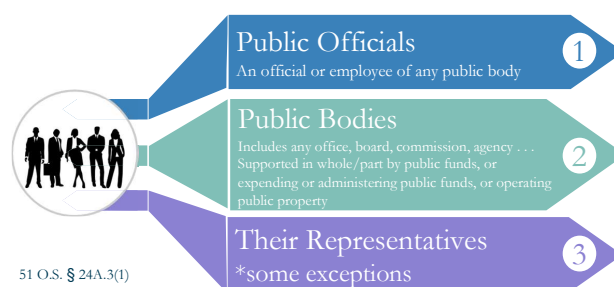
*Note: Nothing in the ORA imposes any new recordkeeping requirements or any additional timeline for maintaining records.

51 O.S. § 24A.3(1)

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



Public Bodies and Public Officials



51 O.S. § 24A.3(1)

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



GENERAL RULE

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

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

Exempted Records: Required by Law to Remain Confidential

51 O.S. § 24A.5



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



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



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



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



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



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

Redaction

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

51 O.S. § 24A.5(3)

58

Common Exemption: Attorney-Client Privilege

- The **Attorney-Client Privilege** generally protects communications made in confidence between privileged persons for the purpose of seeking, obtaining, or providing legal assistance for the client.

12 O.S. § 2502(A)(5)

- **Note:** limited privilege for government clients
 - Protects communication re: pending investigation, claim, or action, when disclosure will seriously impair

12 O.S. § 2502(D)(7)

Common Exemption: Work Product Immunity

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

Exceptions: These Records Excluded from Disclosure



**CERTAIN PERSONNEL
RECORDS**



FEDERAL RECORDS



PERSONAL NOTES



**CERTAIN LAW
ENFORCEMENT
RECORDS**



**LITIGATION FILES &
INVESTIGATORY
REPORTS**



**COURT-SEALED
RECORDS**

Personnel Records

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

51 O.S. § 24A.7(A)(2)

Personnel Records

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

Personal Notes

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

51 O.S. § 24A.9

Litigation Files & Investigatory Reports

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

51 O.S. § 24A.12

Litigation Files & Investigatory Reports

But see 51 O.S. § 24A.20:

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

Federal Records

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

51 O.S. § 24A.13

Law Enforcement Records

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

51 O.S. § 24A.8(B)

Law Enforcement Records

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

51 O.S. § 24A.8(C)

Nine Categories of Open Law Enforcement Records



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

Law Enforcement Related Records

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

Court Records

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

Voluntarily Supplied Information

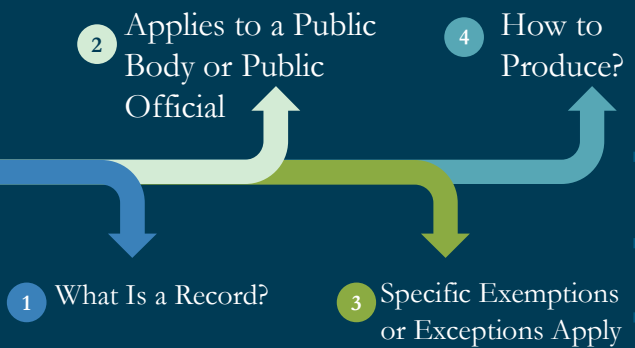
- Information or records voluntarily supplied to any state agency, board, or commission shall be subject to full disclosure.

51 O.S. § 24A.10

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

73

The Open Records Act



4. How to produce open records?

How to Disclose Public Records?

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

51 O.S. § 24A.5

Procedures for Disclosure

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

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

77

Charging Fees

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

51 O.S. § 24A.5(4)

78

Charging Fees: Media Exception

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

51 O.S. § 24A.5(4)(b)

79

Charging Fees: Notice of Fees

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

51 O.S. § 24A.5(4)(b)

80

Timeline for Responses

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

51 O.S. § 24A.5(6)

Penalties for Violations of the ORA

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

51 O.S. § 24A.17

THANK YOU

www.oag.ok.gov

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

Importance of Good Minutes

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

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

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

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

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

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

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

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

Special Considerations for Community Action Agencies

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

Community Services Block Grant Act

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

Office of Head Start

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

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

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

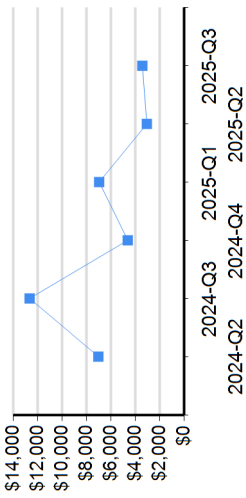
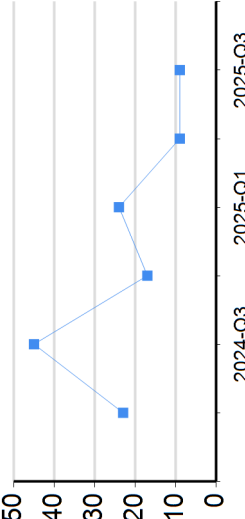
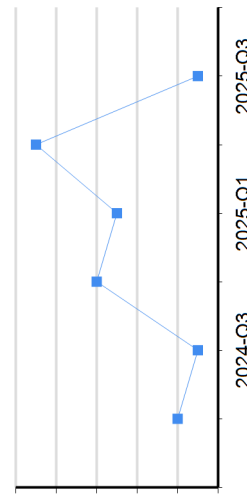
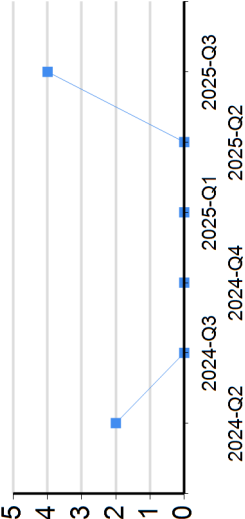
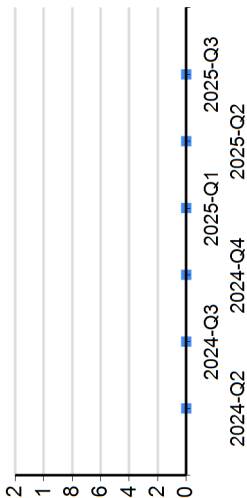
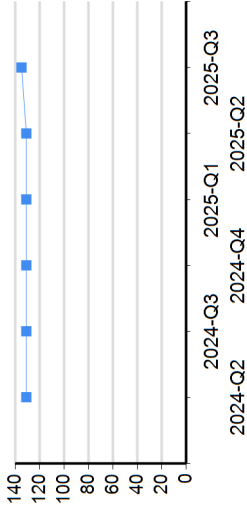
Open Record Laws¹⁵

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

Quarterly Production Summary Report

April 1 - June 30 2025

8251 - LIFT Community Action Agency
Midwest Region

Total Reported Investment	\$3,429,129.41	Total Reported Investment (in thousands)	
Homeowners Created - Customers	9	Homeowners Created - Customers	
Preserved Homeownership - Customers	1	Preserved Homeownership - Customers	
Rental Homes Constructed, Acquired, and Preserved	4	Rental Homes Constructed, Acquired, and Preserved	
Created and Preserved Homes and Customers	14	Created and Preserved Homes and Customers	
Owner Occupied Repairs - Homes	14	All Counseling and Education - Customers	
Rental Homes, Repaired	0	Rental Homes Portfolio, Owned and/or Managed	
Total Repaired - Homes	14		
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	135		

"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.

April 1 - June 30 2025

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	\$744,100.00	\$1,096,558.02	\$1,840,658.02
Homes	0	0	0	4	5	9
Customers	0	0	0	4	5	9
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$2,610.39	\$0.00	\$0.00		\$0.00	\$2,610.39
Homes	1	0	0		0	1
Customers	1	0	0		0	1

II. Projects & Summary	Rental Homes							Consumer Lending		
	Owner-Occupied Repairs	For-Sale Homes Developed	Development Services	Constructed and Purchased	Rehabilitated and Refinanced	Repaired	Commercial Development Lending		Special Projects	Financial Assistance and Supportive Services
Investment	\$18,309.00	\$728,100.00	\$0.00	\$767,000.00	\$0.00	\$0.00	\$68,678.00	\$0.00	\$3,774.00	\$0.00
Homes	14	* 4	0	4	0	0				

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

Quarterly Production Summary Report

April 1 - June 30 2025

8251 - LIFT Community Action Agency
Midwest Region

III. Rental Homes Portfolio	
a. Owned	135
b. Managed not Owned	0
c. Number of units covered by project-based rental assistance program	0
d. Number of units covered by tenant-based rental assistance program	68

IV. Commercial Development Portfolio	
Number of Projects	0
Square Footage	0
Shared Equity and Cooperative Housing Portfolio	
Community Land Trust	0
Deed-Restricted Homeownership	0
Limited Equity Cooperative	0

V. Group Education Customers	
a. Completed financial literacy workshop; including home affordability; budgeting and understanding use of credit prevention workshop	0
b. Completed predatory lending; loan scam or other fraud prevention workshop	0
c. Completed fair housing workshop	0
d. Completed homelessness prevention workshop	0
e. Completed rental workshop	0
f. Completed pre-purchase homebuyer education workshop	0
g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
h. Completed resolving or preventing mortgage delinquency workshop	0
i. Completed disaster preparedness assistance workshop	0
j. Completed disaster recovery assistance workshop	0
Total Group Education	0

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

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	4	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	\$278,736.00	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	\$137,839.00	o. Value currently 60-89 days delinquent	\$0.00		
g. Number currently 90 days or more delinquent	0	p. Number currently 90 days or more delinquent	0		
h. Value currently 90 days or more delinquent	\$0.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	0.00 %	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 %

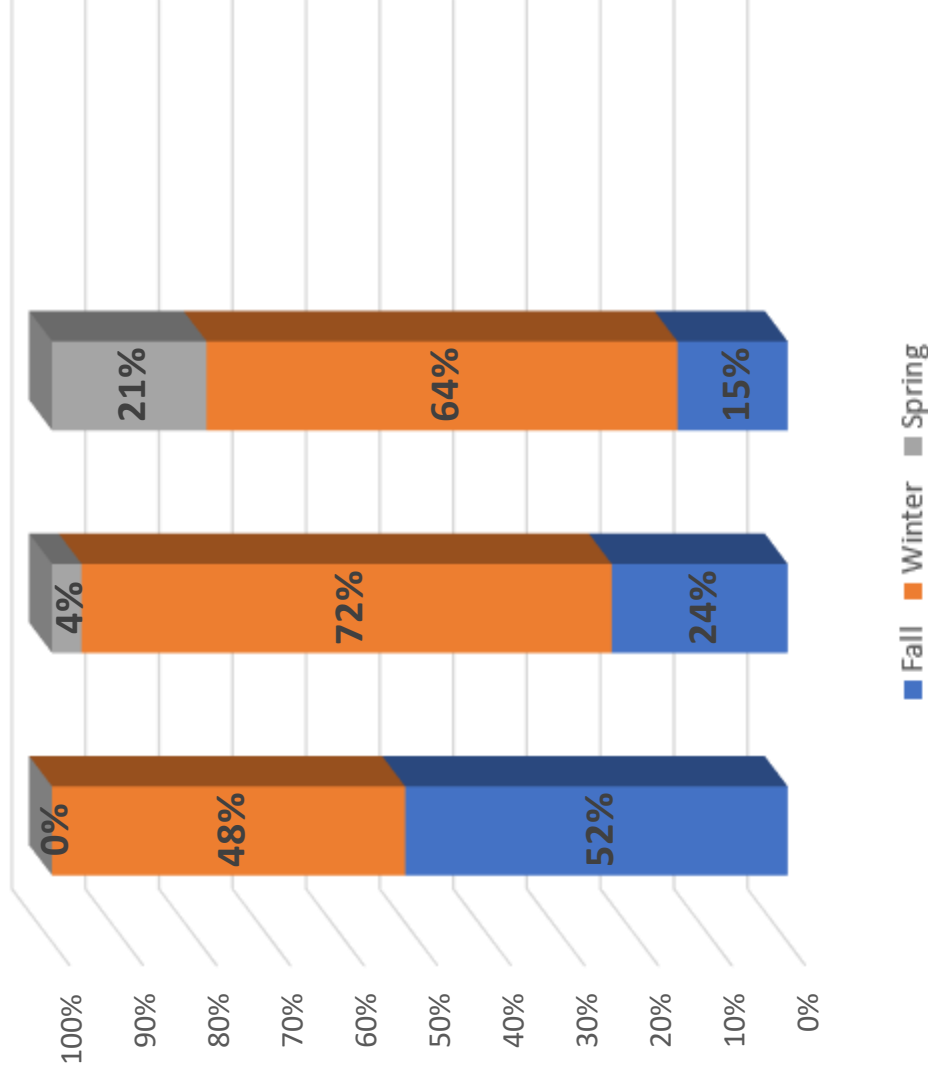
TSGOLD Outcomes 2024-25

Fall/Winter/Spring

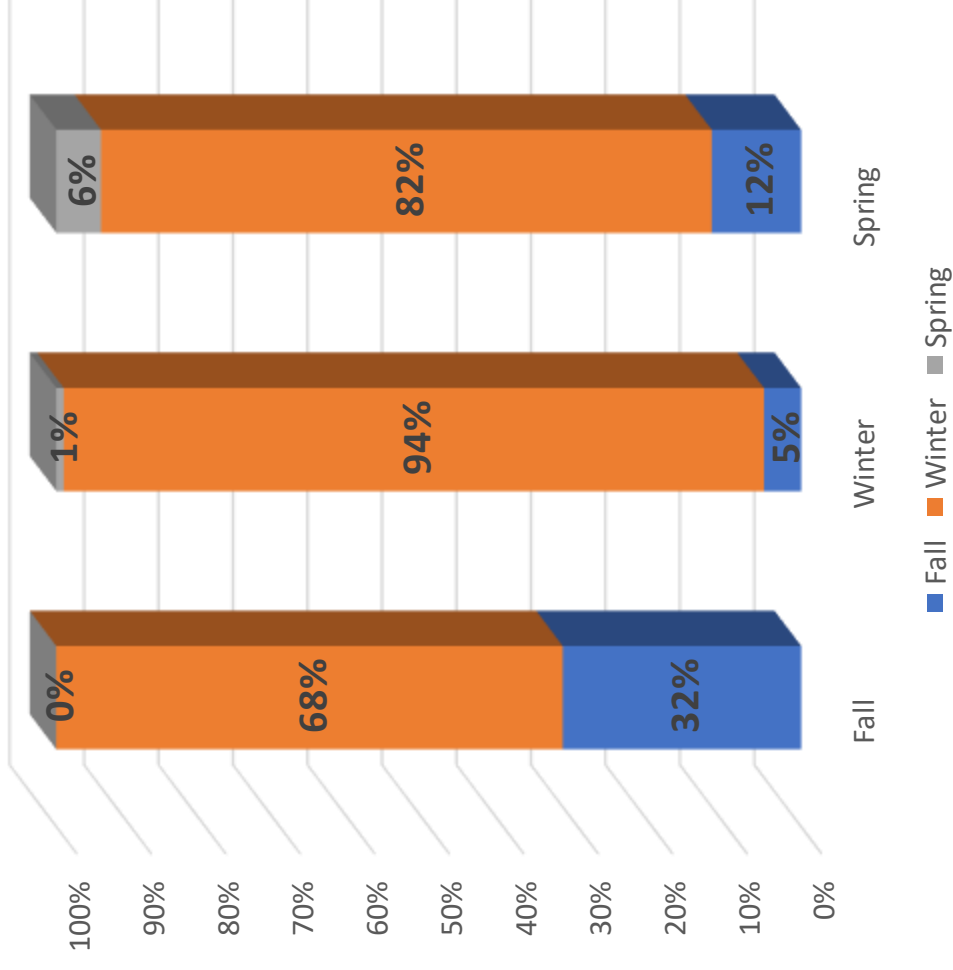
Head Start (4 years)

88 children

Social Emotional



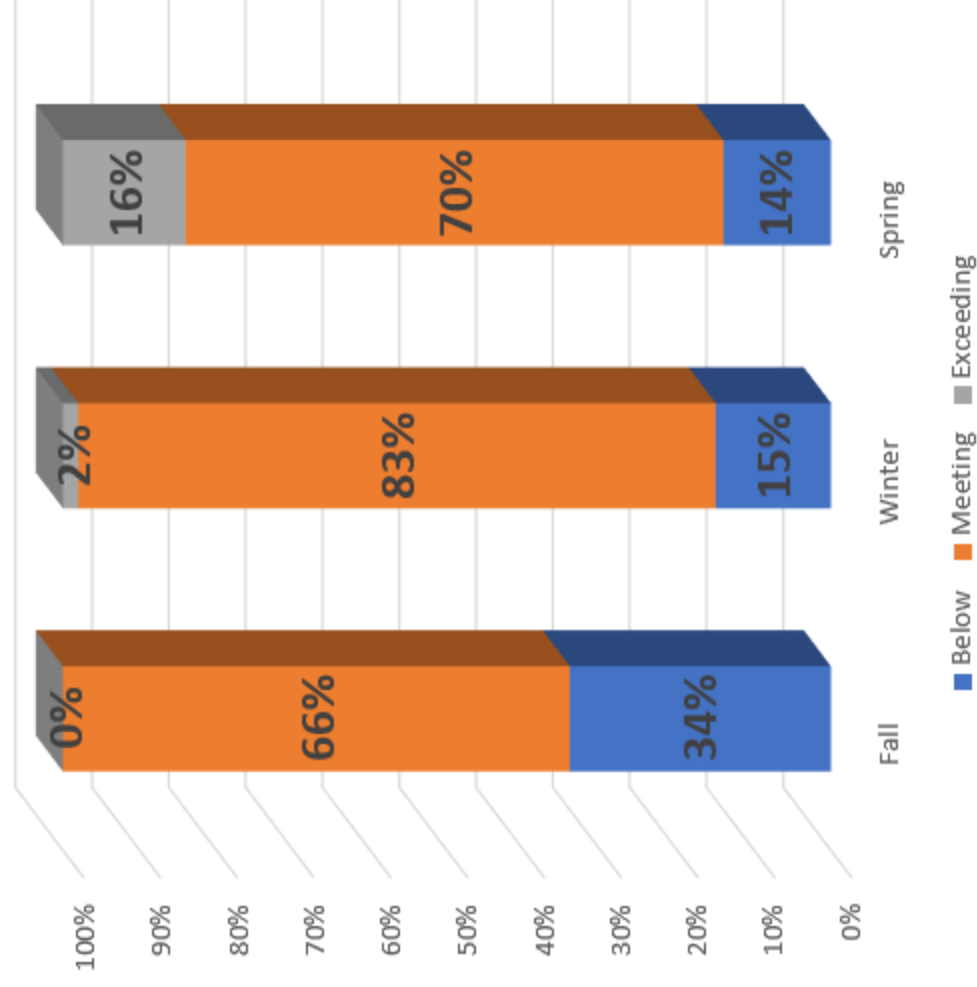
Physical



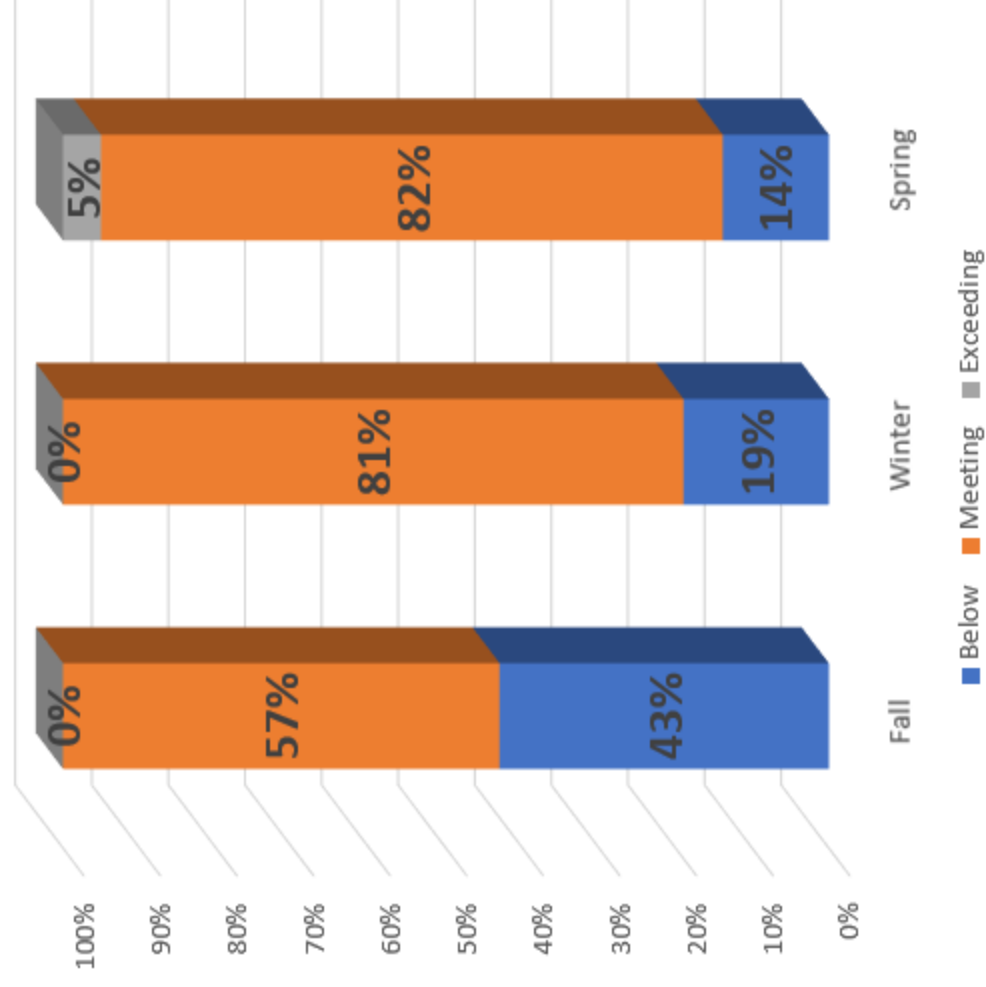
Head Start (4 years)

88 children

Language

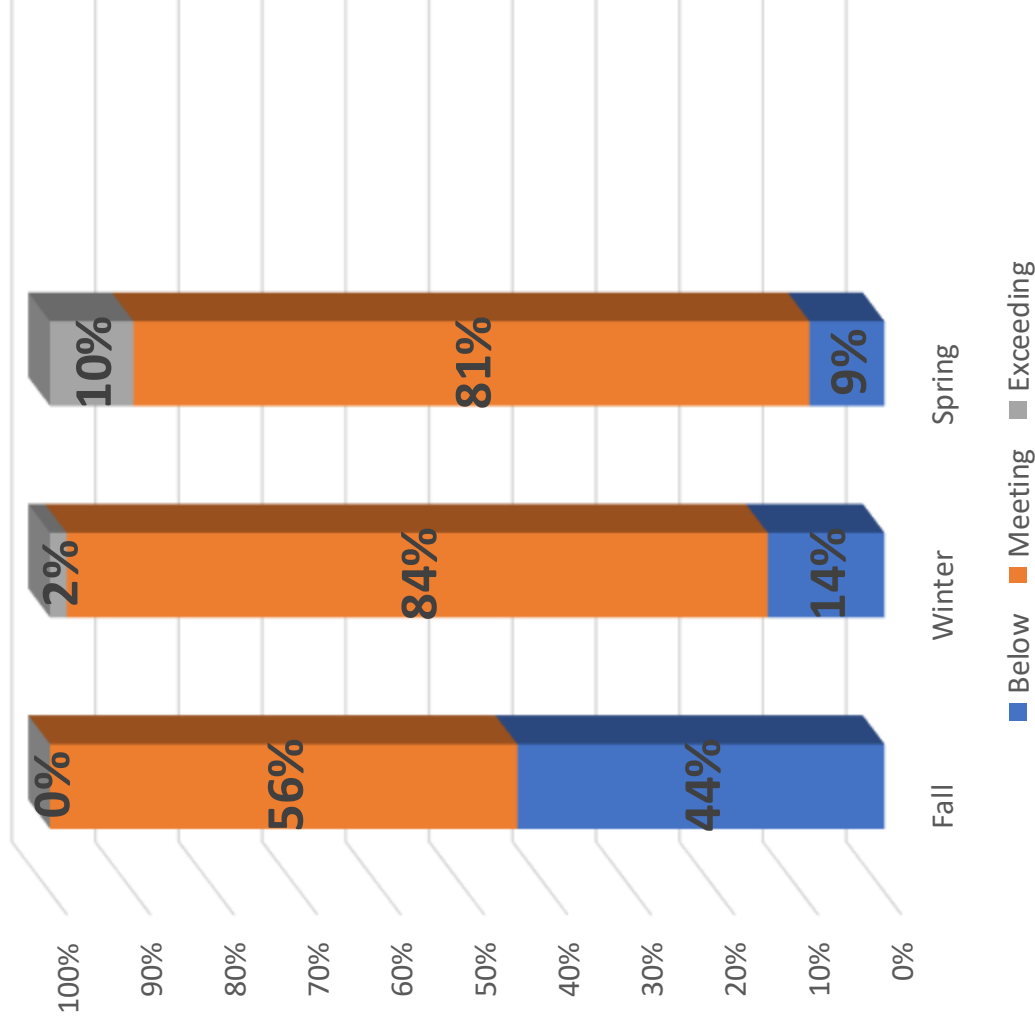


Cognitive

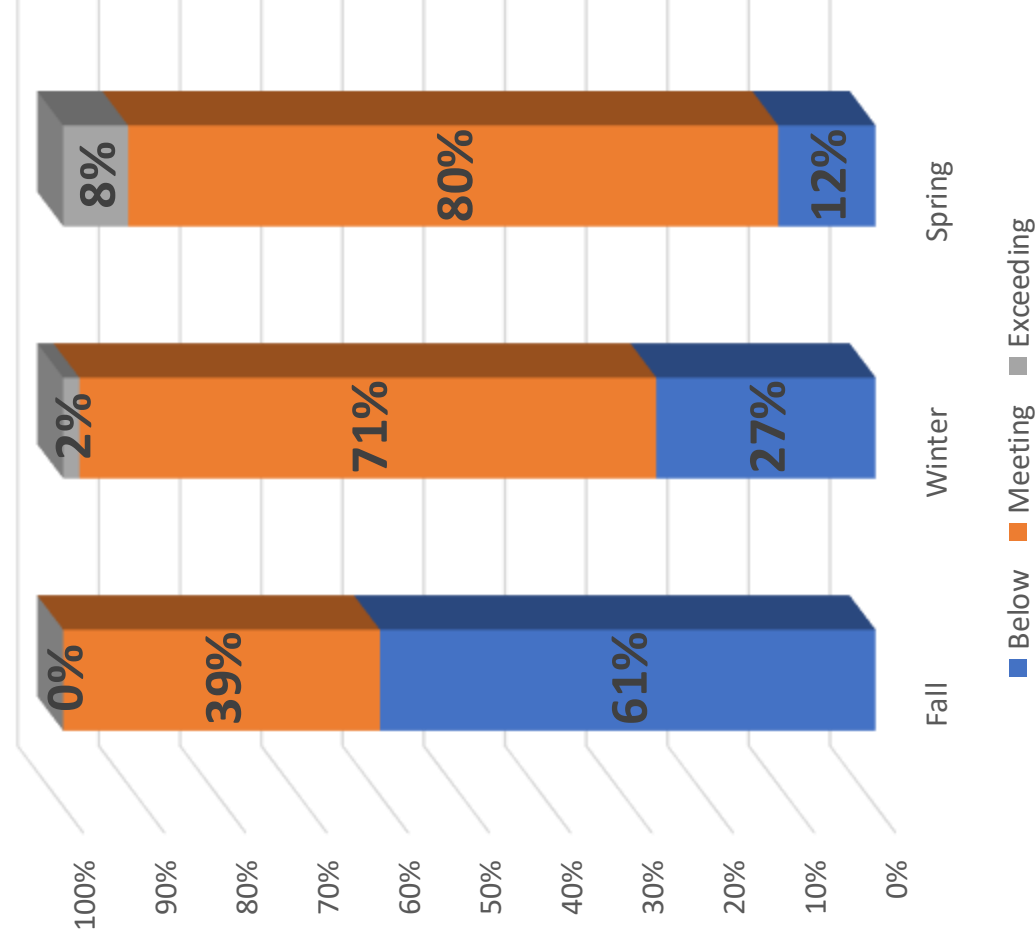


Head Start (4 years)

Literacy



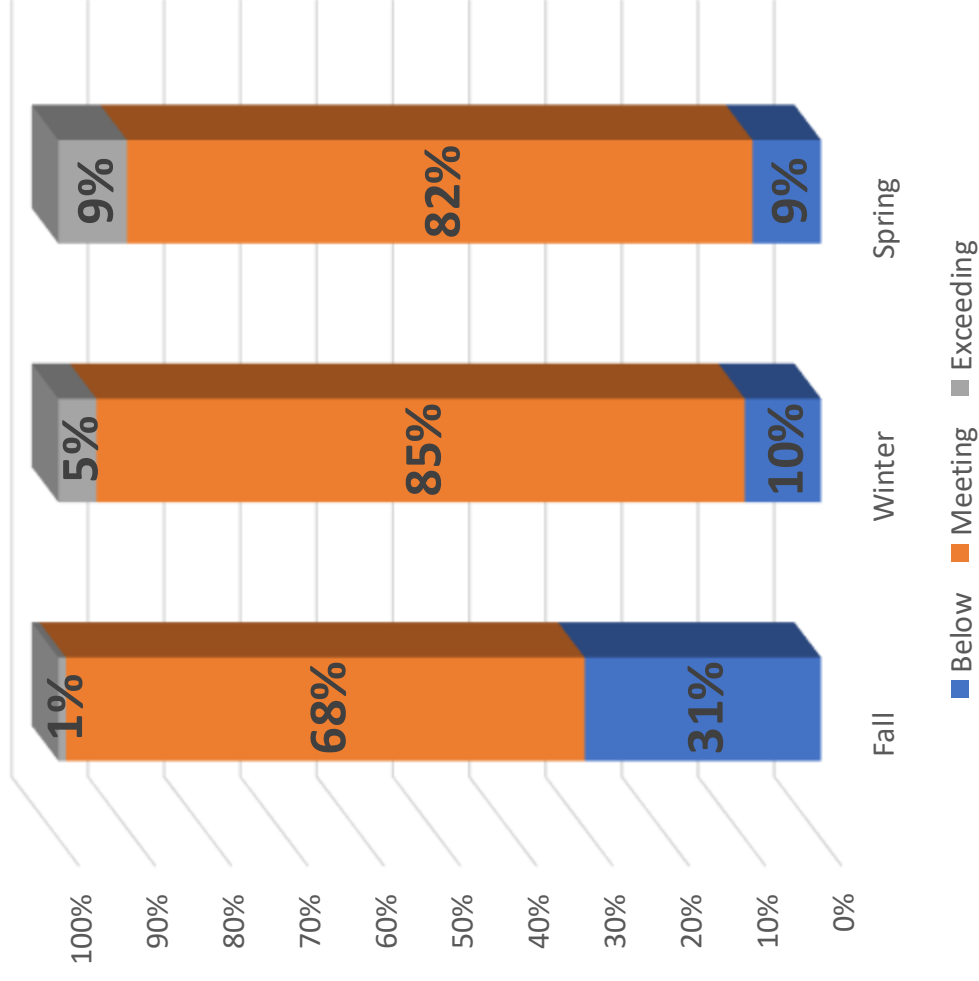
Mathematics



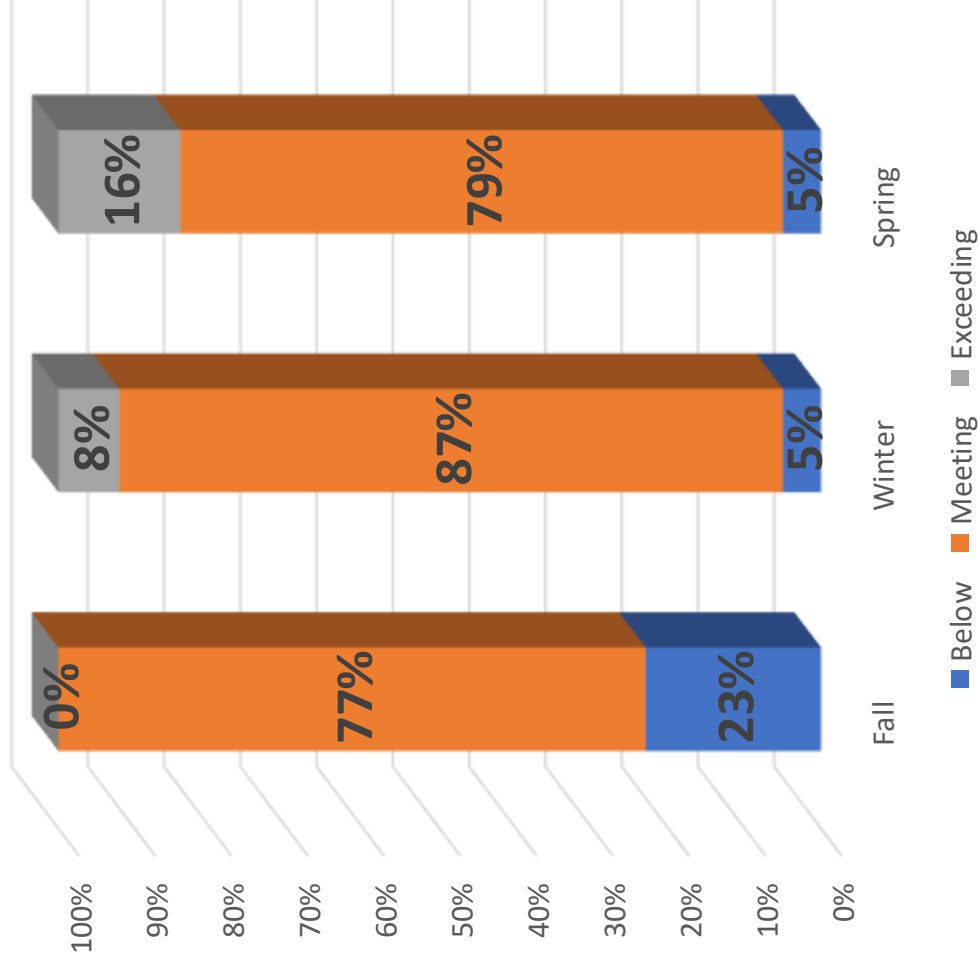
Head Start (3 years)

143 children

Social Emotional



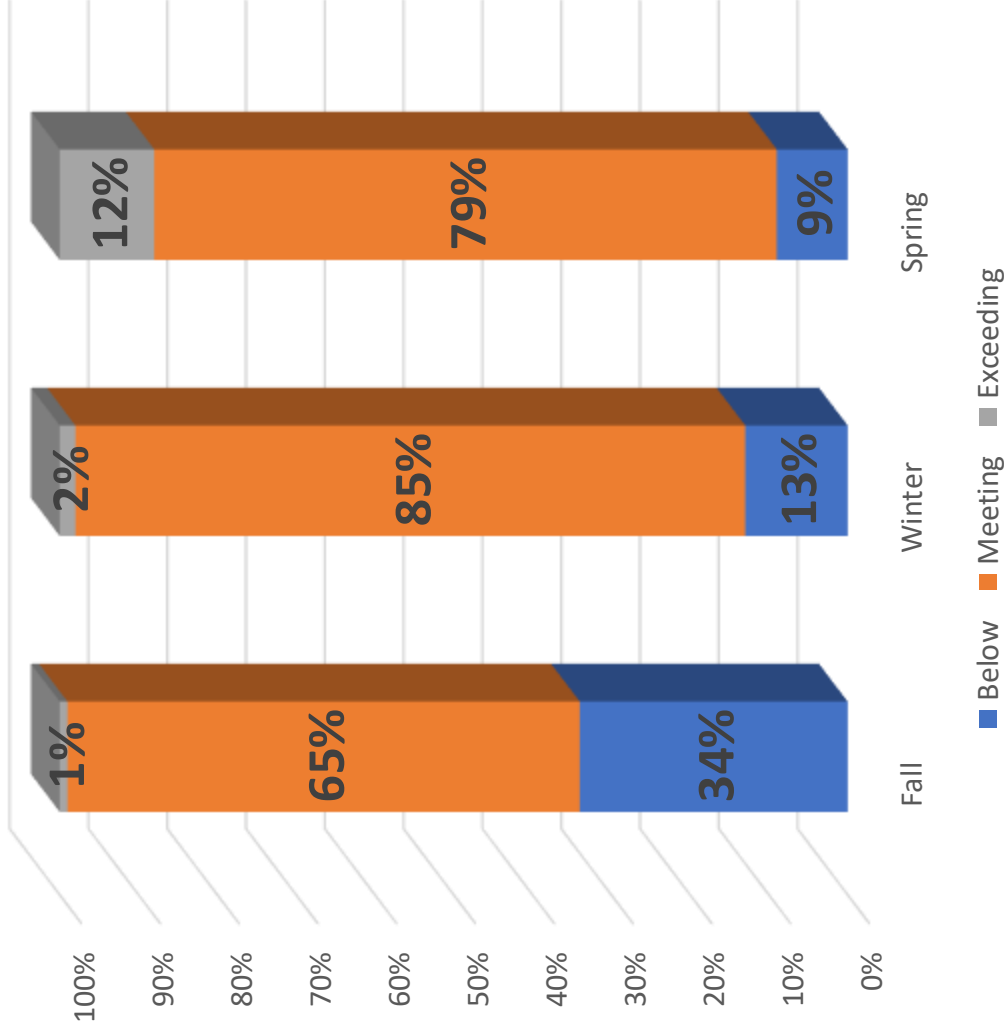
Physical



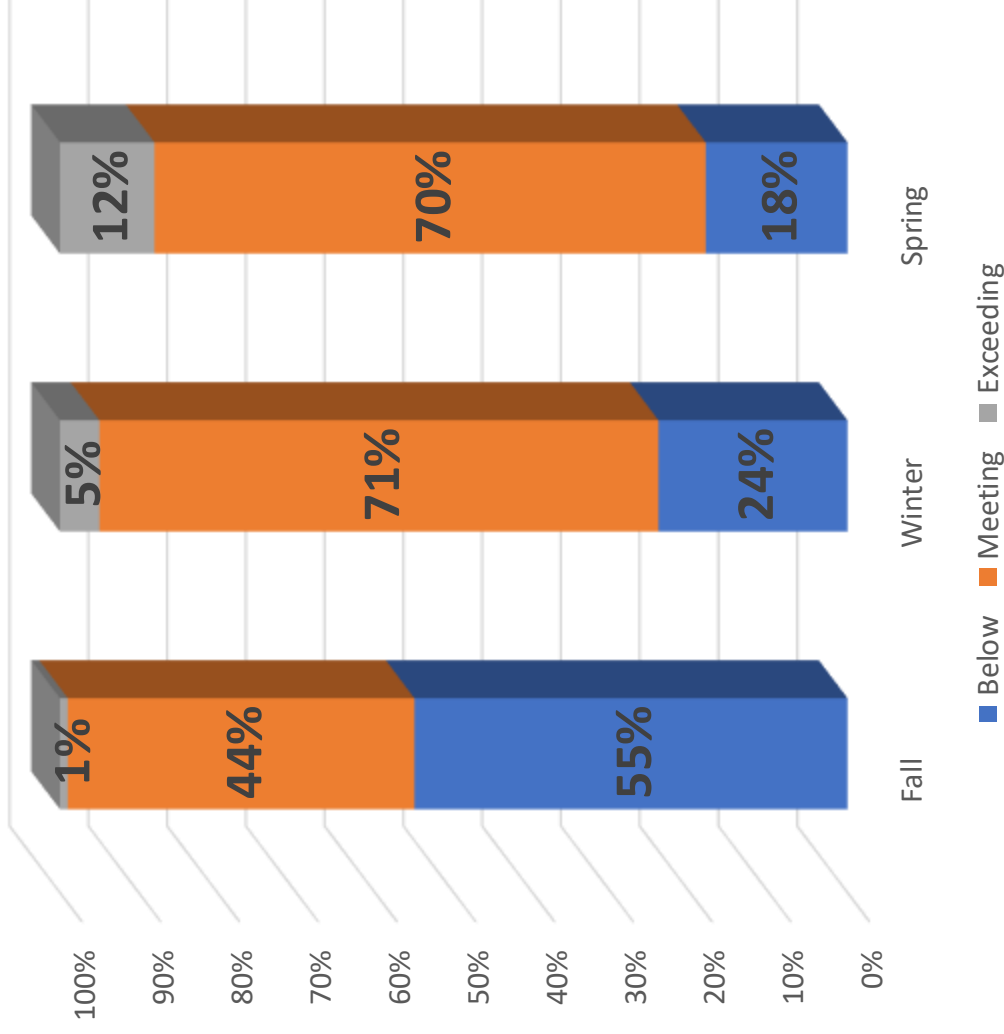
Head Start (3 years)

143 children

Language



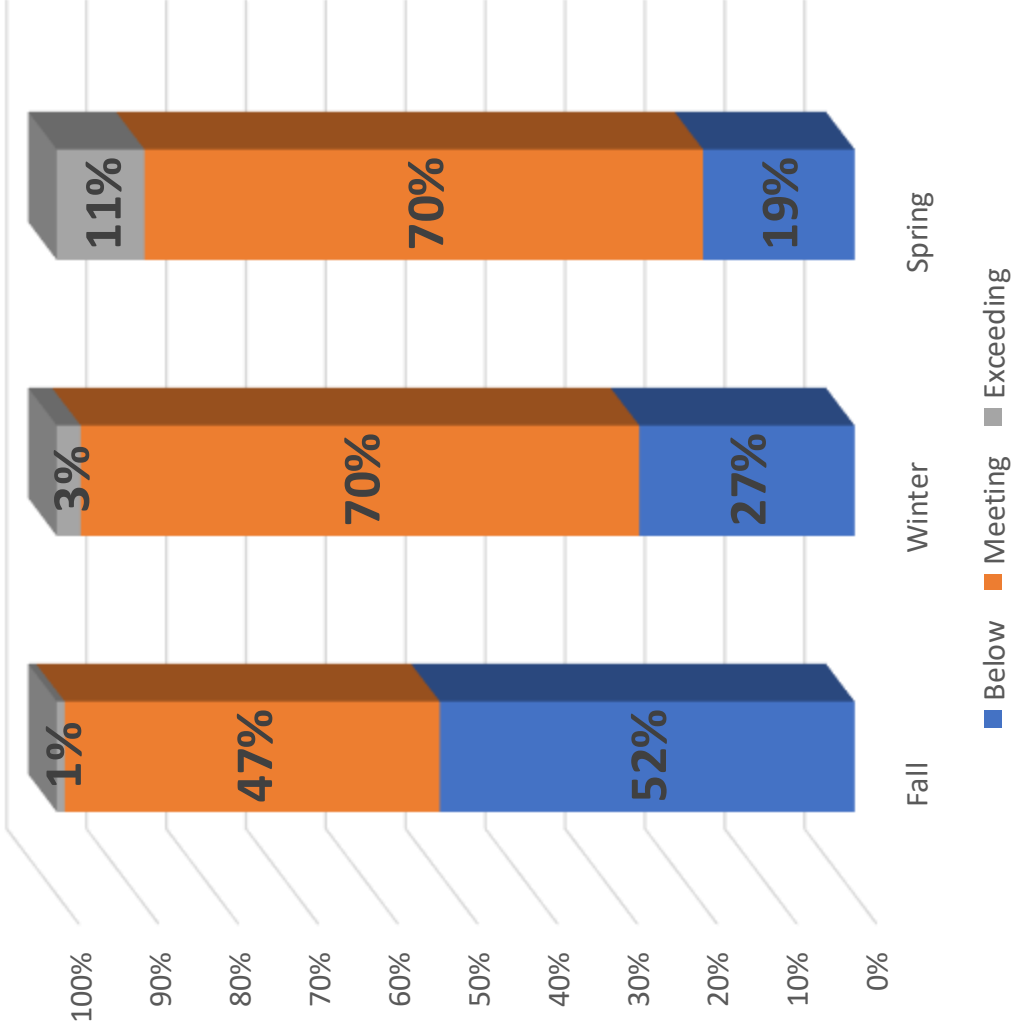
Cognitive



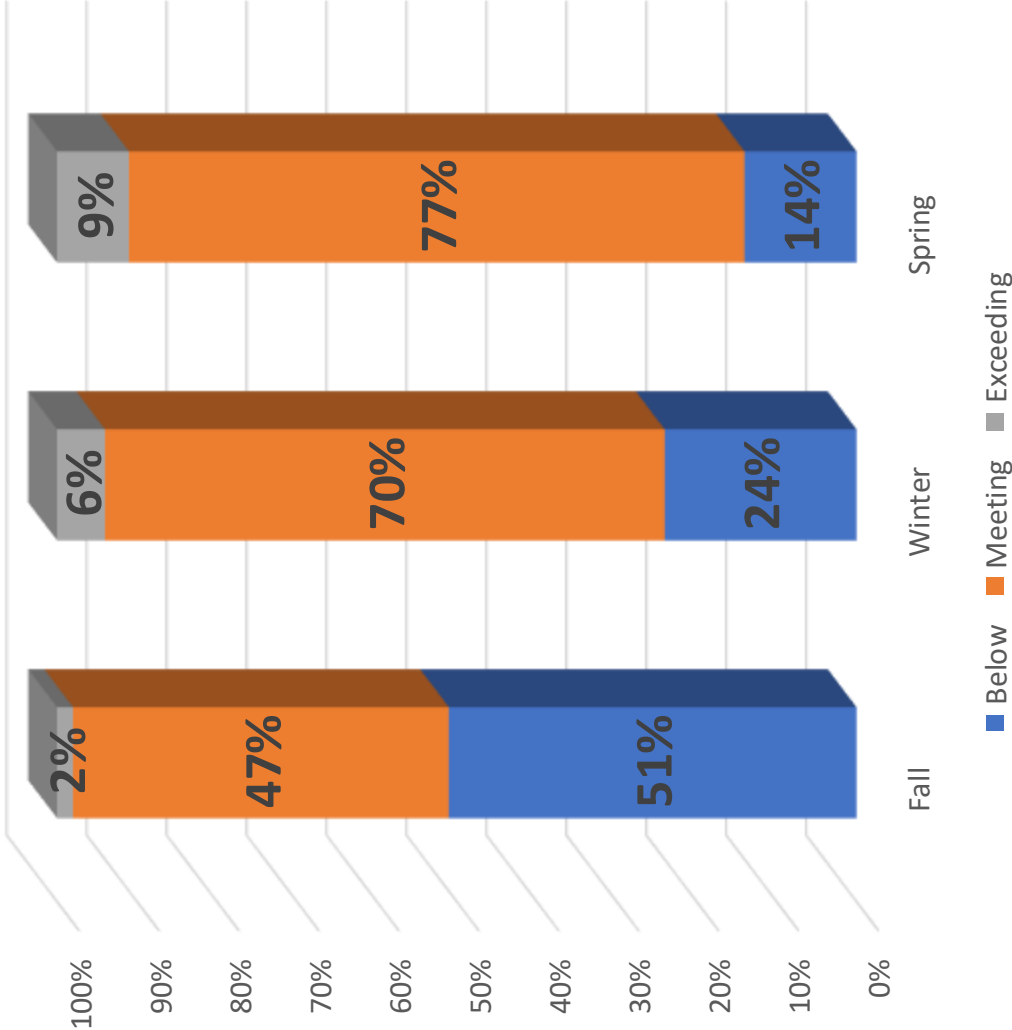
Head Start (3 years)

143 children

Literacy

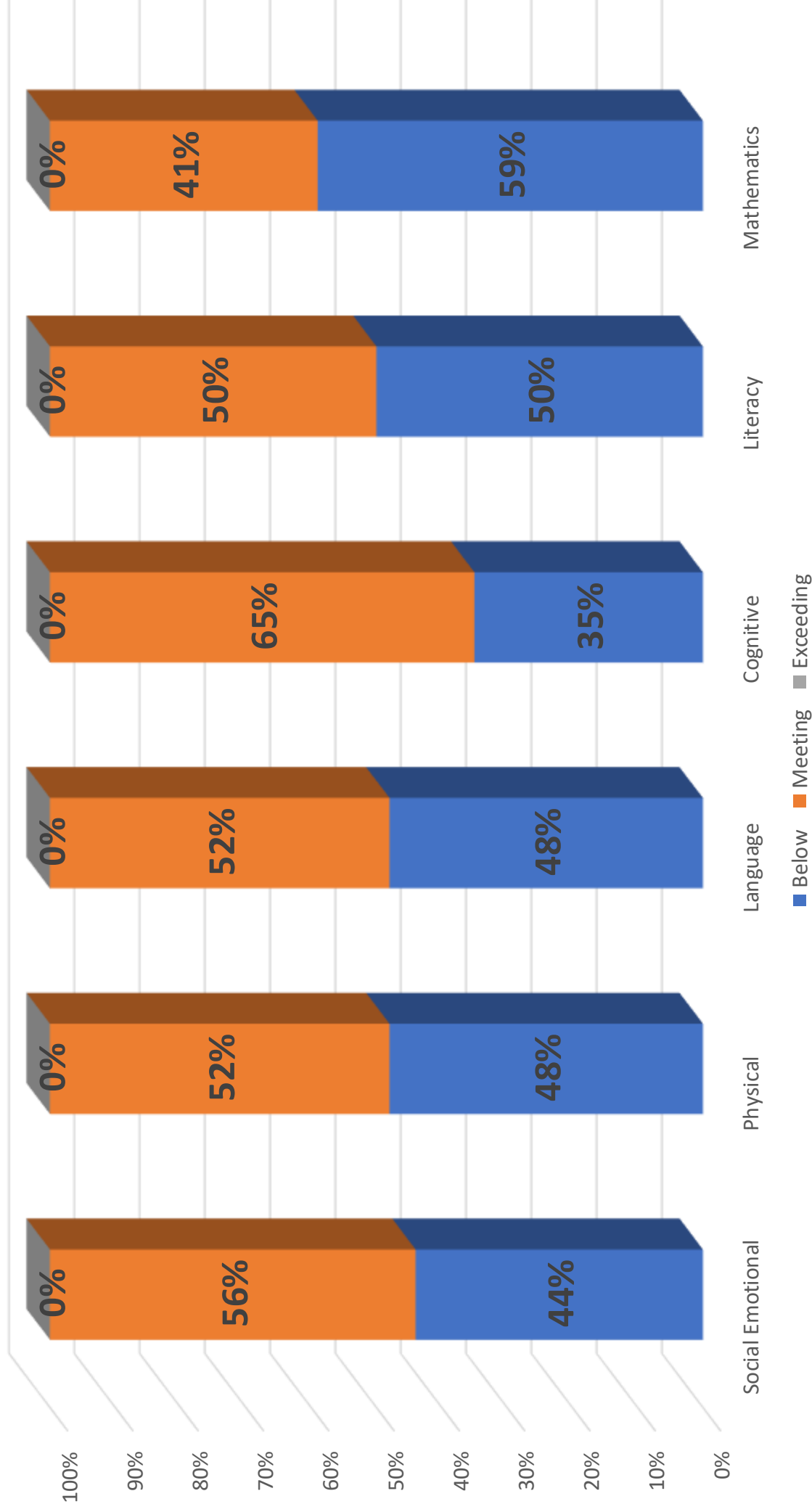


Mathematics



Early Head Start (2-3 years)

22 children



Early Head Start (1-2 years)

(20 children)



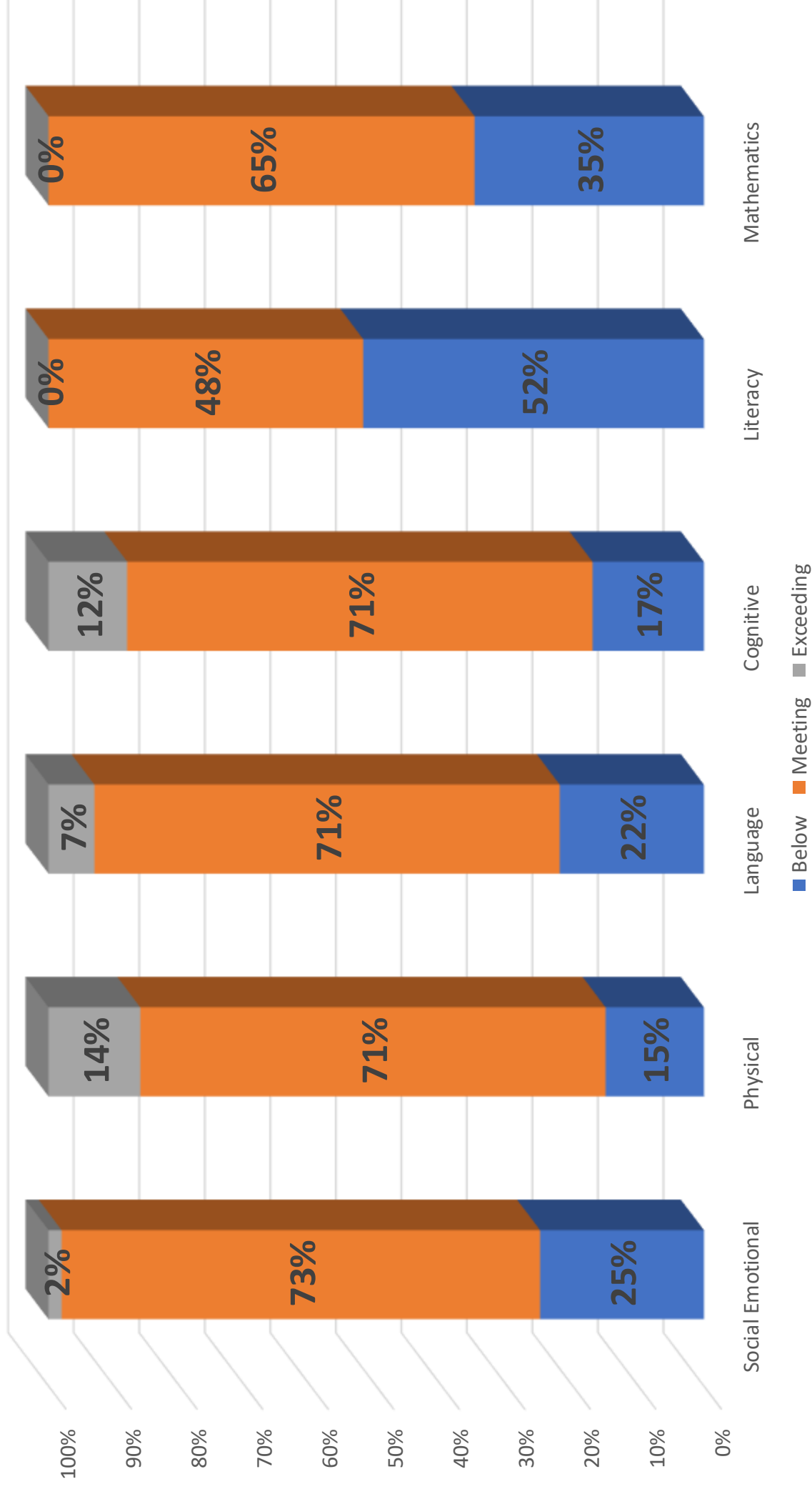
Early Head Start (Birth-1 year)

5 children



Early Head Start-Child Care (2-3 years)

59 children



Early Head Start-Child Care (1-2 years)

29 children



Early Head Start- Child Care (Birth-1 year)

26 children

Chart Title



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

July 15, 2025
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, July 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 11:04 a.m. by Darla Galyon, HS/EHS/EHS-CC Director. A quorum was established. Members present Brittany Ransom, Antlers HS; Shade Dill, Boswell I; Angel Rayburn, Soper II HS; Bessi Black, and Patsy Guess, 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; EHS-CC Assistant Director, Ronda Spear; Health Assistant Specialist, 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; Assistant ERSEA Specialist, Ashley Stinson; Disabilities/Mental Health Specialist, Tori Williams; Health Specialist, and Ashley Gaddy; Outreach Specialist.

Consideration, Discussion and Vote to Accept the minutes from the May 20, 2025 meeting. No meeting was held in June for minute approval. Copies of the minutes were provided to the council for review. Bessi Black made a motion to accept the minutes as presents, Shade Dill seconded, all voted in favor, motion passed.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Christy Patterson- Antlers EHS Cook, Ginger Young- Ft. Towson Teacher Assistant, Yesenia Salmeron-Boswell II Teacher Assistant, Doreen Smith-Special Needs Aide, Morgan Harless-Substitute, Sharadyn Scherer-Antlers Head Start Cook, Hollie Ingram-Antlers Teacher Assistant, Tasha Teran-Soper II Teacher, Chrissa Landreth from Rattan II Teacher Assistant to Rattan I Teacher Assistant, Torie Smith from Valliant Teacher Assistant to Forest Grove II Teacher Assistant, Carla Brewer from Broken Bow III Teacher Assistant to Broken Bow I Teacher Assistant, Deborah Rebik from Haworth Teacher Assistant to Idabel II Teacher Assistant, Vickie Reed from Haworth Cook to Idabel HS/EHS/EHS-CC Cook, Tasha Clark from Valliant Teacher to Forest Grove II Teacher, and Tieannie Abel-Lehman from Horace Mann II Teacher Assistant to Hugo II Teacher Assistant, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made to enter into executive session.

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

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Motion to approve the new hires and transfers was made by Shade Dill, seconded by Brittany Ransom, all voted in favor, motion passed.

Consideration, Discussion and Vote to Approve the Submission of 2025-2026 Transportation Waiver Request for Head Start Program. Darla Galyon explained the transportation waiver impacts children in collaborating public schools receiving transportation to and from school on the public-school bus. This waiver allows 3 and 4-year-old children to be transported without the requirement of a 5-point harness restraint system or a bus monitor provided by Head Start. The transportation of children is an agreement made between the parent/guardian of enrolled children and the public school. Patsy Guess made a motion to approve, seconded by Angel Rayburn, all voted in favor, motion passed.

2024-2025 Self-Assessment Plan Process Overview for Head Start Programs. Jordan Mack presented the Self-Assessment overview conducted by the Head Start management team. This plan outlines an overview of an internal assessment to monitor program strengths and areas where growth can be observed in component area specialties.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed April, 2025 Financial Statements and Credit Card Distribution Reports. Shade Dill made a motion to accept, seconded by Bessi Black, all voted in favor, motion passed.

Presentation of the HS, EHS, SAF, Community Facilities, Ameri-Corps, OECP, USDA and Non-Fed May and June, 2025 Financial Statements and Credit Card Distribution Reports. Mrs. Galyon presented the May and June, 2025 Financial Statements and Credit Card Distribution Reports and gave an overview of them along with an explanation of where non-federal monies come from for member present to review and consideration in August for vote.

Policy Council Training: Leadership, Parent Participation, and Recruitment- Sara Moore, Professional Development Specialist & Brittany Bailey, ERSEA Specialist. Sara Moore presented a video on the importance and impact parents can make on their child's education when they are involved in Policy Council. The video highlighted the leadership roles parents can take and then positive outcomes for children and parents. Brittany Bailey reported on recruitment efforts in place by the program to

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 7/15/2025 234 children have been accepted in the Head Start classrooms. Attendance for Head Start in May was 100%, with no attendance in June as Head Start began summer break. Early Head Start currently has 48 children enrolled and attendance for May was 78.8% and June 88.2%. Early Head Start-CC currently has 104 children enrolled and attendance for May was 80.1% and June 83%. Recruitment is on-going and applications are still be accepted and processed.

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

Governing Board Report: Mattie McKee- Mattie McKee reported the Governing Board met on July 8, 2025 and gave an overview of the agenda, which was attached for review and that all HS/EHS/EHS-CC items were approved.

Data Analysis-Jordan Mack-Jordan Mack gave an overview of the data assessed for May and June, 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.

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

There being no other business to come before the board, the meeting ended at 11:30 a.m.

-Chairperson
-Vice-Chairperson
-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: 7/31/2025

Name of Person being nominated for Employee of the Month: Emma Bishop

Name of Person submitting the nomination: Nikole Martin

<u>X</u>	Is a hard worker	<u>Emma is always working on something to better help us in the CCB program</u>
<u>X</u>	Respects others	<u>Very much</u>
<u>X</u>	Is on time	<u>Every day</u>
<u>X</u>	Is organized	<u>So much, I hope to be as organized.</u>
<u>X</u>	Keeps a positive attitude	<u>ALWAYS! It doesn't matter the situation Emma is always smiling and trying to make the best of every situation</u>
<u>X</u>	Encourages other people	<u>Yes, she encourages the ladies in our program, and she encourages me.</u>
<u>X</u>	Is willing to help others	<u>All the time, even if she has to rearrange her schedule</u>
<u>X</u>	Makes a good first impression	<u>Yes Emma is so wonderfully sweet and easy to talk to, she always meets people with a smile.</u>
<u>X</u>	Follows all workplace rules	<u>Of course!</u>
<u>X</u>	Uses resources wisely	<u>Yes, she is finding out about resources all the time that she hasn't been aware of. And she is always looking for the ladies.</u>
<u>X</u>	Has good work attendance	<u>Yes</u>
<u>X</u>	Represents the agency well	<u>Definitely, well dressed well mannered community helper.</u>
<u>X</u>	Is a loyal employee	<u>Yes</u>
<u>X</u>	Handles crisis well	<u>Yes</u>
<u>X</u>	Goes above and beyond the call of duty	<u>Yes she does, sometimes more than she should</u>
<u>X</u>	Works well with others (team player)	<u>Everyone in the office loves to work with her.</u>

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



X	Is creative	Most definitely, she is always coming up with new ways to get our program out there or ways to make the CCB classes more enjoyable
X	Likes to learn new things	Yes she's always up for trainings
X	Is a good listener	Yes to everyone
X	Communicates well	Yes to all people she interacts with
X	Dependable	Most definitely
X	Respectful, considerate of others	Always
X	Safety conscious	yes
X	Good problem solving skills	Yes she does all she can
	Other	
	Other	
	Other	

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

Emma is a truly inspirational person, radiating positivity with an infectious smile and a bright outlook on life. Her compassion is boundless; she relentlessly seeks ways to help those in need, both personally and through her work at Lift. Guided by her deep faith, she is a wonderful mother to her children and a loving wife who sees her husband as her hero. She also has a genuine joy for connecting with new people. Trustworthy, honest, and respectful, Emma is a role model, and her simple kindness has a way of making everyone around her feel better.

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
July 2025

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of July there were 48 children, age birth to 3, that were provided services in the Early Head Start centers and 99 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 0 children, age 3 to 4 years old in the Head Start centers within the tri-county service area. Services were not provided for ages 3 to 4 due to the summer break.

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 June, we had 41 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 16 participants, with 6 of them being father figures.

Father Involvement

The dad's day activities for the month of June were various cloud activities, donuts for Dads, and water day activities. For the month of June Dad's Day, there were 36 people, which participated in dad's day activities with 19 being father figures. In addition, 5 dads/father figures participated in parent meetings for June. Since the beginning of the 2024-2025 school year, we have had 1,265 father figures participate in family engagement activities.

Nutrition

In the month of July, the nutrition team has been participating in a CACFP training every Wednesday to go over upcoming changes with CACFP, we are still learning as we go along. We just had our annual pre-service training with head start staff, we went over CACFP and guidelines, we also had our annual cook breakouts where we go over updates with our cooks. We have updated our cook binders for the new upcoming school year. We are continuing to make preparations for next school year.

Health

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

Education

Wow! The month of July was here and gone in a flash. The office is a busy place as we prepare for the upcoming year. There are programs to set up, child information to enter several online programs. The Head Start Pre-Service was held the week of July 21-25. This busy week consists of changes in programs, new information from Lift Admin. and Head Start, and preparations for a great new year. Sommer has completed organizing extra Creative Curriculum kits and books. Some of these have already gone to different classrooms. August is the beginning of a new year. School is here!

Professional Development

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

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.

June was a busy month in Professional Development. Early Head Start and Early Head Start Child Care's Annual Pre-Service was held on June 11th, 12th, 13th, and 14th at the Head Start Event Center in Hugo. The décor this year was centered around a Peace, Love, and Learn theme. The event center was decorated with balloons, streamers, and various other 70's décor. Annual required training topics were presented along with HS/EHS/EHS-CC Specialist giving component area overviews of policies and procedures with updates and changes for the upcoming year. Shade Dill presented an interactive "Time to Teach" workshop that kept the staff engaged and energized throughout the day. Time to Teach is an evidence-based classroom management model that will give teachers skills that can be implemented to make an immediate difference in the classroom. Teachers also learned strategies that will significantly reduce classroom discipline problems by developing a classroom culture based on caring, clear limits, consistency, and mutual respect.

During the month of June, several LIFT employees received or renewed their Adult/Infant CPR and First Aid certification taught by instructors Tori Williams, and/or Ronda Spear. Also, the

Professional Development Specialist helped several employees renew their Professional Development Ladders and Oklahoma Directors Credentials in June.

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

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

Disabilities/Mental Health/Transition

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

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

In Head Start for the school year 2023-2024, fifty-eight students were evaluated and had an IEP and received special education services from the staff/consultants from the public schools. Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level. In the month of May our Head Start 4-year-olds completed transition visits to their next school setting.

Recruitment/Outreach

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

Radio Ad:

Attention parents and caregivers!

Summer will be over before you know it—so don't wait! Now is the perfect time to submit your application for LIFT Head Start, Early Head Start, or Early Head Start-Child Care!

At LIFT, we nurture every aspect of your child's development—helping them grow strong, confident, and ready for school success. But Head Start is more than just a program—it's a community.

Head Start serves children ages 3 to 4, with full-day services available in:

Antlers, Boswell, Broken Bow, Forest Grove, Fort Towson, Hugo, Idabel, Rattan, and Soper.

Early Head Start and Early Head Start-Child Care serve children from birth to 36 months, with full-day care in:

Antlers, Broken Bow, Hugo, and Idabel.

And here's the best part—all services are completely free to families!

We provide school supplies, diapers, formula, meals, and snacks—everything your child needs to thrive.

Receive SNAP benefits? That means you're automatically eligible to apply!

Apply online today at www.liftca.org, stop by any LIFT Head Start Center, or call us at 580-326-7581 to have an application mailed to you.

Don't miss this opportunity to give your child a head start in life—apply now!

Help Me Grow Newsletter



Community Events

- Soper Parade
 - Our Family Advocate participated in the annual parade, bringing awareness to our Head Start program.
- Back to School Bash Push County
 - Head Start and the Family Resource Center set up a booth at the event, we provided flyers, applications and promotional items to possible applicants. A total of 256 families were served during the event.



-
- Back to School Bash Choctaw County
 - Head Start and the Family Resource Center set up a booth at the event, we provided flyers, applications and promotional items to possible applicants. More than 400 families were served.

- Tri-County Opioid Seminar
 - Our flyer was hung up in their resource section, providing valuable information to participants regarding helpful programs and resources in our community.
- Pre-School Super Sign-Up Event
 - HS/EHS/EHS-CC held our annual Pre-School Super Sign-Up Day. We partnered with the Family Resource Center to provide incentives to families who completed an application that day. We had three families come in to complete an application.



-
- Choosing Childbirth Medication Safety
 - We provided information over Early Head Start and Early Head Start Child Care services to all families who attended the event, along with information over our Family Resource Center. 19 families attended the event.
- Healthy Start Education Based Training
 - Healthy Start held a training for the community. We provided information about our services to all attendees, along with family support items from our Family Resource Center.



Head Start Pre-Service

During the annual pre-service, the Outreach Specialist delivered a presentation on the vital role Head Start teachers play in promoting the program within their communities. The presentation emphasized how teachers, through their daily interactions and trusted relationships with families, are uniquely positioned to raise awareness, share resources, and encourage enrollment. By actively engaging in outreach efforts—whether through word-of-mouth, community events, or partnerships—teachers help extend the program’s reach and ensure more families benefit from the comprehensive services Head Start provides. We also encouraged teachers and support staff to share social media posts, helping us reach our entire service area.

McCurtain County Outreach

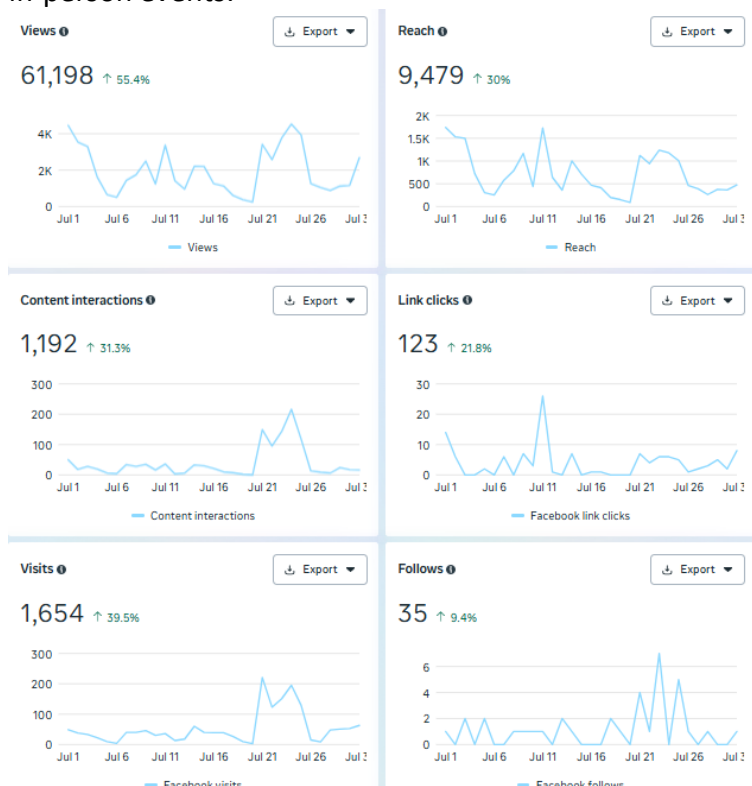
In July, we focused on actively recruiting for our EHS/EHS-CC program in McCurtain County, with several openings available for children ages 0–36 months. Outreach efforts include canvassing the area with flyers and partnering with local organizations to raise awareness, getting involved in community events, along with strategic social media posts. These efforts aim to target families with early childhood aged children that are in need of full-day childcare services.

Community Partner Meetings

- Outreach Specialist attends local and state partner meetings. Attending community partner meetings is essential for effective Head Start recruitment because it fosters collaboration, builds trust, and strengthens outreach efforts. These meetings provide a valuable platform to connect with local organizations, schools, healthcare providers, and social service agencies that serve families who may benefit from Head Start programs. By participating regularly, staff can share program information, identify potential referrals, and stay informed about community needs and resources. This collaborative approach not only enhances visibility but also ensures that more children and families have access to the comprehensive early childhood education and support services that Head Start offers.

Social Media Impact

Social media continues to play a vital role in Head Start recruitment efforts, helping programs reach a broader audience quickly and effectively. This month, we've seen a noticeable increase in views and visits to our page, indicating growing community interest and engagement. By sharing program updates, enrollment opportunities, and educational resources online, we're able to connect with families who may not be reached through traditional outreach methods like flyers or in-person events.



[illegible]



JOIN OUR HEAD START TEAM

500-326-7381

15/HS Substitute
 rly Head Start Caregiver: Antlers
 15- CC Family Advocate: Push/Choctaw
 and Start Cook: Antlers
 helical Needs Aide: Forest Grove
 helical Needs Aide: Rotton
 and Start Teacher Assistant: Antlers
 and Start Teacher Assistant: Forest Grove
 and Start Teacher Assistant: Fort Towson
 and Start Teacher Assistant: Floater
 and Start Teacher Assistant: Horace Mann
 and Start Teacher: Floater
 and Start Teacher: Roper 2

[Click the link in the post to officially apply](#)



Continuing Educational Opportunities
 Head Start: Early Childhood Center
 Early Head Start: Child Care Center



Apply to join us for our 2025-2026 school year!



OUR TEAM

Available Position:
SUBSTITUTE

Why should you apply?

- Competitive Salary range
- Work in a safe and fun environment
- Excellent benefits for full-time employees
- A chance to make a difference in the lives of our young children

Questions?
 Give us a call!



FREE SCHOOL

Enrollment:
 Forest Grove
 Fort Towson
 Horace Mann
 Rotton
 Antlers





Head Start

500-326-7381

APPLY Today

Prepare your child to be **SCHOOL READY**



No cost to families!

All meals and snacks are included



New to HeadStart.gov in July 2025

Wondering what's new from the Office of Head Start? This collection features all of the great content posted to [HeadStart.gov](https://www.headstart.gov) last month. It also includes last month's email announcements and newsletters for Head Start and other early childhood professionals.

Select the links below to find information and tools that support your work with children and families. Use the [Español button](#) on each page to see its Spanish translation.

News from OHS

Protecting Children from Lead Paint



Lead is a toxic metal, and even small amounts can harm children when they breathe it in or swallow it. Your early learning facility may have lead paint if it was built before 1978. This tip sheet describes how to find out if your building has lead paint and to reduce the risk of lead exposure for children.

[Access the Resource](#)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [Head Start Coaching Companion Mobile App](#)

Health, Behavioral Health, and Safety

- [Health Manager Orientation Guide: Emergency Preparedness, Response, and Recovery](#)
 - [Emergency Preparedness](#)
 - [Emergency Response](#)
 - [Emergency Recovery](#)
 - [Sharing Information with Others](#)

Program Management and Fiscal Operations

- [Family Services Staff Recruitment and Hiring Toolkit](#)
 - [Conducting Family Services Staff Interviews](#)
 - [Guide to Developing Job Descriptions for Family Services Staff](#)
 - [5-step Recruitment Strategy for Hiring Family Services Staff](#)

Newsletters

- [Play the Head Start Way Newsletter Issue No. 11](#)
- [Small Bites Issue No. 16](#)

Head Start Careers



Early Head Start Health Manager

Cañon City, CO

[**Get the Details**](#)



Family Services Coordinator

Hendersonville, NC

[**Get the Details**](#)

Find hundreds of [**Head Start program employment opportunities**](#) in the Job Center.

Upcoming Events

- Monday, July 14: [MyPeers Orientation for Managers and Leaders](#)
- Thursday, July 24: [MyPeers Orientation for All Program Staff](#)
- Monday, July 28: [Infant and Early Childhood Mental Health Consultation National Office Hours](#)
- Tuesday, July 29–30: [Quality Foundations for Early Learning Virtual Conference](#)

Visit HeadStart.gov for a full list of [**upcoming events**](#).

[Join the Conversation on MyPeers](#)

Sign up in just seconds to connect with Head Start and early childhood colleagues around the country on this and other topics. Community members are already networking, sharing, and learning from each other.

Did Someone Forward You This Email?

[Subscribe now for the latest Head Start updates.](#)

Stay connected! Follow the Office of Head Start on [X](#), [Facebook](#), and [Instagram](#). Visit the [Family Room blog](#) to learn more about the activities of the Administration for Children and Families (ACF).



The Office of Head Start (OHS) supports children's growth from birth to age 5 through services focused on early learning and development, health, and family well-being.

 Visit [Headstart.gov](https://headstart.gov)

Follow the Office of Head Start



Head Start® and **Early Head Start®** word marks and logos are registered trademarks of the U.S. Department of Health and Human Services (HHS).

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

You are receiving this email because you are subscribed for Office of Head Start communications. To modify your preferences, [update your email subscriptions](#). If you subscribed via the Head Start Enterprise System (HSES), please contact your program or office for assistance with removal. **Please do not reply to this email.** For additional support, [contact customer service](#).



Flood Emergency Response Resources

To our Head Start grant recipient community,

The Office of Head Start (OHS) is sending this email with a heavy heart, as we know that many Head Start programs, families, and staff have experienced devastating impacts as a result of the flash floods in Texas, New Mexico, and North Carolina. Our priority is ensuring the safety and well-being of all Head Start children families and staff while working to restore services as quickly as possible in affected areas. We are sending this message to provide resources to support Head Start recovery efforts and to remind you of some of the flexibilities programs have during times of disaster.

Impact on Head Start Communities

The flooding has forced some Head Start centers to temporarily close, disrupted essential services, and displaced many families from their homes. Many of our Head Start children and families may be experiencing separation from friends and family and potential trauma from witnessing the destruction of familiar places.

We understand that the loss of familiar routines, environments, and support systems can cause significant stress and anxiety. Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Grant recipients are encouraged to work with local agencies and partners to ensure that all affected children receive needed health and mental health services as quickly as possible.

Supporting Children and Families Through Recovery

Head Start programs can provide immediate support to children and families by:

- Conducting wellness checks with enrolled families to assess their safety and immediate needs
- Connecting families with emergency housing, food assistance, and other critical resources and helping families navigate disaster assistance applications, including information about [Federal Emergency Management Agency disaster assistance](#) and insurance claims

- Offering temporary alternative program options where facilities have been damaged, such as interim home-based services
- Creating opportunities for children to express their feelings through play, art, or conversation and providing activity kits and learning materials for children and families to use at home
- Organizing donation drives for essential items like clothing, diapers, and hygiene products
- Facilitating peer support groups for parents and caregivers, and conducting virtual check-ins and activities where possible
- Maintaining as much consistency and routine as possible
- Limiting exposure to media coverage of the floods

Disaster Recovery Flexibilities

Below you will find highlighted sections from Information Memorandum [ACF-IM-HS-19-01](#) [General Disaster Flexibilities](#), released March 6, 2019. It addresses flexibilities available to Head Start programs during disaster periods.

Serving Additional Eligible Head Start Families

Grant recipients near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. In some cases, Head Start-eligible children and their families might relocate to your community from other communities or nearby states that were devastated by disasters.

Safe Environment

Grant recipients are encouraged to be sure that services are resumed only when children can be safely served in their centers and outdoor play areas. Programs must also ensure safe work environments for staff, including in administrative offices.

Eligibility, Recruitment, Selection, Enrollment, and Attendance

Grant recipients in impacted areas that offer both Head Start Preschool and Early Head Start options may serve eligible impacted children ages birth to 5 within their overall funded enrollment. Recipients are not restricted to the current funded enrollment slots assigned to each program.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the [McKinney-Vento Homeless Assistance Act](#). These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

Staffing and Wages

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Featured Resources

Explore a collection of materials to support Head Start program recovery efforts:

Mental Health Support

- [**How Children Respond to Stress and Trauma**](#) – Tips for parents, families and staff on resilience and coping with trauma
- [**Helping Children After a Natural Disaster**](#) – Downloadable tips for parents and educators from the National Association of School Psychologists
- [**After a Crisis: Helping Young Children Heal**](#) – Available in multiple languages from the National Child Traumatic Stress Network
- Age-specific guidance for [**infants and toddlers**](#) and [**preschoolers**](#) – Parent information from the National Child Traumatic Stress Network

Safety Guidelines

- [**Emergency Preparedness Manual for Early Childhood Programs**](#) – Guides early childhood programs to make plans that keep their program safe in an emergency
- [**Flood Preparedness and Recovery**](#) – Multilingual resources from Ready.gov
- [**Reentering Your Flooded Home**](#) – Centers for Disease Control and Prevention safety guidelines in English and Spanish
- [**Health and Safety Recovery Checklist**](#) – Tool for programs to assess facility safety before reopening

All HeadStart.gov pages are translated into Spanish. Select the Español button on the top right corner to see the Spanish translation.

Additional Support

If you need further assistance or have questions, please contact the National Center on Health, Behavioral Health, and Safety at [**health@ecetta.info**](mailto:health@ecetta.info) or (toll-free) 888-227-5125. The strength and resilience of our Head Start community continues to inspire us. Together, we will support one another through recovery and rebuilding.

Did Someone Forward You This Email?

[**Subscribe now for the latest Head Start updates.**](#)

June 2025 HEAD START TIME & ATTENDANCE REPORT														
As of 6/30/25		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				0			0	0	0		0			
Battiest				0			0	0	0		0			
Boswell 1				0			0	0	0		0			
Boswell 2				0			0	0	0		0			
Broken Bow 1				0			0	0	0		0			
Broken Bow 3				0			0	0	0		0			
Clayton 1				0			0	0	0		0			
Clayton 2				0			0	0	0		0			
Forest Grove 1				0			0	0	0		0			
Forest Grove 2				0			0	0	0		0			
Fort Towson				0			0	0	0		0			
Haworth				0			0	0	0		0			
Horace Mann 1				0			0	0	0		0			
Horace Mann 2				0			0	0	0		0			
Horace Mann 3				0			0	0	0		0			
Hugo 2				0			0	0	0		0			
Hugo 4				0			0	0	0		0			
Idabel 1				0			0	0	0		0			
Idabel 2				0			0	0	0		0			
Idabel 3				0			0	0	0		0			
Rattan 1				0			0	0	0		0			
Rattan 2				0			0	0	0		0			
Rattan 3				0			0	0	0		0			
Soper 1				0			0	0	0		0			
Soper 2				0			0	0	0		0			
Valliant				0			0	0	0		0			
TOTALS		0	0	0	0	0	0	0	0		0	0		

June 2025 EHS Time and Attendance												
As of 6/30/25		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	38		38	14		14	24	2	0		16	79.4%
Hugo	23	2	25	11	2	13	12		2	6/10/2025	16	82.5%
Idabel	22		22	10		10	12	2	0		16	79.2%
TOTALS	83	2	85	35	2	37	48	4	2			80.1%

June 2025 EHS-CC Time and Attendance												
As of 6/30/25	ENROLLED			DROPPED								
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	1	14	5	1	6	8	1	1	6/20/2025	16	83.1%
ELC-Broken Bow	19		19	9	3	12	7		3	6/20/2025	16	71.4%
ELC-Hugo	19		19	11	1	12	7	1	1	6/20/2025	16	78.7%
ELC-Idabel	22	1	23	6	1	7	16	3	1	6/20/2025	16	78.5%
Cabbage Patch	35		35	11		11	24	3	0		17	98.0%
The Learning Tree	64	1	65	24	4	28	37	2	4	6/20/2025	17	81.8%
TOTALS	172	3	175	66	10	76	99	10	10			83.0%

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

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

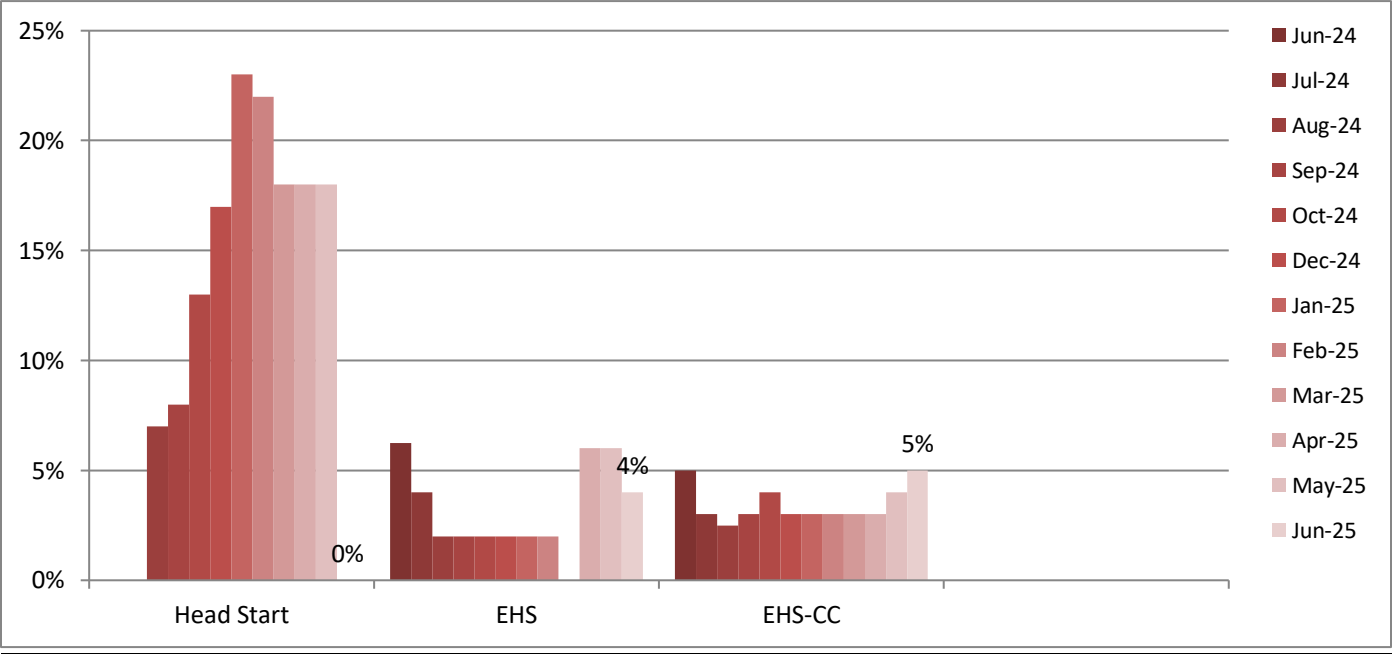
Month	Breakfast	Lunch	Snack	Monthly Total
July-24	660	710	637	2007
August-24	2483	2461	3082	8026
September-24	2981	2967	3874	9822
October-24	3074	3043	3757	9874
November-24	2277	2261	2827	7365
December-24	2296	2270	2796	7362
January-25	2207	2195	2809	7211
February-25	2307	2293	2928	7528
March-25	2182	2185	2943	7310
April-25	2590	2797	3804	9191
May-25	1749	1730	1877	5356
June-25	558	577	522	1657
July-25	758	806	741	2305
YEARLY TOTALS	26122	26295	32597	85014

Data Analysis Report Summary

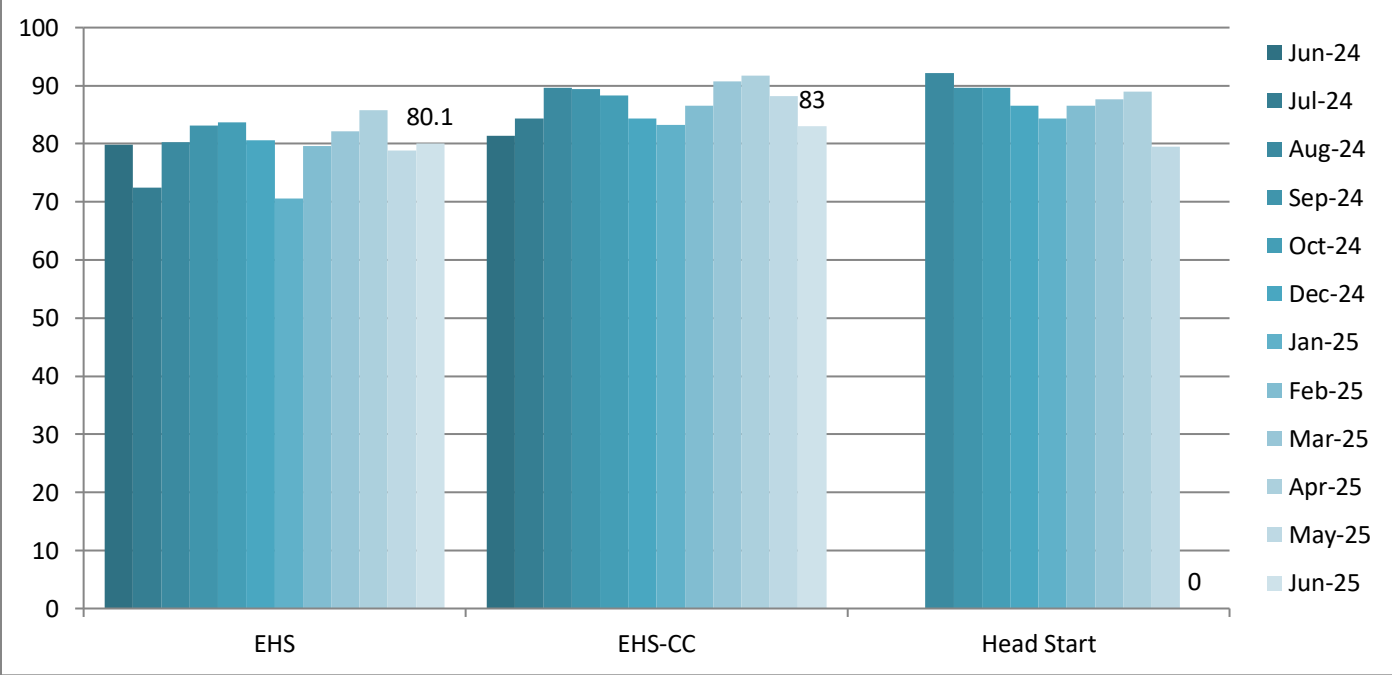
June 2025

Disabilities

IEP/IFSP –

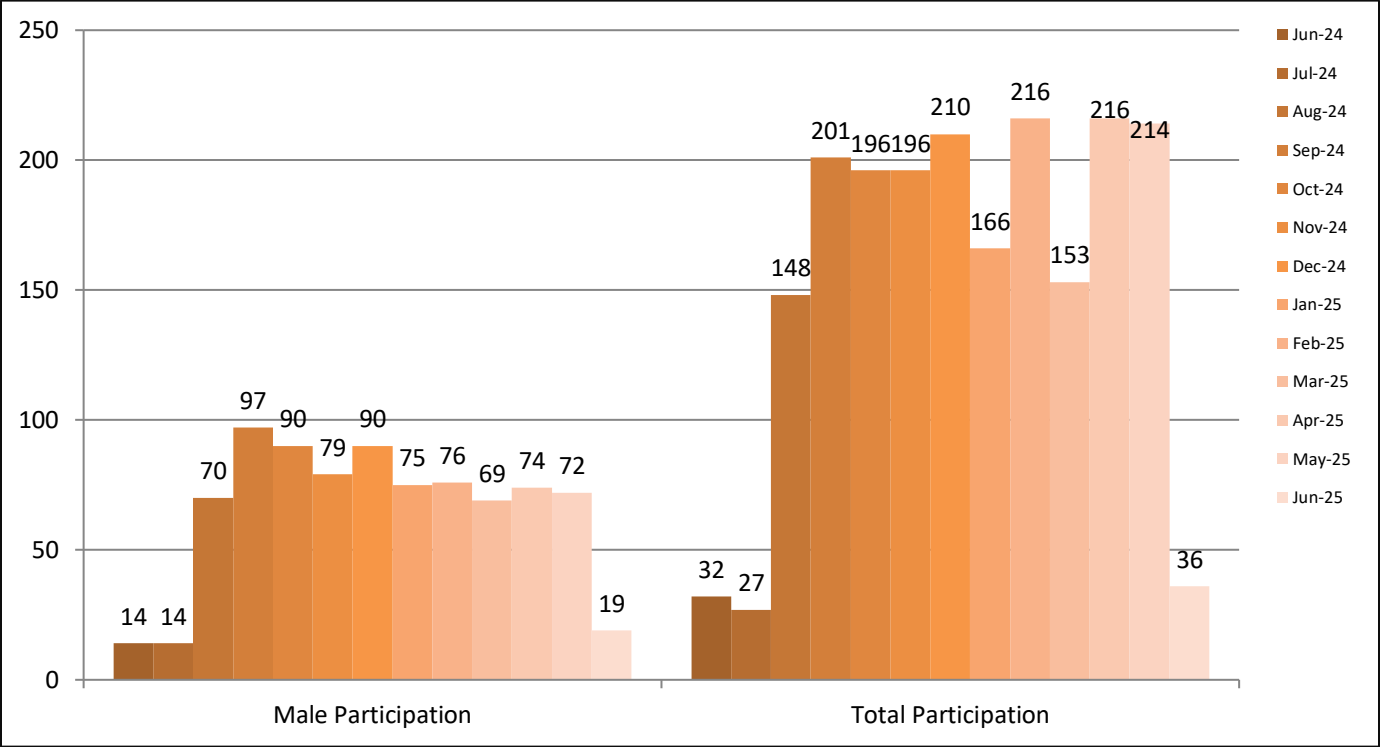


Attendance

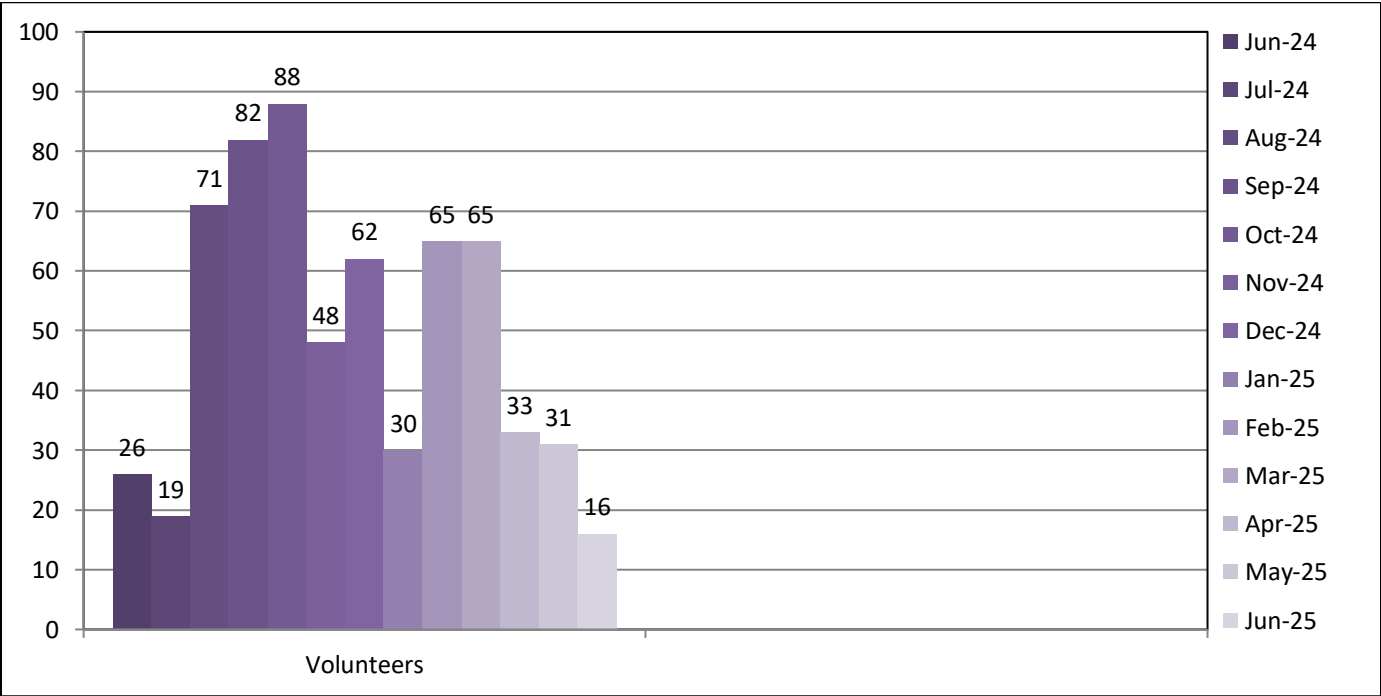


Family & Community Engagement

Dad’s Day



Parents Ready to Read





ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 18, 2025

Lift Community Action Agency, Inc.

Dear Grant Recipient,

While the Office of Head Start (OHS) awaits publication of the FY26 Monitoring Information Memorandum (IM), we are sharing critical information now to support your program's planning and preparation. This letter confirms that your agency will receive a monitoring review in Fiscal Year 2026 (FY26).

The forthcoming IM will outline a new monitoring framework that replaces the previous Focus Area 1 and Focus Area 2 reviews. These updates are designed to align with administration priorities, streamline tools, reduce burden on grant recipients, and ensure a balanced focus across key areas of program performance.

Your program will receive the Comprehensive Transitional Review (CTR) in FY26. To minimize burden on programs that already received a Focus Area 1 (FA1) review, OHS has developed a Comprehensive Transitional Review for FY26. This transitional review serves as a bridge between the previous and new monitoring structures, building on information gathered during the FA1 review while incorporating essential elements of the updated FY26 monitoring approach. This review will be conducted through a hybrid combination of virtual and onsite activities and fulfills the OHS monitoring requirements as mandated under the Head Start Act §641A(c).

In addition, your program will receive a Classroom Assessment Scoring System (CLASS®) Review in FY26. The Classroom Assessment Scoring System (CLASS®) Review continues in FY26, with updated delivery options.

You will receive additional information regarding your reviews, including the assigned Review Lead and review dates, approximately 45 days prior to each event.

Please note: OHS is strictly regulating scheduled reviews and will not approve changes to review dates.

Monitoring Reviews for FY26

06CH012393 06HP000581	Comprehensive Transitional Review (CTR)
06CH012393	Classroom Assessment Scoring System (CLASS®)

For FY26, CLASS® monitoring reviews will default to the Video Review approach, where grant recipients self-record and submit their own videos for observation. Programs may request approval for an On-site Review, conducted by a certified CLASS® observer, if specific circumstances make video submission unfeasible. For more information, OHS will provide an overview of the FY26 AIAN CLASS® Monitoring Review on **Monday, August 4, 2025**. Register using the link below.

FY26 CLASS® Information Webinar –1:30 PM ET Registration Link:

[https://events.zoom.us/ev/AheuucXWvtqrgGg1Kgriw27PWJekfhVsDYEW-YNjX7nrGSmps5sl~AiB0JmP898j9p1zDLwH9Q6jrr8PZU1f66dO-JDV4uN8Evu2L7DI5WqiR3A](https://events.zoom.us/j/91234567890)

For additional resources regarding OHS FY26 Monitoring, please see below:

- FY26 Monitoring Information Memorandum (once published) can be found here:
<https://headstart.gov/policy/im>
- Head Start Monitoring at <https://headstart.gov/federal-monitoring>
- Aligned Monitoring System Virtual Expo at
<https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>

Please contact the OHS Monitoring Team with any questions.

Sincerely,

OHS Monitoring Team
ohsmonitoring@dlhcorp.com
1-800-518-1932 (option 2)



100 N.W. 63rd
Oklahoma City, OK 73116
P. O. Box 26720
Oklahoma City, OK 73126-0720
www.ohfa.org

July 29, 2025

Macy Self, Associate Director
Lift Community Action Agency
209 N 4th Street
Hugo, OK 74743

RE: CHDO Recertification

Dear Ms. Self:

We have reviewed all documentation submitted with your application for recertification as a Community Housing Development Organization (CHDO) under the State of Oklahoma Home Investment Partnerships Program (HOME).

We are pleased to inform you that your application satisfied all the CHDO recertification requirements. Your HOME CHDO certificate is enclosed.

A CHDO is a specific type of organization as defined in 92.2 of the HOME final rule, 24 CFR part 92. CHDOs play an important role in developing affordable housing. CHDOs may participate in HOME activities in which they develop, sponsor and/or own the housing.

You are reminded that in applying for this recertification you agreed to certain requirements and conditions. In order to ensure that all the HUD and Oklahoma Housing Finance Agency (OHFA) regulations and policies are followed, you must continue to comply with the following:

- No part of the organization's net earnings or profits may benefit any member, founder, or contributor or individual.
- Board structure:
 - Maintain at least one-third of your governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations
 - No more than one-third of your governing board members may be from the public sector, as defined by HUD and OHFA.

- At a minimum you must have financial accountability standards that conform to the requirements of 24 CFR 84.21, “Standards of Financial Management Systems”. HOME funds records must be kept on individual projects and in a very detailed manner.
- As a CHDO, it is your responsibility to maintain an active role in all phases of your projects.
- CHDO proceeds: If you decide to keep CHDO proceeds from an activity, you must request the same in the HOME application for that activity, and OHFA must approve such request. A detailed CHDO reuse plan must be submitted prior to contract signing, and a CHDO re-use expenditure log must be kept.
- A statement indicating no organizational changes have occurred or a certification itemizing all the changes is to be included in each application for HOME funds.
- Keep detailed Board records concerning all HOME related decisions.
- Keep detailed Low-Income input records concerning all HOME related discussions.

If Lift Community Action Agency, Inc. relinquishes their CHDO status they must then recertify through OHFA to regain CHDO status.

The Housing Development Team will be happy to assist you in building and maintaining your capacity within the HOME program. Please call us with any questions. Feel free to contact me at (405) 419-8135 if you have any questions, or our Housing Development Department Manager, Corey Bornemann at (405) 419-8134. We can both be reached via e-mail at emily.myers@ohfa.org and corey.bornemann@ohfa.org.

Thank you for your cooperation in this matter. As your partner in providing affordable housing, we look forward to working with you on future projects.

Sincerely,

Emily Myers

Emily Myers,
Housing Development Allocation Supervisor

Enclosure
Certificate

Oklahoma Housing Finance Agency, as the Participating Jurisdiction for
the Home Investment Partnerships Program

hereby certifies

Lift Community Action Agency, Inc.

as an

Oklahoma

Community Housing Development Organization

This certificate is evidence that said organization has satisfactorily demonstrated its compliance with federal Home Investment Partnerships Program (HOME) requirements as set forth in 24 CFR Part 92.

All Oklahoma Community Housing Development Organizations must be recertified annually. **This certification expires May 30, 2026, or upon revocation by the Oklahoma Housing Finance Agency.**



Darrell Beavers

Darrell Beavers

Housing Development Director