

Capital Area Community Action Agency

EXECUTIVE COMMITTEE
Agenda (modified)
Tuesday, February 21, 2017 – 5:30 pm
309 Office Plaza Drive, Tallahassee

- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
- A. Executive Committee Minutes January 17, 2017
- V. Action – Recommendation for Review and Approval
- A. 2017 Low-Income Home Energy Assistance Program (LIHEAP) Subgrant Agreement Modification 2 (\$1,838,829) with the Florida Department of Economic Opportunity
- B. Fiscal Report
- Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - Revenue & Expenditures by program
 - Head Start Match
- C. CSBG IS Survey Review
- VI. Program Updates
- A. Family Support Services Department
- B. Head Start
- Credit Card report
 - Credit Card statements
- VII. Chief Executive Officer's Report
- A. Office building foreclosure update
- VIII. Chair's Report
- IX. Adjournment

Next Executive Committee Meeting 3/21/17 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 3/28/17 – 6:00 pm – Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency

**EXECUTIVE COMMITTEE
MINUTES**
Tuesday, January 17, 2016 – 5:30 pm
309 Office Plaza Drive, Tallahassee

Members Present	Staff Present
Charlean Lanier, Chair Cheryl Thompson, Vice Chair Harold Ross, Secretary Brandon Wienke, Treasurer	Tim Center, CEO Nina Self, COO Stephanie Sgouros, Finance Director

- I. Call to Order Charlean Lanier, Chair
The meeting was called to order at 5:36 PM by the Board Chair.
- II. Agenda Approval
Mr. Wienke moved to approve the agenda and it was seconded by Mr. Ross. It was approved unanimously.
- III. Consent
Mr. Wienke moved to adopt the Consent Agenda with the Executive Committee Meeting Minutes of the December 20th meeting. It was seconded by Mr. Ross. It was approved unanimously.
- IV. Action – Recommendation for Review and Approval
- A. Fiscal Report
Ms. Sgouros presented the financial report to the Executive Committee. There were no questions. Mr. Ross moved and Mr. Wienke seconded a motion to adopt the finance report. It passed unanimously.
- B. CSBG IS Survey Review
Mr. Center explained that the Information Survey had not been previously presented to the Board of Executive Committee. It is a requirement of the Community Service Block Grant Performance Standards. It was submitted previously – and prematurely – to the DEO. Mr. Center reviewed the report noting that it explains who was served, how they were served and how much was spent. Mr. Ross moved and Ms. Thompson move acceptance and approval of the report. It passed unanimously.
- V. Program Updates
- A. Family Support Services Department

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United Way of the Big Bend



Mr. Center reported on the activity of the LIHEAP, Weatherization and Getting Ahead programs. He also presented the Customer Survey Report, 10/1/15 - 12/31/16.

B. Head Start

Mr. Center reported on the Head Start activities.

VI. Chief Executive Officer's Report

Mr. Center presented his report. He recapped the annual Management and Leadership Conference.

VII. Chair's Report

The Executive Committee discussed the option of forgoing paper meeting packets and accessing the Executive Committee meeting packets online through the website. This will be tried for the next couple meetings.

VIII. Adjournment

The meeting was adjourned at 6: 24 PM.

Next Executive Committee Meeting 2/21/16 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 1/24/16 – 6:00 pm – Ghazvini Center for Healthcare Education

Approved (Date) _____

**_____
Harold Ross, Board Secretary**

**MODIFICATION NUMBER 2 OF AGREEMENT BETWEEN THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
FY 2016 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM AND
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

CFDA Number: 93.568

Agreement Number: 16EA-OF-12-00-04-005

FEDERALLY-FUNDED SUBGRANT AGREEMENT

THIS MODIFICATION Number 2 is entered into by the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and Capital Area Community Action Agency, Inc., hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, Paragraph (4) of the Agreement provides that modification of the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS, DEO and Subrecipient have entered into the Agreement, pursuant to which DEO has provided an Agreement of *One Million Eight Hundred Thirty-Eight Thousand Eight Hundred Twenty-Nine Dollars and Zero Cents (\$1,838,829.00)* to Subrecipient; and

WHEREAS, Fiscal Year 2015 carryover funds are available to increase the amount of funding granted to Subrecipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to Subrecipient.

NOW, THEREFORE, in consideration of the mutual promises of the Parties contained herein, the Parties agree as follows:

1. Subparagraph (5)(l), of AUDITS AND RECORDS, of the Agreement is hereby deleted in its entirety and replaced with the following:

"(l) If an audit, monitoring visit, or other documentation or verifiable information shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement or applicable regulations, Subrecipient shall be held liable for reimbursement to DEO. Such reimbursement shall be sent from Subrecipient to DEO within thirty calendar days after DEO has notified Subrecipient of such non-compliance."

2 Paragraph (5), AUDITS AND RECORDS, of the Agreement is hereby modified to add subparagraph (5)(n) as follows:

"(n) Subrecipient shall (i) maintain all funds provided under this Agreement in a separate bank account or (ii) Subrecipient's accounting system shall have sufficient internal controls to separately track the expenditure of all funds from this Agreement. There shall be no commingling of funds provided under this

Agreement with any other funds, projects, or programs; “commingling” of funds is distinguishable from “blending” of funds specifically allowed by law. DEO may, in its sole discretion, disallow costs made with commingled funds and require reimbursement for such costs as described herein above, in subparagraph (5)(l).”

3. Paragraph (6), INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS, of the Agreement is hereby deleted in its entirety and replaced with the following:

“(6) INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS

(a) In addition to Subrecipient’s responsibility to directly respond to each request it receives for records made or received by Subrecipient in conjunction with this Agreement and to provide the applicable public records in response to such request, Subrecipient shall notify DEO of the receipt and content of such request by sending an e-mail to PRRequest@deo.myflorida.com within one (1) business day from receipt of such request.

(b) Subrecipient shall keep and maintain public records required by DEO to perform Subrecipient’s responsibilities hereunder. Subrecipient shall, upon request from DEO’s custodian of public records, provide DEO with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by chapter 119, F.S., or as otherwise provided by law. Subrecipient shall allow public access to all documents, papers, letters or other materials made or received by Subrecipient in conjunction with this Agreement, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S. For records made or received by Subrecipient in conjunction with this Agreement, Subrecipient shall respond to requests to inspect or copy such records in accordance with chapter 119, F.S.

(c) This Agreement may be terminated by DEO for refusal by Subrecipient to comply with Florida’s public records laws or to allow public access to any public record made or received by Subrecipient in conjunction with this Agreement.

(d) If, for purposes of this Agreement, Subrecipient is a “contractor” as defined in section 119.0701(1)(a), F.S. (“Subrecipient-contractor”), Subrecipient-contractor shall transfer to DEO, at no cost to DEO, all public records upon completion, including termination of this Agreement, or keep and maintain public records required by DEO to perform the service. If Subrecipient-contractor transfers all public records to DEO upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Subrecipient-contractor keeps and maintains public records upon completion of the contract, Subrecipient-contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to

DEO, upon request from DEO's custodian of public records, in a format that is compatible with the information technology systems of DEO.

(e) If DEO does not possess a record requested through a public records request, DEO shall notify Subrecipient-contractor of the request as soon as practicable, and Subrecipient-contractor must provide the records to DEO or allow the records to be inspected or copied within a reasonable time. If Subrecipient-contractor does not comply with DEO's request for records, DEO shall enforce the provisions set forth in this Agreement. A Subrecipient-contractor who fails to provide public records to DEO within a reasonable time may be subject to penalties under section 119.10, F.S.

(f) Subrecipient shall notify DEO verbally within 24 chronological hours and in writing within 72 chronological hours if any data in Subrecipient's possession related to this Agreement is subpoenaed or improperly used, copied, or removed (except in the ordinary course of business) by anyone except an authorized representative of DEO. Subrecipient shall cooperate with DEO, in taking all steps as DEO deems advisable, to prevent misuse, regain possession, or otherwise protect the State's rights and the data subject's privacy.

(g) Subrecipient acknowledges that DEO is subject to the provisions of chapter 119, F.S., relating to public records and that reports, invoices, and other documents Subrecipient submits to DEO under this Agreement constitute public records under Florida Statutes. Subrecipient shall cooperate with DEO regarding DEO's efforts to comply with the requirements of chapter 119, F.S.

(h) If Subrecipient submits records to DEO that are confidential and exempt from public disclosure as trade secrets or proprietary confidential business information, such records should be identified as such by Subrecipient prior to submittal to DEO. Failure to identify the legal basis for each exemption from the requirements of chapter 119, F.S., prior to submittal of the record to DEO serves as Subrecipient's waiver of a claim of exemption. Subrecipient shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Subrecipient does not transfer the records to DEO upon completion, including termination, of the Agreement.

(i) IF SUBRECIPIENT-CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT-CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 850-245-7140, via e-mail at PRRequest@deo.myflorida.com, or by mail at

Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.

(j) To the extent allowable by law, Subrecipient shall be fully liable for the actions of its agents, employees, partners, contractors, and subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents, and employees from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to public record requests or public record law violation(s) alleged to be caused in whole or in part by Subrecipient, its agents, employees, partners, contractors, or subcontractors, provided, however, that Subrecipient does not indemnify for that portion of any costs or damages proximately caused by the negligent act or omission of the State or DEO. DEO, in its sole discretion, has the right, but the not obligation, to enforce this indemnification provision

(k) DEO does not endorse any Subrecipient, commodity, or service. No public disclosure or news release pertaining to this Agreement shall be made without the prior written approval of DEO. Subrecipient is prohibited from using Agreement information, or DEO customers in sales brochures or other promotions, including press releases, unless prior written approval is obtained from DEO."

4. Subparagraph (14)(b), NOTICE AND CONTACT, is hereby deleted in its entirety and replaced with the following:

"b) The name and address of DEO's Grant Manager for this Agreement is:

Bonnie Ayers, Grant Manager
Department of Economic Opportunity
Division of Community Development
Bureau of Community Assistance
107 East Madison Street, MSC 400
Tallahassee, Florida 32399-4120
Email: bonnie.ayers@deo.myflorida.com
Phone: 850-717-8432"

5. Subparagraph (18)(a), FUNDING/CONSIDERATION, is hereby deleted in its entirety and replaced with the following:

"(a) This is a cost-reimbursement agreement. Subrecipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed **One Million Eight Hundred Seventy-Nine Thousand Four Hundred Sixty-Three Dollars and Zero Cents (\$1,879,463.00)**, subject to the availability of funds and appropriate budget authority.

This revised agreement amount includes:

1.	\$1,838,829.00	Current LIHEAP Allocation (FY 2016)
2.	\$40,634.00	Base Increase and Carryover
3.	\$1,879,463.00	Total Modified LIHEAP Allocation"

6. Exhibit 1-A, Funding Sources, of the Agreement is hereby deleted in its entirety and is replaced by the revised Exhibit 1-A, Funding Sources, which is attached hereto and incorporated herein by reference.
7. Exhibit 3, Subrecipient Federal Awards Agreements Checklist, of the Agreement is hereby deleted in its entirety.
8. Attachment I, Recipient Information, is hereby deleted in its entirety and is replaced by the revised Attachment I, Subrecipient Information, which is attached hereto and incorporated herein by reference.
9. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety and is replaced by the revised Attachment J, Budget Summary and Workplan, which is attached hereto and incorporated herein by reference.
10. Attachment K, Budget Detail, is hereby deleted in its entirety and is replaced by the revised Attachment K, Budget Detail, which is attached hereto and incorporated herein by reference.
11. Attachment L, Multi-County Fund Distribution, is hereby deleted in its entirety and is replaced by the revised Attachment L, Multi-County Fund Distribution, which is attached hereto and incorporated herein by reference.
12. Except as specifically modified herein, all provisions of the Agreement, including any Attachments or Exhibits thereto, remain in full force and effect.

The remainder of this page is intentionally left blank.

STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY
FEDERALLY FUNDED SUBGRANT AGREEMENT MODIFICATION
SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Modification as of the date set forth below.

SUBRECIPIENT

Capital Area Community Action Agency, Inc.
(Legal Name of Subrecipient)

By: _____
(Signature)

(Print/Type Name and Title Here)

Date: _____

59-1117362
Federal Identification Number

803636950
DUNS Number

16EA-0F-12-00-04-005
Agreement Number

**STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: _____

Taylor Teepell, Director
Division of Community Development

Date: _____

Approved as to form and legal
sufficiency, subject only to full and
proper execution by the Parties.

Office of the General Counsel
Department of Economic Opportunity

By: _____

Approved Date: _____

**FY 2016 LIHEAP AGREEMENT
EXHIBIT 1-A
FUNDING SOURCES**

FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Subrecipient's DUNS Registered Name:	Capital Area Community Action Agency, Inc.
Subrecipient's DUNS Number:	803636950
Federal Award Identification Number:	G-1601FLLIEA
Federal Award Date:	October 22, 2015
Subaward Period of Performance Start and End Date:	March 1, 2016 – March 31, 2017
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):	Home energy assistance to low income households
Federal Awarding Agency:	U.S. Department of Health and Human Services;
Pass-Through Entity:	Florida Department of Economic Opportunity
Contact Information for Awarding Official of Pass-Through Entity:	Contact: Hillary A. Ryan, 850-717-8433
Catalog of Federal Domestic Assistance Number:	93.568
Catalog of Federal Domestic Assistance Title:	Low Income Home Energy Assistance Programs
Research and Development:	No
Indirect Cost Rate, if applicable:	20.00%

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Federal Program:

1. Subrecipient shall use the LIHEAP funds to provide energy payment assistance to eligible clients with low income. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to, all attachments to this Agreement, the applicable OMB Uniform Guidance, and the FFY 2016 LIHEAP State Plan.
2. Subrecipient shall comply with applicable OMB Uniform Guidance and eligibility requirements as set forth in the U.S. Department of Health and Human Services regulations codified in title 45 of the Code of Federal Regulations, part 75 and part 96

STATE RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

N/A

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Federal Program: **N/A**

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project: **N/A**

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

N/A

NOTE: Title 45 C.F.R. § 75.352 and section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to Subrecipient.

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**FY 2016 LIHEAP AGREEMENT
ATTACHMENT J
As modified by Modification [2] to Agreement 16EA-OF-12-00-04-005
BUDGET SUMMARY AND WORKPLAN**

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

AGREEMENT: 16EA-OF-12-00-04-005

SECTION I: BUDGET SUMMARY

A. LIHEAP FUNDS ONLY		B. Last Approved Budget Amount	C. Adjustments to Approved Budget Increase/ (Decrease)	D. TOTAL AMENDED BUDGET B + C
1	LIHEAP FUNDS	1,838,829.00	40,634.00	1,879,463.00
ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D*)				
Maximum Administrative Expenses:		\$159,754.36		
2	Salaries incl. Fringe, Rent, Utilities, Travel, Other	155,931.00	2,919.00	158,850.00
OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times .15)				
Maximum Outreach Expenses:		\$258,091.95		
3	Salaries Incl. Fringe, Rent, Utilities, Travel, Other	252,379.00	192.00	252,571.00
DIRECT CLIENT ASSISTANCE				
4	Home Energy Assistance Cell 4D must be at least 25% of Cell 1D Minimum Home Energy: \$469,865.75	643,590.00	37,200.00	680,790.00
5	Crisis Assistance	750,152.00	37,100.00	787,252.00
6	Weather Related / Supply Shortage / Disaster (Previously budgeted funds should be moved to Line 4 or 5)	36,777.00	(36,777.00)	0.00
7	Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	1,430,519.00	37,523.00	1,468,042.00
10	GRAND TOTALS	1,838,829.00	40,634.00	1,879,463.00

SECTION II: WORKPLAN

Type of Assistance	Last Approved Estimated Number of Households	Amended Estimated Number of Households	Estimated Cost Per Household**	Amended Estimated Expenditures***
Summer Home Energy	1,073	1,073	300.00	321,900.00
Winter Home Energy	1,072	1,196	300.00	358,800.00
Summer Crisis	1,071	1,119	350.00	391,650.00
Winter Crisis	1,072	1,130	350.00	395,500.00
Weather Related/Supply Shortage	105	0	0.00	0.00
TOTAL	4,393	4,518		1,467,850.00

* If less than 8.5% of Line 1 is budgeted for Administrative Expenses, the maximum allowed for Outreach Expenses may be increased. The total Administrative Expenses plus the total Outreach Expenses may not exceed the sum of the original maximum allowed for these items.

Total of Line 2 plus Line 3 may not exceed: \$417,846.31 Amount budgeted Line 2 + Line 3 = \$411,421.00

** Estimated Cost per Household must be based on the agency's historic average cost.

*** Estimated Expenditures given in the Workplan must agree with the corresponding values on Lines 4-7.

ATTACHMENT K
As modified by Modification [2] to Agreement 16EA-OF-12-00-04-005
ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Lines 2-3 of Attachmant J)

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

AGREEMENT #: 16EA-OF-12-00-04-005

Instructions: On the form below, enter the detail of the figures listed on the Budget Summary. If more space is needed, copy this form copy this form to another tab and name the new tabs "Budget Detail 1," "Budget Detail 2," etc.

Line Item Number	Expenditure Detail (Round all line items to dollars. Do not use cents and decimals in totals. Totals must agree with Attachment J)	LIHEAP FUNDS
2	ADMINISTRATIVE SALARIES INCLUDING FRINGE	
	DATA ENTRY OPERATOR (LEON)	
	18% CSBG; 41% LIHEAP Admin; 41% LIHEAP Program	
	2,080 hrs. @ \$12.80/hr.= \$26,624	10,916
	LIHEAP PROGRAM MANAGER	
	19.042% CSBG; 19.068% LIHEAP Program; 61.890% LIHEAP Admin.	
	2,080 hrs. @ \$21.32/hr. = \$44,345	27,445
	FAMILY SERVICES PROGRAM MANAGER	
	33.171% CSBG Admin; 12.193% LIHEAP Admin; 54.636% CSBG Program	
	2,080 hrs. @ \$20.50/hr. = \$42,640	5,199
	FAMILY SUPPORT SERVICES DIRECTOR	
	20% CSBG Admin; 50% LIHEAP Admin; 5% WAP Admin; 25% CSBG Program	
	2,080 hrs. @ \$30.62/hr. = \$63,690	31,845
	FRINGE BENEFITS; FICA; US; HEALTH INSURANCE; WORKER'S COMP; RETIREMENT	21,475
	INDIRECT COST RATE @ 20% OF 271,757 (Salaries/Wages/Fringe)	54,351
	AUDIT	7,619
2	TOTAL ADMINISTRATIVE EXPENSES	158,850
3	OUTREACH EXPENSES	
	OUTREACH SALARIES INCLUDING FRINGE	
	INTAKE WORKER (LEON)	
	19.8020% CSBG Program; 80.1980% LIHEAP Program	
	2,080 hrs. @ \$10.10/hr. = \$21,008	16,848
	INTAKE WORKER (JEFFERSON)	
	19.8020% csbg Program; 80.1980% LIHEAP Program	
	2,080 hrs. @ \$10.10/hr. = \$21,008	16,848
	FAMILY SERVICES CASE MANAGER (CALHOUN/LIBERTY)	
	62.8571% CSBG Program; 37.1429% LIHEAP Program	
	2,080 hrs. @ \$14.0/hr. = \$29,120	10,816
	LIHEAP PROGRAM MANAGER	
	19.042% CSBG Program; 19.068% LIHEAP Program; 61.890% LIHEAP Admin	
	2,080 hrs. @ \$21.32/hr. = \$44,345	8,456
	INTAKE WORKER (GADSDEN)	
	19.8020% csbg Program; 80.1980% LIHEAP Program	
	2,080 hrs. @ \$10.10/hr. = \$21,008	16,848
	FAMILY SERVICES CASE MANAGER (FRANKLIN/GULF)	
	53.7037% CSBG Program; 42.2963% LIHEAP Program	
	2,080 hrs. @ \$13.50/hr. = \$28,080	13,000

INTAKE WORKER (LEON)	
19.8020% CSBG Program; 80.1980% LIHEAP Program	
2,080 hrs. @ \$10.10/hr. = \$21,008	16,848
INTAKE WORKER (LEON)	
9.90% CSBG Program; 90.1000% LIHEAP Program	
2,080 hrs. @ \$10.10/hr. = \$21,008	18,928
FAMILY SERVICES CASE MANAGER (GADSDEN)	
85% CSBG Program; 15% LIHEAP Program	
2,080 hrs. @ \$13.00/hr. = \$27,040	4,056
FAMILY SERVICES CASE MANAGER (LEON)	
98% CSBG Program; 2% LIHEAP Program	
2,080 hrs. @ \$14.0/hr. = \$29,120	582
FAMILY SERVICES CASE MANAGER (JEFFERSON)	
95% CSBG Program; 5% LIHEAP Program	
2,080 hrs. @ \$13.50/hr. = \$28,080	1,404
FAMILY SERVICES CASE MANAGER (WAKULLA)	
98% CSBG Program; 2% LIHEAP Program	
2,080 hrs. @ \$13.50/hr. = \$28,080	562
DATA ENTRY OPERATOR (LEON)	
19% CSBG; 40% LIHEAP Admin; 41% LIHEAP Program	
2,080 hrs. @ \$12.80/hr. = \$26,624	10,916
FRINGE BENEFITS; FICA, UC, HEALTH INSURANCE, WORKER'S COP, RETIREMENT	38,765
TOTAL OUTREACH SALARIES INCLUDING FRINGE	174,877
OUTREACH EXPENSES (OTHER)	
Advertising (Staff Recruitment, Outreach Materials, Publications)	792
Building Repair (Maintenance) (450.00/mo x 12 months)	5,400
Communications (Telephone, Internet) (833.34/mo x 12 months)	10,000
Copying/Printing (250.00/mo x 12 months)	3,000
Dues and Subscriptions	400
General Insurance (Includes Liability Insurance)	3,500
Licenses and Fees (Occupational Licenses, Driver License Screenings, Background Screenings)	400
Office Supplies (Pens, Paper, File Folders, Envelopes, Staples, Labels) (288.09/mo x 12 months)	3,457
Postage (50.00/mo x 12 months)	600
Technology (CmTools database and electronic file storage) 478.75/mo x 12 months	5,745
OUTREACH EXPENSES (EQUIPMENT)	
Equipment Leases (Copiers) 166067/mo x 12 months	2,000
Equipment Repair/Maintenance (Computers/Copiers) 333.34/mo x 12 months	4,000
Expensable Equipment (computer and printer replacement) 250.00/mo x 12 months)	3,000
OUTREACH EXPENSES (RENT)	
Franklin County (75.00/mo x 12 months)	900
Gadsden County (400.00/mo x 12 months)	4,800
Gulf County (75.00/mo x 12 months)	900
Jefferson County (500.00/mo x 12 months)	6,000
Leon County (666.67/mo x 12 months)	8,000
Wakulla County (150.00/mo x 12 months)	1,800
Storage for LIHEAP Files (83.34/mo x 12 months)	1,000
Training Room Rental (2 trainings)	600
OUTREACH EXPENSES (UTILITIES)	
333.33/mo x 12 months (Total for 4 facilities)	4,000
OUTREACH EXPENSES (TRAVEL)	
Local (Approx. 730.40 miles/mo @ .445/mile x 12 months)	3,900

**FY 2016 LIHEAP AGREEMENT
ATTACHMENT L
As modified by Modification [2] to Agreement 16EA-OF-12-00-04-005
MULTI-COUNTY FUND DISTRIBUTION**

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

AGREEMENT #: 16EA-OF-12-00-04-005

Number of Counties to be Served with this agreement: 8

If the Recipient will serve more than one county with this agreement, complete the form below. Describe how you will equitably allocate LIHEAP resources to each of the counties you serve. This plan must be in part based on the 150% poverty population of each county.

Instructions: Enter appropriate data only in the cells below that are highlighted in yellow. Percentages will automatically populate when the total direct client assistance amount and all three columns for each county are filled in.

Poverty Population Data Source: Provide the U. S. Census data source for the 150% of poverty population used including the year of the data. If any other data or factors are used in allocating the funds, describe and give the source.

Data Source and Description:	Based on the U.S. Census Bureau Poverty Status, 2009-2013 American Community Survey 5-Year Estimates
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County Distribution Table (see Instructions Tabs for assistance completing this table)

COUNTY	150% POVERTY POPULATION	COUNTY'S % OF POVERTY POPULATION IN SERVICE AREA	TOTAL DIRECT CLIENT ASSISTANCE	% OF AGENCY'S DIRECT CLIENT ASSISTANCE DOLLARS ALLOCATED TO THIS COUNTY
			COUNTY ALLOCATION	
			\$1,468,042.00	
Calhoun	5,162	4%	\$63,276.00	4.31%
Franklin	3,050	2%	\$34,558.00	2.35%
Gadsden	18,155	14%	\$211,021.00	14.37%
Gulf	4,069	3%	\$43,076.00	2.93%
Jefferson	3,781	3%	\$53,076.00	3.62%
Leon	85,373	67%	\$971,042.00	66.15%
Liberty	2,225	2%	\$28,717.00	1.96%
Wakulla	5,737	4%	\$63,276.00	4.31%
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
Total Budgeted Direct Client Assistance*	127,552	100%	\$1,468,042.00	100.00%

* Total County Allocation must be equal to Total Direct Client Assistance (Attachment J, Budget Summary and Workplan, Line 7).

**Financial Statement Narrative
For the Three Months Ending December 31, 2016
Capital Area Community Action Agency**

As of December 31, 2016, we are a quarter way through the fiscal year and as a benchmark, we would expect the year-to-date actual expenses and revenue to be approximately 25% of the annual budget with some Head Start expenses close to 30%. At month end, the Year to Date Actual Revenue and Expenses are both 30% of their respective budgets. Our overall year to date net deficit is \$3,088.

December's In-kind revenue for Federal purposes was \$39,650. When paired with our local match for the year of \$91,024, we are at 29% of the \$834,856 Federal match required for the fiscal year ending September 30, 2017.

Expenditure Variances and Explanations

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Staff Screenings- is over budget benchmark due to an influx of Head Start employees. This number should even out over the course of the year.

Contractual Services – Health – is over benchmark budget due to evaluations and more services at the beginning of the year. This is a new account classification for expense that were previously reported in Speech, Mental Health and Health Services.

General Liability and Property Insurance – is over the benchmark budget due to a large upfront deposit. This expense incurs over 10 months.

Vehicle Expense – part of the Auto Insurance is charged to this line item and is tied to the large upfront deposit as above. This balance will come back in-line with budget during of the course of the year.

Technology – the Abila/MIP contract for our accounting software and ChildPlus for Head Start is paid once a year which has resulted in this balance being over its benchmark budget.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 3 Months Ended 12/31/2016

		Total Budget	Current	Total Budget	
		- Original	Year Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FEDERAL	3,339,421	885,867	(2,456,869)	27%
4010	Government Contracts - STATE	2,610,918	912,234	(1,707,084)	35%
4020	Government Contracts - LOCAL	119,500	39,385	(82,614)	33%
4100	Grants - Other Not-for-Profits	26,000	17,326	(12,674)	67%
4200	Contributions	22,500	8,290	(14,210)	37%
4320	Commissions-Vending/Photo	1,100	860	(240)	78%
4960	Fringe Pool Revenue	736,907	199,060	(537,847)	27%
4970	Indirect Pool Revenue	613,907	163,191	(450,716)	27%
4995	Other Revenue	<u>0</u>	<u>9,343</u>	<u>9,343</u>	
	Total Revenue	<u>7,470,253</u>	<u>2,235,557</u>	<u>(5,234,696)</u>	30%
Expenditures					
6010	Salaries & Wages	2,586,280	706,663	1,879,617	27%
6110	Fringe	714,418	199,059	515,359	28%
6120	FICA	200,000	47,491	152,509	24%
6130	Unemployment	53,407	3,658	49,749	7%
6140	Workers Compensation	65,000	9,859	55,141	15%
6150	Health Insurance	350,000	90,724	259,276	26%
6160	Life Insurance	30,000	6,599	23,401	22%
6170	Retirement	30,000	6,987	23,013	23%
6180	Staff Screenings	2,305	1,665	640	72%
6210	Indirect Costs	609,400	173,055	436,345	28%
6310	Travel - In Area	16,922	3,071	13,851	18%
6315	Travel - Out of Area	21,182	2,452	18,730	12%
6410	Office Supplies	20,539	4,282	16,256	21%
6415	Program Supplies	23,561	6,265	17,296	27%
6420	Classroom Supplies	46,903	4,266	42,637	9%
6430	Kitchen Supplies	23,982	6,320	17,662	26%
6440	Medical/Dental Supplies	2,000	0	2,000	0%
6510	Copies/Printing/Copier	25,276	5,742	19,534	23%
6600	Postage and Delivery Expense	5,073	756	4,317	15%
6710	Contractual Services/Professional	339,694	60,187	279,507	18%
6715	Contractual Services - Health	112,517	50,887	61,630	45%
6810	Rent/Space Cost	244,859	66,837	178,022	27%
6820	Utilities	73,324	14,847	58,477	20%
6830	General Liability and Property	40,859	22,273	18,587	55%

Capital Area Community Action Agency
Balance Sheet
For the Period Ended 12/31/2016

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	93,572
Cash-Bank Restricted	77,740
Grants Receivable	784,096
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,206,815</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	0
Accrued Leave	59,615
Accrued Wages	123,450
Accrued Fringe Benefits	4,206
Accrued Taxes	12,477
Contract Advances	404,852
Due to Grantor	0
Contingent Liab Sunshine St Micro Unobligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	769,672
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	115,333
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	440,231
Current Net Income	(3,088)
Total Net Assets	<u>437,143</u>
Total Liabilities and Net Assets	<u>1,206,815</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending December 31, 2016

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		23,821			
Grants - Other Not for Profits		5,001			
In-Kind Revenue		152,985			
VPK		62,202			
	834,856	244,009	29%	590,847	71%

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Acting Head Start Director
RE: Head Start Director's Report
DATE: February 15, 2017

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

Staffing is full with a new teacher training program being implemented. Background screening of staff under the new rules are being cleared up slowly. Franklin County continues to present a challenge in finding staff with proper credentials. There may need to be serious consideration of shifting resources out.

Facilities

Franklin County School Board will approve a new MOA and require funding per student. The Franklin County School District is considering different facilities for pre-k services given student growth that challenges the class-size requirements.

Curriculum

CLASS evaluations are ongoing with teacher development plans being implemented. HHS Advisors are visiting with our team this week to discuss the latest evaluation results.

Federal and State Regulations

Staff attended HHS Region IV Association training to learn of new rules and regulations.

Budget

A properly funded Extended Day Program is underway with a fresh look at collections for School Readiness sliding scale fees.



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Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Students Enrolled for Month	52	36	32	56	52	145	373
Number of Students Currently Enrolled	52	36	31	56	52	146	373
Number of Student Withdrawals for Month	0	0	1	2	2	4	9
Number of Vacancies	0	0	1	0	2	2	5
Number of Students on Wait List	24	0	0	16	12	52	104
Number of VPK Students Enrolled							139
Number of School Readiness Students Enrolled							25
Number of School Readiness Wait List Students Enrolled							15
FAMILY STATUS							
Number of Family Needs Assessment	52	37	31	56	54	148	378
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)	52	37	25	46	47	120	327
Number of FPAs in progress (February)	52	37	25	46	47	120	327
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 1/31/17	Average Daily Attendance (ADA)
Bainbridge	52	52	86%
Franklin	37	36	82%
Jefferson	31	32	85%
Mabry	56	56	82%
Royal	54	52	82%
South City	148	145	87%
Total	378	373	85%

Family and Community Engagement Manager Monthly Monitoring Report

Number of Referrals (Review referrals)	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	7	4	7	8	4	11	41
Domestic Violence Referrals	1	0	0	0	1	2	4
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	1	1
Child Abuse or Neglect Referrals	2	2	1	2	2	1	10
Assistance for incarcerated Family Members	0	0	0	2	2	3	7
Education Referral	6	0	1	4	1	4	16
Employment	4	0	1	2	3	5	15
Parent Meetings/Trainings							
Parent Committee Meetings	0	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0	0
Number of Parents in attendance on Policy Council							
Number of Coordinated Trainings for Policy Council							
Number of Parenting Classes							4
Number of Family Activities/Events Coordinated							1
Number of Family Activities Specific to Male Engagement							1
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
Home Visits	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings							
Number of Contacts documented in Case Notes	54	0	28	56	50	140	328
Number of Contacts documented per absenteeism	12	0	4	10	7	15	48

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	
Review of Parent Board	
Volunteers (PEC)	
Number of Volunteers	
Total of Program In kind	hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	2

Transportation	
Field Trips	3
Maintenance	2
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	366
Expire immunizations	7
Up to date Physicals	367
Expired Physicals	6
Number of individual Health Care Plan	15
Number of Children with Health Insurance	343
ENROLLMENT	
Number of children with dental home	136
Number of dental homes referrals	0
Completed dental exams	136
Incomplete dental exams	237
Needed dental treatment	13
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	374
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	367
Vision referrals	24
Hearing screenings	359
Hearing Referrals	1
Growth Assessment	372
BMI Referrals	0

Family and Community Engagement Manager
Monthly Monitoring Report

90 DAYS REQUIREMENT	Total
Number of dental home established	108
Number of dental exams	108
Number of children requiring dental treatment	13
Number of completed dental treatment	0
Number of medical homes established	373
Hematocrit/Hemoglobin	168
Blood lead	179
NUTRITION	
Number of Breakfast	5,902
Number of Lunch	5,977
Number of PM Snacks	5,570
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	65
Family Files	65
Child Care Food Program Tool	2
Kitchen Inspection Tool	2

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	30 Day Requirement	Completed
Physical Examinations		367
Immunizations		366
Hearing		359
Vision		367
Dental		136
Hemoglobin/Hematocrit		168
Lead		179
Growth Assessment		372

Corrective Action and Follow Up

Attendance.

- The required Average Daily Attendance (ADA) requirements at each Center were met again for January. The ADA was 85% for the month down from 86% in December. All centers met the ADA requirement, except Franklin (82%), Louise B. Royal (82%), and Mabry (82%). Several Mabry students had consecutive absences due to illnesses, transportation issues, and no shows. Families with attendance issues are being contacted by the Family Advocate to talk about ways to improve attendance and the consequences if attendance does not improve.

Extended Day.

- The number of students enrolled in the School Readiness and Voluntary Prekindergarten programs for Extended Day services continue to increase. Families, who apply for School Readiness and are placed on the wait list, are offered sliding fee scales from Community Action based on the income documentation they enrolled in the Head Start program with.

Late Policy.

- Families are no longer required to receive a late pass to enter the classroom. This process was causing too much interruption in the classroom and did not support a positive relationship between the family and the teaching staff when classrooms doors were locked.

Family and Community Engagement Manager

Monthly Monitoring Report

<p>Health Requirements.</p> <ul style="list-style-type: none"> The Family and Community Engagement team continue to work at each center to ensure that each participants health requirements are entered into ChildPlus. <p>PIR Requirements.</p> <ul style="list-style-type: none"> The Family and Community Engagement team will schedule visits to each Head Start center to ensure PIR information is entered into the ChildPlus center for each participant. <p>Recruitment.</p> <ul style="list-style-type: none"> Working with staff to implement new recruiting strategies through developing stronger partnerships with organizations that serve the same clientele, such as TANF, DCF, WIC, Children Home Society, etc.
<p>Strengths</p> <p>Students with School Readiness and VPK vouchers continue to increase.</p> <p>The Extended Day program continues to improve and attract families.</p> <p>No Head Start center has been cited for any health record violation during DCF visits this school year.</p> <p>Wait Lists continue to build for all Head Start Centers.</p>
<p>Areas of Concerns and Barriers</p> <p>Late policy for students arriving to school and leaving.</p> <p>Attendance continues to decline.</p> <p>Medical exclusion process.</p> <p>Making daily calls to parents regarding unexcused absences of all children with an hour of arrival time.</p> <p>Enrolling families into VPK and School Readiness in Jefferson County.</p>

Family and Community Engagement Manager Monthly Monitoring Report

Family Advocate position in Franklin County.
Filing documents and maintaining children files at the centers
Incorporating new Head Start Performance Standards and getting staff trained on the new standards.

Professional Development

Bi-weekly management and team meetings.

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolled into the Head Start program.

Reviewing reports in ChildPlus as it relates to attendance

Ensuring documentation in ChildPlus relating to absences

Reviewing Child Care Food Program claim

Family and Community Engagement Manager Monthly Monitoring Report

Area Updates

New Employee Orientation overviews were completed this month with incoming staff.

Nutrition Evaluation follow up letters have been sent out to parents.

Health Advisory Committee meeting was completed.

Tentative dates for Family Fun Day and Transition programs have been set.

Submitted by: Darrel James

Date: