

# Capital Area **Community Action** Agency

## EXECUTIVE COMMITTEE

### Agenda

Tuesday, January 16, 2018 – 5:30 pm  
309 Office Plaza Drive, Tallahassee  
Conference Call 605.475.4700 - 275857

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- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
  - A. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
    - Revenue & Expenditures by program
    - Head Start Match
  - B. LIHEAP Modification
  - C. CSBG Modification
- V. Program Updates
  - A. Family Support Services Department
  - B. Head Start
- VI. Chief Executive Officer's Report
- VII. Chair's Report
  - A. Evaluation of Chief Executive Officer
- VIII. Adjournment

**Next Executive Committee Meeting 2/20/18 – 5:30 pm – 309 Office Plaza Drive**

**Next Board of Directors Meeting 1/23/18 – 6:00 pm – Ghazvini Center for Healthcare Education**



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.com](http://www.CapitalAreaCommunityActionAgency.com)



**Financial Statement Narrative  
For the Two Months Ending November 30, 2017  
Capital Area Community Action Agency**

As of November 30, 2017, we have completed two months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget, with some Head Start expenses closer to 20%. At month end, the Year to Date Actual Revenue and Expenses are both 18%, with net income of \$29,164.

Year to Date in-kind and local match totals \$194,204, which is 23% of the \$843,116 non-Federal share match required for the fiscal year ending September 30, 2018.

**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.

General Liability and Property Insurance – is over the budget benchmark due to the deposit and first payment of insurance. This line item is paid over the first eight months of the year so will even out over the course of the year.

Communications – is slightly over the percentage desired due mostly to a number of repairs.

Technology- is for renewals of technology for various programs which are paid at the beginning of the fiscal year. There should not be any more expenses charged here for the remainder of the year.

Fees, Licenses and Permits – is over budget benchmark but it is a front loaded expense and will even out over the course of the year.

Dues and Subscriptions – is over the budget benchmark but is also made up of expenses that mostly occur at the beginning of the fiscal year.

Client Assistance - is slightly over benchmark budget due to timing issues related to various grant periods.

**Financial Statement Narrative  
For the Two Months Ending November 30, 2017  
Capital Area Community Action Agency**

Registration Fees – is over budget benchmark due to early registrations but it will even out over the course of the year.

Raw Food Cost – is slightly over benchmark budget but is expected to be a bit lower after implementation of the newly rented kitchen.

**Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Two Months Ended 11/30/2017**

		Total Budget -	Current	Total Budget Variance -	
		Original	Year Actual	Original	%
<b>Revenue</b>					
4000	Government Contracts - FEDERAL	3372460	529005	(2843455)	16%
4010	Government Contracts - STATE	2456376	578106	(1878270)	24%
4020	Government Contracts - LOCAL	122000	30608	(91392)	25%
4100	Grants - Other Not-for-Profits	39098	3266	(35832)	8%
4200	Contributions	3500	7097	3597	203%
4210	Contributions- Restricted	0	7073	7073	
4320	Commissions-Vending/Photo	2000	0	(2000)	0%
4960	Fringe Pool Revenue	744738	107755	(636983)	14%
4970	Indirect Pool Revenue	627868	94293	(533575)	15%
4995	Other Revenue	9750	300	(9450)	3%
	<b>Total Revenue</b>	<u>7377790</u>	<u>1350431</u>	<u>(6027359)</u>	18%
<b>Expenditures</b>					
6010	Salaries & Wages	2525093	382126	2142967	15%
6110	Fringe	711335	108592	602742	15%
6120	FICA	187766	31483	156283	17%
6130	Unemployment	50000	1780	48220	4%
6140	Workers Compensation	42000	7970	34030	19%
6150	Health Insurance	385000	58686	326314	15%
6160	Life Insurance	30000	3954	26046	13%
6170	Retirement	35000	5226	29774	15%
6180	Staff Screenings	4013	264	3749	7%
6210	Indirect Costs	608069	94284	513785	16%
6310	Travel - In Area	16035	2738	13297	17%
6315	Travel - Out of Area	11087	0	11087	0%
6410	Office Supplies	16173	1900	14273	12%
6415	Program Supplies	25520	5419	20101	21%
6420	Classroom Supplies	58270	104	58166	0%
6430	Kitchen Supplies	40000	3826	36174	10%
6440	Medical/Dental Supplies	1000	107	893	11%
6510	Copies/Printing/Copier Maintenanc	21148	2821	18327	13%
6600	Postage and Delivery Expense	4237	308	3929	7%
6710	Contractual Services/Professional	313099	43683	269415	14%
6715	Contractual Services – Health/Disc	181188	42157	139031	23%
6810	Rent/Space Cost	266702	50175	216527	19%
6820	Utilities	79376	13802	65574	17%
6830	General Liability and Property Insur	43791	28504	15286	65%



**Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Two Months Ended 11/30/2017**

6840	Communications	55029	13657	41372	25%
6850	Repairs and Maintenance- Building	57747	19590	38157	34%
6910	Equipment Maintenance	20538	4167	16372	20%
6920	Vehicle Expense	48571	9146	39425	19%
6930	Equipment Lease	13190	2116	11074	16%
6940	Technology	21238	21125	114	99%
7010	Fees, Licenses, and Permits	5041	1378	3664	27%
7020	Dues/Subscriptions	15930	7584	8346	48%
7100	Volunteer	0	137	(137)	
7210	Client Assistance	1180216	300102	880115	25%
7320	Expendible Equipment	19113	1721	17392	9%
7410	Registration Fees	7243	3073	4170	42%
7420	Training/Meetings/Workshops	37647	3714	33933	10%
7430	Staff Development	39520	1080	38440	3%
7440	Advisory/Board Member Expenses	7500	322	7178	4%
7450	Advertising	7079	177	6903	2%
7460	Parent Activities	1200	245	955	20%
7510	Raw Food Cost	172351	41303	131048	24%
7610	Interest Expense	7000	122	6878	2%
7630	Bank Service Charges	<u>3500</u>	<u>601</u>	<u>2899</u>	17%
	Total Expenditures	<u>7375556</u>	<u>1321267</u>	<u>6054289</u>	18%
	Excess Revenue over (under) Expenditures	<u>2234</u>	<u>29164</u>	<u>26930</u>	

**Capital Area Community Action Agency  
Balance Sheet  
For the Two Months Ended 11/30/17**

	Current Period Balance
<b>Assets</b>	
Petty Cash	510
Cash Operating Hancock Bank	348,864
Cash-Bank Restricted	77,740
Grants Receivable	643,290
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,321,300</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	20,125
Accrued Leave	59,615
Accrued Wages	48,280
Accrued Fringe Benefits	9,562
Accrued Taxes	3,617
Contract Advances	329,729
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	635,999
<b>Net Assets</b>	
Beginning Net Assets	
Unrestricted Net Assets	331,239
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	656,137
Current Net Income	<u>29,164</u>
Total Net Assets	<u>685,301</u>
Total Liabilities and Net Assets	<u>1,321,300</u>

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending November 30, 2017

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		18678			
Grants - Other Not for Profits		7866			
In-Kind Revenue		78366			
VPK/SR		89294			
	<b>843,116</b>	<b>194204</b>	<b>23%</b>	<b>648,912</b>	<b>77%</b>

Credit Card Transactions November 2017

Vendor Name	GL Code	Fund Code	Effective Date	Expenses Number	Document	Transaction Description
HANCOCK BANK	6180	1064	11/27/2017	24.00 112717-NS		BACKGROUND CHECK FOR SUBSTITUTE TEACHER
HANCOCK BANK	6420	1064	11/27/2017	103.53 112717-VT		CLASSROOM ACTIVITY SUPPLIES
HANCOCK BANK	6440	1064	11/27/2017	104.50 112717-DJ		SUPPLIES FOR HEALTH MAINT.
HANCOCK BANK	6840	1064	11/27/2017	11.99 112717-KJ		PHONE CORD FOR SO. CITY
HANCOCK BANK	6850	1064	11/27/2017	3.78 112717-KJ		GATE KEY FOR SOUTH CITY
HANCOCK BANK	6850	1064	11/27/2017	10.43 112717-KJ		REPAIR TO SWINGS- LB ROYAL CNTR
HANCOCK BANK	6850	1064	11/27/2017	16.40 112717-KJ		SUPPLIES TO TREAT MUSHROOM GROWTH- MABRY
HANCOCK BANK	6850	1064	11/27/2017	9.97 112717-KJ		SUPPLIES TO TREAT MUSHROOM GROWTH-MABRY
HANCOCK BANK	6850	1064	11/27/2017	25.50 112717-NS		TRASH DUMP FEE FOR CLEANING BAINBRIDGE SHED
HANCOCK BANK	6920	1064	11/27/2017	95.01 112717-DJ		FUEL FOR CO. VEHICLE
HANCOCK BANK	7410	1064	11/27/2017	627.00 112717-DJ		REGISTRATION NHSA CONFERENCE
HANCOCK BANK	7410	1064	11/27/2017	1,300.00 112717-NS		2018 REGISTRATION REGION IV HDSTRT TRNG.
HANCOCK BANK	7420	1064	11/27/2017	559.60 112717-DJ		AIRLINE TICKETS/ NHSA CONFERENCE
HANCOCK BANK	7420	1064	11/27/2017	50.00 112717-KJ		RED CROSS SITE FOR IN SERVICE TRAINING
HANCOCK BANK	7420	1064	11/27/2017	559.60 112717-NR		AIRLINE TICKETS- NHSA CONFERENCE
HANCOCK BANK	7440	1064	11/27/2017	179.85 112717-NR		FOOD- POLICY COUNCIL
HANCOCK BANK	7450	1064	11/27/2017	<u>176.75</u> 112717-NR		ADVERTISING PROMOTIONAL ITEMS
Total HANCOCK				3,857.91		
LOWES	6850	1064	11/28/2017	<u>629.84</u> 112817LO		Maintenance & Repairs - Nov 2017
Total LOWES -				<u>629.84</u>		
Total CC				<u>4,487.75</u>		

**Summary of Account Activity**

Previous Balance	\$1,877.31
- Payments	\$0.00
- Other Credits	\$211.20
+ Purchases/Debits	\$629.84
+ Fees Charged	\$38.00
+ Interest Charged	\$40.38

**New Balance \$2,374.33**

Credit Limit	\$10,000.00
Available Credit	\$7,625.00
Statement Closing Date	12/02/2017
Days in Billing Cycle	30

**Payment Information**

New Balance	\$2,374.33
Amount Past Due	\$79.00
Total Minimum Payment Due	\$182.00
Payment Due Date	12/28/2017

*pd. 1752.11  
mailed 1/8/18*

**Transaction Summary**

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/02	11/03	06357	STORE 0417 TALLAHASSEE FL	\$266.03
11/02	11/03	28044	STORE 0417 TALLAHASSEE FL	\$179.22
11/06	11/06		TRANSACTION BALANCE TRANSFER (TB) <i>credit of 7/14/17</i>	<del>(\$211.20)</del>
11/14	11/14	28899	STORE 0417 TALLAHASSEE FL	\$55.65
11/18	11/18	10222	STORE 0716 TALLAHASSEE FL	\$64.53
11/29	11/29	10719	STORE 0716 TALLAHASSEE FL	\$64.41
11/28	11/28		<b>LATE FEE</b>	\$38.00
12/02	12/02		<b>*INTEREST CHARGE*</b>	\$40.38

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$2,234.15	\$40.38	2D

**Important Account Information**

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

*ms  
12/17*

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT342, or call toll-free 1-800-444-1408.

**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

**NOTICE:** We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.





Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

56632  
12/14/2017

Invoice	Description	Amount
112717-KJ	[REDACTED] KRISTIN JACKSON-RESHARD	\$102.57

Hancock Bank  
12/18/17 12:04  
Seq: 0039 ID: 105924 CB: 7123  
Account Number: [REDACTED]  
Credit Card Payment \$102.57  
Posting Date: 12/18/17  
Thank you for banking with Hancock

\$102.57

LMP40 M/P CHECK

Rev 2/14



101301

10130 (9/16) J131756

Hancock Bank is a trade name of Whitney Bank. Whitney Bank is a member of the Sunbelt Bank Group.

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 11-06	11-03	24399007307295044007672	5732	BEST BUY 00004358 TALLAHASSEE FL	M11.99 ✓
✓ 11-09	11-08	24767257313000000345760	7399	PRECISION LOCK AND SAFE I TALLAHASSEE FL	M3.78 ✓
✓ 11-10	11-09	24692167313200124047687	8398	ARC*RED CROSS DONATION 800-733-2767 CA- <i>ACCADANT</i>	M50.00 ✓
11-16	11-16	74270847320100008362165	0000	BRANCH PAYMENT - THANK YOU	M901.18 ✓
✓ 11-16	11-15	24427337319720035958511	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M11.60 ✓
✓ 11-17	11-15	24445007320100213933913	5331	DOLLAR-GENERAL #4734 TALLAHASSEE FL	M4.80 ✓
✓ 11-17	11-16	24226387321400000096373	5411	WAL-MART #1408 TALLAHASSEE FL	M10.43 ✓
✓ 11-20	11-16	24610437321010181024222	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M9.97 ✓

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 102.57
* CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 901.18
		<b>STATEMENT TOTAL 798.61 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

At





Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account

56638  
12/14/2017

Invoice	Description	Amount
112717-VT	<del>XXXXXXXXXX</del> VENITA TREADWELL	\$178.53
Hancock Bank MAHAN 12/18/17 12:06  Seq: 0044 ID: 105924 CB: 7123  Account Number: <del>XXXXXXXXXX</del> Credit Card Payment \$178.53 Posting Date: 12/18/17 Thank you for banking with Hancock		
		\$178.53

LMP40 M/P CHECK

Rev 2/14



10130 (9/16) J131758

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 10-31	10-30	24445007304000993258624	5411	PUBLIX #1051 TALLAHASSEE FL	M100.01
11-16	11-16	7427084732010008362223	0000	BRANCH PAYMENT - THANK YOU	M459.98
✓ 11-17	11-16	24445007321000987649548	5331	DOLLAR TREE TALLAHASSEE FL	M16.00
✓ 11-17	11-16	24445007321000987649621	5411	PUBLIX #1051 TALLAHASSEE FL	M26.00
✓ 11-17	11-16	24445007321400082322399	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M36.52

only \$25.01 - HS

CR
✓
✓
✓
✓
disallowed
cost
✓
✓
0.00

V.T.  
12/11

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	<del>XXXXXXXXXX</del>	NEW PURCHASES AND OTHER CHARGES 178.53
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 459.98
		<b>STATEMENT TOTAL</b> 281.45 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 4,000.00

*One*



**MODIFICATION NUMBER [2] OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AND  
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

CFDA Number: 93.568

Agreement Number: 17EA-0F-12-00-04-005

**FEDERALLY FUNDED SUBGRANT AGREEMENT**

THIS MODIFICATION Number [2] is entered into between 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., a Florida Not For Profit Corporation, hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, Paragraph (4)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties"; and

WHEREAS, DEO and Subrecipient have entered into Agreement Number 17EA-0F-12-00-04-005, in which DEO awarded Subrecipient *One Million Nine Hundred Thirty-Six Thousand Two Hundred Sixty-Five Dollars and Zero Cents (\$1,936,265.00)* in Low- Income Home Energy Assistance Program (LIHEAP) funds ("the Agreement"); and

WHEREAS, LIHEAP Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 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. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:  
"This Agreement period begins on **April 1, 2017**, and ends on **September 30, 2020**, unless terminated earlier in accordance with the provisions of this Agreement, including but not limited to, Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES and Attachment I, SUBRICIPIENT INFORMATION, the subaward period of performance starts April 1, 2017 and ends September 30, 2020."

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

"(a) This is a cost-reimbursement agreement. DEO awards Subrecipient *Two Million Eighty-Nine Dollars and Zero Cents (\$2,000,089.00)*, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement only up to the Total (Revised) Funds Released dollar amount listed in Subrecipient's most recently DEO-issued Notice of Fund Availability (NFA). Each

such NFA, and any attachments thereto, duly issued to Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference.”

- 3. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety.
- 4. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.
- 5. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, remain in full force and effect.

IN WITNESS WHEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of the Agreement, as modified. This Modification shall be effective on the date on which the last Party has signed the Modification, whichever is latest.

**SUBRECIPIENT**  
**Capital Area Community Action Agency, Inc.**

**STATE OF FLORIDA**  
**DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_

\_\_\_\_\_  
(Print/Type Name and Title Here)

Debbie Smiley, Chief  
Bureau of Economic Self-Sufficiency

Date: \_\_\_\_\_

Date: \_\_\_\_\_

59-1117362  
Federal Identification Number

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

803636950  
DUNS Number

Office of the General Counsel  
Department of Economic Opportunity

17EA-0F-12-00-04-005  
Agreement Number

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

## 2017 LIHEAP MODIFICATION INSTRUCTIONS

### For Supplemental Forms

#### **Section 1: General Instructions**

- \* These instructions cover the supplemental forms. Agencies must use the forms provided. DEO will reject submissions using older forms.
- \* The Supplemental Forms for this modification are included within this Excel workbook. The forms are to be completed and returned electronically to your DEO contract manager.

#### **Section 2: Supplemental Form G, Certification Regarding Debarment, etc.**

**Do Not complete this form unless your agency is adding a new subcontractor**

a. If your agency will be adding new subcontractors, you must complete one form for *each* new subcontractor. You may copy/paste the entire form if using more than one.

#### **Section 3: Supplemental Form I, Recipient Information**

**Do Not complete this form unless your agency is adding or changing information from the previous information form**

- a. Complete this form in its entirety.
- b. In section V, Subrecipient Fiscal Year, enter the Month and Day only of your fiscal year. Example: October 1 - September 30.

#### **Section 4: Supplemental Form J, Budget Summary and Workplan, as modified**

a. The Subrecipient must complete Supplemental Form J, Budget Summary and Workplan, which is a composite of the Subrecipient's budget detail. Round all figures up to the nearest dollar. The numbers reported here must match with the Budget Detail.

##### **Section I. Budget Summary**

**Line 1: LIHEAP Funds:** Enter the total amount of the LIHEAP award (allocation). This amount was provided in the email transmitting your agency's FFY 2017 LIHEAP Agreement.

**Line 2: Subrecipient Administrative Expenses:** The total amount on this line cannot exceed 8.5% of the total LIHEAP allocation noted on Line 1. Administrative Expenses include costs for general administration and coordination of the program, including direct and indirect costs. This includes the salaries, fringe, rent, utilities, travel, etc. associated with financial and administrative management of the program. A Maximum Administrative Expense calculation is provided to assist you. If the calculation provided gives a non-rounded dollar amount, you **MUST** round **DOWN**.

Example:           Maximum Administrative Expense Calculation = \$15,081.87  
                          Maximum Amount of Administrative Expense you can claim = \$15,081.00 (not \$15,082.00)

**Line 3: Outreach Expenses –** Outreach Expenses are those costs incurred in delivering LIHEAP services that are not purely administrative in nature. This may include staff expenses such as salaries, fringe, rent, utilities, travel, etc. for those employees performing outreach and intake. Outreach expenses may not exceed 15 percent of the balance of the total allocation (line 1) minus the administration expenses (line 2). A Maximum Outreach Expense calculation is provided to assist you. If the calculation provided gives a non-rounded dollar amount, you **MUST** round **DOWN**.

Example:           Maximum Outreach Expense Calculation = \$15,081.87  
                          Maximum Amount of Outreach Expense you can claim = \$15,081.00 (not \$15,082.00)



**Line 4: Home Energy Assistance** – Budget the amount of funds you plan to spend on non-crisis home energy assistance on this line. This amount must be at least 25 percent of the total allocation (line 1). See Attachment A, Section 4 of the agreement. A 25 percent calculation formula is provided to assist you. If the calculation provided gives a non-rounded dollar amount, you MUST round UP.

Example: 25% Expense Calculation = \$25,952.03  
 Minimum Amount of Home Energy Assistance you must budget = \$25,953.00 (not \$25,952.00)

**Line 5: Crisis Assistance** – Budget the amount of funds you plan to spend on crisis assistance on this line. See Attachment A of the agreement.

**Line 6: Weather Related/Supply Shortage** – Any funds remaining in this line item should be moved to either Line 4 or 5. Do not leave a balance in this line item as these funds have not been utilized.

**Line 7: Total Direct Client Assistance** - This is the total of the amounts listed in lines 4, 5 and 6. The value will calculate automatically.

**Line 8: Grand Total** – This is the total of the amounts listed in lines 2, 3, and 7. The value will calculate automatically. This number must be equal to the total allocation on line 1.

**Section II. Workplan**

In this section estimate the number of households you will provide energy assistance to by type of assistance (Home Energy, Crisis, or Weather Related/Supply Shortage). Estimate the average amount (cost) of each type of assistance (benefit). The worksheet will automatically multiply the estimated number of households by the average cost of the benefit to estimate the expenditures for each type of assistance. The estimates must agree with the corresponding Budget Summary entry and total to an amount that is within the estimated cost of one benefit.

Example:	Home Energy Assistance =	25,983	# Benefits:	104	Cost Per	\$250	26,000
	Crisis =	15,905	# Benefits:	33	Cost Per	\$475	15,675
	Weather Related =	4,305	# Benefits:	11	Cost Per	\$400	4,400
	<u>Total =</u>	<u>46,103</u>	<u>Total</u>	<u>148</u>			<u>Total: 46,075</u>

Reminder: The Home Energy benefits are under two categories - Summer Home Energy and Winter Home Energy. The maximum benefit is still only ONE Home Energy benefit per calendar year, per eligible client. However, you should report them as a Summer HE or Winter HE. These will correspond to the Monthly Financial Status Report and your CMReporter Quarterly Report.

Summer Home Energy - Home energy benefits provided during the cooling season of April 1 through September 30

Winter Home Energy - Home energy benefits provided during the heating season of October 1 through March 31

**Section 5: Administrative and Outreach Expense Budget Detail (Supplemental Form), as revised**

The narrative given on this form must be sufficient to explain each budget summary line item's allowability, allocability and reasonableness. Provide explanations and descriptions of all costs to be incurred with these funds. Small items such as office supplies may be categorized. Any equipment purchases must be acquired and accounted for according to the OMB Uniform Guidance, and property, management, and procurement standards. All budgeted amounts from Supplemental Form J, Budget Summary, must be itemized and detailed here. The Budget Detail must follow the format reflected in the "Sample Budget Detail." Budget detail not submitted in this format will be rejected and will delay the contract. Each Subrecipient is required to provide budget detail for all anticipated expenses. Subtotal all items within a budget line. Report the line item subtotal on the Budget Summary, Attachment J.

**Budget Line Item Number:** This column ties the expense detail to the line item on the Budget Summary, Attachment J.

**Administrative Expenses:**

**Salaries, Wages and Fringe Benefits -**

This is the total compensation paid for the direct labor of persons employed by the agency and the gross amount of funds expended for job-related benefits (health insurance, life insurance, retirement contributions, taxes, etc.). Include all positions by title to be paid with these funds. Detail the funding sources and estimated number of hours, hourly wage and estimated salary to be paid by CSBG. Identify sources for the balance of salary for any position where CSBG funds are used to pay less than 100% of the salary. Percentages must be supported by the submitted cost allocation plan, and add correctly when calculated.

**Space Cost and Rental -**

Space cost and rental may include rented or leased space, use allowances and depreciation expenses for agency-owned office space, and payments for water, electricity, gas, etc., which are not furnished under the lease agreement. May include costs for maintenance, janitorial, pest extermination and refuse removal services.

**Consumable Supplies -**

All types of office or maintenance supplies consumed or materially altered when used including small equipment with a new purchase price of less than \$500. Provide adequate explanation of each budgeted item. Small items such as office supplies may be grouped together as long as no single purchase will exceed \$1,000. Avoid using words like "other", "misc" or "etc" as these are not description enough and further explanation will be required.

**Equipment Lease/Purchase -**

Non-expendable personal property costing over \$500 and having a useful life in excess of one year. May include payments for photocopy machines, postage machines, computers, etc. Provide adequate explanation of each budgeted item.

**Travel Expenses -**

a. Travel costs may be either in-state or out-of-state and include agency vehicle related expenses and employee and board member travel on program related business. The cost of automobile repairs or maintenance and fuel are included in the mileage reimbursement and may not be budgeted or claimed separately. Budgeted expenditures for automobile mileage and travel reimbursement may not exceed the approved State of Florida rates as follows:

**CURRENT PER DIEM RATES**

Breakfast:	\$6.00	Daily Per Diem:	\$80.00 (\$20 per quarter)
Lunch:	\$11.00	Mileage:	.445/mile
Dinner:	\$19.00		

b. NOTE: Per F.S. 112.061(15), "CLASS C TRAVEL.—Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel." Travel expenses for non-overnight trips (Class C) may *not* include subsistence, meals or per diem when paid for with LIHEAP funds.

**\$1,000 Purchases -**

Any single item purchase costing more than \$1,000, including services, must be fully explained in the Budget Detail. This includes, but is not limited to, equipment, contracts for services such as computer or equipment maintenance, purchases made for internal agency use, and purchases made for clients.

**Other -**

Other costs may include items such as liability, vehicle, and directors/offices insurance premiums (not employee benefits), publications, printing, employee development (must be explained), telephone, internet/cable, and postage.

**Section 6: Multi-County Fund Distribution (Supplemental Form), as revised**

This must be completed by all Subrecipients and included in the agreement. All agencies must enter the number of counties in which they will provide LIHEAP services. If the agency only provides services in one county, no additional information is required. If the agency will provide LIHEAP services to more than once county, they must complete the Data Source and Description block and provide their distribution calculation. The plan must be in part based on the 150% of poverty population according to the U. S. Census for each county. The year and source of the population data must be provided as well as the actual population numbers used for each county. If factors other than 150% of the U. S. Census poverty population numbers are used, the agency must explain what factors are used and their source.



**MODIFICATION NUMBER [1] OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM AND  
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

CFDA Number: 93.569

Agreement Number: 17SB-0D-12-00-04-104

**FEDERALLY FUNDED SUBGRANT AGREEMENT**

THIS MODIFICATION Number [1] is entered into between 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, DEO and Subrecipient have entered into Agreement Number 17SB-0D-12-00-04-104, in which DEO awarded Subrecipient *One Million One Thousand Four Hundred Seventy-One Dollars and Twenty-Two Cents (\$1,001,471.22)* in Community Service Block Grant (CSBG) funds ("the Agreement"); and

WHEREAS, Paragraph (4)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties"; and

WHEREAS, CSBG Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 funds are available to increase the amount of funding granted to Subrecipient.

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

1. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:

"This Agreement period will begin on October 1, 2016, and will end on September 30, 2020, unless terminated earlier in accordance with the provisions of Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES, and Attachment I, SUBRECIPIENT INFORMATION, the subaward period of performance starts October 1, 2016 and ends September 30, 2020."

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

"(a) This is a cost-reimbursement agreement. DEO awards Subrecipient *One Million Eight Hundred Forty-Three Thousand Seven Hundred Ten Dollars and Forty-Four Cents (\$1,843,710.44)*, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement only up to the Total (Revised) Funds Released dollar amount listed in Subrecipient's most recently DEO-issued Notice of Fund Availability (NFA). Each such NFA, and any attachments thereto, duly issued to Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference."

3. Attachment J, Budget Summary, is hereby deleted in its entirety.
  
4. Attachment A, Scope of Work, Section E, PROGRAM TASKS & REQUIREMENTS, subparagraph (10) is hereby deleted in its entirety and replaced with the following:  
“(10) Pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 (29 U.S.C., §§ 3101-3344), Subrecipient, in carrying out employment and training activities, as defined in section 3 of the WIOA, and pursuant to section 676(b)(5) of the Community Services Block Grant Act, is a required partner and must integrate these programs into the CareerSource Florida, Inc., “One-Stop” delivery system. Each partner program administered by Subrecipient in the one-stop center will contribute to infrastructure costs at a rate negotiated and agreed upon by and between Subrecipient and the CareerSource Florida, Inc., local workforce development board(s) in its service area through the establishment of a memorandum of understanding in compliance with title 29 U.S.C. section 3151 of the WIOA and corresponding federal regulations and guidance.”
  
5. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.
  
6. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, 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  
SIGNATURE PAGE**

IN WITNESS WHEREOF, by signature below, the Parties agree to abide by the terms, conditions and provisions of the Agreement, as modified. This Modification shall be effective on the date on which the last Party has signed the Agreement, whichever is latest.

**SUBRECIPIENT  
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

**STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_

\_\_\_\_\_  
(Print/Type Name and Title Here)

Debbie Smiley, Bureau Chief  
Bureau of Economic Self-Sufficiency

Date: \_\_\_\_\_

Date: \_\_\_\_\_

59-1117362  
Federal Identification Number

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

803636950  
DUNS Number

Office of the General Counsel  
Department of Economic Opportunity

17SB-0D-12-00-04-104  
Agreement Number

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

**Emergency Services Program**

*National Performance Indicator*

*Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2017 and will end September 30th 2018.*

*Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for December 2017.

County	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	Total
<i>Calhoun</i>	27/59	13/23	24/43										64/125
<i>Franklin</i>	22/45	13/32	14/32										49/109
<i>Gadsden</i>	69/166	45/118	34/93										148/377
<i>Gulf</i>	23/38	11/22	11/26										45/86
<i>Jefferson</i>	20/47	18/60	30/84										68/191
<i>Leon</i>	279/802	217/562	228/626										724/1,990
<i>Liberty</i>	11/22	4/9	7/21										22/52
<i>Wakulla</i>	21/50	11/37	8/25										40/112
<b>Totals</b>	472/1,229	332/863	356/950										1,160/3,042

Due to the impact of hurricane Irma, the State of Florida Office Of The Governor has released an approved the release of the FY 2017-2018 Low Income Home Energy Assistance Weather-Related/Supply-Shortage funds to assist low-income households in counties affected by weather. Total amount to be spend \$38,725 to be divided between the 8 counties. Start date September 4<sup>th</sup>, ending December 2<sup>nd</sup> 2017.

Emergency Services / Donated Funds – Rentals Assistance For the month of September 2017, Total Served 20 households.

Starting October 1<sup>st</sup>, Low Income Home Energy Assistance funds can also assist with purchasing Propane.

## Anne Robinson's Staying Ahead Report December 5, 2017

Here is the number of participants in each of the following counties that's in the Staying Ahead Program:

Wakulla (2)

Leon (11)

Jefferson (6)

Gadsden (3)

Blountstown (2)

At this time new staff has been hired in Jefferson and Gadsden counties.

On November 16, 2017 a Staying Ahead participant completed a LPN course and received a Practical Nursing Certificate; another is attending LPN school at Tom P. Haney Technical Center. (Blountstown)

On November 13, 2017 a SA participant completed the CNA course and is waiting to take her CNA test from Prometric. (Jefferson)

On October 22, 2017 a SA participant completed her Class G. Security License class from First Calibur Security. (Leon)

On Nov. 4, 2017 a SA participant enrolled in Polk County Community College for Health Care Administration. (Leon)

On Oct. 1, 2017 a SA participant obtained employment with the State of Florida and Sudexo (Leon)

During the month of November three SA participants transitioned out of the SA program two of the three are employed. (Leon)

On Nov. 12, 2017 a SA participant enrolled and is attending school at TCC. (Gadsden)

On Oct.18, 2017 a SA participant obtained her driver's license, started a checking and saving account, bought a new Kia car and is scheduled to begin LPN school in the Spring of 2018. (Gadsden)

I also assisted with recruiting GA participants for Jefferson and Leon County and mentor/mentee meetings.



# Capital Area **Community Action** Agency

## **MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report *TC*  
**DATE:** January 16, 2018

---

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

### **Staffing**

All staffing is full at this time. A second round of CLASS scores indicates room for improvement for some staff related to emotional support of students. Academics are very strong. The Education Manager and Coordinators are working with the Center Directors and Teachers to coach and support.

### **Facilities**

Franklin County renovations continue. The projected budget to make the building work for Head Start is approximately \$255,000. Supplemental funds will be needed.

Mabry Inspection had problems with the fire alarm and a blocked exit in a storage room. These have been remedied.

### **Curriculum**

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

### **Enrollment**

Centers are fully enrolled with waiting lists for all but Franklin County.

### **Federal and State Regulations**

Federal monitoring will take place during the first full week of February for both Area 2 and CLASS.

There are no new regulations to share at this time.



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**Budget**

The 20% match requirement will be in jeopardy this year due to Franklin County operations not receiving the in-kind support. The Agency may need to request a waiver.

**Children's Learning Center  
Head Start Franklin County**

***Renovations Budget***

***A huge HVAC closet is being converted into the Police substation***

Suspended ceiling:      \$2,000

Project Impact Director's new office will need an HVAC Unit.      \$1,000

**The Children's Learning Center**

Create secure entry area	\$6,500
Install fire alarm system	25,000
New staff rest room (unisex)	8,000
Two rest rooms adjoining classrooms	16,000
HVAC Throughout	35,000
Egress doors in four classrooms	10,000
Sheetrock Hall ceilings ( T shaped Hallway leading from main entrance And hallway backing up to interior rooms ( city building inspector indicated necessary for protection from fire in another part of the building).	50,000
Close hallway from other use of building	1,000
Lighting	8,000
Parking area, side of building with Gravel, parking and turn around	6,000
Fencing for playgrounds and safe fenced pathway from building to playgrounds	11,000
Eight built in sinks for classrooms ( two for each classroom, one for hand washing and one for food related)	16,000
Painting supplies	1,500
Volunteer crew will remove trash, walls, remove huge outdated HVAC equipment, paint, lay out playgrounds, remove lockers, clean.	N/A
Commercial licensed contractor at reduced fee	34,000
10 per cent variable	24,100
<b>Total estimated expense</b>	<b>\$255,100</b>

## **Quality Counts December 2017 Narrative**

### **Enrollment**

Community Action's deliverable enrollment is 378. The current actual enrollment for December 2017 was 374. We did not meet this deliverable December 1-15, 2017 according to data recorded on Child Plus Report 2001.

Community Action's cumulative enrollment is 404. Our cumulative enrollment was 435 for the 2016-2017 school year. Office of Head Start does not have a maximum cumulative enrollment; however in the event that our cumulative enrollment exceeded 435 causes of turn over should be examined in more detail.

### **Disability**

Ten percent of the funded enrollment for Community Action is 37.8 or 39 students. Per the Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. During the 2016-2017 school year Community Action met the ten percent disability requirement spring 2017 according to Child Plus Report 3550;\* however according to self-reported PIR data Community Action did not meet this requirement.

For reviews occurring between January and September, the program must have reached ten percent at some time during the current program year. The current number of students with diagnosed disability that attended at least one day August 2017 through December 2017 was fourteen. Community Action has currently identified 33 students which they feel have disability concerns; however, the local education authority has to diagnose the students for them to count towards Community Action's ten percent disability requirement. Based on the current numbers at the time of this report we are not meeting the deliverable for this requirement.

\*Child Plus report 3550 is no longer supported by Child Plus and has been replaced by the 3540.

### **Attendance**

The average actual attendance percentage for Community Action students is 82.28%. The December 2017 actual attendance is below the three year historical average for December. The current actual attendance rate is similar to what we would expect to see in May.

In order to be in compliance with the Head Start Performance Standards (HSPPS) the average attendance should be above 85%. According to the HSPPS,

If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that

contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

### **Health Requirements**

With regards to child health insurance, immunizations, physicals, developmental screenings, and BMI the program was at 90 or above compliance during the month of December 2017. At least seventy percent of our participants are in compliance with the medical home and EPSDT requirements. The program continues to struggle to meet the dental exam requirements (35% compliance). The system is also showing we have low compliance with the dental home requirements, but that is likely a data entry error as dental hygiene is provided once annually at the centers by a provider who is willing to except the children if they do not have a dental home.

### **Incident Accident Reports**

During December 2018 15 new incident accident reports where added into Child Plus. We have had 76 cumulative incidents. The majority of incident/ accidents happen on the playground. There were still quite a few occurrences of hitting, biting, or pushing that lead to incidents or accidents in November and December.

Based on the data I would recommend the following:

- 1) Ensure teachers are using active supervision including appropriate spacing on the playground.
- 2) Inspect playgrounds for trip hazards and repair. Quite a few students are falling at Mabry (This could be from overcrowding and/or the uneven tike track).
- 3) Ensure teacher are using conscious disciple to teach students self-regulations. Student's inability to self-regulate could be effecting climate, classroom organization, and behavior management CLASS scores.

### **Department of Children and Family Violations**

During December 2018 we had two DCF inspections. Royal had a re-inspection and all previous violations had been cured. Mabry had routine inspection and received three new violations. The staff at Mabry cured all violations at the time of inspections. Due to the number of violations at Mabry it is likely that we will receive an administrative warning.



# Quality Counts

December 2017

## Head Start All-Start Moments...



**Teamwork:** The Head Start team did an excellent job of addressing an emergency, debriefing, and implementing changes to emergency procedures.



**Above and Beyond:** Ms. Vergerline Thompson demonstrated an excellent example of scaffolding as she took time during a cooking activity to follow a student's lead and introduce math/measurement concepts.



**Above and Beyond:** Ms. Antionette Clark demonstrated an excellent example of how to individualize for children in a small group while her co-teacher leads the class.



Ms. Thompson



Ms. Clark

### Special Points of Interest

- > We have completed the 1st 25% of the school year. October 18, 2017.
- > External Class observations are scheduled for November
- > We will be trying our 1st set of 1/2 days in December 2017.

#### Inside this issue:

Enrollment Stats	2
Disability Stats	2
Attendance Stats	3
Health Requirements	4
Incident/ Accidents	4
DCF Violations	4

"Alone we can do so little, together we can do so much."

--Helen Keller

Kristin Reshard  
 Quality Assurance Manager  
 Phone: 850-222-2043 x227  
 E-mail: kristin.reshard@cacaainc.org

# Quality Counts



## Vital Statistics

(Pulled January 3, 2018 @ 0850 hours for December 1-16, 2017))

### Enrollment

Compliance



Current Enrollment



Cumulative Enrollment



### Disability Services

(Reports 2001 & 2005)

Compliance



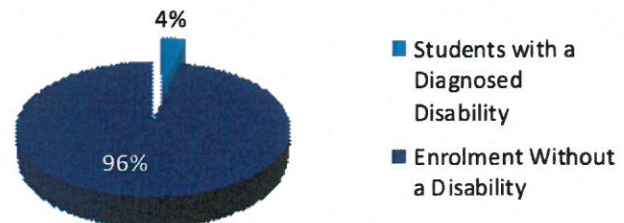
Students with Disabilities



Students with Concerns



#### Percent of Students with a Disability



NOTES:

- Per the Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current



# Attendance

Compliance



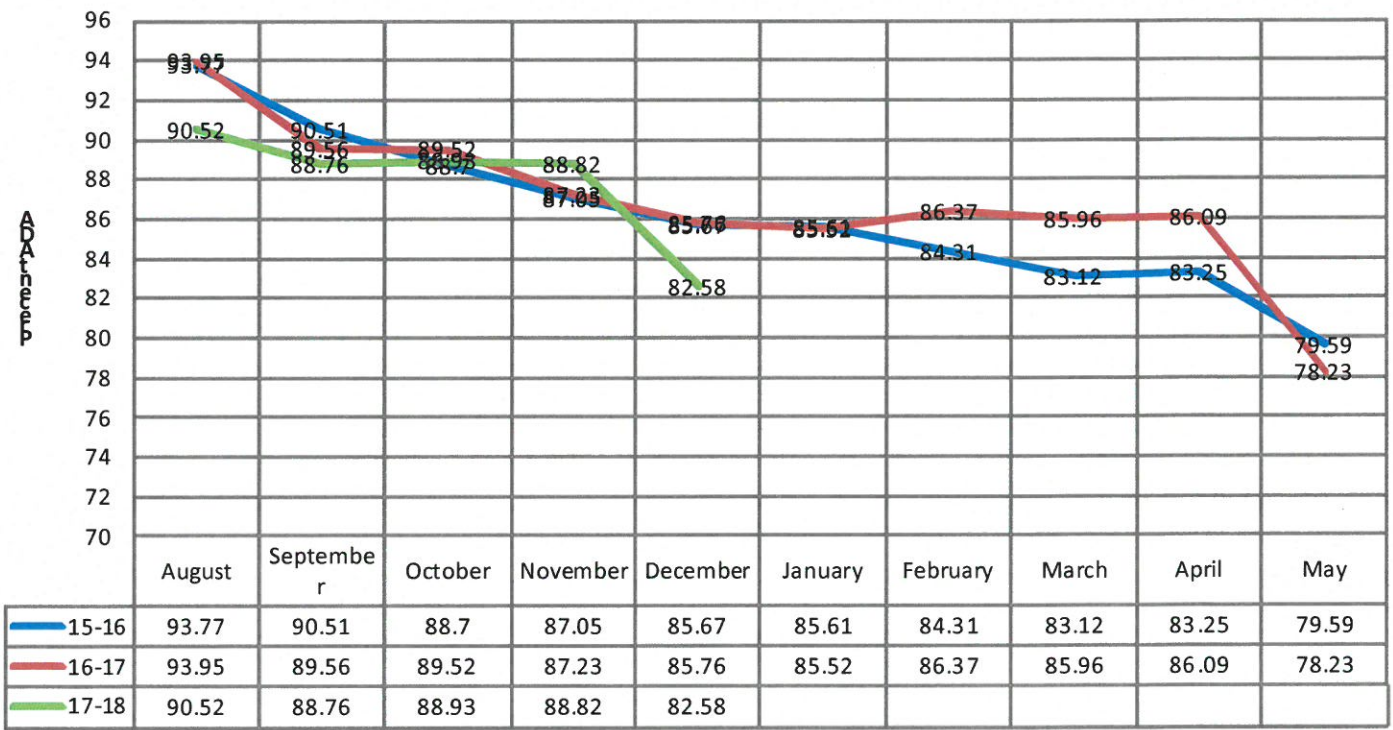
Funded Attendance



Actual Attendance



Historical ADA by Month



NOTES:

- 2017-2018 December attendance is below the historical average for this 5 year grant cycle.
- At this point in the school year 176 students have been absent for 10% (8 days) or more of the days offered (76 days) and are at risk of missing 10% of the program.
- Of the students who have been absence 10+ days 41 students have missed 10%+ (17+ days) of the current program year (Report 2336 or 2306).

# Health Requirements

Report To View Requirement	Due Date	Regulation	Requirement	Number Completed	Number Needed	% of Current Enrollment Complete
9706	30 Day	1302.42(a)	Health Insurance	348	48 -	91%
9707/3021	30 Day	1302.42(a)	Medical Home	263	125 ↓	70%
9708/3330	30 Day	1302.42(b)(1)(i)	Immunizations	344***	12 ↑	97%
3015/3035	30 Day	DCF 65C-22	Physical **	360	12 ↑	97%
9709/9714	45 Day	1302.33(a)(1) 1302.42(b)(2)	Developmental, sensory, behavioral Screenings	257	15 ↑	94%
9707/9711/3015	90 Day	1302.42(b)(1)(i)	Early and Periodic Screening, Diagnostic and Treatment (EPSDT)	284***	109 ↓	71%*
9708/9712/3015	90 Day	1302.42(b)(1)(i)	Dental Exam	130***	241 ↑	35%
9708/3021	90 Day	1302.42(b)(1)(i)	Dental Home	193	203 ↓	49%*
9760	90 Day	1302.42(b)(1)(i)	Height/Weight (BMI)-EPSDT	377***	19 ↓	95%

Regulations: 1302.42(a)(1); 1302.33(a)(1); 1302.42(b)(2); 1302.42(b)(1)  
 \* % of cumulative enrollment\*\* Counted if expire on or after 12/15/2017  
 \*\*\*PIR and reports differ

## Incident Accident Reports

Incidents This Month



Cumulative 17-18 Incidents



## Dept of Children & Families Violations

(Report 2132)

Inspections This Month



Violations This Month



Cumulative 17-18 Violations



(DCF Inspection Reports)



# Capital Area **Community Action** Agency

## CHIEF EXECUTIVE OFFICER REPORT JANUARY 2018

### **Administrative**

- No lawsuits.
- New year began after office was closed for holidays and one day closed for snow.
- Staff Evaluations underway.

*Impact: Better benefits for staff. Better fiscal accountability.*

### **Programmatic**

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
  - Leon and Jefferson Getting Ahead Classes underway. Recruiting for Wakulla and Gadsden.
- Head Start
  - Franklin County Early Education Task Force fundraiser raised \$25,000. Supplemental funding request to HHS will need to be made. HHS Region IV office recommends also checking with USDA for available funds.

*Impact: Redesigning entitlement programs to toward more independency services.*

### **Communications and Outreach**

- Preparing for revised Community Human Services Partnership grant processes from City/County and United Way of the Big Bend.
- The \$200,000 grant proposal to the Florida Department of Economic Opportunity was unsuccessful. The two agencies will continue to work together to see if implementation of shared case management can occur.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.

*Impact: Developing the infrastructure necessary to support the Agency mission*

### **Resource Development**

- Purchased from Benevon the Raising More Money Model training materials for fundraising.

*Impact: Broaden the community network supporting the Agency efforts and services.*



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**Florida Association for Community Action Board**

- Board meeting – March 7-8, Orlando

**Out of Office**

- January 19 – half day - Gainesville
- January 25 – Vacation – Jacksonville
- February 14 – Vacation – Tampa
- February 15-16 – Vacation - Orlando
- February 27 – Vacation – Palm Beach
- March 1-5 – Vacation – St. George
- March 29 – Vacation – Tampa

**Upcoming Events**

- Leadership Florida Annual Meeting – June 14-17 – Sarasota
- CAPLAW Annual Conference – June 20-22 – Albuquerque
- Annual Community Action Partnership Conference – August 27-31 - Denver