

Capital Area
Community Action
Agency

BOARD MEETING PACKAGE

Tuesday, January 23, 2018

CareerSource Capital Region

325 John Knox Road, Atrium Building, Suite 102

Tallahassee, FL 32303

Conference Call – 605.475.4700; 275857#

6:00 PM

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Agency Vision

**To provide opportunities for economic security for
low-income individuals and families.**

Agency Mission

It is the mission of Capital Area Community Action Agency, Inc. to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient and improve the overall quality of their lives, and our community.



United Way of the Big Bend

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Capital Area **Community Action** Agency

BOARD OF DIRECTORS

Agenda

Tuesday, January 23, 2018 – 6:00 pm

CareerSource Capital Region

325 John Knox Road, Atrium Building, Suite 102

Tallahassee, FL 32303

Conference Call – 605.475.4700; 275857#

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
 - A. Minutes - Board of Directors Meeting – December 5, 2017
- V. Training – Head Start Policy Council and Head Start Governance
Nichelle Rolle, Parent Engagement Coordinator
Lauren Johnson, Head Start Policy Council Representative
- VI. Program Overview – Low-Income Home Energy Improvement Program (LIHEAP)
Annie McDuffie, Program Manager
- VII. Action – Recommendation for Review and Approval
 - A. Nominating Committee Report
 - a. Presentation of Slate of Officers
 - B. Fiscal Report
 - Narrative
 - Revenue & Expenditures
 - Balance Sheet
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - Revenue & Expenditures by program
 - Head Start Match
 - C. LIHEAP Modification
 - D. CSBG Modification
 - E. Head Start Supplemental Funding Request



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VIII. Program Updates

- A. Family Support Services Department
- B. Head Start
 - Credit Card report

IX. Chief Executive Officer's Report

X. Chair's Report

- A. Performance Evaluation – Chief Executive Officer

XI. Adjournment

Next Executive Committee Meeting 2/20/17 – 5:30 pm – 309 Office Plaza Drive

***Next Board of Directors Meeting 3/27/17 – 6:00 pm – Ghazvini Center for
Healthcare Education***

Capital Area Community Action Agency

DRAFT
Board of Directors Meeting
Council on Culture & Arts (COCA)
Tuesday, December 5, 2017

MINUTES

Members in Attendance:

Christy McElroy, Chair
Kara Smith, Treasurer
Harold Ross, Secretary
Derrick Jennings
Lauren Johnson
Alivia Murphy
Pam Ridley
Debra Peterson*

Staff:

Tim Center
Stephanie Sgouros
Kristin Reshard
Nina Self

Absent: Karen Henry

*Attended by Phone

The meeting was called to order by the Chair at 6:05 p.m. and a quorum was established. The sign in sheet was passed out for signatures.

Ms. Ridley made the motion for the approval of the agenda. It was seconded by Ms. Smith and unanimously approved.

Ms. Smith made corrections to the November 13, 2017, minutes. She again, added "Smith" to her last name which is listed as "Palmer". She asked that her name be consistent throughout the document, either "Palmer Smith" or "Smith". Ms. Ridley motioned for the November 13, 2017, minutes to be approved with noted corrections. It was seconded by Ms. Smith and unanimously approved.

Mr. Center presented the Certificate of Corporate Resolution for review, approval and signature. The Resolution is a standard document required by the Department of Economic Opportunity (DEO) as authorization for the Chair, CEO and COO to sign documents on behalf of the agency. Mr. Jennings motioned for the approval of the DEO Resolution. It was seconded by Mr. Ross and unanimously approved.

Mr. Center reviewed the nominating and election process as outlined in the Board Bylaws. He said an election will be held in January for new officers. The Nominating Committee develops a slate of candidates to present to the Board for their vote at the January 23, 2018 meeting. There are currently nine members on the Board. There can be up to 24, three from each county represented. Officers serve in the elected position for two years. Mr. Center outlined the duties of each office. He stated in addition to

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what is stated in the Bylaws for membership, we also look for members that can bring knowledge and expertise to the Board in the areas of community relations, marketing, legal, fundraising and the special area programs that that we have. Ms. McElroy asked who would like to serve on the Nominating Committee. Ms. Ridley volunteered to serve and Chair the Committee. Mr. Jennings and Ms. Johnson agreed to serve on the Committee also. Ms. McElroy asked the members if they were willing to serve in an office. Responses were as follows: Christy McElroy, Chair; Kara Smith, Treasurer; Harold Ross, Secretary; and, Derrick Jennings, Member-at-Large

There was no candidate with interest in Vice Chair. Mr. Center said the Nominating Committee should schedule a meeting in Early January to prepare the slate prior to the Board meeting. They could also offer names of people for consideration. Mr. Center stated that there are also a number of committee appointments that are available. Committees include Personnel, Program Planning, Public Relations/Fundraising and Budget and Finance. He said members should also think about which committee they wanted to serve on.

Ms. Smith asked if a member could serve in two positions, such as a Secretary/Treasurer. Mr. Center said the Bylaws don't preclude it, but there has to be an odd number of Executive Committee members so there won't be any tie votes. Ms. Sgouros said there also needs to be an Audit Committee to review and approve the annual audit. They meet about twice each year. The Audit Committee is different and separate from the Budget and Finance Committee. Ms. McElroy said it would be good to have a Board member on the committee who selects the auditor. Ms. Sgouros said we are in year two of a three-year contract with our current auditors, and she will remember that request when it was time to begin the bid process for the new contract. She said a clear audit opinion is important to those who are thinking of getting involved with the agency.

Mr. Center reported that the United Way receives many applications for funding and has developed a scoring system for the financial documents submitted as part of the application package. Agencies could receive a green (clear to move on in the process), yellow (needs additional information) or red (not approved) score. Our agency received a green designation which means we are clear to move on with the process to apply for the funding grant.

Mr. Center reported that DEO was conducting a Risk Assessment of their agency which required some information from our agency. This assessment would measure the viability of their agency, as well as those agencies they contract with. DEO will share this objective assessment with us once it is completed.

Ms. Johnson asked for the link to the Bylaws. Mr. Center stated it is on the agency website under Board Meetings. She suggested that all Board members review the document prior to the next meeting, especially the description of the officers and committees so they can ensure their skills and interests match the requirements of the position before volunteering to serve.

Ms. Smith said the name "Personnel Committee" is outdated. It should be renamed the "Human Resources Committee".

Ms. Sgouros reviewed the Fiscal Report for the One Month Ending October 31, 2017. She said this was the first report of the new fiscal year and year-to-date expenses and revenue should be around 8% of the annual budget, with some Head Start expenses at 10%. At month end, the year-to-date actual revenue and expenses are both 9%, with net income of \$29,324. Local non-federal share match is at 10%. There were no abnormal expenditure variances to report. Ms. Johnson motioned for approval of the fiscal report. It was seconded by Ms. Smith and unanimously approved.

Ms. Center presented a waiver submitted to HHS on behalf of Santana Myers, the Acting Teacher in Franklin. The Teacher hired at the beginning of the school year for the one Franklin class had the required credentials. Unfortunately, she resigned to go work for the Franklin School system for more money. Ms. Myers was the Teacher Assistant and is working on her needed credentials. This waiver would allow her to be the Lead Teacher in the classroom. Ms. Ridley motioned approval of the waiver. It was seconded by Mr. Ross and unanimously approved.

Mr. Center presented the required annual update to the CSBG Organizational Standards for approval. He said the revisions were minor from the prior year, mostly updating dates and budget figures and providing updated minutes. Mr. Jennings motioned for approval of the updated CSBG Organizational Standards. Ms. Smith seconded the motion and it was unanimously approved.

PROGRAM UPDATES

Mr. Center reported that there are Getting Ahead classes currently running in Leon and Jefferson counties, and should be starting in Wakulla and Gadsden in January. Staff is in a constant state of recruitment in all areas for participants. Case Managers are working closely with the Head Start Family Advocates and the Emergency Services Intake Workers for referrals.

The Agency received notification from Danya International that the Office of Head Start would conduct a monitoring review during the week of 2/5/18. They will review the Classroom Assessment Scoring System (CLASS) and Focus Area 2 which is Eligibility. Staff is preparing for the monitoring. The monitors may ask to speak with Board members for input. Staff will keep the Board informed of the plans as the time gets closer.

Ms. Johnson asked what happened to the issues that were addressed by the Board when they met with Bill Krizner. She said there appears to have been no follow up since the meeting. Ms. McElroy said staff is working on the 360° Performance Evaluation to be completed by staff that report to the CEO. She asked that this be completed before the holiday break. She would like to see 100% compliance from the respondents so the Board will have this input for his evaluation. The meeting was adjourned at 7:55 p.m.

Harold Ross, Secretary

Date Approved

Capital Area Community Action Agency Head Start



**HEAD START PROGRAM
GOVERNANCE
POLICY COUNCIL**

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Welcome to the Policy Council



OUR GOAL

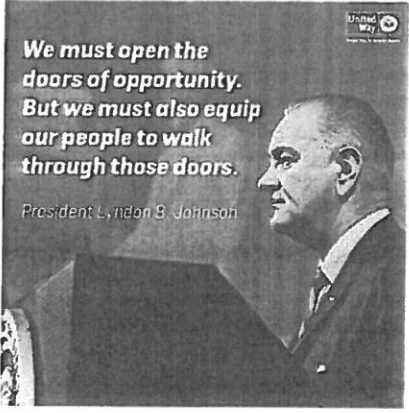

To ensure that all three and four year old children that participate in Head Start enter school ready to learn

PROGRAM PHILOSOPHY

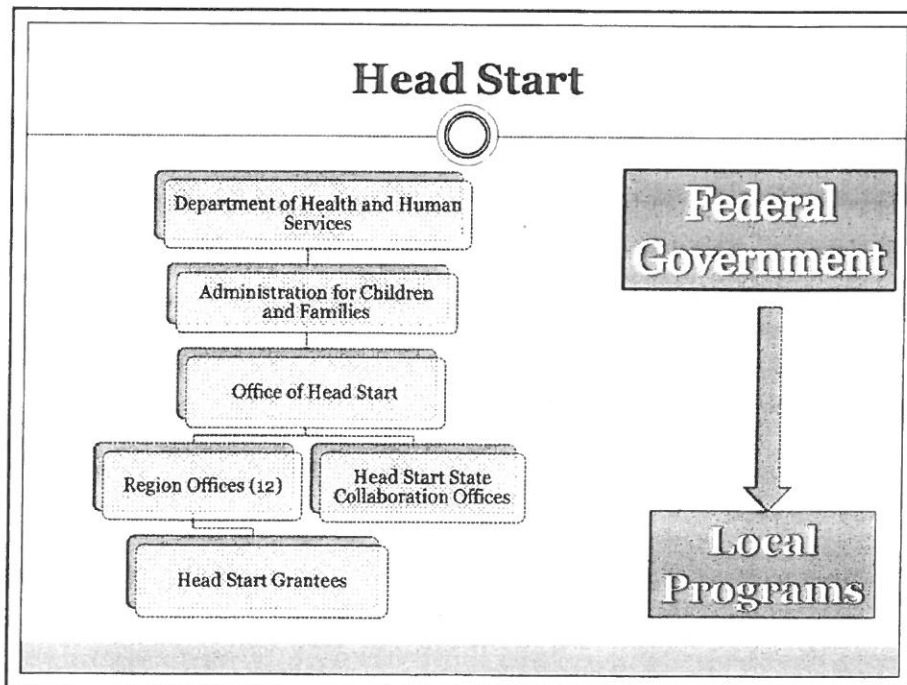
All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression

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Overview




- In January 1964, President Lyndon B. Johnson declared a "War On Poverty"
- Goal was to eradicate the causes of poverty by creating job opportunities, increasing productivity, and enhancing the quality of life
- Led to Economic Opportunity Act of 1964 and included programs such as: Job Corps, Urban/Rural Community Action, VISTA, Project Head Start and many more.



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Purpose of Head Start




Promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—


- (1) in a learning environment that supports children’s growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (1) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

Head Start Act (Sec 636)


Early Childhood Education




Learning Centers




Special Visitors




Field Trips




Outdoor Activities



Large & Small Group



VPK
VOLUNTARY PRE-K



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What We Do




Head Start comprehensive services include:

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities




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What We Do




- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.




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What We Do




- Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.
- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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In Order to Continue to Serve




Our agency must...

- Have an **ACTIVE** Policy Council!
- Meet regulations:
 - **FEDERAL PERFORMANCE STANDARDS**
 - State of Florida Child Care licensing regulations
 - HS Policy and Procedures

Continuous improvement of Head Start is crucial to success


Parents are the reason Head Start still exists today!!!


IN-KIND FORMS must be completed and matched by all volunteers!!



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Policy Council Eligibility







- **The Policy Council must be comprised of two types of representatives:**
 - parents of currently enrolled children
 - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has 1 vote in Policy Council

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Officers' Roles






CHAIRPERSON

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned


VICE-CHAIRPERSON

- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed




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Officers Roles Continued




- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.




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WHAT CAN BE EXPECTED WHILE SERVING ON POLICY COUNCIL?



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Policy Council



- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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Policy Council



- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive dinner at the monthly meeting**

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The Future



SUCCESS ISN'T ABOUT HOW MUCH money YOU MAKE, IT'S ABOUT THE difference YOU MAKE IN PEOPLE'S LIVES.

Continuous improvement of Head Start is crucial to success

Parents are the reason HS still exists today!!

Program Governance: Documents and Reports

Head Start governing board members have a multitude of responsibilities. Among them is reviewing a wide variety of documents and reports, from personnel policies to federal directives. Head Start directors and governing board members may use this Tip Sheet to explore why these documents are important in their role in program governance.

Annual Report: An organization often uses its annual report as an information and public relations tool. The report includes the year's program and financial highlights and may be distributed at the annual meeting. Many public agencies are required to produce annual reports. (§1304.51))

Annual Self-Assessment Report: The self-assessment report is a way for grantee and delegate agencies to regularly measure how effective key management systems are in helping to deliver program services. In effect, the self-assessment process supports continuous improvements, which strengthens the quality of services delivered to Head Start children and families. ((§1304.50(d)(1)(viii))

Articles of Incorporation: This legal form is registered with the state and defines the purpose and scope of the organization. (§1304.51(h)(2))

Audit Report: Review of an organization's finances results in an audit report. Head Start agencies are required to have an annual independent audit. An audit focuses primarily on financial procedures but also examines management and program areas. (§1304.51(d)(3))

Bylaws: This document determines the governing body's structure, function, and rules. By-laws are written and approved by the governing body. (§1304.5(h)(2))

Charter/Ordinance: A charter/ordinance is a state statute or other legal process that establishes public entities. (§1304.51(h)(2))

Community Assessment: All Head Start and Early Head Start grantees must conduct a community assessment every three years and report in their grant application. In between the grantee must review their

community assessment and update it, if necessary. The Community Assessment looks at the needs and resources of eligible families, the program, and the community within the program's service area. (§1304.51(a)(1)(i))

Communication from the HHS Secretary: These documents relate to Head Start regulations, **Information Memorandums (IMs)**, **Program Instructions (PIs)**, and **Policy Clarifications** received by the program. (§1304.51(d)(2))

Head Start Grant Applications: Written grant application for funding and any amendments for Head Start or Early Head Start programs. The amount of the grant is typically based on enrollment. (§1304.51(d)(4))

Monthly Enrollment Reports: All Head Start programs are required to report their actual enrollment monthly and, if the actual enrollment is less than funded enrollment they must report the reasons for shortfall. (ACF-PI-HS-08-06 Monthly Enrollment Reporting)

Monitoring Reports: These reports contain results from on site monitoring review conducted on programs, every three years or follow up results. (§1304.51(i)(2))

Program Information Report (PIR) Data: The PIR is an important source of descriptive and service data for the Head Start community, their partners, Congress and for the general public. All grantees and delegates are required to submit PIR for each Head Start or Early Head Start program. The data are used at the federal, regional, and local levels. (§1304.51(h)(1))

Periodic Reports of Financial and Programmatic Status: These written reports inform governing bodies about what is happening with programs and services within the organization. They include periodic financial reports (usually monthly or at every meeting). Ongoing program monitoring is needed to produce good fiscal and program reports. (§1304.51(d)(4))

Personnel Policies and Procedures: Each program maintains employee policies and procedures tailored to its own program structure and operation. (§1304.50(d)(1)(x))

Proof of Nonprofit Status: This legal document from the Internal Revenue Service certifies that an organization is incorporated as a tribal or local government, an educational institution, or another charitable or religious group. Agencies with Head Start programs typically have nonprofit status. (§1304.51(h)(2))

Provisions Developed by a City, County or Other Public

Jurisdiction: This document lays out the structure, function, and rules of the governing entity. In public agencies formal legal action by voters or by public entity itself is needed to make changes. (§1304.51(h)(2))

Service Plans: Written plans for implementing services in each of the program areas covered by Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management must be reviewed and approved annually. (§1304.51.(a)(2))

Strategic or Long-Range Plan: A long-range plan or blueprint to set the direction for an organization, including its goals, objectives, strategies, and staff action plans. The process of developing this plan is an important function of governance. (§1304.51(a))

Program Overview

*Low-Income Home Energy Assistance
(LIHEAP)*



Annie McDuffie, Program Manager

1

LIHEAP in a Nutshell

- ◆ The Law
- ◆ Client Services
- ◆ Program Specifics
- ◆ Eligibility
- ◆ Process
- ◆ Partnerships
- ◆ Funding
- ◆ Data

2

The Law

- ◆ Funding from Congress to the U.S Department of Health and Human Services
- ◆ Office of Community Services, HHS, awards grant to Florida
- ◆ Florida Department of Economic Opportunity distribute to sub-recipients to provide direct services of home energy assistance benefits to eligible households
- ◆ Community Action stands in the place of the State

Goal: Make payment to applicants with the “highest home energy needs and lowest income”.

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Client Services

Clients call the Agency to schedule an appointment. Individuals must call the county in which they reside.

- ◆ **Leon County:** individuals requesting assistance must call 850-321-3500 between the hours of 3:45 – 4:45 p.m., Monday – Friday.
- ◆ **Gadsden County:** individuals requesting assistance must call 850-321-3510 between the hours of 4:45 – 5:45 p.m., Monday – Friday.

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Client Services

- ◆ **WAKULLA COUNTY:** 850-926-3122 between the hours of 8:00 am to 5:00 p.m. Monday through Friday.
- ◆ **LIBERTY COUNTY:** office number 850-674-5067, intake on Monday 8:00 a.m. 5:00
- ◆ **Gulf County:** office number 850-229-1717, intake on Tuesday
◆ From 9am to 3:30pm.
- ◆ **Franklin COUNTY:** office number 850-653-8057, intake on Wednesday from 9am to 3:30pm.
- ◆ **JEFERSON COUNTY:** office number 850-997-813, intake on Tuesday and Friday, 8:30a.m. to 4:30pm.

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Program Specifics

The following documents are REQUIRED for Utility Assistance and other Support Services Assistance:

- ◆ Photo ID
- ◆ Birth certificates
- ◆ Income
- ◆ Social Security Cards
- ◆ Proof of disability
- ◆ Birth Certificates
- ◆ Lease or Mortgage
- ◆ Utility bill
- ◆ Food stamps
- ◆ Propane/fuel oil for heating is provided only during the Winter Season (Oct. 1st – March 31.)
- ◆ LIHEAP is divided into 2 seasons – Winter – heating, Summer – cooling.

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Eligibility

- ◆ Only Priority Clients will be served the first 15 days of each month**
- ◆ 1. Sixty years of age or older
- ◆ 2. Disabled (Documentation Required)
- ◆ 3. At least one child in the household age 5 or younger

**All clients will be served the last two (2) weeks of each month.

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LIHEAP Income Matrix

NUMBER OF PEOPLE IN HOUSEHOLD	50% of Poverty or Less	Over 50% of Poverty but Less than 75%	At least 75% but no more than 100% Poverty	Over 100% but no more than 125% Poverty	Over 125% but no more than 150% Poverty				
	Annual Income at Least but No Greater Than								
1	\$6,030	\$6,031	\$9,044	\$9,045	\$12,060	\$12,061	\$15,075	\$15,076	\$18,090
2	\$8,120	\$8,121	\$12,179	\$12,180	\$16,240	\$16,241	\$20,300	\$20,301	\$24,360
3	\$10,210	\$10,211	\$15,314	\$15,315	\$20,420	\$20,421	\$25,525	\$25,526	\$30,630
4	\$12,300	\$12,301	\$18,449	\$18,450	\$24,600	\$24,601	\$30,750	\$30,751	\$36,900
5	\$14,390	\$14,391	\$21,584	\$21,585	\$28,780	\$28,781	\$35,975	\$35,976	\$43,170
20	\$45,740	\$45,741	\$68,609	\$68,610	\$91,480	\$91,481	\$114,350	\$114,351	\$137,220
LIHEAP HOME ENERGY BENEFIT	\$300 to \$475**		\$250 to \$425**		\$200 to \$375**		\$150 to \$325**		

**Additional Assistance if applicant household includes:

(1) Elderly	\$50
(2) Disabled	\$50
(3) Applicant with child age 5 or younger:	\$75

† These benefit levels are effective October 1, 2017

These figures are based upon the 2017 U.S. Department of Health and Human Services (HHS) Poverty Guidelines published in the Federal Register on January 26, 2017.

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Process

- ◆ Intake Worker
 - ◆ Makes appointment and screens client for eligibility
 - ◆ Collects documentation to determines eligibility
 - ◆ Enters data
- ◆ Program Manager
 - ◆ Reviews and approves authorization for payment
- ◆ Data Specialist
 - ◆ Contacts utility and issues promise to pay

9

Outreach & Partnerships

- | | |
|--|--|
| ◆ CareerSource | ◆ Jefferson County Coalition |
| ◆ Head Start Centers | ◆ Franklin Promise |
| ◆ Ability 1 st | ◆ Salvation Army |
| ◆ Big Bend Homeless Coalition | ◆ ECHO |
| ◆ Grand Parents as Parents | ◆ Eldercare Services |
| ◆ Leon County Senior
Community Outreach
Programs | ◆ All Counties Senior
Centers/EHEAP Providers |
| ◆ Talquin Electric | |
| ◆ Family Endeavors-Supportive
Services for Veteran Families | |

10

Funding

COUNTY	150% POVERTY POPULATION*1	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	
			\$,1,567,219	
Calhoun	5,162	4.05%	\$63,472	4.05%
Franklin	3,050	2.39%	\$37,456	2.39%
Gadsden	18,155	14.23%	\$223,015	14.23%
Gulf	4,069	3.19%	\$49,994	3.19%
Jefferson	3,781	2.96%	\$46,550	2.97%
Leon	85,373	66.93%	\$1,048,939	66.93%
Liberty	2,225	1.74%	\$27,269	1.74%
Wakulla	5,737	4.50%	\$70,524	4.50%
				11
Total Direct Client Assistance*	127,552	100.00%	\$1,567,219	100.00%

Data

HOUSEHOLD INFORMATION

***Household Type**

- ◆ 2-Parent Household
- ◆ Female single parent
- ◆ Male single parent
- ◆ Single person
- ◆ Two Adults
- ◆ Other
- ◆ ***Target Group (1ST - 15TH OF EACH MONTH)**

Select in this order:

- ◆ 60+
- ◆ Disabled
- ◆ Child 5 / Younger

***LIVING SITUATION**

- ◆ Rent or Own (only!)

***MEMBERS SCREEN**

- ◆ Disabled (selected for correct H/H members)

◆ ***INCOME**

- ◆ Primary Income Type

◆ ***SERVICES**

- ◆ Service Approved
- ◆ Bill Amount
- ◆ \$ Amount
- ◆ Provider Information

◆ ***OUTCOMES**

- ◆ 6.1.A (Seniors 55+)
- ◆ 6.1.B (All Disabled H/H members)
- ◆ 6.2.B (PJS, TAP, FIQ, ENF)
- ◆ 6.4.G (Non-Emergency LIHEAP, client is disabled & unable to work)
- ◆ 6.2.C (Rent)

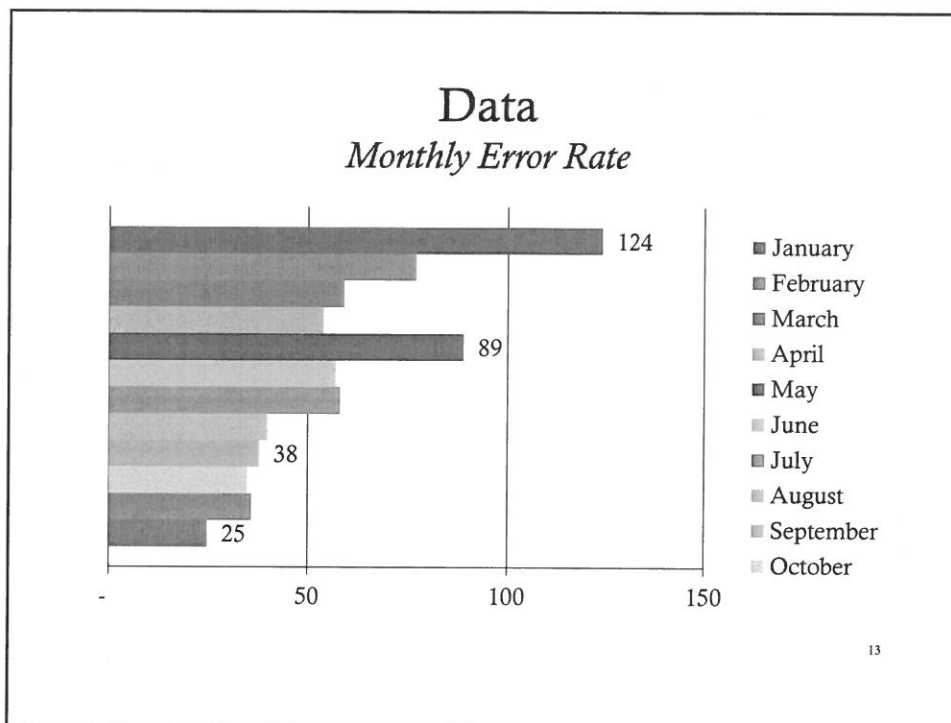
◆ ***REFERALS**

- ◆ Weatherization Program (WX)
- ◆ etc., (Head Start, Getting Ahead, Other Agencies)

◆ ***HOUSING INFORMATION**

- ◆ COMPLETED / UPDATED

12



Conclusion

- ◆ LIHEAP is a federal program funded by HHS, funds are received by DEO and distributed to Community Action, to provide home energy benefits to eligible households.
- ◆ Agency is responsible for the following: (according to Federal and State laws, the contract and program policy)
- ◆ Agency will make payments to applicants with the “highest home energy needs and lowest income”. Which will be determined by taking into account, the energy burden and the unique situation of such households that results from having members of vulnerable populations including very young children, the disabled, and frail older individuals.

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**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. Two classrooms at South City needed additional work to connect phones.

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. Registrations for the Region IV Head Start Association will be refunded due to a conflict with the timing coinciding with the federal monitoring. Staff attended a Head Start Conference in Texas focused on Parent, Family and Community Engagement.

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

Special Note:

The Agency had two fraudulent charges made to its Lowe's account. Interest and late fees are being disputed as this matter is resolved.

**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	%
Revenue					
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	<u>9750</u>	<u>300</u>	<u>(9450)</u>	3%
	Total Revenue	<u>7377790</u>	<u>1350431</u>	<u>(6027359)</u>	18%
Expenditures					
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
Assets	
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>
Liabilities and Net Assets	
Liabilities	
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
Net Assets	
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

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

Credit Card Transactions November 2017

Vendor Name	GL Code	Fund Code	Effective Date	Expenses	Document Number	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>		



Lowe's® Business Card Account

CAPITAL AREA COMM ACTION

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

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 7/1/17</i>	(\$211.20)
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		LATE FEE	\$38.00
12/02	12/02		*INTEREST CHARGE*	\$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
1/8/17*

CUSTOMER SERVICE: For Account Information log on to 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.

56631
56631
12/14/2017

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

Hancock Bank
MAHAN
12/18/17 12:03

Amount
\$1,490.99

Invoice	Description
112717-DJ	DARREL JAMES

Seq: 0038 ID: 105924 CB: 7123

Account Number: [REDACTED]
Credit Card Payment \$1,490.99
Posting Date: 12/18/17
Thank you for banking with Hancock

\$1,490.99

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-26	24224437303101007241411	5814	KRISPY KREME #451 TALLAHASSEE FL	✓ M34.96
10-30	10-27	24224437303101007247574	5814	KRISPY KREME #451 TALLAHASSEE FL	✓ M69.92
11-03	11-02	24445007307400128900065	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	✓ M104.50
11-10	11-08	24692167313200056702010	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M50.01
11-16	11-16	74270847320100008362140	0000	BRANCH PAYMENT - THANK YOU	✓ M259.60
11-20	11-17	24692167322100611029363	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
11-24	11-21	24717057326873260873238	3058	DELTA AIR 0062304122485 DELTA.COM CA JAMES/DARREL DEPARTURE: 12-03-17 TLH DL E ATL DL E AUS DL E ATL DL E TLH	✓ M559.60
11-24	11-21	24493987326014000737338	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	✓ M627.00

CR
✓
✓
✓
✓
✓
✓
✓
✓
✓
0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,490.99
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 259.60
		STATEMENT TOTAL 1,231.39
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

[Handwritten Signature]

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

56632
12/14/2017

Invoice	Description	Amount
112717-KJ	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.

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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- ACCADANT	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		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 901.18
		STATEMENT TOTAL 798.61 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

At

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

56635
12/14/2017

Invoice	Description
112717-NS	[REDACTED] NINA SINGLETON (SELF)

Hancock Bank
MAHAN
12/18/17 12:05

Seq: 0042 ID: 105924 CB: 7123

Account Number [REDACTED]
Credit Card Payment \$1,349.50
Posting Date: 12/18/17
Thank you for banking with Hancock

Amount
\$1,349.50
\$1,349.50

LMP40 M/P CHECK



10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-14	11-13	24431067317026817141444	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
11-16	11-16	74270847320100008362280	0000	BRANCH PAYMENT - THANK YOU	M94.00 ✓
11-20	11-17	24071057323627131570651	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M25.50 ✓
11-20	11-18	24431067322206011000017	8641	REGION IV HEADSTART 770-490-9198 GA	M1,300.00 ✓

Nina Self 12/5/17

CR
✓ 2018 Regist. Dist. Fee
✓ subst. teacher
✓ trash Dump Fee
0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,349.50
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 94.00
		STATEMENT TOTAL 1,255.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

56638
12/14/2017

Invoice	Description	Amount
112717-VT	XXXXXXXXXX VENITA TREADWELL	\$178.53
Hancock Bank MAHAN 12/18/17 12:06 Seq: 0044 ID: 105924 CB: 7123 Account Number: XXXXXXXXXX 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.

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	74270847320100008362223	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	XXXXXXXXXX	NEW PURCHASES AND OTHER CHARGES 178.53
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 459.98
		STATEMENT TOTAL 281.45 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 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: _____

**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
Total estimated expense	\$255,100

Capital Area Community Action Agency

Customer Service Survey Results 10/1/17 – 1/18/18

Number of Respondents: 995

1. How did you learn about agency?
Return client: 89% Advertising: 5% Another Agency: 8% Website: 2%
2. How long to schedule appointment?
First time: 89%; 2-3 days: 7% 4-7 days: 2% More than 1 week: 2 %
3. How quickly were you seen?
Within 15 minutes: 97% More than 15 minutes: 3%
4. Did you know what documents to bring? Yes: 99.6% No: Less than .04%
5. How attentive was the staff to your needs:
Not very: 0% Average: .03% Very: 99.97%
6. How understanding was the staff to your needs?
Not very: .01% Average: .01% Very: 99.98%
7. How knowledgeable was the staff?
Not very: .01% Average: 0% Very: 99.9%
8. Were you treated with respect? Yes: 99.9% No: .01%
9. How satisfied were you with our service:
Not very: 0% Average: 0% Very: 100%



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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
<i>Totals</i>	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 4th, ending December 2nd 2017.

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

Starting October 1st, 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
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New staff rest room (unisex)	8,000
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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
Total estimated expense	\$255,100

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 were 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

371

Cumulative Enrollment

404

Disability Services

(Reports 2001 & 2005)

Compliance

YES

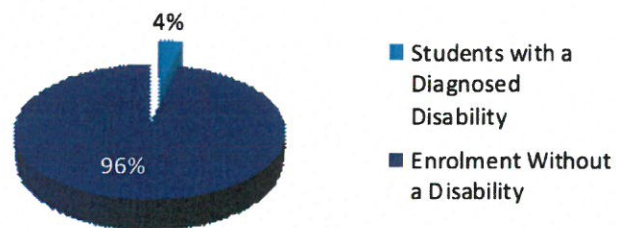
Students with Disabilities

14

Students with Concerns

33

Percent of Students with a Disability

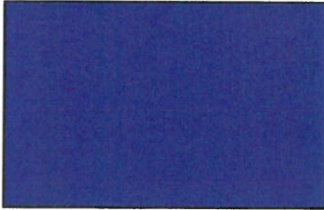


NOTES:

- 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



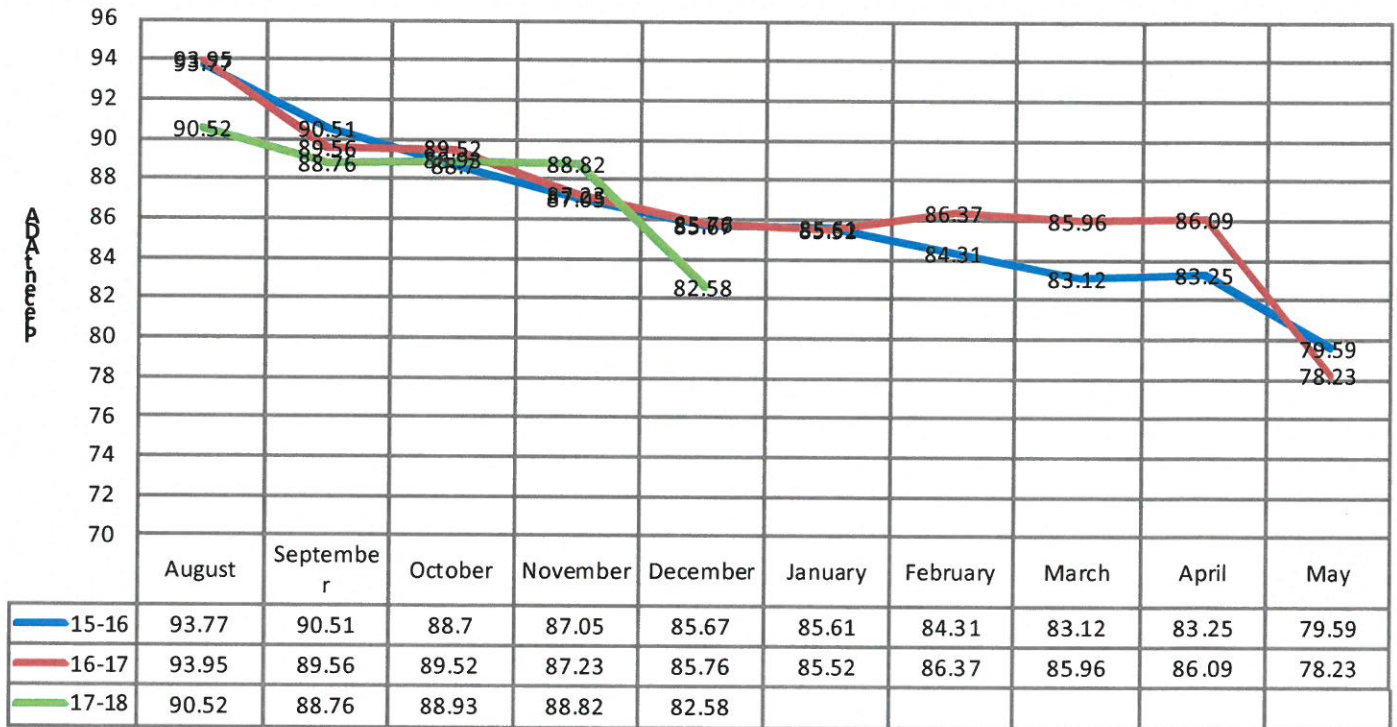
Funded Attendance



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

15

Cumulative 17-18 Incidents

76

Department of Children & Families Violations

(Report 2132)

Inspections This Month

2

Violations This Month

3

Cumulative 17-18 Violations

10

(DCF Inspection Reports)

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

Requirement	Franklin	Jefferson	Royal	South City	Total
PROGRAM STATUS (Monthly)					
Number of Students Enrolled for Month	17	34	56	185	372
Number of Student Withdrawals for Month	1	0	1	1	4
Number of Vacancies	0	1	1	3	6
Number of Students on Wait List	0	1	28	22	64
Number of VPK Students Enrolled	0	12	31	79	142
Number of School Readiness Students Enrolled	0	2	12	31	56
FAMILY STATUS					
Number of Family Needs Assessment	17	34	56	185	372
Number of Initial Home Visits (45)	17	34	56	185	372
Family Partnership Agreement					
Number of FPA Initiated (45)	17	34	56	185	372
Number of FPAs in progress (February)					
Number of FPAs completed (May)					

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 12/31/17
Franklin	17	17
Jefferson	35	34
Mabry	81	80
Royal	57	56
South City	188	185
Total	378	372
		August Average Daily Attendance (ADA)
		72%
		82%
		83%
		81%
		84%
		80%

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	2	3	8	7	17	37
Domestic Violence Referrals	0	0	0	0	1	1
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	1	1
Child Abuse or Neglect Referrals	0	0	1	0	1	2
Assistance for incarcerated Family Members	1	1	0	1	2	5
Education Referral	0	1	4	3	6	14
Employment	0	1	3	4	5	13
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	0	1	1	2	2	6
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	2
Number of Family Activities/Events Coordinated	1	1	1	1	1	5
Number of Family Activities Specific to Male Engagement						1
Number of Parent Trainings Conducted						0
Number of Volunteer Orientations						0
Home Visits						
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	7	6	15	23	43	94
Number of Contacts documented per absenteeism	5	4	6	12	23	50

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	57
Total of Program In kind	197 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – December 2017

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		355
Expired/Missing immunizations		15
Up to date Physicals		362
Expired/Missing Physicals		8
Number of individual Health Care Plan		13
Number of Children with Health Insurance		336
ENROLLMENT		
Number of children with dental home		195
Number of dental home referrals		0
Completed dental exams		130
Incomplete dental exams		240
Needed dental treatment		6
Receiving dental treatment		0
Completed dental treatment		0
Number of medical home		365
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		361
Vision referrals		0
Hearing screenings		290
Hearing Referrals		0
Growth Assessment		355
BMI Referrals		0

Family and Community Engagement Manager
 Monthly Monitoring Report – December 2017

90 DAYS REQUIREMENT	Total
Number of dental home established	195
Number of dental exams	130
Number of children requiring dental treatment	6
Number of completed dental treatment	0
Number of medical homes established	311
Hematocrit/Hemoglobin	262
Blood lead	189
Blood Pressure	296
NUTRITION	
Number of Breakfast	3,143
Number of Lunch	3,339
Number of PM Snacks	2,414
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

<p>Corrective Action and Follow Up</p> <p>Funded Enrollment.</p> <ul style="list-style-type: none"> We are in compliance with our funded enrollment number of 378, and vacant slots have been filled within the 30 day requirement <p>Attendance.</p> <ul style="list-style-type: none"> We did not meet the required Daily Average Attendance of 85% as a program for the month of December. Students were out for various reasons: illness, exclusions, transportation and vacations. <p>Children Files</p> <ul style="list-style-type: none"> The Family and Community Engagement Team will be monitoring children files at all centers for completeness during the month of January. <p>Policy and Procedures.</p> <ul style="list-style-type: none"> Policy and Procedures are being revised for all areas
<p>Strengths</p> <ul style="list-style-type: none"> Continuing to develop new Family Outcomes that will be implemented into the Parent, Family and Community Engagement Framework. The upkeep of medical records for the children continues to improve. Producing meals for the South City location

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

Areas of Concerns and Barriers
Building and obtaining wait lists in Franklin and Jefferson counties.
Obtaining lead, hemoglobin, hematocrit and dental exams from families.
Entering data into ChildPlus in a timely manner
Medical exclusions
Filing documents at centers, maintaining files at the centers

Professional Development
Bi-weekly management and team meetings
Region IV Virtual TA Health Webinar, Follow-up Sensory Screening Webinar
Management Team Meetings
Parent, Family and Community Engagement Training

Family and Community Engagement Manager
Monthly Monitoring Report – December 2017

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 school year.
Ensuring documentation in ChildPlus is current to children enrolled.
Reviewing Child Care Food Program renewal.
Reviewing children files at all centers

Submitted by: Darrel James **Date:**

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

Capital Area
Community Action
Agency

2018 Board Meeting Calendar Notice

Board of Directors

The volunteer Board meets every 4th Tuesday at 6:00 pm every other month at the TCC Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee. Meetings are open to the public.

- January 23, 2018
- March 27, 2018
- May 22, 2018
- July 24, 2018
- September 25, 2018
- November 27, 2018

Executive Committee

The Board's Executive Committee meets the 3rd Tuesday monthly at 5:30 PM at the main office 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.

- January 16, 2018
- February 20, 2018
- March 20, 2018
- April 17, 2018
- May 15, 2018
- June 19, 2018
- July 17, 2018
- August 21, 2018
- September 18, 2018
- October 16, 2018
- November 20, 2018
- December 18, 2018



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Learning center pitched at city luncheon

By **LOIS SWOBODA**

Posted Dec 21, 2017 at 3:55 PM

Updated Dec 21, 2017 at 3:55 PM

On Dec. 12, about 70 people gathered at Holy Family Senior Center in Apalachicola to build support and raise funds for a proposed Children's Learning Center at the Mayor Van Johnson Center for Excellence in Apalachicola.

Spearheading the project on the grounds of the former Apalachicola High School is the Head Start Task Force formed in response to the threatened withdrawal of Head Start from Franklin County in April.

Seated on the task force are Mayor Van Johnson, Michaelin and David Watts, co-chairs Karen Kessel and Valentina Webb, Carrie Kienzle, Holly Paul representing Early Head Start and Tim Center of Capital Area Community Action which administers the grant that funds Head Start here.

The group has received permission from the city commission to rent Wing A of the Johnson Complex, approximately one-quarter of the total area of the building, to create the learning center.

Tuesday's luncheon was sponsored by Centennial Bank. Entertainment was a program of Christmas carols performed by the Head Start students.

Michaelin Watts was the principal speaker at the luncheon. She reminded the audience that after Head Start lost their space at the Franklin County School in April, Apalachicola welcomed the 3 and 4 year olds to the Sixth Street Recreation Center, which Head Start is renting, Wing A of the Johnson Complex will be the program's permanent home.

Watts listed the following repairs needed to complete the "bare bones renovation" of Wing A, estimated to cost between \$250,000 and \$400,000: Replacement of the entry door; installation of a fire alarm system; addition of two restrooms for youngest students and one for staff; installation of HVAC for each classroom; installation of egress doors; addition of sheetrock for fire safety; closing halls to the rest of the complex; installation of lighting; installation of classroom sinks; installation of additional windows and fencing for and outdoor walkway and playgrounds.

The new center, when complete, will house Head Start for 3 and 4 year-olds, Early Head Start, prenatal to 3 years old, and Bring Me a Book Franklin.

"We are heartened by the offer of pro bono work by an architect, multiple contractors, plumbers and electricians for this challenging project," Watts said. "However, we must urgently raise funds for materials and services not volunteered."

She said the target date for completion of the renovation is May 2018. Conversion of Wing A began last week under the supervision of pro bono contractor Creighton Brown.

Watts said, because multiple not-for-profit organizations rent space in the Johnson Complex, locating an early learning facility would make it easy for low-income parents to access other services, including the Food Pantry, Gulf Coast Work Force and the community fitness center. while their children were in school.