

Capital Area Community Action Agency

Conference Call in
Board of Directors Meeting
November 17, 2020 – 6:00 PM
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I.	Call to Order	Derrick Jennings, Chair	
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Next Executive Committee Meeting 12/15/2020 - 5:30 pm – Videoconference or 309 Office Plaza Drive

Next Board of Directors Meeting 01/26/2021 – Videoconference or Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency

Conference Call-in Board of Directors Meeting Minutes September 22, 2020

Members in Attendance:

Derrick Jennings, Chair
Quincee Messersmith, Secretary
Kara Palmer Smith, Treasurer
Lauren Johnson, Member-at-Large
Lisa Edgar
Shanetta Keel

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros
Kristin Reshard

Members Absent: Allen Jones, Brent Couch, and Kim Wilson

The meeting was called to order at 6:12 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Ms. Palmer Smith made a motion to approve the agenda. It was seconded by Ms. Messersmith, and unanimously approved.

Mr. Center asked Mr. Dean to introduce the presenter, Ms. Harrell, Thomas Howell Ferguson, LLC. He said Ms. Harrell, partner with the firm and her team completed the audit for the agency.

Presentation - FY 2018-2019 Audited Financial Statements

Ms. Harrell presented the audited financial statements report and provided details of the audit findings. She said the consolidated financial statements as presented, presented fairly, in all material respects, the financial position of Capital Area Community Action Agency, Inc. and Subsidiary, as of September 30, 2019.

Ms. Harrell explained that there may be accounts that require evaluation by the Board for review and write-off if necessary. She said during a discussion with management, certain account balances appeared stale, and recommend that these balances should be evaluated by the Board and written off.

Ms. Johnson asked what non-governmental grant reporting was not agreed to supporting expenditures. Ms. Harrell said the SunTrust Foundation which required expenditures to be spent in its entirety during the current fiscal year.

Mr. Center asked for Board approval to issue the audit in final form and file with the Federal Clearinghouse.

The Chair asked for a motion to accept and approve the audit report. Ms. Edgar made a motion to accept and approve the final audit report. Ms. Johnson seconded the motion, and unanimously approved.

Board Updates

Mr. Center reported that Mr. Jones has missed three Board meetings, and will be contacted regarding his absences. Mr. Center said that Ms. Messersmith has been working to recruit Board members within the local counties. He thanked Board members for their efforts in working on the committees.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of July 28, 2020. Ms. Johnson made a motion to approve the minutes. It was seconded by Ms. Messersmith, and unanimously approved.

FISCAL

Ms. Sgouros gave the financial report for July 31, 2020. She said we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget with Head Start's around 33% due to the abbreviated 3-month contract. At month end, the Year to Date Actual Revenue and Expenses are 60% and 55% respectively, with mostly restricted net income of \$558,475, including \$68,849 for the SunTrust Grant and nearly \$47,631 for Franklin County Fire Victims.

Ms. Sgouros reported that during the month of August the Agency received a number of new grants that are reflected in the budget but are not active. She said the grants may have an effect on understanding the revenue and expenditures percentages for the fiscal year for the combined report.

Grant to Date Non-Federal Share (NFS) Match totals \$25,359, which is 12% of the \$206,847 total match required for grant period ending September 30, 2020. A waiver for the shortfall, which was due to COVID-19, is expected to be approved.

New Variances and Explanation

The Finance Director reviewed the financial report noting new variances for period ending July 31, 2020.

Ms. Messersmith made a motion to approve the financial report. It was seconded by Ms. Edgar, and unanimously approved.

Cost Allocation Plan

Mr. Center said that the CSBG Organizational Standards Cost Allocation Plan is being presented to the Board. Ms. Sgouros explained that the fringe pool rate increased to 28.98%. When a change occurs in the Cost Allocation Plan it has to be brought before the Board as required by CSBG Organizational Standards.

The plan explains the difference between direct and indirect costs and what is an allowable or unallowable grant cost.

The Chair asked for a motion to accept the Cost Allocation Plan. He said the Cost Allocation Plan has to be submitted to DEO. Ms. Messersmith made a motion to accept the Cost Allocation Plan. It was seconded by Ms. Palmer Smith, and unanimously approved.

Annual Agency Budget

Ms. Sgouros presented the Annual Agency Budget by funding source to the Board along with a written narrative which included identification of a number of new, time-limited sources of major funding. She said that the new funding totals over \$3M for FY2020-2021 from the CARES Act and Disaster Relief Supplemental Funding which nets to over \$2M in additional funding for the new fiscal year.

Ms. Palmer Smith reported that the budget was reviewed during the Budget and Finance Committee meeting. She explained that with this information it is expected that the Agency will be in a better position financially in the upcoming year.

The Chair asked for a motion to adopt the Agency's Annual Budget. Ms. Johnson asked with the additional funds are we able to cover the increases long term. Ms. Sgouros said that if we receive all the indirect cost for the new hires we will be in good position financially.

Ms. Johnson questioned the decrease in work hours for the Head Start Center staff. Mr. Center explained that we lost the ability to offer Extended Day/VPK as well as School Readiness. He said COVID-19 has impacted our Centers which may results in changes to our daily operations.

The Chair asked for a motion to approve the Agency's Annual Budget. Ms. Palmer Smith made the motion to approve the Agency's Annual Budget. It was seconded by Ms. Messersmith, and unanimously approved.

CEO REPORT

Mr. Center reported that client access to the offices is being managed and all staff and guests entering the building have their temperatures checked, and masks are required. We continue to use proper hygiene and continue to practice social distancing.

Mr. Center explained that Franklin County Head Start Center was closed for two days during Hurricane Sally. It was reported that two staff from a classroom tested positive, and a student's parent tested positive at a different Center for COVID-19 and are on quarantine through September 24th.

Mr. Center said LIHEAP CARES Act funding is in place and staff have been hired to support increased workload. Interviews will begin the week of September 21st for CSBG CARES Act positions. He said the

Eastpoint Wildfire Emergency Recovery Response staff continue to work on closing out the relief fund and camper inventory.

Mr. Center reported that our Getting Ahead classes will conclude in the next few weeks. The ALICE Getting Ahead with ECHO for the United Way Grant will begin in October 2020. We are also meeting with the Human Resources Professionals of Tallahassee to work collaboratively. He said we are completing a Supplemental Head Start grant for Disaster Recovery funding.

PROGRAM UPDATES

COO REPORT

Ms. Self presented the Summary of Programs for the month of August 2020. She reported that the Getting Ahead classes in Franklin County have ended, and the Train-the-Trainer. She said this training will allow the new trainers to co-facilitate Getting Ahead classes.

We would like for our Board members to attend an abbreviated Getting Ahead class to get a better understanding of what the program involves.

Ms. Self said that the Emergency Services Department web-based application process is progressing well. We hired new Intake Specialist under the LIHEAP CARES Grant to assist with the workload. We have not received the CSBG Cares grant to provide rental assistance. We are recruiting staff for the Disaster Recovery grant.

Due to COVID-19 pandemic, the Department of Economic Opportunity ceased all weatherization work effective April 2020 but resumed all activities on July 15, 2020. To date, 104 homes have been processed and inspected. Of those 104 homes, 64 have been completed, 18 homes are in pre-inspection or bid-process, and 22 are in postponement due to client dwelling issues. We are in the process of bidding an RFQ for new contractors due to COVID-19 and, contractors working other jobs.

Since the beginning of August 278 families were enrolled in our Head Start Program. Since COVID-19 only 129 students have actually attended school. Families have faced a number of issues obtaining enrollment documents such as medical records, and some families are keeping their child home with older siblings that are doing distance learning. Applications continue to come in as we replace those children that have not yet attended school.

School Readiness will be offered at the Mabry and Royal Centers. Our goal is to begin Extended Day on September 28th.

The Agency is working closely with the Department of Children and Families and the Department of Health (DOH) to address any situation with Coronavirus exposure in the classrooms.

Program Reports

Mr. Center said that each of the committees have selected a Committee Chair to update the Board of what the committee is doing. Ms. Palmer Smith, Budget & Finance Committee Chair said that the committee

met Friday, September 18th. She said that the major discussion was the annual budget, and updating the Bylaws. She said our goals is the have Bylaws changes at the next Board meeting, November 17, 2020.

Ms. Wilson, Personnel Committee Chair, was unable to attend the meeting due to a family emergency. However, Mr. Center reported that the Personnel Committee is reviewing the Bylaws, COVID-19 Policy, Processes and Procedures such as Whistle Blower Language, Krizner HR Audit, Review Pay Scale with Salary Survey from FACA, and FHSA, Develop Bonus Policy for staff, Time and Attendance, Paid Time Off (PTO), and Process to handle grievance against Chief Executive Officer (CEO). He said the Program Managers presented at the Program Planning & Oversight Committee meeting. Each Manager gave an overview of their individual programs. Mr. Couch, Fund Development Chair said the committee is working on the Benevon Model.

Ms. Johnson asked for a calendar of the committee meetings. We are working on developing a calendar for the committee meetings.

The meeting adjourned at 7:42 P.M.

CHAIRS REPORT

The Chair said members addressing the Board should limit comments to two minutes. He said that he has visited Jefferson County Head Start Center, and plan to visit the remaining Centers.

Ms. Quincee Messersmith

Date

A. Budget and Finance Committee

The Budget and Finance Committee shall be chaired by the Treasurer and made up of at least ~~three~~ two additional members, appointed by the Chair. Its objectives shall be:

1. To provide assurance that all budgets proposed to finance programs are adequate to meet programmatic needs and ~~to~~ that all funds expended are done so in a manner in keeping with approved programs;
2. To recommend the Agency's annual budgets and any significant revision to the full Board for final consideration;
- ~~3. To supervise development and revision of the budget;~~
4. To report to the Board ~~on a quarterly basis~~ at least annually the recent financial status of the agency ~~as a whole; and~~
- ~~5. To assist in local, and state fund-raising activities; and~~
6. To ~~develop, maintain, and supervise the~~ review annually the Agency's internal fiscal control and accounting procedures.

Whistleblower Language – Chief Executive Officer

Whistleblower Policy

It is the intents of the Board and administration of Capital Area Community Action Agency, Inc., to adhere to all laws and regulations that apply to the organization. It is the underlying purpose of this policy to support the agency's goal of legal compliance. If any employee reasonably believes that some policy, practice, or activity of the Agency is in violation of law, a written complaint must be filed by that employee with the Chief Executive Officer or the Board Chair. An employee or volunteer of the Agency who reports waste, fraud, or abuse will not be terminated or otherwise retaliated against for making the report.

Upon receipt of such information, the CEO or his designee will conduct an investigation within 10 working days of receipt of such report, after which, the CEO will:

- ☐ Provide the person filing a report with a summary of the investigation findings.
- ☐ Take steps to deal with the issue addressed, including making operational or personnel changes.
- ☐ If warranted, contact law enforcement to deal with any criminal activities.

If an employee has a complaint against the Chief Executive Officer, the complaint can be filed with the Chief Operating Officer or directly with the Board Chair. The Board Chair and the Chief Operating Officer together will complete an investigation and report the results to the Chief Executive Officer and the Executive Committee of the Board of Directors. The Executive Committee shall determine the appropriate actions including taking the matter to the Board of Directors.

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PURPOSE

The purpose of the COVID-19 policy outlined in this booklet is to ensure the health and safety of employees of Capital Area Community Action Agency. The action steps outlined are effective in fulfilling the purpose of the health and safety of all staff, visitors and vendors.

Each member of Capital Area Community Action Agency has the responsibility to practice health and safety procedures to ensure a better workplace.

Capital Area Community Action Agency plays a key role in the pandemic readiness. We plan to safeguard the health of the workers, customers, and the community by making sure our contingency plan includes provisions for the pandemic by developing policies and procedures that will allow workers to stay home when sick.

Entering the Building

The front door will be locked at all times for the safety of the employees.

When entering the building, **everyone** must wear a mask. For safety reasons, all masks must cover the nose and mouth.

Everyone will have their temperature taken when they enter the building. Temperatures must not be in the danger zone (100.4 or higher) or the person will be asked to leave the building for the safety of the individuals in our offices.

Human Resources COVID-19 Policy

Leave

An employee must inform their supervisor in the event of testing positive or has come in contact with someone who tested positive. Human Resources will inform agency staff.

Illness/Sickness

To ensure a productive and healthy staff, Capital Area Community Action Agency provides employees with Paid Time Off (PTO) to use in the event an employee becomes ill due to COVID-19.

Individual Cases

In the event, an employee is exposed to someone who has tested positive for COVID-19, the Agency requires a 14-day quarantine. If the office is closed, employees will be on Administrative Leave. In the event, an employee has to be tested not office related, the Agency will allow 2-days Administrative Leave to receive their results. If an employee tested negative and chose to stay at home, the employee will be required to take Paid Time Off (PTO).

1. Employee will inform supervisor while at home;
2. Human Resources will send communication to agency staff following HIPPA guidelines; and
3. Deep cleaning will be conducted.

Office Closure

Administrative Leave may be granted by the Chief Executive Officer (CEO) in the event of office closing due to the COVID-19 Pandemic. Leave requests are not required in such instances.

In the event of COVID-19 pandemic emergencies affecting the community (communities) served by the Agency, the Agency will follow the office closing Policy of the state, or local government (city and/or county) for the impacted community or county.

Telecommuting

The Agency will grant Administrative Leave in the event of office closure due to COVID-19 only. Exempt employees will be required to telecommute from home in the event of COVID-19.

Social Distancing in the Work place

Social (physical) distancing involves maintaining at least six feet of distance between people and is an effective way to help reduce the risk of exposure to the coronavirus. The following steps can help employees implement social distancing in the workplace

Staff

- Employees must wear a face covering that covers nose and mouth while inside of Capital Area Community Action Agency.
- In-person, face-to-face meetings are allowed with a maximum number of 10% capacity. Employees should use the telephone, online conferencing, e-mail, or instant messaging to conduct business, when more than 10% capacity attending the meeting.
- If in-person interaction is unavoidable, the interaction should be for a minimum period of time, in a large area room and individuals should maintain at least six feet of separation from each other.
- Avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, copier rooms, or other areas where people socialize.
- Whenever possible, employees should stay six feet away from each other.

Clients

- All clients (Head Start, LIHEAP, and Getting Ahead) are asked to complete an online application for service.
- Case Workers will conduct phone interviews for clients.
- Clients will fax or email all corresponding paperwork to Case Worker. If in the event a client cannot complete an online application may be accepted.
- All clients entering Capital Area Community Action Agency must wear a mask/ face covering at all times and have their temperature checked by the Receptionist prior to picking up/ dropping off needed paperwork.
- A locked drop box is located outside of the Agency for no contact drop off to their case worker.
- Getting Ahead classes must practice social distancing during group session by distancing themselves six feet apart. When social distancing six feet apart is unavoidable during group sessions, seating will rearrange for clients to sit in every other seat.

Vendor

- All Vendors who enter into the building must wear a mask/face covering and have their temperature taken in the doorway by the Receptionist prior to going to their destination within the agency.
- All Vendors must maintain six feet of social distance from others when possible.

Meeting Space

Occupants of Meeting

Occupants must wear PPE equipment (face mask) during all meetings.

- In person, face to face meetings are allowed with a maximum number of 10% capacity in the large conference room. Employees should use the telephone, online conference, e-mail, or instant messaging to conduct business, when more than 10% capacity will be attending the meeting.
- If in person interaction is unavoidable, the interaction should be for a minimum period of time, in a large area room and individuals should maintain at least six feet of separation from each other.
- You must maintain a safe distance, at least six apart while in meeting area.
The room can only be at 10% capacity.
- The meeting space must be cleaned and sanitized before and after all meetings such as wipe down table and chairs.

Cleaning and Disinfecting

CACAA works with a proprietary system and sensitive materials that require employees to be on premise to get their job done well. We want to help everyone stay healthy in the office while sharing common workspaces.

Cleaning

Refers to the removal of dirt and impurities from surfaces with a damp cloth and soapy water. Cleaning alone does not kill germs.

Disinfecting works by using chemicals to kill germs on surfaces.

In any cleaning or disinfection routine, it is important to read and carefully follow the manufacturer's instructions.

Office Cleaning

Coronavirus spreads from person to person primarily through droplets in the air when someone coughs or sneezes. But scientists have determined that the virus can spread from a surface to a person. Developing an effective and proper cleaning and disinfection routine of surfaces is a critical component to prevent/minimize the spread of the coronavirus in the workplace.

General Cleaning

Areas and surfaces to be cleaned: *Wipe frequently touched areas and surfaces with disinfecting wipes or spray and damp cloth and allow these surfaces to air dry (they should remain wet for 3-4 minutes). Clean one item at a time using enough wipes. Wear gloves if needed. Staff should wipe down surfaces they use.*

- | | |
|------------------------|--|
| *Doorknobs | *Coffee pots, sugar containers |
| *Phones | *Desk accessories (pens, staplers, scissors, calculators, tape dispensers, etc.) |
| *Light switches | *Computer monitors, keyboards, mice, and mouse pads |
| *Public chair | *Office equipment (copier/fax machine, postage meter) |
| *Elevator buttons | *Conference tables and chair backs |
| *Vending machines | *Countertops, tables and desks |
| *handrails | *Cabinet pulls and handles |
| *Public keys/key cards | *Whiteboard accessories like markers and erasers |
| *Trolleys and carts | *Microwave and Refrigerator handles |
| *Faucets | |

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.

Janitorial Cleaning

Take proper steps for cleaning and disinfecting surfaces to remove germs. Cleaning staff should wear protective gear to stay safe and clean and disinfect all areas such as offices, bathrooms, common areas focusing especially on frequently touched surfaces using correct product for each surface (use guidelines in the [cdc.gov](https://www.cdc.gov) website).

- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Use cleaners and sprays that are effective against the virus causing COVID-19. The EPA (United States Environmental Protection Agency) and the CDC (Center for Disease Control and Prevention) has a list of registered products. **Never mix cleaning agents. Doing so can be harmful or even fatal.**
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Wear gloves appropriate for the chemicals being used when cleaning and disinfecting and use. Use skin protection and consider eye protection for potential splash hazards. Throw these away after use.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Label diluted cleaning products.
- Bathrooms: toilets, toilet handles, faucets, soap and towel dispenser (even if touch-free), waste bins, door and stall handles, changing station, faucets and sinks.
- Conference/break rooms: speakerphones and buttons, remotes, tables and chair backs, fixtures.
- Kitchen: faucets, sinks, cabinet handles, counter tops, and appliance handles.
- Building: stair rails, elevator, elevator buttons, door handles, water fountain buttons, vending machine buttons, etc.

Wash hands with soap and water after cleaning. Use an alcohol-base hand sanitizer when soap and water is not available.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- Close off all areas visited by sick person. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours to begin cleaning and disinfecting. Follow the CDC cleaning and disinfection recommendations.

Agency Vehicles

Staff within the Agency use vehicles to conduct agency business. Staff should follow the outlined steps when using agency vehicles:

Disinfectant/Sanitize

- Fill out all necessary paperwork prior to checking out the vehicle. This will serve as a tracking of who used the vehicle and where the person traveled.
- Upon check-out of vehicle, pick up keys and sanitizing kit.
- Wipe down the door handles, steering wheel and dashboard.
- Use the disinfectant spray to spray seats.
- Wear a face mask.
- Use hand sanitizer before you leave the vehicle.
- Do not leave your face mask, sanitary wipes, drinks, leftover food containers, bags, or extra materials in the vehicle. Discard these items.
- Wipe down the vehicle with a sanitary wipe upon your return before leaving the vehicle. Spray with disinfectant.
- Complete all paper forms, turn in keys and sanitizing kit.

Sanitizing Kit

These items will be in the sanitizing kit:

- Sanitary wipes
- Disinfectant spray
- Face masks
- Gloves (you may need gas)
- Hand sanitizer

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2020
Capital Area Community Action Agency**

September 30th is the Agency's year-end. Extensive close-out procedures are required to be performed. Additionally, the HDST grant is required to be closed out by December 31st. Therefore, there will be changes to HDST, CCFP and VPK, which will affect the HDST major report and the Agency overall report subsequent to this date. These reports are marked as "DRAFT" as they are not final. When the individual grants are finalized, updated reports will be provided.

As of September 30, 2020, we have completed twelve months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 65% and 63% respectively, with mostly restricted net income of \$230,959 including \$68,463 in the SunTrust Grant and \$51,131 for Franklin Co. Fire Victims. A number of new grants have been received by the agency in the last couple of months and while reflected in the budget, have not been active and therefore no expenses have been incurred. This has had the effect of understating the revenue and expenditure percentages for the fiscal year for the combined report.

Year to Date Non-Federal Share (NFS) Match reported totals \$84,665, which is 41% of the \$206,847 total match required for the grant period ending September 30, 2020. A waiver for the shortfall, which was due to COVID-19, is expected.

Expenditure Variances and Explanations

The Agency-wide 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, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2020
Capital Area Community Action Agency**

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.

New Circumstances

In Fiscal Year 2019-2020, the agency faces an unusual situation. Nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year and none of the Agency's largest grants are on the Agency's same fiscal year.

What this means is that the Agency-wide Statement of Revenue and Expenses has lost some of its effectiveness. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less useful by budget line item with differing fiscal years. (For example, "travel-out-of-area" appears to have a negative budget, but this is just a reduction in a 3 year grant with an overall budget of more than \$20K.)

To compensate for this issue, we have decided to focus on the major programs' statements instead for individual line item budgets. This leaves us with the following variances:

Retirement – Is over budget due to higher participation in the program than anticipated and longer tenure of employees.

Copies/Printing/Toner/Paper – is over budget for Head Start due to a large copier overage charge for July.

Postage – is over budget due to a postage refill in July in preparation for the new school year.

Contractual Services – Health/Disabilities – is over budget due to an abundance of testing at the beginning of the school year and more students requiring services than forecasted.

Rent/Space Cost – is over budget, but was amended during the LIHEAP and WAP budget modifications and will again be updated during the current WAP modification. **HDST rent overages will be charged to VPK to the extent necessary.**

General Liability and Property Insurance – is over budget as the Head Start 3 month budget did not include an insurance payment but the last yearly payment was paid in July.

Communications – This will be updated during the current WAP modification.

Repairs & Maintenance – Recurring – is over budget as previously forecasted. Agency wide the average monthly is just over \$10K for the past 12 months and \$9800 for the prior year. This number remains fairly constant so should be budgeted at \$10 K per month.

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2020
Capital Area Community Action Agency**

Equipment Lease - is over budget due to the quarterly prepaid postage machine lease deposit. This is expected to even out in subsequent months and was also adjusted in the recent WAP modification and will again be updated during the current WAP modification.

Meetings/Workshops/Trainings – this is over budget as no funds were budgeted here for the 3 month HDST budget, but the training was needed. This will be offset by underspending in other HDST categories.

There were also a number of revenue variances, Grants Other Not-For-Profits, Grants All Other Sources, Contributions Restricted, and Other Revenue. All variances were to the good. Most resulted from increased donations received directly and indirectly.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Twelve Months Ending 9/30/2020**

		Total Budget			
		Total Budget	Current	Variance -	
		- Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,721,982	3,779,303	(942,679)	80%
Government Contracts - Federal Indirect	4005	22,145	14,450	(7,696)	65%
Government Contracts - STATE	4010	6,463,446	2,790,441	(3,673,004)	43%
Government Contracts - LOCAL	4020	124,293	114,390	(9,903)	92%
Grants - Other Not-for-Profits	4100	142,850	191,879	49,030	134%
Grants - All Other Sources	4120	27,500	104,943	77,443	382%
Contributions	4200	50,500	15,537	(34,963)	31%
Contributions- Restricted	4210	77,821	106,464	28,643	137%
Commissions-Vending/Photo	4320	2,000	1,444	(556)	72%
Interest Income	4950	0	2,600	2,600	100%
Fringe Pool Revenue	4960	847,984	789,926	(58,058)	93%
Indirect Pool Revenue	4970	620,395	585,060	(35,335)	94%
Other Revenue	4995	4,000	25,339	21,339	633%
Total Revenue		<u>13,104,916</u>	<u>8,521,778</u>	<u>(4,583,138)</u>	65%
Expenditures					
Salaries & Wages	6010	3,492,770	2,723,522	769,248	78%
Salaries & Wages - Subrecipient	6012	0	6,023	(6,023)	100%
Fringe	6110	902,969	792,708	110,261	88%
FICA	6120	202,984	192,824	10,160	95%
Unemployment	6130	45,000	23,108	21,892	51%
Workers Compensation	6140	50,000	31,047	18,953	62%
Health Insurance	6150	531,880	473,869	58,011	89%
Life Insurance	6160	34,713	27,924	6,789	80%
Retirement	6170	40,000	46,720	(6,720)	117%
Staff Screenings	6180	14,047	3,054	10,993	22%
Indirect Costs	6210	710,352	608,338	102,015	86%
Travel - In Area	6310	20,582	9,259	11,324	45%
Travel - Out of Area	6315	(4,057)	0	(4,057)	0%
Office Supplies	6410	23,153	27,657	(4,504)	119%
Program Supplies	6415	30,689	23,863	6,825	78%
Classroom Supplies	6420	113,995	77,578	36,417	68%
Kitchen Supplies	6430	34,189	16,423	17,766	48%
Medical/Dental Supplies	6440	1,575	1,222	353	78%
Copies/Printing/Copier	6510	27,298	14,605	12,693	54%
Postage and Delivery Expense	6600	6,452	2,521	3,930	39%
Contractual Services/Professional	6710	386,616	304,346	82,271	79%
Contractual Services - Health/Disabilities	6715	256,801	148,128	108,673	58%
Rent/Space Cost	6810	343,188	305,507	37,682	89%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Twelve Months Ending 9/30/2020**

Utilities	6820	113,116	98,618	14,498	87%
General Liability and Property Insurance	6830	76,194	49,784	26,410	65%
Communications	6840	97,046	85,401	11,645	88%
Repairs & Bldg Maintenance- Recurring	6850	107,284	121,148	(13,864)	113%
Repairs & Bldg Maintenance - Nonrecurring	6855	104,955	33,599	71,356	32%
Equipment Maintenance	6910	35,285	28,075	7,211	80%
Vehicle Expense	6920	55,188	45,158	10,030	82%
Equipment Lease	6930	13,917	13,448	469	97%
Technology	6940	49,982	70,750	(20,767)	142%
Fees, Licenses, and Permits	7010	8,626	3,050	5,576	35%
Dues/Subscriptions	7020	15,246	12,209	3,037	80%
Special Events	7110	2,000	630	1,370	32%
Client Assistance	7210	4,492,654	1,470,388	3,022,266	33%
Equipment (\$5,000 or more)	7310	132,000	139,662	(7,662)	106%
Expendable Equipment	7320	53,122	35,941	17,182	68%
Registration Fees	7410	6,859	0	6,859	0%
Meetings/Workshops/Training	7420	38,611	8,771	29,840	23%
Training/Staff Development	7430	35,876	44,285	(8,409)	123%
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	4,508	1,686	2,822	37%
Advertising	7450	12,212	6,792	5,420	56%
Parent Activities	7460	1,200	132	1,068	11%
Raw Food Cost	7510	211,510	147,868	63,642	70%
Legal Expenses	7530	30,000	10,783	19,217	36%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	5,700	2,395	3,305	42%
Operating Transfers Out	9000	84,342	0	84,342	0%
Total Expenditures		<u>13,074,916</u>	<u>8,290,819</u>	<u>4,784,097</u>	63%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>230,959</u>	<u>200,959</u>	

Capital Area Community Action Agency
Balance Sheet
As of 9/30/2020

	Current Period Balance
Assets	
Petty Cash	375
Cash Operating Hancock Bank	840,140
Cash - Money Market Hancock Bank	77,053
Cash-Bank Restricted	53,503
Cash - Centennial Bank - Restricted	37,556
PPP Money Market	310,956
Grants Receivable	582,805
Property and Equipment Net	<u>227,308</u>
 Total Assets	 <u>2,129,696</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	95,874
Accrued Leave	49,802
Accrued Wages	53,841
Accrued Fringe Benefits	3,286
Accrued Taxes	6,580
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	39,114
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>877,865</u>
Total Liabilities	1,170,976
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	402,863
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	727,761
Current Net Income	<u>230,959</u>
Total Net Assets	<u>958,720</u>
Total Liabilities and Net Assets	<u>2,129,696</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 9/30/2020

CSBG - September 2020

10/01/2016 - 3/31/2021

89%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,242,044</u>	<u>(831,934)</u>	<u>73%</u>
Total Revenue		<u>3,073,978</u>	<u>2,242,044</u>	<u>(831,934)</u>	<u>73%</u>
Expenditures					
Salaries & Wages	6010	1,194,483	928,571	265,912	78%
Fringe	6110	340,741	264,582	76,159	78%
Staff Screenings	6180	2,562	1,763	799	69%
Indirect Costs	6210	296,068	229,688	66,380	78%
Travel - In Area	6310	37,417	17,502	19,915	47%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	7,516	3,592	68%
Copies/Printing/Copier	6510	17,324	7,315	10,009	42%
Postage and Delivery Expense	6600	4,527	1,336	3,192	30%
Contractual Services/Professional	6710	49,906	24,354	25,552	49%
Rent/Space Cost	6810	132,086	117,862	14,225	89%
Utilities	6820	16,604	11,923	4,680	72%
General Liability and Property Insurance	6830	22,510	17,631	4,879	78%
Communications	6840	52,303	42,952	9,352	82%
Repairs & Bldg Maintenance- Recurring	6850	16,124	10,329	5,795	64%
Equipment Maintenance	6910	16,775	12,739	4,035	76%
Vehicle Expense	6920	54,256	53,995	261	100%
Equipment Lease	6930	7,435	3,945	3,489	53%
Technology	6940	21,467	12,805	8,662	60%
Fees, Licenses, and Permits	7010	11,433	6,745	4,688	59%
Dues/Subscriptions	7020	22,404	16,078	6,327	72%
Client Assistance	7210	650,757	397,787	252,970	61%
Expendable Equipment	7320	23,585	17,564	6,021	74%
Registration Fees	7410	14,666	9,911	4,754	68%
Meetings/Workshops/Training	7420	20,959	15,471	5,488	74%
Training/Staff Development	7430	1,000	0	1,000	0%
Advertising	7450	<u>15,079</u>	<u>3,825</u>	<u>11,255</u>	<u>25%</u>
Total Expenditures		<u>3,073,978</u>	<u>2,239,496</u>	<u>834,482</u>	<u>73%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,549</u>	<u>2,549</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 9/30/2020

LIHEAP - AUGUST 2020

4/17/2017 - 3/31/2021

88%

		Total Budget	Current	Total Budget	
		- Original	Period	Variance -	
			Actual	Original	%
Revenue					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>6,239,387</u>	<u>(3,821,278)</u>	62%
Total Revenue		<u>10,060,665</u>	<u>6,239,387</u>	<u>(3,821,278)</u>	62%
Expenditures					
Salaries & Wages	6010	1,117,957	812,995	304,962	73%
Fringe	6110	319,882	232,984	86,898	73%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	203,135	76,463	73%
Travel - In Area	6310	13,511	6,423	7,088	48%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	11,500	8,223	3,277	72%
Copies/Printing/Copier	6510	22,131	12,727	9,404	58%
Postage and Delivery Expense	6600	5,686	2,682	3,004	47%
Contractual Services/Professional	6710	42,500	35,627	6,873	84%
Rent/Space Cost	6810	109,245	94,225	15,020	86%
Utilities	6820	14,465	7,738	6,727	53%
General Liability and Property Insurance	6830	15,550	12,255	3,295	79%
Communications	6840	39,495	31,552	7,943	80%
Repairs & Bldg Maintenance- Recurring	6850	15,568	8,282	7,286	53%
Equipment Maintenance	6910	13,690	7,654	6,036	56%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,206	4,269	43%
Technology	6940	22,888	9,935	12,953	43%
Fees, Licenses, and Permits	7010	1,150	368	782	32%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	4,770,021	3,178,815	60%
Expendable Equipment	7320	18,530	6,957	11,573	38%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	280	2,858	9%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>2,500</u>	<u>344</u>	<u>2,156</u>	14%
Total Expenditures		<u>10,060,665</u>	<u>6,275,332</u>	<u>3,785,333</u>	62%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(35,945)</u>	<u>(35,945)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 9/30/2020

WAP - AUGUST 2020

86%

10/17/2017 - 3/31/2021

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>898,616</u>	(1,385,843)	39%
Total Revenue		<u>2,284,459</u>	<u>898,616</u>	(1,385,843)	39%
Expenditures					
Salaries & Wages	6010	320,116	239,295	80,821	75%
Fringe	6110	91,294	68,556	22,738	75%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	59,413	22,276	73%
Travel - In Area	6310	17,000	9,808	7,192	58%
Office Supplies	6410	4,000	3,222	778	81%
Copies/Printing/Copier	6510	1,500	1,256	245	84%
Postage and Delivery Expense	6600	900	405	495	45%
Contractual Services/Professional	6710	23,314	4,311	19,003	18%
Rent/Space Cost	6810	11,000	12,303	(1,303)	112%
Utilities	6820	4,000	2,661	1,339	67%
General Liability and Property Insurance	6830	41,628	19,401	22,227	47%
Communications	6840	6,900	6,921	(21)	100%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,186	5,464	29%
Equipment Maintenance	6910	2,700	2,361	339	87%
Vehicle Expense	6920	18,000	11,298	6,702	63%
Equipment Lease	6930	850	977	(127)	115%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,725	9,775	37%
Client Assistance	7210	1,586,488	391,134	1,195,354	25%
Expendable Equipment	7320	5,000	3,383	1,617	68%
Registration Fees	7410	1,226	1,226	0	100%
Meetings/Workshops/Training	7420	40,402	14,680	25,723	36%
Advertising	7450	<u>900</u>	<u>264</u>	<u>636</u>	29%
Total Expenditures		<u>2,284,459</u>	<u>862,086</u>	<u>1,422,373</u>	38%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>36,530</u>	<u>36,530</u>	

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ending 9/30/2020**

**HEAD START - SEPTEMBER 2020
7/1/2020-9/30/2020**

100%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>827,387</u>	<u>827,387</u>	0	100%
Total Revenue		<u>827,387</u>	<u>827,387</u>	0	100%
Expenditures					
Salaries & Wages	6010	410,662	369,276	41,386	90%
Fringe	6110	119,010	107,016	11,994	90%
Staff Screenings	6180	2,237	313	1,924	14%
Indirect Costs	6210	96,188	86,495	9,693	90%
Travel - In Area	6310	875	455	420	52%
Office Supplies	6410	2,735	1,974	761	72%
Program Supplies	6415	8,746	7,572	1,174	87%
Classroom Supplies	6420	17,125	8,246	8,879	48%
Medical/Dental Supplies	6440	815	498	317	61%
Copies/Printing/Copier	6510	1,800	2,627	(827)	146%
Postage and Delivery Expense	6600	300	581	(281)	194%
Contractual Services/Professional	6710	4,000	1,232	2,768	31%
Contractual Services - Health/Disabilities	6715	10,059	14,485	(4,426)	144%
Rent/Space Cost	6810	40,862	45,323	(4,461)	111%
Utilities	6820	23,888	22,262	1,626	93%
General Liability and Property Insurance	6830	0	1,521	(1,521)	100%
Communications	6840	13,000	10,908	2,092	84%
Repairs & Bldg Maintenance- Recurring	6850	25,750	26,934	(1,184)	105%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,750	4,679	6,071	44%
Equipment Maintenance	6910	4,750	4,507	243	95%
Vehicle Expense	6920	7,000	4,159	2,841	59%
Equipment Lease	6930	2,150	1,722	428	80%
Technology	6940	7,560	5,250	2,310	69%
Fees, Licenses, and Permits	7010	375	133	242	35%
Dues/Subscriptions	7020	625	419	206	67%
Special Events	7110	500	0	500	0%
Expendable Equipment	7320	750	0	750	0%
Meetings/Workshops/Training	7420	100	340	(240)	340%
Training/Staff Development	7430	0	12,813	(12,813)	100%
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	375	0	375	0%
Advertising	7450	1,875	199	1,676	11%
Parent Activities	7460	300	0	300	0%
Raw Food Cost	7510	<u>2,603</u>	<u>644</u>	<u>1,959</u>	25%
Total Expenditures		<u>827,387</u>	<u>742,583</u>	<u>84,804</u>	90%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>84,804</u>	<u>84,804</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending September 30, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		14,996			
Grants - Other Not for Profits		-			
In-Kind Revenue		69,669			
VPK/SR		-			
	206,847	84,665	41%	122,182	59%

September 2020 Head Start Credit Card Purchases

Fund Code	Vendor Name	GL Code	Transaction Description	Effective	
				Date	Expenses
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, NAME BADGES	9/28/2020	284.95
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, PENS	9/28/2020	7.99
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, STORAGE BOXES	9/28/2020	6.00
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020, MASKS	9/28/2020	19.99
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020, MASKS	9/28/2020	41.97
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020,SANITIZER	9/28/2020	2.99
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020,SANITIZER	9/28/2020	2.99
1064	HANCOCK WHITNEY BANK	6415	#4466, DARREL JAMES, VISA, 9/28/2020, FOLDING TABLES, #3	9/28/2020	149.94
1064	HANCOCK WHITNEY BANK	6440	#4466, DARREL JAMES, VISA, 9/28/2020, PHYSICAL, JONES	9/28/2020	61.64
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	25.25
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	40.00
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	41.00
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	44.00
1064	HANCOCK WHITNEY BANK	7020	#4466, DARREL JAMES, VISA, 9/28/2020, ZOOM	9/28/2020	223.83
1065	HANCOCK WHITNEY BANK	6415	#4466, DARREL JAMES, VISA, 9/28/2020, DISINFECTANT WIPES	9/28/2020	82.35
1064	HANCOCK WHITNEY BANK	6855	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, THERMOSTAT	9/28/2020	195.00
1064	HANCOCK WHITNEY BANK	6920	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, GAS HS	9/28/2020	2.01
1065	HANCOCK WHITNEY BANK	6420	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, MOTAROLA	9/28/2020	185.39
1065	HANCOCK WHITNEY BANK	6420	#6982, FATIMA OLEABHIELE ALEXANDER, VISA, 9/28/2020,	9/28/2020	84.70
1064	HANCOCK WHITNEY BANK	6920	#8165, VISA, NICHELE RICHARDS ROLLE, 9/28/2020, BUS	9/28/2020	84.98
1064	HANCOCK WHITNEY BANK	6440	#8165, VISA, NICHELE RICHARDS ROLLE, SMILE GUARDS, HS	9/28/2020	403.93
1064	HANCOCK WHITNEY BANK	7450	#8165, VISA, NICHELE RICHARDS ROLLE, 9/28/2020	9/28/2020	19.76
1064	HANCOCK WHITNEY BANK	7420	#7366, NINA SELF, VISA, 9/28/2020, TRAINING	9/28/2020	90.00
1065	HANCOCK WHITNEY BANK	7320	#6700, TIM CENTER, VISA, 9/28/2020, REFUN SHIPPING	9/28/2020	(56.00)

1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	19.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	19.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TOTE BOXES	9/28/2020	21.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TOTE BOXES	9/28/2020	21.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLA	9/28/2020	9.97
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLA	9/28/2020	9.97
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLAS	9/28/2020	19.94
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLAS	9/28/2020	39.88
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, APRONS	9/28/2020	724.79
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, BOXES	9/28/2020	74.76
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, USB DRIVE	9/28/2020	21.99
1065	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, SAFETY	9/28/2020	29.56
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	11.91
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	21.53
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	23.43
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	<u>48.02</u>
					3,227.33
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.15
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	8.06
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	10.43
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	10.43
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	11.38
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	20.86
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	20.86
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	<u>116.70</u>
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	1.86

1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	2.79
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.30
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.59
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.59
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.59
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.78
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.78
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.78
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.78
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	3.78
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	4.06
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	4.06
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	4.73
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.15
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.16
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.60
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.60
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.64
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.05
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.05
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.20
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.20
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.56
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58

1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	22.76
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	25.13
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.44
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.72
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.72
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	43.64
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	53.14
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	82.50
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	90.60
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	110.00
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	<u>110.00</u>
					1,458.77

Total Credit Cards

4,686.10



HANCOCK
WHITNEY

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



1632270-007893-0001-0001-2

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N8007893

MEMO STATEMENT

Account Number

Statement Date

09-28-20

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-29	24164070243105006338171	5943	STAPLES 00110726 TALLAHASSEE FL	M284.95
09-21	09-18	24445000263000846784739	5331	DOLLAR TREE TALLAHASSEE FL	M6.00
09-21	09-18	24164070262091007796375	5310	TARGET 00008441 TALLAHASSEE FL	M75.93

10/6/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-28-20		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 366.88
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 366.88
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



1632720-006872-0001-2

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

|||||
DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0006872

MEMO STATEMENT

Account Number

Statement Date

09-28-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-28	24187460242100283045407	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M76.95 ✓
08-31	08-28	24187460242100283045571	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M82.35 ✓
08-31	08-28	24207850242166001822816	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M468.45 ✓
09-02	08-31	24610430245010188500701	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M149.94 ✓
09-03	09-01	24692160246100608402183	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00 ✓
09-04	09-03	24607940248091190000013	8011	PHOENIX FAMILY HEALTH CT 850-897-3420 FL	M61.64 ✓
09-07	09-04	24692160249100789564089	5542	GATE 1194 Q80 TALLAHASSEE FL	M25.25 ✓
09-07	09-06	24493980251026963160963	5968	ZOOM.US 888-789-8666 CA	M223.83 ✓
09-21	09-18	24692160263100196112861	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
09-28	09-25	24692160270100944570726	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00 ✓

Doc
10/6/20

STATEMENT DATE 09-28-20		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	1,213.44
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	1,213.44
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	3,000.00



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
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16322720 - 005165 - 0001 - 0001 - 2

|||||
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

***N0005165

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
09-28-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-28	24184070240105001483885	5943	STAPLES 00110726 TALLAHASSEE FL	M185.38 ✓
08-31	08-30	24226380244091008897440	5411	WAL-MART #3307 CRAWFORDVILLE FL	M84.70 ✓
09-14	09-11	24428060256300553280830	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M59.94 ✓
09-16	09-15	24275390259900011026335	1711	BENSONS HEATING & AIR 850-5823132 FL	M195.00 ✓
09-25	09-23	24892180288100517071791	5542	GATE 1194 Q80 TALLAHASSEE FL	M2.01 ✓

OK
10/6/20

STATEMENT DATE 09-28-20		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	527.04
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	527.04
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16322720 - 006114 - 0001 - 0001 - 2

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

09-28-20



NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0006114

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-28	24226380242400003396714	5411	WAL-MART #4427 TALLAHASSEE FL	M18.48 ✓
09-03	09-02	24226380247400005407159	5411	WAL-MART #4427 TALLAHASSEE FL	M6.16 ✓
09-04	09-04	24692160248100731065301	5047	PLAK SMACKER 951-898-7800 CA	M403.93 ✓
09-16	09-15	24289750259900015298156	5533	MIDWEST BUS PARTS INC 763-2639227 MN	M84.98 ✓
09-21	09-19	24204290263000231617245	7311	FACEBK AGQEGWSSJ2 650-5434800 CA	M19.76 ✓

OK
10/6/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-28-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 532.31
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 532.31
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



HANCOCK
WHITNEY

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-28-20



NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0004694

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24892160240200195852661	5969	INDEED 203-584-2400 CT	M503.55 ✓
09-02	09-01	24892160246100307879400	5969	INDEED 203-584-2400 CT	M288.02 ✓
09-07	09-04	24512390248017698482647	7542	OASIS EXPRESS WASH TALLAHASSEE FL	M16.13 ✓
09-07	09-04	24512390248017697222174	7542	OASIS EXPRESS WASH TALLAHASSEE FL	M16.13 ✓
09-07	09-04	24512390248017697825384	7542	OASIS EXPRESS WASH TALLAHASSEE FL	M16.13 ✓
09-07	09-04	24431060248700744098306	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
09-07	09-04	24431060248700744098047	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
09-07	09-04	24431060248700744439084	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
09-09	09-08	24892160252100104720864	5969	INDEED 203-584-2400 CT	M501.77 ✓
09-11	09-10	24431060254700772258183	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
09-14	09-12	24892160258100828023717	5969	INDEED 203-584-2400 CT	M500.72 ✓
09-17	09-16	24892160260100491862650	5969	INDEED 203-584-2400 CT	M500.88 ✓
09-18	09-17	24492150261852828046918	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-18	09-17	24492150261852828163556	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-18	09-17	24492150261852828298162	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-18	09-17	24492150261852828468880	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-18	09-17	24492150261852828534806	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-18	09-17	24492150261852828586832	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M45.00 ✓
09-21	09-19	24892160263100553107710	5969	INDEED 203-584-2400 CT	M502.95 ✓
09-24	09-23	24892160267100216424126	5969	INDEED 203-584-2400 CT	M500.14 ✓

HC 10/6/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-28-20		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 3,716.42
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,716.42
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



HANCOCK
WHITNEY

Visa BusinessCard
Statement of Account
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HANCOCK WHITNEY BANK
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1632270 - 008646 - 0001 - 0001 - 2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
***N0008846

MEMO STATEMENT

Account Number

Statement Date

09-28-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24692180240200180427875	5964	WGD*ARAMARK CORP NORWL 800-888-2900 MA	M724.79
09-10	09-09	24445000254400183026931	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M102.96
09-11	09-10	24226380255400008258032	5411	WAL-MART #4427 TALLAHASSEE FL	M48.02
09-11	09-10	24445000255400167031899	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M56.87
09-14	09-10	24164070255105008388003	5943	STAPLES 00110726 TALLAHASSEE FL	M21.99
09-14	09-11	24226380255091006666675	5411	WAL-MART #1077 TALLAHASSEE FL	M29.56
09-14	09-11	24137480258100268352060	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M74.76
09-14	09-10	24610430255010177832088	5200	THE HOME DEPOT #8374 TALLAHASSEE FL	M123.72

6/10/12

STATEMENT DATE 09-28-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,182.67
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,182.67
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



SAVE 5%* EVERY DAY
60 DAYS

SEP 09 REC'D



123-4567 891234 5
PRO BUSINESS
VALUED CUSTOMER

**0% INTEREST
FOR 60 DAYS****

ON PURCHASES MADE NOW-10.31.20

Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

*/**Subject to credit approval. See store or lowesforpros.com for details. *Exclusions apply.

** Offer is automatic when a qualifying purchase is made on your Lowe's Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

**Lowe's® Business
Card Account**

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$778.86
- Payments	\$0.00	Total Minimum Payment Due	\$33.00
- Other Credits	\$0.00	Payment Due Date	09/28/2020
+ Purchases/Debits	\$778.86		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$778.86		
Credit Limit	\$11,000.00		
Available Credit	\$10,221.00		
Statement Closing Date	09/02/2020		
Days in Billing Cycle	31		

Promotion Expiration Notification

NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

Promotional Purchase Summary

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/13/2020	\$189.46	No Interest With Payment	\$0.00	\$0.00	\$189.46	11/02/2020
08/14/2020	\$260.51	No Interest With Payment	\$0.00	\$0.00	\$260.51	11/02/2020
08/20/2020	\$328.89	No Interest With Payment	\$0.00	\$0.00	\$328.89	11/02/2020

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT642, 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

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION	225065
INVOICE # : 24549		LOWE'S BUSINESS ACCOUNT	P.O. # : 47301
TRANSACTION # : 0		DATE OF SALE : 200813	STORE # : 417
		AUTHORIZATION : 000839	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001358270	PVC 28CONE REFLECT TAPE(-	4.000	EA	\$21.84	\$87.36
000000000218893	1-OZ BLUE-STIK ADHESIVE	12.000	EA	\$2.35	\$28.20
000000000099584	ORTHENE 12-OZ FIRE ANT DU	2.000	EA	\$10.91	\$21.82
0000000000550125	SCOTCH EXTERIOR MASKING T	2.000	EA	\$8.53	\$17.06
000000001591171	SCOTCH ROUGH SURFACES PNT	2.000	EA	\$4.73	\$9.46
000000001476691	3M GREEN DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000001457441	3M ORANGE DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000001457439	3M YELLOW DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$189.46		TAX \$0.00		TOTAL INVOICE	\$189.46
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$189.46

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		225065	
INVOICE # : 11009		LOWE'S BUSINESS ACCOUNT		P.O. # : 43701	
TRANSACTION # : 0		DATE OF SALE : 200814		STORE # : 716	
		AUTHORIZATION : 000911		REGISTER # :	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000001126644	Z-SHADE 10 X 10 STRT POP-	1.000	PC	\$140.69	\$140.69
000000000110249	SCOTCH BLUE 1.41 PAINTRS T	2.000	EA	\$30.40	\$60.80
000000000022079	LOWES 36-IN WOODEN YARDST	23.000	EA	\$1.02	\$23.46
000000000020027	VEL 3/4-INX15-FT BLK STKY	1.000	EA	\$17.09	\$17.09
000000001604317	SCOTCH DELIC SURF MSK TPE	2.000	EA	\$7.58	\$15.16
000000000523723	LN EXTREME HEAVY DUTY 100	1.000	EA	\$3.31	\$3.31
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$260.51		TAX \$0.00		TOTAL INVOICE	\$260.51
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$260.51

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		225065	
INVOICE #: 06517		LOWE'S BUSINESS ACCOUNT		P.O. #: no	
TRANSACTION #: 0		DATE OF SALE : 200820		STORE #: 417	
		AUTHORIZATION : 000985		REGISTER #:	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000044066	27-GAL HEAVY DUTY TOTE	12.000	EA	\$10.43	\$125.16
000000001531131	32-GAL ATT LID TRASH CAN(6.000	EA	\$18.98	\$113.88
000000000780320	COMMAND SM WIRE MEGA PACK	2.000	EA	\$18.99	\$37.98
000000000780318	COMMAND MED HOOK MEGA PAC	2.000	EA	\$18.98	\$37.98
000000000084032	14-OZ PRO ALUMINUM RUSTOL	1.000	EA	\$5.68	\$5.68
000000001205121	11OZ BRIGHT COAT CHROME	1.000	EA	\$4.16	\$4.16
000000001259767	12-OZ SR GLOSS DEEP MINT	1.000	EA	\$4.07	\$4.07
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$328.89		TAX \$0.00		TOTAL INVOICE	\$328.89
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$328.89



Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/13	08/14	24549	STORE 0417 TALLAHASSEE FL	\$189.46
08/14	08/16	11009	STORE 0716 TALLAHASSEE FL	\$260.51
08/20	08/21	06517	STORE 0417 TALLAHASSEE FL	\$328.89

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%	\$0.00	\$0.00	2D
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D

Important Account Information

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.

You save 5% Every Day PLUS 0% INTEREST FOR 60 DAYS for purchases made 6.1.20 to 10.31.20. Minimum monthly payments required. Regular rates apply after the 60 day promotional period ends. Visit lowesforpros.com/l/business-credit-center for details.

Cardholder News and Information

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See Lowesforpros.com for details.

EXTENDED TO AUGUST 17, 2020

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

2018Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.Open to Public
Inspection**A** For the 2018 calendar year, or tax year beginning **OCT 1, 2018** and ending **SEP 30, 2019**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization CAPITAL AREA COMMUNITY ACTION AGENCY, INC		D Employer identification number 59-1117362
	Doing business as		
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	E Telephone number
	309 OFFICE PLAZA		850-222-2043
	City or town, state or province, country, and ZIP or foreign postal code TALLAHASSEE, FL 32301		G Gross receipts \$ 7,251,202.
F Name and address of principal officer: TIM CENTER SAME AS C ABOVE		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (Insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: HTTP://CAPITALAREACOMMUNITYACTIONAGENCY.COM			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 1965 M State of legal domicile: FL	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE A COMPREHENSIVE SYSTEM OF SERVICES AND RESOURCES TO REDUCE THE DETRIMENTAL EFFECTS		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	8
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	8
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	128
	6 Total number of volunteers (estimate if necessary)	6	410
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, line 38	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 7,335,793.	Current Year 7,224,021.
	9 Program service revenue (Part VIII, line 2g)	0.	0.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	52.	653.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	4,395.	22,618.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	7,340,240.	7,247,292.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	2,428,475.	2,305,999.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	3,460,044.	3,681,628.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,339,987.	1,231,010.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	7,228,506.	7,218,637.
19 Revenue less expenses. Subtract line 18 from line 12	111,734.	28,655.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 1,617,255.	End of Year 1,703,471.
	21 Total liabilities (Part X, line 26)	1,119,106.	1,052,448.
	22 Net assets or fund balances. Subtract line 21 from line 20	498,149.	651,023.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date 11/3/2020			
	TIM CENTER, EXECUTIVE DIRECTOR Type or print name and title				
Paid	Print/Type preparer's name STACEY T KOLKA	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN P01371120
Preparer Use Only	Firm's name ▶ THOMAS HOWELL FERGUSON P.A.	Firm's EIN ▶ 59-3186310			
	Firm's address ▶ 2615 CENTENNIAL BLVD., SUITE 200 TALLAHASSEE, FL 32308	Phone no. 850-668-8100			

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

832001 12-31-18

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2018)**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

☒

1 Briefly describe the organization's mission:

TO PROVIDE A COMPREHENSIVE 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.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 3,191,776. including grants of \$ 188,912.) (Revenue \$)
 HEAD START PROGRAM - MONITORED BY THE DEPARTMENT OF HEALTH & HUMAN SERVICES CAPITAL AREA COMMUNITY ACTION AGENCY IS THE GRANTEE FOR 5 HEAD START CENTERS (21 CLASSROOMS) OPERATED IN FRANKLIN, JEFFERSON AND LEON COUNTIES. ALL CENTERS OPERATE FOR 180 DAYS EACH TERM, BASED ON THE PUBLIC SCHOOL CALENDAR FOR EACH COUNTY. THE HEAD START PROGRAM HAD 434 CHILDREN DURING THE 2018/2019 SCHOOL YEAR. THE FOLLOWING INFORMATION IS A SUMMARY OF THE SERVICES PROVIDED DURING 2018/2019: 405 CHILDREN RECEIVED MEDICAL EXAMINATIONS, 19 CHILDREN RECEIVED TREATMENT FOR CHRONIC HEALTH CONDITIONS, 295 CHILDREN HAD DENTAL EXAMINATIONS, 425 CHILDREN RECEIVED "GROWTH ASSESSMENTS", 366 CHILDREN RECEIVED "VISION SCREENINGS" AND 342 CHILDREN RECEIVED "HEARING SCREENINGS".

4b (Code:) (Expenses \$ 1,708,328. including grants of \$ 1,349,470.) (Revenue \$)
 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM - MONITORED BY THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY THROUGH THE LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP), CAPITAL AREA COMMUNITY ACTION AGENCY WAS ABLE TO SERVICE 11,265 PEOPLE, WHICH CONSISTED OF 4,397 HOUSEHOLDS, DURING THE 2018-2019 FISCAL YEAR EIGHT COUNTIES WERE SERVED, WITH THE BREAKDOWN BEING 268 HOUSEHOLDS IN CALHOUN, 208 HOUSEHOLDS IN FRANKLIN, 481 HOUSEHOLDS IN GADSDEN, 200 HOUSEHOLDS IN GULF, 292 HOUSEHOLDS IN JEFFERSON, 2,652 HOUSEHOLDS IN LEON, 107 HOUSEHOLDS IN LIBERTY, AND 189 HOUSEHOLDS IN WAKULLA.

4c (Code:) (Expenses \$ 559,012. including grants of \$ 100,938.) (Revenue \$)
 COMMUNITY SERVICE BLOCK GRANT PROGRAM- MONITORED BY THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, CAPITAL AREA COMMUNITY ACTION AGENCY WAS ABLE TO SERVICE 164 HOUSHOLDS WITH BOOKS, SUPPLIES, TOOLS, UNIFORMS, CHILDCARE, LICENSES FEES AND WEATHER RELATED/DISASTER ASSISTANCE. THE PROGRAM SERVED PEOPLE IN SEVEN COUNTIES: 5 IN CALHOUN, 24 IN FRANKLIN, 18 IN GADSDEN, 17 IN JEFFERSON, 84 IN LEON, 6 IN LIBERTY, 10 IN WAKULLA.

4d Other program services (Describe in Schedule O.)

(Expenses \$ 1,219,221. including grants of \$ 666,679.) (Revenue \$)

4e Total program service expenses 6,678,337.

Form 990 (2018)

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1 X	
2 Is the organization required to complete Schedule B, Schedule of Contributors?	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9	X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c	X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13 X	
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19	X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21	X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note. All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 128		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year 7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12 10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders 11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.	13a	
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b		
c Enter the amount of reserves on hand 13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X

Form 990 (2018)

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒**Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	8	
1b Enter the number of voting members included in line 1a, above, who are independent	8	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	X
6 Did the organization have members or stockholders?	6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8a	X
b Each committee with authority to act on behalf of the governing body?	8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O	9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	12c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15a	X
b Other officers or key employees of the organization	15b	X
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **FL**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records **TIM CENTER - 850-222-2043**
309 OFFICE PLAZA, TALLAHASSEE, FL 32301

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a 17,857.				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e 6,996,370.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f 209,794.				
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f		7,224,021.			
Program Service Revenue	Business Code					
	2 a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		653.			653.
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6 a Gross rents	(i) Real (ii) Personal				
	b Less: rental expenses					
	c Rental income or (loss)					
	d Net rental income or (loss)					
	7 a Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b Less: cost or other basis and sales expenses					
	c Gain or (loss)					
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a 9,429.				
	b Less: direct expenses	b 3,910.				
	c Net income or (loss) from fundraising events		5,519.			5,519.
	9 a Gross income from gaming activities. See Part IV, line 19	a				
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11 a OTHER INCOME	900099	17,099.	17,099.			
b						
c						
d All other revenue						
e Total. Add lines 11a-11d		17,099.				
12 Total revenue. See instructions		7,247,292.	17,099.	0.	6,172.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	2,305,999.	2,305,999.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	84,699.	76,229.	8,470.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,762,411.	2,486,170.	276,241.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	45,957.	41,361.	4,596.	
9 Other employee benefits	548,194.	493,375.	54,819.	
10 Payroll taxes	240,367.	216,330.	24,037.	
11 Fees for services (non-employees):				
a Management				
b Legal	2,064.	1,920.	144.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	265,323.	198,992.	66,331.	
12 Advertising and promotion	4,694.	4,365.	329.	
13 Office expenses	148,492.	99,890.	48,602.	
14 Information technology	19,931.	18,536.	1,395.	
15 Royalties				
16 Occupancy	391,396.	363,998.	27,398.	
17 Travel	17,961.	16,704.	1,257.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	21,203.	19,719.	1,484.	
23 Insurance	45,870.	42,659.	3,211.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a REPAIRS AND MAINTENANCE	158,311.	147,229.	11,082.	
b TRAINING AND TECHNICAL	77,086.	71,690.	5,396.	
c VEHICLE EXPENSE	57,826.	53,778.	4,048.	
d DUES AND SUBSCRIPTIONS	10,531.	9,794.	737.	
e All other expenses	10,322.	9,599.	723.	
25 Total functional expenses. Add lines 1 through 24e	7,218,637.	6,678,337.	540,300.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	597,883.	1	509,865.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net	715,899.	3	661,611.
	4 Accounts receivable, net	0.	4	199,411.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	36,322.	9	73,434.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	547,608.		
	10b Less: accumulated depreciation	346,718.	10c	200,890.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	82,077.	15	58,260.
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,617,255.	16	1,703,471.	
Liabilities	17 Accounts payable and accrued expenses	248,862.	17	299,857.
	18 Grants payable	15,676.	18	17,531.
	19 Deferred revenue	621,907.	19	526,509.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	232,661.	23	208,551.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	1,119,106.	26	1,052,448.
	Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		
27 Unrestricted net assets		463,845.	27	651,023.
28 Temporarily restricted net assets		34,304.	28	0.
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances		498,149.	33	651,023.
34 Total liabilities and net assets/fund balances		1,617,255.	34	1,703,471.

Form 990 (2018)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	7,247,292.
2	Total expenses (must equal Part IX, column (A), line 25)	2	7,218,637.
3	Revenue less expenses. Subtract line 2 from line 1	3	28,655.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	498,149.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	124,219.
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	651,023.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____	3b	X

Form 990 (2018)

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Completed
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Completed
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs	On Going	N/A	Completed
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	on going	N/A	Completed
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	on going	N/A	Completed
	4.2	The Organization will complete, date and sign the Community Action Plan	On going	11/17/2020 Needs Board Approval	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	11/17/2020 Needs Board Approval	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the	Annually	3/24/2020	Completed
	4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short term absence of 3 months	Maintain	3/24/2020	Completed
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	4/28/2020	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection	On Going	4/28/2020	Completed
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws	Maintain	N/A	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	N/A	Completed
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	1/28/2020	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment	Maintain	N/A	Completed
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/26/2020 Needs Board Review	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	5/26/2020 Needs Board Review	Completed
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors	Maintain	N/A	Completed
	7.7	The organization has a whistle blower policy that has been approved by the governing board.	Ongoing	5/26/2020 Needs Board Review	Completed
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	Completed
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	Completed
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	9/22/2020	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	9/22/2020	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	9/22/2020	Completed
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually	9/22/2020	Completed
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually	9/22/2020	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/17/2020	
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be	Monthly	11/17/2020	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/22/2020	Completed
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/22/2020 Needs Board Approval	Completed
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	11/17/2020	
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data	Maintain	N/A	
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports	Annually	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	1/4/2021	
January 2021		SUBMIT			



**FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY**

Community Services Block Grant (CSBG)

Community Action Plan

Submission Date:

FFY:

Agency Contact Person Regarding the Community Action Plan:

Name:	Tim Center
Title:	Chief Executive Officer
Phone:	850.222.2043 x 102
Email:	Tim.center@cacaainc.org

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 21 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson (signature)

Date

Executive Director (signature)

Date

Certification of ROMA Trainer or Implementer
(If applicable)

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

NCRT/NCRI

Date

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Agency Information

Agency Name:	Capital Area Community Action Agency		
Address:	309 Office Plaza Drive		
Phone:	850.222.2043		
Website:	www.CapitalAreaCommunityActionAgency.com		
ED/CEO:	Tim Center		
Board Chair:	Derrick Jennings		
Type of Agency:	Local Government		
	Farmworker		
	Nonprofit		X

Geographic Service Area

The Capital Area Community Action Agency operates an anti-poverty program in accordance with the Community Services Block Grant Act through funds allocated by the Executive Director of the Florida Department of Economic Opportunity and the U.S. Department of Health and Human Services.

List all Counties Served through CSBG:

Calhoun
Franklin
Gadsden
Gulf
Jefferson
Leon
Liberty
Wakulla

Provide the location for all service centers, including the main office, below OR attach a listing of all service centers at Attachment A.

Geographic Service Area map

Attach a map of the Agency's service area at Attachment B

Vision Statement

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Date approved by Tripartite Board (most recent): 2020
(For reference, refer to Organizational Standards Category 4: Organizational Leadership.)

Type your agency's Vision Statement below.

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

Mission Statement

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Date last reviewed and approved by Tripartite Board (most recent): 2020
(For reference, refer to Organizational Standard 4.1.)

Type your agency's Mission Statement below.

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.

Community Needs Assessment (CNA)

(For reference, refer to Organizational Standards 1.1, 1.2, 2.2, and Category 3: Community Assessment.)

Date of the most recently completed CNA: November 27, 2018

Timeframe: 2017-2020
(enter the timeframe the CNA covers)

Date approved by Tripartite Board (most recent): November 17, 2020
(For reference, refer to Organizational Standard 3.5)

The narrative description provided for the needs assessment serves as the basis for the agency's goals, problem statements, and program delivery strategies of the CSBG/National Performance Indicators. The

needs assessment should describe local poverty-related needs and prioritize eligible activities to be funded by CSBG.

Agency needs assessments shall identify the processes used to collect the most applicable information. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.

Please note which combination of activities to perform needs assessments were used, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	<i>Getting Ahead/Staying Ahead conversations</i>
Asset Mapping	
Surveys	<i>United Way of the Big Bend Community Agency Surveys of Clients</i>
Community Dialogue	
Interviews	
Public Records	<i>Community Commons data through Community Action Partnership</i>

Define Your Community Needs Assessment (CNA) Process

1. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.1)
Clients are surveyed upon receipt of services from the Agency. These client satisfaction survey results are aggregated and reported quarterly to the Board of Directors.
2. Describe how the agency analyzes information collected from low income individuals as part of the community needs assessment process (methodology). (Organizational Standard 1.2)
Through client satisfaction surveys and input given by Getting Ahead/Staying Ahead clients, staff are able to analyze and assess the needs of low-income residents served by the Agency. The Agency also worked with the United Way of the Big Bend which serves most of the Agency's eight-county region. Their client and community survey was in the field for several months and offered a wider-audience upon which the Agency can make data-driven decisions.
3. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). (Organizational Standard 2.2)

Community-Based Organizations	<i>United Way of the Big Bend-funded agencies and their clients shared that services for seniors, housing and childcare continue to be the most pressing concerns.</i>
Faith-Based Organizations	<i>Conversations with leaders of domestic mission efforts from the faith community indicate a frustration in the</i>

	<i>inability to reduce duplication of services, prevent fraud and, most importantly, offer an opportunity for true change in the individual self-sufficiency.</i>
Private Sector	<i>Conversations reveal an under-appreciation for the extent of poverty in the region, a failure to understand that some programs can actually help move low-income, and have presented an opportunity to recruit and train volunteer mentors.</i>
Public Sector	<i>Public Sector engagement has presented several opportunities to permit collective impact among service providers to offer bundled services in a coordinated manner.</i>
Educational Institutions	<i>As with public sector engagement, partnerships are available to help struggling families.</i>
Other	

4. For each data point listed below, provide the information from the CNA that was collected as part of the process and a brief summary of how it was used. (Organizational Standard 3.2)

Poverty and Gender	<i>Community Commons data affirmed the continued efforts of the need to focus on African-American women who were mothers of young children. This is the most significantly impacted demographic of our community. This is why priority is given to LIHEAP clients at the beginning half of each month and makes up the super majority of Getting Ahead/Staying Ahead clients.</i>
Poverty and Age	<i>Community Commons data illustrates the continued importance to focus on families with children given that most counties have child poverty rates exceeding 20%.</i>
Poverty and Race/Ethnicity	<i>Community Commons data illustrates that while African Americans are not a majority of the population, a significant portion of the demographic lives in poverty. Additionally, the Hispanic part of the community continues to be stable.</i>

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

Qualitative	<i>Client Satisfaction surveys, Client Interviews, United Way of the Big Bend Agency and Client Surveys and workgroup conversations with area partners</i>
Quantitative	<i>Community Commons data through the Community Action Partnership</i>

Describe the findings and results of your Community Needs Assessment

Top Five Needs	Agency Priority (Yes/No)	Description of programs/services /activities	Coordination
1. <i>Housing Assistance – rent, affordability</i>	Yes	<i>Through a partnership with FEMA and using CSBG funding the Agency is able to provide limited assistance with housing including deposits and rent. The Agency's Weatherization Assistance Program provides services that reduces utility expenses and increasing affordability.</i>	<i>The Agency also works with the Tallahassee Housing Authority and Tallahassee Lender's Consortium to help promote self-sufficiency among clients served.</i>
2. <i>Seniors services</i>	Yes	<i>Through LIHEAP funding the Agency is able to prioritize seniors for the first half of each month.</i>	<i>The Agency also works with Elder Care Services</i>
3. <i>Affordable Childcare</i>	Yes	<i>The Agency's contribution to this space includes the Head Start program. Agency clients served through Getting Ahead/Staying Ahead receive eligibility priority for Head Start services. Additionally, Head Start parents are recruited for the Getting Ahead/Staying Ahead self-sufficiency program.</i>	<i>The Agency also works with the Early Learning Coalition and with local educational authorities to build coalition services for low-income and deserving families.</i>
4. <i>Self-sufficiency and employment</i>	Yes	<i>The Agency's Getting Ahead/Staying Ahead self-sufficiency</i>	<i>The Agency works collaborative with Career Source in each of</i>

		<i>program has demonstrated success in long-term outcomes around positive economic mobility and reduced dependency on public assistance. Additionally, the program helps integrate the resourced community and help clients build social capital in the middle class. The program helps qualify clients for Welfare to Work assistance through CareerSource.</i>	<i>our counties. Offices are co-located where possible. Board member representation from each agency is present. And, joint case management is being developed to provide bundled-services and increase the chance for positive outcomes.</i>
5.Financial Literacy	Yes	<i>Agency Case Management staff have been trained in Financial Social Work methods and include financial institution partnership with Getting Ahead/Staying Ahead to teach budgeting, credit and promote being banked and establishing savings habits.</i>	<i>The Agency also works with the Tallahassee Leon Federal Credit Union, Sunshine State Bank and Wells Fargo Bank for financial partnerships.</i>

Top Five needs: List the top five needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box, to indicate if the need will be addressed in the current year either directly or indirectly. If the need will not be met please provide explanation in narrative section.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

Service Delivery System

Describe the overall Service Delivery System for services provided with CSBG funds and describe how the CAAs services enhance and/or differ from those offered by other providers, i.e. bundled services— please include specific examples.

1. Describe the agency's service delivery system for services provided using CSBG funds. Please include when and how clients enter into your program.

The Agency's service delivery system ensures that people seeking services through programs like Head Start, Emergency Services including LIHEAP, and the Weatherization Assistance Program, are made aware of and are referred to all appropriate services within the Agency. For Example, Family Advocates in the Head Start program refer Head Start parents to the Getting Ahead/Staying Ahead self-sufficiency case managers to assess parents for the program and subsequent job training and education services funded through CSBG.

In addition, the Agency works closely with local agencies such as CareerSource and faith-based institutions to ensure that their clients and members are aware of the Agency's program. The agencies are provided applications for the services provided under CSBG funding.

2. Provide a copy of your agency's most current CSBG Workplan See Organizational Standard 4.3.
3. How do your services/programs differ from those of other providers?

The Agency's self-sufficiency program is based on a Getting Ahead/Staying Ahead. Getting Ahead in a Just-Gettin'-by-World is an evidence-based program that serves as the entry point to CSBG-funded activities designed to help promote economic mobility and reduce dependency on public assistance. The Getting Ahead curriculum empower people living in poverty or the working poor (ALICE population) to break the tyranny of the moment, learn and understand fundamental rules of economic class and language, and to develop their future story. The transformation that occurs helps move clients from concrete thought to abstract thought and act accordingly. The future story serves as a basis for their plan of action in the Staying Ahead (self-sufficiency) program.

Staying Ahead pairs volunteer mentors with Getting Ahead graduates coupled with Agency case management. The mentors help re-enforce the lessons learned in Getting Ahead, build the client's social capital in the resourced community and assist in helping them achieve the goals in their future plan. Case managers work directly with clients to assist in accomplishing the steps necessary to achieve their future story goals. The mentorship program lasts about six months and case management may last a couple months longer. Staying Ahead is based on the evidence-based Circles USA model.

The services differ from other agencies because they are not designed to provide immediate assistance, but build capacity and transformative skills in clients that will help them break the cycle of what is usually a generational poverty situation. It is the Agency's goal to expand this type of programming to other service providers. ECHO, a faith-based nonprofit, adopted the model and was set to implement the Getting Ahead program in 2018.

programming to other service providers. ECHO, a faith-based nonprofit, adopted the model and was set to implement the Getting Ahead program in 2018.

4. List your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CAN, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case management, T/TA, etc.).

The Agency uses CSBG funding to support staff salaries, program support direct client services such as on-the-job training, education and educational supports, case management and training and technical assistance for all its services provided under CSBG funding.

The Getting Ahead/Staying Ahead curriculum was discovered through research for evidence-based programs that are effective in reducing poverty rates among participants. Staff have been trained and continue to be trained on facilitation and executing the delivery of the program with fidelity to the curriculum design. Staying Ahead mentorship component was based on the Circles USA mentorship model which also is an evidence-based program showing great promise.

The CSBG funds are spent in the following categories to realize the mission of the Agency - empower low-income citizens with skills and motivation to become self-sufficient.

Agency Funding Type	Amount
Staffing	\$484,872
Program Support	177,820
Direct Client Services	227,171
Training and Technical Assistance	15,996
Rent and Agency Operations	37,680
Total	\$943,539

Strategic Plan (or Comparable Planning Document for Public CAAs)

(For reference, refer to Organizational Standards 4.3 and Category 6.)

Date approved by Tripartite Board (most recent): November 17, 2020

(For reference, refer to Organizational Standard 6.1.)

1. Describe your agency's strategic planning process, including how the agency used ROMA in completing the plan. (Organizational Standard 4.3)

The Agency Board of Directors continually reviews service delivery plans and uses the Community Needs Assessment to guide any policy and programmatic necessary to help achieve the mission of the Agency. The Agency strategic plan guides the work of the Agency and is reviewed every two. Any new priorities, strategies or objectives are run through a ROMA logic model to determine whether the desired goals can be achieved and how best to measure them.

2. Describe how the strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient. (Organizational Standard 6.2)

The priority of the Agency has been to focus on how best to reduce poverty. The transformative program of Getting Ahead/Staying Ahead has been a key strategy used to achieve this goal. Staff turnover requires significant training and technical assistance to keep up the momentum created by the program amongst the clients served.

3. Describe the family, agency and/or community goals contained in the strategic plan. (Organizational Standard 6.3)

Goal 1: Help Low-Income People Become More Self-Sufficient. Low-income people often must rely upon government programs for economic sufficiency due to lack of opportunities, education and job training for employability. Strategies include: Getting Ahead/Staying Ahead classes; enrolling clients in education and job training programs; Offering Head Start childcare services to clients; and providing supportive direct services to clients including food, transportation and housing assistance.

Goal 2: Improve the conditions in which low-income people live. Low-income people often do not have the knowledge and skills to advocate for themselves and their own interests.

Goal 3: Help low-income residents obtain the skills and knowledge to advocate for themselves and their interests. Strategies include: offering opportunities through business mentorships in Staying Ahead, Employment and job training programs; and community initiatives such as Step Up for Gadsden.

Goal 6: Strengthen families and offer support to help low-income residents achieve their potential. Low-income families often do not have the basic knowledge and skills or sufficient income to improve their standard of living/quality of life. Community Action will meet low-income individuals where they are and strive to provide these families with the services and resources needed to improve their lives. Strategies include: Priority assistance to seniors, disabled and families with young children, provide emergency assistance where available, and partner with available programs to ensure healthy children ready to learn.

4. Describe the customer satisfaction data and customer input contained in the strategic plan along with a brief explanation of how this data was used. (Organizational Standard 6.4)

Client data and input helps to ensure that the delivery of services meets the ultimate mission of empowering low-income citizens with skills and motivation to become self-sufficient.

Linkages and Funding Coordination

(For reference, refer to Organizational Standard 2.1.)

1. Describe the process utilized by your agency to link services and coordinate funding in your service area.
 - a. Indicate how staff was involved, i.e. attended community meetings, I&R, etc.
 - b. Describe how services are targeted to low income individuals and families.
 - c. Describe how linkages will be developed to fill identified gaps in services.

Agency staff attends regular coalition meetings in their respective areas as well as serve on local committees. The Agency is also a Chamber of Commerce member in each of its counties and staff regularly attends meetings.

Services are targeted toward low-income individuals and families by the requirement that household income must be at or below 125% of poverty in order to receive CSBG services.

Linkages and partnerships have been developed with the four Career Source agencies that cover Community Action's eight county region, local senior service centers, local coalitions and other groups in order for Community Action to refer its clients for additional services not available through the Agency.

2. Explain if there is a formalized coalition of social service providers in your service area. If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding.

Most of the counties in Community Action's service area have formal coalitions that meet regularly. Community Action staff actively participates in these sessions. Local social service agencies, government, business entities and other interested parties participate in the coalitions. Services are coordinated by the coalition members and funding may be provided through the coalition or the membership. These coalitions include:

***Big Bend Homeless Coalition
Whole Child Leon
United Way of the Big Bend
Franklin's Promise Coalition
Jefferson County Shared Services Coalition
United Partners for Human Services
Transportation Disadvantaged
Wakulla County Coalition for Youth
Healthy Start Coalition of Jefferson, Madison & Taylor Counties
Big Bend COAD (Communities Organizations Active in Disasters)
Step Up for Gadsden***

3. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.

4. **Community Action has memorandums of understanding /agreements with the four Career Source regional boards that cover the Agency's service area. It also has agreements with the EHEAP providers.**

Tripartite Board of Directors

(For reference, refer to Organizational Standards Category 5: Board Governance.)

1. What is the total number of Board members as stated by your Bylaws? maximum of 27 Directors
2. Vacancy Resolution Plan – Does your board currently have any vacancies? ☒ Yes ☐ No
If yes, please complete the table below for each vacant seat.

Position	Date Vacancy Occurred	Estimated Date to be Filled	Reason for Vacancy	Steps taken to fill Vacancy
Low Income – Franklin	3/17	3/20	attendance	Working with area representatives to identify candidates
Low Income - Calhoun		3/20	No willing partner	Working with area representatives to identify candidates
Public Sector – Franklin		3/20	Election loss	Speaking to Commissioners
Public Sector – Gadsden		3/20	No willing partner	Speaking to Commissioners

Agency Bylaws

Date Approved by Tripartite Board (Most Recent): November 2020

(For reference, refer to Organizational Standards Category 5.)

Date Reviewed by an Attorney (Most Recent): November 2020

(For reference, refer to Organizational Standard 5.3.)

Date Bylaws Last Distributed to Board Members (Most Recent): Annually – January Meeting

(For reference, refer to Organizational Standard 5.4.)

Agency-Wide (or Department-Wide) Organizational Chart

Does your agency have an agency-wide organizational chart? ☒ Yes ☐ No

If not, what document does your agency and board use to identify positions within your agency?

(For reference, refer to Organizational Standard 7.3.)

Agency-Wide (or Department-Wide) Budget

Does your agency have an agency-wide budget?

☒ Yes ☐ No

If not, what document does your agency and board use track annual funding?

(For reference, refer to Organizational Standards 8.7 and 8.9.)

Agency Succession Plan

Does your agency have an agency succession plan?

☒ Yes ☐ No

If not, what policies are in place in the event of an unplanned emergency absence by key staff members?

Does the plan cover unplanned short-term absences?

☒ Yes ☐ No

Does the plan cover long-term (planned or not) absences?

☒ Yes ☐ No

Date Approved by Tripartite Board (Most Recent): November 2020

(For reference, refer to Organizational Standard 4.5.)

Agency-Wide (or Department-Wide) Comprehensive Risk Assessment

Does your agency have a comprehensive risk assessment?

☒ Yes ☐ No

If not, what policies are in place to ensure the agency does not put itself at risk?

Date Reported to the Tripartite Board (Most Recent): Annual Audit in July 2018

(For reference, refer to Organizational Standard 4.6.)

Annual Analysis of the Agency's Outcomes

Does your agency provide an annual analysis or report to the governing board to include the following:

Report Type	Yes	No	Date Provided to the Board (Most Recent)
Update on the success of the specific strategies include in this Community Action Plan	X		Bi-monthly Board meetings – 11/27/19
Update on the progress of meeting the goals of the strategic plan	X		11/27/19
An analysis of the agency's outcomes and any operational or program adjustment and improvements identified	X		11/27/19

(For reference, refer to Organizational Standards 4.4, 6.5, 9.3)

Federal Assurances and Certification

Public Law 105-285, s. 676 (b) establishes federal assurances eligible entities are to comply with. DEO, in its state plan submission, provides a narrative describing how the eligible entities in Florida will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances, the annual DEO Federally Funded Subgrant Agreement, and any other laws, rules, and statutes in the performance of the activities funded through this grant.

Attachment A

Capital Area Community Action Agency Regional Office

Leon County

309 Office Plaza Drive
Tallahassee, FL 32301
Phone: 850-222-2043

Calhoun & Liberty Counties

20859 Central Avenue, E
Blountstown, FL 32424
Phone: 850-674-5067

Franklin County

111 Avenue E., Suite A
Apalachicola, FL 32320
Phone: 850-653-8057

Gadsden County

1140 West Clark Street
Quincy, FL 32351
Phone: 850-875-4250

Gulf County

401 Peters Street
Port St. Joe, FL 32456
Phone: 850-229-1717

Jefferson County

1155 North Jefferson Street
Monticello, FL 32344
Phone: 850-997-8231

Wakulla County

Wakulla Career Center
3278 Crawfordville Highway
Suite G
Crawfordville, FL 32327
Phone: 850-926-3122

Attachment B

Map of Region



Service Area Overview

Capital Area Community Action Agency serves Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties.

Attachment C

CSBG Work Plan

FFY 2020 CSBG QUARTERLY FOCAS REPORT

Agency: Capital Area Community Action Agency

Agreement #: 17SB-00-12-00-04-104

Contact: Tim Center

Phone: 850-222-2043 x 101

Email: Tim.Center@capacalc.org

Module 2: Expenditures and Allocations										
		Expected Allocations	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
A2k	Total CSBG Expenditures	\$ 183,098.26	\$ 384,258.84	209.96%	\$ 120,941.73	\$ 112,099.26	\$ 59,537.02	\$ 91,680.83		
C3n	Total: Non-CSBG Federal Resources Allocated	\$ 5,087,168.56	\$ 5,737,175.55	112.79%	\$ 1,623,359.94	\$ 1,500,374.10	\$ 1,186,088.83	\$ 1,427,732.68		
C4p	Total: State Resources Allocated	\$ 266,824.00	\$ 129,051.83	48.37%	\$ 47,966.63	\$ 44,050.10	\$ 20,857.53	\$ 16,177.57		
C5e	Total: Local Resources Allocated	\$ 116,000.00	\$ 100,872.46	86.96%	\$ 26,189.74	\$ 24,731.22	\$ 13,821.14	\$ 36,130.36		
C5g	Total: Private Sector Resources Allocated	\$ 164,730.54	\$ 79,074.11	48.00%	\$ 17,417.38	\$ 11,753.47	\$ 38,919.82	\$ 10,983.44		
C7	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$ 5,634,723.10	\$ 6,046,573.95	107.33%	\$ 1,714,983.69	\$ 1,580,806.88	\$ 1,259,687.30	\$ 1,481,044.05		
C8	Total Resources in CSBG Eligible Entity (Including CSBG)	\$ 5,817,821.96	\$ 6,430,832.79	110.54%	\$ 1,886,375.42	\$ 1,693,006.15	\$ 1,319,226.34	\$ 1,582,726.88		

Number of Clients Served		Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter
A	Total Number of Individuals Served	16500	11370	68.91%	3561	2707	2264	3244
B	Total Number of Households Served	7500	4950	66.00%	1077	995	840	1178

Module 2, Section B: CSBG Eligible Entity Capacity Building											
	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter		2nd Quarter Progress Achieved this Quarter		3rd Quarter Progress Achieved this Quarter		4th Quarter Progress Achieved this Quarter	
				Hours	Progress (%)	Hours	Progress (%)	Hours	Progress (%)	Hours	Progress (%)
B2	Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours									
B2a	Hours of Board Members in capacity building activities	600	133.5	22.17%	0	37	27	67.5			
B2b	Hours of Agency Staff in capacity building activities	1200	114	9.50%	30	27	0	62			
B3	Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours									
B3a	Total number of volunteer hours donated to the agency	1370	76	5.55%	411	292.75	0	62.25			
B3a 1	Of the above, the total number of volunteer hours donated by individuals with low-incomes	978	74	7.57%	390	282.75	0	51.25			
B4	The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number	Number	Progress (%)	Number	Number	Number	Number	Number	Number	Number
B4a	Number of Nationally Certified ROMA Trainers	1			0	0	0	0	0	0	0
B4b	Number of Nationally Certified ROMA Implementers	0			0	0	0	0	0	0	0

FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0	0	0	0	0	0	0
FNPI 3i	Income and Asset Building Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 3z 1	The number of individuals or households								
Housing Indicators									
FNPI 4	Housing	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.	0	0	0	0	0	0	0	0
FNPI 4b	The number of households who obtained safe and affordable housing.	0	0	0	0	0	0	0	0
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.	100	1	1.00%	0	0	0	3	0
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.	100	14	14.00%	8	0	0	0	16
FNPI 4e	The number of households who avoided eviction.	100	2	2.00%	4	0	0	0	0
FNPI 4f	The number of households who avoided foreclosures.	0	0	0	0	0	0	0	0
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	45	15	33.33%	7	8	1	0	0
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.	45	16	35.56%	7	8	1	0	0
FNPI 4z	Housing Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 4z 1	The number of individuals or households								
Health and Social/Behavioral Development Indicators									
FNPI 5	Health and Social/Behavioral Development	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	20	0	0	0	0	0	0	0
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.	0	0	0	0	0	0	0	0
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	0	0	0	0	0	0
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.	0	0	0	0	0	0	0	0
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	0	0	0	0	0
FNPI 5f	The number of fathers (65+) who maintained an independent living situation.	0	0	0	0	0	0	0	0
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.	0	0	0	0	0	0	0	0
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0	0	0	0
FNPI 5i	The number of individuals with no mediating event for six months.	0	0	0	0	0	0	0	0
FNPI 5j 1	Youth (ages 14-17)	0	0	0	0	0	0	0	0
FNPI 5j 2	Adults (ages 18+)	0	0	0	0	0	0	0	0
FNPI 5z	Health and Social/Behavioral Development Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 5z 1	The number of individuals or households								
Civic Engagement and Community Involvement Indicators									
FNPI 6	Civic Engagement and Community Involvement Indicators	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	120	23	19.17%	0	8	0	0	10
FNPI 6a 1	Of the above, the number of Community Action program participants who improved their leadership skills.	120	14	11.67%	0	8	0	0	10
FNPI 6a 2	Of the above, the number of Community Action program participants who improved their social networks.	120	18	15.00%	0	8	0	0	10
FNPI 6a 3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	120	19	15.83%	0	8	0	0	10
FNPI 6z	Civic Engagement and Community Involvement Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNPI 6z 1	The number of individuals or households								

Outcomes Across Multiple Domains									
FNP1.7	Outcomes Across Multiple Domains	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNP1.7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.								
FNP1.7c	Other Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	Number
FNP1.7c.1	The number of individuals or households								

The following section is for data collection and does not include expected numbers

Module 4, Section B: Individual and Family Services									
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.									
Employment Services - Unduplicated Number of Individuals Served									
SRV 1. Skills Training and Opportunities for Experience									
SRV 1a	Vocational Training	Number	Number	1st Quarter Achieved this Quarter	2nd Quarter Achieved this Quarter	3rd Quarter Achieved this Quarter	4th Quarter Achieved this Quarter	Number	Number
SRV 1b	On-the-job and other Work Experience								
SRV 1c	Youth Summer Work Placements								
SRV 1d	Apprenticeship/Internship								
SRV 1e	Self-Employment Skills Training								
SRV 1f	Job Readiness Training								
SRV 1g	Career Counseling								
SRV 1h	Workshops								
SRV 1i	Coaching								
SRV 1j	Job Search								
SRV 1k	Coaching								
SRV 1l	Resume Development								
SRV 1m	Interview Skills Training								
SRV 1n	Job Referrals								
SRV 1o	Job Placements								
SRV 1p	Pre-employment physicals, background checks, etc.								
SRV 1q	Post Employment Supports								
SRV 1r	Coaching								
SRV 1s	Interactions with employers								
SRV 1t	Employment Supplies								
SRV 1u	Employment Supplies								

Education and Cognitive Development Services - Unduplicated Number of Individuals Served									
SRV 2. Child/Young Adult Education Programs									
SRV 2a	Early Head Start	Number	Number	1st Quarter Achieved this Quarter	2nd Quarter Achieved this Quarter	3rd Quarter Achieved this Quarter	4th Quarter Achieved this Quarter	Number	Number
SRV 2b	Head Start								
SRV 2c	Other Early-Childhood (0-5 yr. old) Education								
SRV 2d	K-12 Education								
SRV 2e	K-12 Support Services								
SRV 2f	Financial Literacy Education								
SRV 2g	Literacy/English Language Education								
SRV 2h	College-Readiness Preparation/Support								
SRV 2i	Other Post Secondary Preparation								

SRV 2j	Other Post Secondary Support	Number	0	0	0	0	0
SRV 2k	School Supplies	Number	0	0	0	0	0
SRV 2l	School Supplies	Number	0	0	0	0	0
SRV 2m	Extra-curricular Programs	Number	11	11	11	11	11
SRV 2n	Before and After School Activities	Number	0	0	0	0	0
SRV 2o	Summer Youth Recreational Activities	Number	0	0	0	0	0
SRV 2p	Summer Education Programs	Number	0	0	0	0	0
SRV 2q	Behavior Improvement Programs (attitude, self-esteem, dress for success, etc.)	Number	0	0	0	0	0
SRV 2r	Mentoring	Number	0	0	0	0	0
SRV 2s	Leadership Training	Number	0	0	0	0	0
SRV 2t	Adult Education Programs	Number	0	0	0	0	0
SRV 2u	Adult Literacy Classes	Number	0	0	0	0	0
SRV 2v	English Language Classes	Number	0	0	0	0	0
SRV 2w	Basic Education Classes	Number	0	0	0	0	0
SRV 2x	High School Equivalency Classes	Number	0	0	0	0	0
SRV 2y	Leadership Training	Number	0	0	0	0	0
SRV 2z	Parenting Supports (may be a part of the early childhood programs identified above)	Number	0	0	0	0	0
SRV 2aa	Applied Technology Classes	Number	364	364	364	364	364
SRV 2ab	Post-Secondary Education Preparation	Number	0	0	0	0	0
SRV 2ac	Financial Literacy Education	Number	0	0	0	0	0
SRV 2ad	Post-Secondary Education Support	Number	0	0	0	0	0
SRV 2ae	College applications, text books, computers, etc.	Number	0	0	0	0	0
SRV 2af	Financial Aid Assistance	Number	0	0	0	0	0
SRV 2ag	Scholarships	Number	0	0	0	0	0
SRV 2ah	Home Visits	Number	0	0	0	0	0
SRV 2ai	Home Visits	Number	0	0	0	0	0

Income and Asset Building Services - Unduplicated Number of Individuals Served							
SRV 3	Training and Counseling Services	Number	0	0	0	0	0
SRV 3a	Financial Capability Skills Training	Number	0	0	0	0	0
SRV 3b	Financial Coaching/Counseling	Number	10	10	10	10	10
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	Number	0	0	0	0	0
SRV 3d	First-time Homebuyer Counseling	Number	0	0	0	0	0
SRV 3e	Foreclosure Prevention Counseling	Number	0	0	0	0	0
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes	Number	0	0	0	0	0
SRV 3g	Benefit Coordination and Advocacy	Number	0	0	0	0	0
SRV 3h	Child Support Payments	Number	0	0	0	0	0
SRV 3i	Health Insurance	Number	0	0	0	0	0
SRV 3j	Social Security/SSI Payments	Number	0	0	0	0	0
SRV 3k	Veteran's Benefits	Number	0	0	0	0	0
SRV 3l	TANF Benefits	Number	0	0	0	0	0
SRV 3m	SNAAP Benefits	Number	31	31	31	31	31
SRV 3n	Asset Building	Number	269	269	269	269	269
SRV 3o	Saving Accounts/IDAs and other asset building accounts	Number	0	0	0	0	0
SRV 3p	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	Number	0	0	0	0	0
SRV 3q	VITA, ETC, or Other Tax Preparation programs	Number	0	0	0	0	0
SRV 3r	Loans And Grants	Number	0	0	0	0	0
SRV 3s	Micro-loans	Number	0	0	0	0	0
SRV 3t	Business incubator/business development loans	Number	0	0	0	0	0

Housing Services - Unduplicated Number of Individuals Served

SRV 4	Housing Payment Assistance	Number	Number	Number	Number	Number
SRV 4a	Financial Capability Skill Training	8	0	8	0	0
SRV 4b	Financial Coaching/Counseling	13	0	8	0	5
SRV 4c	Rent Payments (Includes Emergency Rent Payments)	154	14	79	45	16
SRV 4d	Deposit Payments	2	2	0	0	0
SRV 4e	Mortgage Payments (Includes Emergency Mortgage Payments)		0	0	0	0
SRV 4f	Eviction Prevention Services	Number	Number	Number	Number	Number
SRV 4g	Eviction Counseling		0	0	0	0
SRV 4h	Landlord/Tenant Mediations		0	0	0	0
SRV 4i	Landlord/Tenant Rights Education		0	0	0	0
SRV 4j	Utility Payment Assistance	Number	Number	Number	Number	Number
SRV 4k	Utility Payments (LIHEAP- Includes Emergency Utility Payments)	1081	2260	2264	231	
SRV 4l	Utility Deposits	1	0	0	0	0
SRV 4m	Utility Arrears Payments		0	0	0	0
SRV 4n	Level Billing Assistance		0	0	0	0
SRV 4o	Housing Placement/ Rapid Re-housing	Number	Number	Number	Number	Number
SRV 4p	Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)		0	0	0	0
SRV 4q	Temporary Housing Placement (Includes Emergency Shelters)		0	0	0	0
SRV 4r	Transitional Housing Placements		0	0	0	0
SRV 4s	Permanent Housing Placements		0	0	0	0
SRV 4t	Rental Counseling		0	0	0	0
SRV 4u	Housing Maintenance & Improvements	Number	Number	Number	Number	Number
SRV 4v	Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)		0	0	0	0
SRV 4w	Weatherization Services	Number	Number	Number	Number	Number
SRV 4x	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	1	0	8	1	0
SRV 4y	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	17	8	8	1	0
SRV 4z	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	17	8	8	1	0

Health and Social/Behavioral Development - Unduplicated Number of Individuals Served

SRV 5	Health Services, Screening and Assessments	Number	Number	Number	Number	Number
SRV 5a	Immunizations	347	28	0	202	
SRV 5b	Physicals	350	28	0	202	
SRV 5c	Developmental Delay Screening	260	0	67	0	
SRV 5d	Vision Screening	240	17	0	178	
SRV 5e	Prescription Payments		0	0	0	
SRV 5f	Doctor Visit Payments		0	0	0	
SRV 5g	Maternal/Child Health		0	0	0	
SRV 5h	Nursing Care Sessions		0	0	0	
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)		0	0	0	
SRV 5j	Health Insurance Options Counseling		0	0	0	
SRV 5k	Reproductive Health Services		0	0	0	
SRV 5l	Counseling Sessions	Number	Number	Number	Number	Number
SRV 5m	Family Planning Classes	0	0	0	0	
SRV 5n	Contraceptives	0	0	0	0	
SRV 5o	STI/HIV Prevention Counseling Sessions	0	0	0	0	
SRV 5p	STI/HIV Screenings	0	0	0	0	
SRV 5q	Wellness Education	Number	Number	Number	Number	Number
SRV 5r	Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0	0	0	0	
SRV 5s	Exercise/Fitness	0	0	0	0	
SRV 5t	Mental/Behavioral Health	Number	Number	Number	Number	Number
SRV 5u	Detoxification Sessions	0	0	0	0	
SRV 5v	Substance Abuse Screenings	0	0	0	0	
SRV 5w	Substance Abuse Counseling	0	0	0	0	

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT NOVEMBER 2020

Administrative

- Open Enrollment for employee health care and insurance benefits will open this month.
- Client access to offices is managed. All staff and guests in the building have their temperature checked, masks are required, and proper hygiene and cleaning is taking place.
- Risk Management – All classrooms are open and no students or staff on quarantine.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff continue to work on closing out the relief fund and camper inventory.
- Disaster Recovery Support Grant – Working with the Case Managers to work directly with the Long-Term Recovery Groups to support Hurricane Michael recovery.
- ALICE Getting Ahead with ECHO per the United Way grant is now up and running. Three classes will be held over the next twelve months.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Focusing on advertising to reach COVID-19 impacted residents. Working on shared messaging with CareerSource offices to those who have applied for unemployment and welfare and SNAP benefits.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Working on a supplemental Head Start grant for Disaster Recovery funding. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, may serve as Project Manager for Franklin Renovation, Titus Project on Welaunee, Mahan Drive, Royal (drainage), and Jefferson County.

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

Out of Office

- November 23-25 – Thanksgiving Week



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Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month of October 2020

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
County	Enrollments or Recruits	Active Participants	Households Served**	Units Projected	In Progress	Completed
Calhoun	0	3	23	14	1	1
Franklin*	4	0	23	9	0	2
Gadsden	0	0	23	19	5	6
Gulf	0	0	13	9	0	0
Jefferson	10	9	10	9	2	3
Leon AM*	6	3	206	72	7	51
Leon PM	6	0				
Liberty	0	0	3	8	1	0
Wakulla	0	0	11	12	2	6
ECHO	14	0	N/A			
TOTALS	40	15	312	152	18	69
*GA complete; transitioning to SA						
HEAD START						
2020 - 2021 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered at 8/12/2020 (Accepted)	20	37	56	42	123	278
# of Students Enrolled @ 10/31/2020 (Actually attended)	16	21	48	34	99	218
Funded Enrollment (Revised due to COVID-19)	20	37	56	42	123	278
Center Enrollment %	80.00%	56.76%	85.71%	80.95%	80.49%	78.42%
NOTES: See attached Family Community Engagement Manager report for additional information on enrollments.						

Capital Area **Community Action** Agency

MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: November 12, 2020

RE: Notes to October 2020 Program Reports

The following are notes to the COO Summary of Programs:

PROGRAMS

Family Self-Sufficiency Program

Getting Ahead classes have ended in Franklin and the Leon County morning class. Participants are transitioning into the Staying Ahead phase of the program. They will continue to meet for three weeks to cover financial literacy, time management, goal setting and accessing services through Employ Florida. After that they will begin the monthly one-on-one meetings with their case manager to work on their individual goals. They will also meet once each month with their group to continue the momentum, and provide continuing support. The Leon County evening class should be completed before the Thanksgiving break.

The FSSP Case Managers have begun meeting with the Long-Term Recovery groups in the counties to assess the customers of the Hurricane Michael disaster. They will work closely with this team to recruit the clients receiving disaster recovery services to offer them Getting ahead, and other services available from the agency. Case Managers are currently recruiting for new sessions to begin in January 2021.

The Train-the-Trainer class ended with ten graduates. These new trainers will co-facilitate new sessions that begin in January 2021 which will help us expand the program. We are planning to offer Getting Ahead sessions for our staff as professional development. We also would like to do an abbreviated class for the Board members.

The Getting Ahead class facilitated by ECHO through the United Way grant is in its fifth week. They have fourteen participants. ECHO staff is doing a good job of facilitating, and our agency staff provides technical support for them.



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Emergency Services

Applications for LIHEAP services are increasing. We will begin CSBG CARES rent services in December. The CARES funding for most agencies expires 12/31/2020. Our funds expire 9/30/2022, so we will be able to continue providing rental assistance until then, or when the funds run out, whichever comes first.

STAFFING

New Employees

Celena Grant – Community Outreach Coordinator (FSSP)
Michelle Hawkins – Administrative Assistant (FSSP)

Vacancies

A copy of the current vacancy list is attached to this report. It includes new temporary positions for the Disaster Recovery grant.

Capital Area **Community Action** Agency

CURRENT VACANCIES –11/12/2020

FAMILY SUPPORT SERVICES PROGRAM MANAGER

The Family Support Services Program Manager (FSSP) is responsible for management and oversight of the agency Self-Sufficiency program as outlined and funded by the Community Services Block Grant (CSBG). This includes, but is not limited to: managing staff, develop and ensure compliance with fiscal/budgetary guidelines and program policies and procedures, prepare and submit grant applications, modifications and contracts (including budgets, reports, correspondence, questionnaires and presentations) related to CSBG; ensure compliance with funding contracts and subcontracts, including follow up on issues of non-compliance and deficiencies; and approve or reject any deviation from contract specifications.

Minimum qualifications include a Bachelor's Degree in Social Work, Human Services or related degree with a minimum of 5 years' experience providing social services and/or case management. A minimum of 3 years management and supervisory experience. Knowledge of case management systems. Strong public speaking skills.

Ability to demonstrate understanding of and to communicate with those from diverse socio-economic groups specifically including low-income and high risk populations. A Master's degree in Social Work or closely related field is preferred. Salary Range is \$38,000 - \$45,000 annually.

FAMILY SERVICES CASE MANAGER - Two Positions: One in Gadsden and One in Wakulla Counties

The Family Services Case Manager assists families enrolled in the Agency's Family Self-Sufficiency Program (FSSP) in development and implementation of a plan to address employment, housing, educational, social and other challenges in order to become self-sufficient. Essential functions include conducting a family assessment to determine needs, assess any emergency services needed, identify partnerships with other community agencies that provide family services, and outreach to attract participants and partners for the program. Preferred candidate should have experience in facilitating small group sessions.

An Associates' degree and two (2) years of experience working in a social service program is required. B.A. degree in Social Work preferred. Good computer skills required. Applicant must have case management experience, preferably in a social work environment. Beginning Salary Range: \$16.00 – 17.00/hour based on experience.

INTAKE WORKER – Three positions: One in Franklin/Gulf, One in Calhoun/Liberty and One in Jefferson Counties

The Intake Worker is directly responsible for greeting and providing emergency services to clients by identifying need and linking them to Agency services or referral to secure appropriate services external to the Agency. Duties include interviewing program clients to identify crisis and determine eligibility for various programs; assist clients with



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understanding and completing various forms and applications; and keeping accurate records on all clients receiving services through the agency.

This position requires a high school diploma/GED, excellent communication/ customer services skills, demonstrated ability to work well with diverse populations. A.A/A.S. degree preferred. Candidate must have transportation and valid drivers' license for State of Florida. This is a full-time, 40 hours per week position with an hourly rate of \$11.00/hour.

To apply --

Visit our website for application:

www.cacaainc.org

Mail or drop off application:

309 Office Plaza Drive
Tallahassee, Florida 32301

Fax:

(850) 201-2057

Scan and Email to:

hr@cacaainc.org

Capital Area Community Action Agency

Capital Area Community Action Agency, Inc. has been awarded funds as appropriated by the Disaster Relief Act, 2019 (Public Law 116-20). The Community Services Block Grant – Disaster Relief Supplemental Funds (CSBG-DRSF) shall provide additional assistance to individuals and families in Florida who continue to have human and social services needs as a result of damage inflicted by Hurricane Michael and are unable to meet these needs through other means. This grant is scheduled to expire September 30, 2022.

Disaster Recovery Program Manager

This professional position is responsible for programmatic and fiscal monitoring. The DRPM must demonstrate the ability to work independently of close supervision, and be able to schedule and accomplish work plans in a timely and sufficient manner. The DRPM has overall responsibility for monitoring the grant, analyzing results, and identifying deficiencies in contractor performance. The DRPM is responsible for preparing, maintaining and reconciling a variety of accounting records and reports, and assisting with internal reviews and external audits

This position must also work with the Long-term Recover Groups in each county as a part of the case management team to assess the progress of the recovery for the clients on their list to determine what Community Action can do to help complete the process to make them whole.

Must possess a Bachelor's Degree in Accounting, Business, Finance, Marketing, Career Counseling, Human Services, or Public Administration and possess a minimum of five (5) years equivalent work experience. A Masters in Business Administration or Certified as Public Accountant license may be substituted for two years general experience. Knowledge of governmental accounting including fund accounting preferred. Salary range: \$45,000 - \$50,000 annually.

Case Manager (2 positions)

The Agency is seeking two (2) Disaster Recovery Case Managers that will work with the Long-Term Recovery Groups in assigned counties to determine the eligibility and assess the needs of each family identified by the group for assistance. They will also assess any emergency services needed by the family and coordinate for immediate service delivery.

An Associate's degree and minimum of 3 years of experience in case management or vocational rehabilitation is required. A Bachelor's degree may substitute for 2 years of experience.

Experience with disaster recovery program management; a Social Services Block Grant (SSBG), HUD, CDBG, CDBG-DR, and/or FEMA program is a plus.

Please note the counties you are applying for. Salary range: \$30,000 - \$34,000 annually



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Administrative Assistant

The Administrative Assistant will provide administrative support for the Disaster Recovery office. This position provides administrative support to the Disaster Recovery office staff as needed. This may include assisting the Project Manager in management of their schedule, calendar and appointments; review and process payments to contractors and other expenses of the department; prepare monthly reports on progress of assigned projects (schedules & costs); and, process travel reimbursements, authorizations for payment and purchase orders for the DR office.

Requirements include an Associate's degree and minimum of 3 years of experience in office administration. Experience with disaster recovery program management; a Social Services Block Grant (SSBG), HUD, CDBG, CDBG-DR, and/or FEMA program is a plus.

Salary: \$14.00 - \$16.00/hour

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Scan and Email to:

hr@cacaainc.org

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for October 2020 – *Emergency Services*
DATE: November 6, 2020

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 2020 and will end September 30th 2021.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for September 2020.

County	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	County
Calhoun	23/37												23/37
Franklin	23/58												23/58
Gadsden	23/60												23/60
Gulf	13/27												13/27
Jefferson	10/33												10/33
Leon	206/551												206/551
Liberty	3/10												3/10
Wakulla	11/36												11/36
Total	312/812												312/812

Additional information listed below:

Number of Single Parent's assisted.

Female	515
Male	297
Total Emergency Services Utility Assistance (from Donated Funds) = 5	
Emergency Rental Assistance = 1	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: November 6, 2020

Current total contract amount: \$2,140,708

Completion date: TBD

As of November 6 2020, 112 homes have been processed and inspected. Of those 112 homes, 69 homes have been completed and inspected, 18 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 25 homes are in postponement/deferral stage due to client or dwelling issues.

Due to the COVID-19 pandemic, the Department of Economic Opportunity ceased all weatherization work effective April 1, 2020 until an appropriate statewide safety protocol is established and approved. Several agencies (including Capital Area Community Action Agency) are working together to establish an effective work plan for DEO to review and utilize in developing the protocol. The Agency was officially authorized to resume weatherization activities July 15, 2020. After meeting with contractors to establish proper safety protocols and client etiquette, we actively began entering clients' homes again on August 20, 2020.

**Projected numbers are based on the current average cost per unit of \$4500 and not the \$7212 maximum cost which gives a more realistic picture of the number of units that need to be completed. The final number can be more or less than the current projection based on that average cost.*

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	14	1	1
Franklin	2	0	9	0	2
Gadsden	11	4	19	5	6
Gulf	2	2	9	0	0
Jefferson	2	3	9	4	3
Leon	51	36	72	7	51
Liberty	-	0	8	1	0
Wakulla	4	2	12	0	6
Total	72	47	152	18	69



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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
DATE: November 10, 2020

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

Staffing

All Center staff are working and in their Centers. Extended day service began at Royal and Mabry. Mabry did not have enough students enrolled and was closed. Students were transferred to Royal.

Facilities

Maintenance of the facilities continues using contracted services.

Curriculum

Coaching sessions have begun with Teaching Strategies. CLASS assessments have been completed by staff. All Assessors successfully were re-certified.

Conscious Discipline Safe Place classroom centers are being implemented.

Enrollment

South City still has capacity. Attendance has not reached 100% at all the Centers. Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, CEO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: November 5, 2020

We continue to host In-Service meetings with Head Start staff via ZOOM. Our first in-service meeting was hosted using ZOOM conferencing. Topics on the agenda were, CLASS for Quality Improvement; this session was presented with a video presentation by Dr. Deborah Bergeron, Director Office of Head Start and Office of Early Childhood Development. Training on CLASS was conducted by Antenette Larkins, Kimberly Smith, and Maritza Mousa our Education Coordinators/Coaches. Mr. Tim Center provided updates relating to the pandemic and Kristin Reshard and Darrel James presented information on the Hatch-Ignite Learning System. Teachers were provided an opportunity to continue their professional development by working on their Teaching Strategies Gold coursework to complete the day.

Remember, CLASS (Classroom Assessment Scoring System) measures ten areas/domains of teacher/child interactions. The observations take place during a normal classroom day and coaches spend time discussing findings with staff to encourage appropriate developmental practices. I am pleased to report that Antenette Larkins, Maritza Mousa, Kimberly Smith, Carol Jones, Kristin Reshard and Venita Treadwell all passed the annual re-certification for CLASS Observers. All CLASS observers are required to pass annually to qualify to conduct a CLASS Observation. Congratulations to all.

Coronavirus situations have calmed down in our classrooms and we have diligently addressed all concerns regarding proper reporting, exclusion of students and staff, and notification to parents. Currently, all staff and students are in attendance. Staff wellness is critical and we are monitoring this.

The ZONO Sanitizing machines have been delivered and we are all excited about the level of health and safety that we will experience. Without using harsh chemicals, our classroom materials will be sanitized and will increase our chances of avoiding the flu and the Coronavirus. The ZONO machines also kill lice and bed bugs. I am extremely excited and thankful for ZONO in our centers. This level of protection has greatly assisted the staff with cleaning procedures.

Fall activities were a refreshing activity for the children as the teachers had classroom parties to liven up the season and give the children a happy celebration. We are planning virtual field trips that work with our curriculum and the changing seasons.

Finally, I am so encouraged by the efforts of the staff during this pandemic. The children and families are grateful to us and we are grateful for them. Happy Thanksgiving to all.



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Family and Community Engagement Manager

Monthly Monitoring Report – October 2020

Program Status

- Total number of enrollments for **August** of the **2020-21** school year:
 1. Franklin County Head Start - **16 of 20** families accepted
 2. Jefferson County Head Start - **21 of 37** families accepted
 3. Louis B. Royal Head Start - **34 of 42** families accepted
 4. Mabry Street Head Start - **48 of 56** families accepted
 5. South City Head Start - **99 of 123** families accepted
- **218 of 278** families were enrolled for Head Start for the month of September
 - **Community Action will serve 278 families for the upcoming 2020-21 school year, not our traditional 378.**

Policy Council

- 9 participants were in attendance for Policy Council
- 2020-2021 Policy Council By-Laws Approved
- New Members, Officers, and Board members trained

Family and Community Engagement Activities

- 1 staff meeting, 3 management meetings

Transportation

- 2003 Chevy Van repair at P3 Automotive & Parkway Towing Company

Children Health Requirements

Immunizations and Physical examinations	209 Immunizations 209 Physical Examinations
Established medical homes	198
Established dental homes and received dental exams	151 Dental Homes 40 Dental Exams
Hearing screenings	131
Vision screenings	155
Vision Referrals	0

- Child Care Food Program renewal completed and submitted
- Dental exams completed in Franklin County with visit from PanCare Mobile Dental Unit
- Dental cleanings at Louise B. Royal and South City by Molar Express
- Vision Screenings at Louise B. Royal and Mabry conducted by Early Learning Coalition

Family and Community Engagement

- 9 volunteers were active for October
- 6.75 hours of In-Kind was reported for October

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** No classrooms were quarantined during October.
- **Funded Enrollment:** Continued efforts are being made to reach funded enrollment. Applications continue to come in as we attempt to replace children who registered but is not showing up for enrollment.
- **Extended Day:** Extended Day program has begun. The classroom at Mabry has been shut down due to low enrollment, but the classroom at Louise B. Royal is full. The three families from Mabry were extended the opportunity to attend Louise B. Royal but declined the offer.
- **Parent Meeting:** The next parent meeting will be held in November

Strengths

- Drop off and Pick-up procedures may be altered due to cold weather
- IPADS are at all Head Start Centers
- Due to low enrollment, Head Start services are being offered to some over-income families

Areas of Concern

- All families enrolling for the 2020-21 school year
- Safely serving families during the 2020-21 school year
- Extended day program