

Capital Area Community Action Agency

Executive Committee Meeting
Agenda
Tuesday, December 14, 2021
309 Office Plaza Drive, Tallahassee, FL
[Join Microsoft Teams](#)

- I. Call to Order Brent Couch, Vice-Chair
- II. Agenda Approval
- III. Sign-In/Attendance/Introductions
- IV. Action – Recommendation for Review & Approval
 - A. Approval of Minutes
Board Meeting Minutes – November 16, 2021
Executive Committee Minutes – October 26, 2021
 - B. Financial Reports Stephanie Sgouros
 - Narrative
 - Revenue & Expenditures Agency-wide
 - Balance Sheet
 - Revenue & Expenditures – major programs
 - Head Start Non Federal Share Match
 - Head Start Credit Card Activity
 - C. Community Services Block Grant (CSBG) Tim Center
Organizational Standards
- V. Chief Executive Officer Report Tim Center
- VI. Chair’s Report
- VII. Adjournment

Next Executive Committee Meeting 02/22/2022 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 01/25/2022 – 6:00 pm – Ghazvini Center for Healthcare Education

Capital Area Community Action Agency

Executive Committee Meeting Minutes October 26, 2021

Members in Attendance:

Brent Couch, Vice-Chair
Quincee Messersmith, Secretary
Lauren Johnson, Member-at-Large
Shanetta Keel, Treasurer

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

The meeting was called to order at 6:05 PM, by the Vice-Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Vice-Chair asked for a motion to approve the minutes of August 24, 2021. Ms. Messersmith made a motion to approve the minutes. It was seconded by Ms. Keel, and unanimously approved.

FINANCIAL REPORTS

Ms. Sgouros presented the financial reports for the month ending August 31, 2021. She said that we have completed eleven months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 109% and 98% respectively, with a net income of \$1,142,702 including \$711,165 in forgiven PPP funds with the remainder mostly restricted including \$58,552 in the SunTrust (now Truist) Grant and \$30,034 for the Franklin County Fire Victims.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at August 31, 2021, is \$433,640, or 85%, of the \$512,345 target.

Ms. Keel asked what is an unallowable expense? Ms. Sgouros said that the grant does not allow that particular expenditure to be paid from that grant. What may be allowable on one grant may not be allowable on another.

New Variances and Explanations

The Finance Director reviewed the financial reports noting variances that were above the budget benchmark for the period ending August 30, 2021. There were several revenue variances, most of which resulted from increased donations received directly and indirectly.

The Vice-Chair asked for a motion to accept the financial reports. Ms. Messersmith made a motion to accept the financial reports. Ms. Keel seconded the motion, and it was unanimously approved.

Telephone System Request for Proposal (RFP)

Mr. Center reported that our current phones system is over 12 years old. He said we have maxed out its capacity to meet the call volume which continues to fail. Our service provider is unable to meet our service requests and the communications systems needs an upgrade. The cost that we project is \$120,000.

We are asking the Executive Committee to approve issuing a Request for Proposal (RFP) for the implementation of a new phone system for the Agency.

The Vice-Chair asked for a motion to approve issuing a Request for Proposal (RFP) for the implementation of a new phone system for the Agency. Ms. Keel made a motion to approve issuing a Request for Proposal (RFP) for the implementation of a new phone system. It was seconded by Ms. Messersmith, and unanimously approved.

Ms. Johnson asked has the RFP been drafted? Ms. Center said that we are working on completing the draft. He said that a final draft copy will be sent to the Board for review.

Community Service Block Grant (CSBG) Organizational Standards

Mr. Center explained that the Agency file annually with the DEO 52 Organizational Standards under CSBG. The deadline is December 15, 2021. We will bring before the Board at the November meeting for review and approval for submission to DEO.

Building Exterior Improvement Option

Mr. Center reported that the exterior of the building has not had any renovations or improvements. He said what we are proposing that the Agency use some of the forgiven PPP Loan funds of \$148,000, for renovations to make the building more valuable.

The Vice-Chair asked for a motion to accept the Building Exterior Improvements. Ms. Messersmith made the motion to accept the Building Exterior Improvement. Ms. Keel seconded the motion, and it was unanimously approved.

Ms. Johnson stated that at the last Board meeting there was a discussion about what were the plans for the PPP Loan. It was said that there was not a plan for these funds. She said what is the overall plan? Mr. Center explained that the goal of the Agency is to build a cash reserve for the Agency that would enable us to continue, should we have an issue in funding. Normally we would use our line-of credit for cash flow to cover grant expenses for which we would be reimbursed or for building improvements. Interest is charged on the Line of Credit and this would permit us to avoid paying interest charges.

Ms. Johnson questioned the available funds on reserve? Ms. Sgouros explained that the Agency will use at least \$350,000 of the forgiven PPP Loan as reserve until we receive DEO advances for cost-reimbursable grants.

CEO REPORT

Mr. Center presented the CEO Report for October 2021. He reported that open enrollment will begin November 1, 2021. Enrollment packages will be sent out to staff to meet the November 30th deadline.

It was reported that the Agency has acquired two new vehicles. These vehicles will be used by the Disaster Recovery Team.

We continue to monitor new federal rules as it relates to mandatory COVID testing for all employers with 100 or more employees for mandatory vaccination and testing. The Agency has not received guidelines that layout how the testing is to be done.

Mr. Center explained that an Appraisal was completed of the building and the Head Start Centers. The appraisal would determine the amount of In-kind Contribution to compare at market rate to what we are currently receiving. He said that Community Action owns the building and, it would be appropriate to raise the rent to get market rate. This will allow the agency to build a reserve for better cash flow to take care of any major repairs when necessary.

Mr. Center reported that management had a meeting with DEO regarding the Disaster Recovery Support Grant. The Agency is waiting on Stage 3 Notice of Award from DEO while closing out Stage 2 funding.

We continue our monthly Head Start management calls with our Region IV HHS Office Specialist. The regular monthly meetings continue with Jim McShane, Career Source Capital Region.

The Head Start Program is expecting to be monitored by the Federal Government. The Board will be included in the monitoring conversations to discuss how to approach being monitored.

Mr. Center said that we are waiting final approved plans for the Franklin Head Start renovation of the Van Johnson Complex wing. Our goal is to open the new facility in late January 2022. He said we identified a potential space in Gadsden County, and signed a lease for a new office space in Franklin County.

Mr. Center asked Board for Board dinner suggestions? Members asked for a light snack that consist of fruit and veggies. Board members expressed an interest in setting up a holiday dinner for the Board and leadership staff.

CHAIR'S REPORT

Meeting adjourned at 6:45 PM.

Ms. Messersmith, Secretary

Date

Capital Area Community Action Agency

Board of Directors Meeting Minutes November 16, 2021

Members in Attendance:

Brent Couch, Vice-Chair
Lauren Johnson, Member-at-Large
Shanetta Keel, Treasurer
Allen Jones
Lisa Edgar

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros
Terry Mutch
Darrel James
Kristin Reshard

Member Absent: Quincee Messersmith and Danielle Graham

The meeting was called to order at 6:10 p.m. by the Vice-Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

Mr. Center asked that the minutes of September 28, 2021, be corrected to include meeting attendance for Ms. Edgar and Ms. Graham. Ms. Edgar made a motion to have the minutes be corrected to reflect all necessary changes. It was seconded by Mr. Jones, and unanimously approved.

The Vice-Chair asked for a motion to approve the agenda. Ms. Edgar made a motion to approve the agenda. It was seconded by Mr. Jones, and unanimously approved.

FINANCIAL REPORTS

Ms. Sgouros reported that the August 31, 2021, financial statements for eleven months were presented before the Executive Committee on October 26, 2021. She noted that the financials are being presented before the Board in lieu of the September 30, 2021, fiscal financials. She explained that the Agency's fiscal year ends September 30, 2021, which is the fiscal year end. As such, many more complex transactions are required to close out the year end than to close out the month end.

Ms. Sgouros presented the financial reports for the month ending August 31, 2021. She said we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 109% and 98% respectively, with a net income of \$1,142,702 including \$711,165 in forgiven Payroll Protection Program (PPP) loan with the

remainder mostly restricted including \$58,552 in the SunTrust (now Truist) Grant and as of to date \$15,000 in the Franklin County Fire Victims fund.

Ms. Sgouros stated that the NFS Match at August 31, 2021, is \$433,640, or 85%, of the \$512,345 target

New Variances and Explanation

The Finance Director reviewed the financial reports noting variances that were significantly above the budget benchmark for the period ending August 31, 2021. There were several revenue variances, most of which resulted from increased donations received directly and indirectly.

The Vice-Chair asked for a motion to accept the financial report for August 31, 2021. Ms. Keel made a motion to accept the financial report. It was seconded by Ms. Edgar, and unanimously approved.

Annual Agency Budget -DRAFT

Mr. Center reported that under DEO the Agency is required to follow a series of criteria to meet 52 Organizational Standards under CSBG. The Annual Agency Budget is one of 52 Organizational Standards that require Board approval.

Mr. Center presented the Annual Agency Budget to the Board explaining that it was difficult securing funding from DEO which caused a delay in completing the budget prior to the Board meeting. The Budget will be brought before the Executive Committee at the next meeting, December 14, 2021.

Ms. Sgouros said that beginning next month, the Agency's Budget will be presented before the Board each month. The next budget will reflect changes in the indirect cost rate.

Ms. Edgar asked what is the deadline to report to DEO? The deadline for reporting Organizational Standards is December 15, 2021.

The Vice-Chair asked for a motion to adopt the Annual Agency Budget. Ms. Keel made a motion to adopt the Annual Agency Budget. It was seconded by Ms. Edgar, and unanimously approved.

CEO REPORT

Mr. Center presented the CEO Report for September 2021. He made an appeal to the Board for increased membership. He emphasized that as required by the Agency's Bylaws, membership of the Board shall consist of not less than a total of twelve (12) and not more than a total of twenty-four (24) members.

Ms. Edgar asked if there are any requirements for becoming a Board member? Mr. Center said it is difficult to meet as committees. He said that the membership committee, shall continuously review and report on efforts to seek out new members.

Mr. Center said that the Payroll Protection Program loan was forgiven. The loan was for \$721,000. The unused restricted funds will help secure a reserve account to ensure cash flow. Normally, we would use our line-of credit for cash flow to cover grant expenses for which we would be reimbursed or for building improvements. Interest is charged on the Line of Credit so this would permit us to avoid paying interest charges.

The Agency recently had appraisals completed of the office space to help with rent adjustments for Holdings, Inc. The appraisal would determine the amount of In-kind Contributions to compare at market rate to what we are currently receiving with an increase for Holdings.

It was reported that the Agency had an increase in our Health Insurance Premiums for staff. The Benefits deadline for staff was November 12th.

The Disaster Recovery Support Grant is now moving into Stage 3, which will be the final stage. We are closing out Stage 2 funding.

Mr. Center attended the regular monthly Head Start Management calls with Region IV HHS Office Specialist. The regular monthly meetings continue with Jim McShane, Career Source Capital Region, FACA Board of Directors and Executive Committee Meetings, UPHS Advisory committee, and Board meetings and Annual meetings.

COVID has impacted the Head Start Program with vacancies, and having to address the issue of our staff needing to be vaccinated. He said that we are anticipating being fully vaccinated since OSHA has been directed to develop policies as it relates to mandatory COVID testing for all employers with 100 or more employees.

Ms. Edgar asked what explains the vacancies? Mr. Center mentioned that Ms. Treadwell has had to fill-in a teaching position at one of our Centers. He explained that a teaching position has to qualify with the 40-hour class for our Head Start teaching positions. Mr. James explained that there is a lack of interest in being employed, and there is some competition among programs in the local area.

We are waiting final approved engineering plans on the Franklin Head Start renovation of the Van Johnson Complex wing. We anticipate that the facility will be opened in late January 2022.

Mr. Couch asked if the Agency could offer a hiring bonus. We will research the request, and get back with the Board as updated information is received.

Ms. Reshard reported that the challenges she has seen as she talks with others in Leon County, is that Early Childhood education is high risk. Many of the students are not eligible to be vaccinated and struggle with hygiene, and other deficiencies.

Ms. Keel asked if the Agency work with recruitment at TCC, FAMU and FSU. Many interns are not familiar with the level of poverty.

Ms. Johnson asked what is the status of the RFP for phone systems? Ms. Center said that we are working on completing the draft. He said that a final draft copy will be sent to the Board for review.

Organizational Standards

Position Descriptions

Mr. Center reported that under DEO the Agency is required to follow a series of criteria to meet 52 Organizational Standards under CSBG. We are presenting before the Board the Agency Employee Position Descriptions for Board approval under CSBG.

IRS 990

Mr. Center explained the Agency's IRS 990's tax return. The 990 requires Board approval to meet CSBG Organizational Standards requirements.

The Vice-Chair asked for a motion for approval of the Agency's Position Descriptions and the IRS 990 Tax Returns. Ms. Edgar made a motion to approve the Agency's Position Descriptions and the IRS 990 Tax Return. Ms. Keel, seconded the motion, and it was unanimously approved.

PROGRAM UPDATES

COO REPORT

Ms. Self presented the Summary of Programs for the month of October 2021. She said that this is the first month of the new contract year and the number of households receiving utility services more than doubled from the previous months (from 201 to 422).

Ms. Self said all of the reported numbers for Getting Ahead/Staying are a carryover from prior classes because the classes are still in progress. She said we anticipate 51 graduates. The transition ceremony being held December 17, 2021, at 6:00 PM, at the Capital City County Club. Board members will receive an official invitation to attend the ceremony.

It was reported that Weatherization Program (WAP) has completed 94 of 152 units projected to be completed. The WAP Program year ended September 30, 2021. We are awaiting the notice of funding for the new year.

Ms. Self reported that the Family and Community Engagement teams continues to recruit and enroll students throughout the school year. We currently have 275 of the 278 students enrolled as of 10/30/2021. We are still working to meet HHS goal of 378 enrollments for all programs by January 2022. She said that we have a new program office in Franklin County, and still working on the new office place in Gadsden County. We anticipate to be moved in by January 2022.

The Disaster Recovery team continues to work hard at assisting clients in repairing their homes damaged by Hurricane Michael. She said we continue to work in partnership with Rebuild Florida

to provide temporary housing for their clients that are having their homes replaced, refurbished or reconstructed. We will be hiring a new Case Manager for DR.

Mr. Couch asked has the Disaster Recovery Support grant been extended until September 30, 2021. Ms. Self, said we are moving into Phase 3, and closing out Phase 2.

We hired 5 new employees, with 3 vacancies to be filled.

CHAIR'S REPORT

The Vice-Chair said Mr. Center sent out an email to the Board asking for availability for a Holiday dinner. He is asking Board members to respond to the doodle poll.

The Vice-Chair said beginning next year at the January 2022 meeting, we will have Board elections. This would be a great opportunity for members to step into a leadership position.

The meeting adjourned at 7:15 P.M.

Ms. Messersmith, Secretary

Date

**Financial Statement Narrative
For the Month Ending October 31, 2021
Capital Area Community Action Agency**

As of October 31, 2021, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8-9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 11% and 10% respectively, with a mostly restricted net income of \$74,859.

Non-Federal Share (NFS) Match at October 31, 2021, is \$53,957, or 6%, of the \$620,300 target.

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.

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.

In Fiscal Year 2021-2022, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one 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.

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

**Financial Statement Narrative
For the Month Ending October 31, 2021
Capital Area Community Action Agency**

Staff Screening-is over budget in CSBG DRSF because it is a new program with new employees as well as high turnover due to COVID.

Office Supplies – is over budget in CSBG and CSBG DRSF due to the initial purchased needed for DRSF and the CSBG overage will be considered in the next Mod.

Copies / Printing / Copier Expenses - is over budget in WAP and will be covered by available funds in Office Supplies. ***It is slightly over benchmark budget for the agency but should come into line over the next couple of months.***

Rent/Space Cost – is over budget for CSBG. This budget lines will be amended to accommodate with available funds.

General Liability and Property Insurance – is over the benchmark budget in the agency and Head Start programs due to the annual 25% down payment due in October and will come into line over the course of the year. It is over budget in CSBG and LIHEAP ARPA budgets and will require revisions in their budgets to accommodate their allocated portion.

Communications – is over the benchmark budget in the agency report due to split payments between the fiscal years. The CSBG overage which is over budget will be updated during the current modification.

Repairs and Maintenance – Recurring –is over budget in DRSF with recurring maintenance costs being higher than anticipated.

Vehicle Expense – is over budget in CSBG due to a number of issues over the 5 year grant period. This category will be reviewed to remove repair expenses and any other expenses related to the camper/trailers that should be charged to direct assistance.

Fees, Licenses, and Permits – is slightly over the benchmark budget due to beginning of the year expenses but will align with the budget as the year progresses.

Dues and Subscriptions – are over budget in the agency, Head Start and CSBG due to some necessary subscriptions in response to COVID best practices. CSBG and HDST are affected by these. We will move these charges to the COVID grant once it has been extended as well as examine if there are expenses here that should be moved to other categories.

Equipment (\$5,000 or More) – is at budget in CSBG due to the purchase of a server replacement. Adjustments were made to the program budgets to accommodate and no new purchases are expected before the end of the grant period.

Meetings / Workshops / Training – is over the benchmark budget in Head start and the agency reports but these should come in line over the course of the year. CSBG is over budget but will be addressed in the next Mod.

**Financial Statement Narrative
For the Month Ending October 31, 2021
Capital Area Community Action Agency**

Training/Staff Development – is at budget for CSBG due to uneven expenses throughout the grant period. No more training is expected to occur prior to the next award of funds. Head Start is over the benchmark budget but should come into line over the next few months.

Advertising – is over the benchmark budget for the Head Start program due to an enrollment campaign.

Miscellaneous Expenses – is over budget in the agency statement by \$113 due to an unallowed expense that was paid out of General Fund.

Capital Area Community Action Agency
Balance Sheet
As of 10/31/2021

	<u>Current Period Balance</u>
Assets	
Petty Cash	315
Cash Operating Hancock Bank	286,718
Cash - Health Insurance Imprest Account	2,552
Cash - Money Market Accounts	59,152
Cash - Restricted	80,855
Accounts Receivable	189,344
Grants Receivable	1,568,452
Property and Equipment Net	<u>395,627</u>
Total Assets	<u>2,583,014</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	883,468
Accrued Leave	57,177
Accrued Wages	5,263
Accrued Fringe Benefits	(2,806)
Contract Advances	279,203
Contingent Liab Sunshine St Micro Obligated	44,142
Liability- Head Start Parent Activity	7,079
Notes Payable	135,658
Line of Credit	<u>5,941</u>
Total Liabilities	1,415,125
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	768,132
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,093,030
Current Net Income	<u>74,859</u>
Total Net Assets	<u>1,167,889</u>
Total Liabilities and Net Assets	<u>2,583,014</u>

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Month Ending 10/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,419,925	303,011	(4,116,914)	7%
Government Contracts - STATE	4010	4,057,938	567,805	(3,490,133)	14%
Government Contracts - LOCAL	4020	50,000	21,877	(28,123)	44%
Grants - Other Not-for-Profits	4100	40,774	8,845	(31,929)	22%
Grants - All Other Sources	4120	7,500	0	(7,500)	0%
Contributions	4200	149,000	226	(148,774)	0%
Contributions- Restricted	4210	7,400	189	(7,211)	3%
Special Events	4300	2,000	2,089	89	104%
Commissions-Vending/Photo	4320	0	1,218	1,218	100%
Interest Income	4950	0	5	5	100%
Fringe Pool Revenue	4960	850,000	67,109	(782,891)	8%
Indirect Pool Revenue	4970	0	49,782	49,782	100%
Other Revenue	4995	<u>1,000</u>	<u>448</u>	<u>(552)</u>	45%
Total Revenue		<u>9,585,537</u>	<u>1,022,602</u>	<u>(8,562,936)</u>	11%
Expenditures					
Salaries & Wages	6010	2,634,496	231,617	2,402,879	9%
Fringe	6110	776,276	67,120	709,155	9%
FICA	6120	200,000	15,966	184,034	8%
Unemployment	6130	40,000	847	39,153	2%
Workers Compensation	6140	30,000	3,451	26,549	12%
Health Insurance	6150	460,000	30,731	429,269	7%
Life Insurance	6160	30,000	2,030	27,970	7%
Retirement	6170	50,000	1,945	48,055	4%
Staff Screenings	6180	2,892	387	2,506	13%
Indirect Costs	6210	641,947	49,782	592,165	8%
Travel - In Area	6310	12,912	754	12,157	6%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	14,333	737	13,596	5%
Program Supplies	6415	49,066	2,002	47,064	4%
Classroom Supplies	6420	42,500	634	41,867	1%
Kitchen Supplies	6430	28,089	1,711	26,378	6%
Medical/Dental Supplies	6440	1,500	0	1,500	0%
Copies/Printing/Copier	6510	13,130	2,084	11,046	16%
Postage and Delivery Expense	6600	3,668	463	3,205	13%
Contractual Services/Professional	6710	297,118	33,458	263,660	11%
Contractual Services – Health/Disabilities	6715	187,170	15,077	172,093	8%
Rent/Space Cost	6810	286,531	29,828	256,704	10%
Utilities	6820	120,356	11,981	108,374	10%
General Liability and Property Insurance	6830	33,491	17,857	15,634	53%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Month Ending 10/31/2021**

Communications	6840	67,105	10,334	56,771	15%
Repairs & Bldg Maintenance- Recurring	6850	120,676	12,583	108,093	10%
Repairs & Bldg Maintenance -	6855	110,719	0	110,719	0%
Equipment Maintenance	6910	28,453	2,083	26,370	7%
Vehicle Expense	6920	198,658	26,972	171,686	14%
Equipment Lease	6930	11,618	1,325	10,293	11%
Technology	6940	80,561	4,339	76,222	5%
Fees, Licenses, and Permits	7010	2,635	449	2,186	17%
Dues/Subscriptions	7020	5,247	12,586	(7,339)	240%
Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	2,443,274	329,360	2,113,914	13%
Equipment (\$5,000 or more)	7310	188,061	0	188,061	0%
Expendable Equipment	7320	33,791	1,670	32,121	5%
Registration Fees	7410	5,600	0	5,600	0%
Meetings/Workshops/Training	7420	8,500	3,091	5,409	36%
Training/Staff Development	7430	36,208	500	35,708	1%
Training and Technical Assistance	7435	42,998	2,767	40,231	6%
Advisory/Board Member Expenses	7440	2,500	90	2,410	4%
Advertising	7450	29,908	1,456	28,452	5%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	206,662	17,299	189,363	8%
Miscellaneous Expenses	7520	0	113	(113)	100%
Bank Service Charges	7630	2,200	265	1,935	12%
Total Expenditures		<u>9,585,537</u>	<u>947,743</u>	<u>8,637,794</u>	10%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>74,859</u>	<u>74,859</u>	

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2021

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	3,073,978	2,756,782	(317,196)	90%
Total Revenue		<u>3,073,978</u>	<u>2,756,782</u>	<u>(317,196)</u>	90%
Expenditures					
Salaries & Wages	6010	1,194,483	1,107,886	86,597	93%
Fringe	6110	340,741	316,548	24,193	93%
Staff Screenings	6180	2,562	1,911	651	75%
Indirect Costs	6210	296,068	271,750	24,317	92%
Travel - In Area	6310	37,417	20,889	16,528	56%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	13,794	(2,686)	124%
Program Supplies	6415	0	359	(359)	
Copies/Printing/Copier	6510	17,324	10,960	6,363	63%
Postage and Delivery Expense	6600	4,527	2,083	2,445	46%
Contractual Services/Professional	6710	49,906	39,130	10,776	78%
Rent/Space Cost	6810	132,086	150,543	(18,456)	114%
Utilities	6820	16,604	15,151	1,453	91%
General Liability and Property	6830	22,510	24,345	(1,835)	108%
Communications	6840	52,303	60,520	(8,216)	116%
Repairs & Bldg Maintenance-	6850	16,124	13,046	3,078	81%
Equipment Maintenance	6910	16,775	15,158	1,617	90%
Vehicle Expense	6920	54,256	64,615	(10,359)	119%
Equipment Lease	6930	7,435	5,133	2,301	69%
Technology	6940	20,643	13,391	7,252	65%
Fees, Licenses, and Permits	7010	11,433	7,059	4,374	62%
Dues/Subscriptions	7020	22,404	23,934	(1,530)	107%
Client Assistance	7210	650,757	469,751	181,005	72%
Equipment (\$5,000 or more)	7310	824	824	0	100%
Expendable Equipment	7320	23,585	17,732	5,853	75%
Registration Fees	7410	14,666	10,506	4,159	72%
Meetings/Workshops/Training	7420	20,959	22,337	(1,378)	107%
Training/Staff Development	7430	1,000	995	5	100%
Advertising	7450	15,079	11,800	3,279	78%
Total Expenditures		<u>3,073,978</u>	<u>2,717,458</u>	<u>356,520</u>	
Excess Revenue over (under) Expenditures		0	39,324	39,324	

Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2021

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	3,386,060	1,200,696	(2,185,364)	35%
Total Revenue		<u>3,386,060</u>	<u>1,200,696</u>	<u>(2,185,364)</u>	35%
Expenditures					
Salaries & Wages	6010	744,606	191,256	553,350	26%
Fringe	6110	215,786	55,426	160,360	26%
Staff Screenings	6180	534	622	(87)	116%
Indirect Costs	6210	174,196	44,813	129,384	26%
Travel - In Area	6310	11,783	4,972	6,811	42%
Travel - Out of Area	6315	978	0	978	0%
Office Supplies	6410	3,600	5,267	(1,667)	146%
Copies/Printing/Copier	6510	2,400	1,772	628	74%
Postage and Delivery Expense	6600	1,600	110	1,490	7%
Contractual Services/Professional	6710	106,778	0	106,778	0%
Rent/Space Cost	6810	55,929	44,125	11,804	79%
Utilities	6820	11,294	8,375	2,919	74%
General Liability and Property Insurance	6830	9,333	730	8,604	8%
Communications	6840	29,288	10,222	19,066	35%
Repairs & Bldg Maintenance- Recurring	6850	3,600	3,523	77	98%
Repairs & Bldg Maintenance -	6855	400	0	400	0%
Equipment Maintenance	6910	13,582	900	12,683	7%
Vehicle Expense	6920	90,200	43,939	46,261	49%
Equipment Lease	6930	2,800	1,310	1,490	47%
Technology	6940	8,998	2,313	6,685	26%
Fees, Licenses, and Permits	7010	600	35	565	6%
Client Assistance	7210	1,837,252	800,831	1,036,422	44%
Equipment (\$5,000 or more)	7310	15,644	824	14,820	5%
Expendable Equipment	7320	21,278	168	21,110	1%
Registration Fees	7410	600	0	600	0%
Training and Technical Assistance	7435	2,000	0	2,000	0%
Advertising	7450	21,000	7,003	13,998	33%
Total Expenditures		<u>3,386,060</u>	<u>1,228,534</u>	<u>2,157,527</u>	36%
Excess Revenue over (under) Expenditures		0	(27,838)	(27,838)	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2021

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010	293,164	8,183,886	9,467,387	(1,283,501)	86%
Total Revenue		<u>293,164</u>	<u>8,183,886</u>	<u>9,467,387</u>	<u>(1,283,501)</u>	86%
Expenditures						
Salaries & Wages	6010	23,263	916,724	1,117,957	201,233	82%
Fringe	6110	6,742	263,025	319,882	56,857	82%
Staff Screenings	6180	25	944	2,679	1,736	35%
Indirect Costs	6210	5,432	191,374	279,598	88,224	68%
Travel - In Area	6310	132	6,555	13,511	6,956	49%
Travel - Out of Area	6315	0	674	8,926	8,252	8%
Office Supplies	6410	0	8,223	11,500	3,277	72%
Copies/Printing/Copier	6510	404	13,131	22,131	9,000	59%
Postage and Delivery Expense	6600	37	2,719	5,686	2,967	48%
Contractual Services/Professional	6710	3,555	39,182	42,500	3,318	92%
Rent/Space Cost	6810	3,096	97,321	109,245	11,924	89%
Utilities	6820	357	8,095	14,465	6,370	56%
General Liability and Property	6830	932	13,188	15,550	2,362	85%
Communications	6840	1,070	32,622	39,495	6,873	83%
Repairs & Bldg Maintenance-	6850	363	8,646	15,568	6,922	56%
Equipment Maintenance	6910	213	7,867	13,690	5,823	57%
Vehicle Expense	6920	0	3,631	14,390	10,759	25%
Equipment Lease	6930	106	3,312	7,475	4,163	44%
Technology	6940	0	9,935	21,651	11,716	46%
Fees, Licenses, and Permits	7010	13	380	1,150	770	33%
Dues/Subscriptions	7020	0	175	975	800	18%
Client Assistance	7210	247,106	6,466,586	7,355,558	888,972	88%
Equipment (\$5,000 or more)	7310	0	0	1,237	1,237	0%
Expendable Equipment	7320	0	6,957	18,530	11,573	38%
Registration Fees	7410	0	2,470	6,400	3,930	39%
Meetings/Workshops/Training	7420	0	280	3,138	2,858	9%
Training/Staff Development	7430	0	0	2,000	2,000	0%
Advertising	7450	316	661	2,500	1,839	26%
Total Expenditures		<u>293,164</u>	<u>8,104,675</u>	<u>9,467,387</u>	<u>1,362,711</u>	86%
Excess Revenue over (under) Expenditures		0	79,210	0	79,210	

Capital Area Community Action Agency
LIHEAP ARPA - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2021

	9%	Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE		<u>7,977</u>	<u>7,977</u>	<u>1,149,793</u>	<u>(1,141,816)</u>	1%
Total Revenue		<u>7,977</u>	<u>7,977</u>	<u>1,149,793</u>	<u>(1,141,816)</u>	1%
Expenditures						
Salaries & Wages		3,163	3,163	127,291	124,128	2%
Fringe		914	914	36,889	35,975	2%
Indirect Costs		737	737	29,717	28,980	2%
Travel - In Area		0	0	1,000	1,000	0%
Office Supplies		0	0	1,200	1,200	0%
Copies/Printing/Copier		0	0	1,698	1,698	0%
Postage and Delivery Expense		41	41	600	559	7%
Contractual Services/Professional		0	0	14,100	14,100	0%
Rent/Space Cost		981	981	13,400	12,419	7%
Utilities		164	164	3,000	2,836	5%
General Liability and Property		1,034	1,034	1,000	(34)	103%
Communications		338	338	1,800	1,462	19%
Repairs & Bldg Maintenance-		98	98	3,000	2,902	3%
Equipment Maintenance		0	0	1,800	1,800	0%
Equipment Lease		90	90	1,800	1,710	5%
Technology		0	0	2,939	2,939	0%
Client Assistance		416	416	894,259	893,843	0%
Equipment (\$5,000 or more)		0	0	13,800	13,800	0%
Advertising		<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	0%
Total Expenditures		<u>7,977</u>	<u>7,977</u>	<u>1,149,793</u>	<u>1,141,816</u>	1%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2021

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,914,205	1,208,761	(1,705,444)	41%
Total Revenue		<u>2,914,205</u>	<u>1,208,761</u>	<u>(1,705,444)</u>	41%
Expenditures					
Salaries & Wages	6010	442,805	316,037	126,768	71%
Fringe	6110	126,848	90,795	36,053	72%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	77,398	33,509	70%
Travel - In Area	6310	19,839	11,153	8,686	56%
Office Supplies	6410	5,233	3,916	1,318	75%
Copies/Printing/Copier	6510	2,036	2,003	33	98%
Postage and Delivery Expense	6600	1,289	646	642	50%
Contractual Services/Professional	6710	25,660	6,383	19,277	25%
Rent/Space Cost	6810	28,487	19,026	9,461	67%
Utilities	6820	6,147	3,891	2,256	63%
General Liability and Property	6830	55,102	31,318	23,784	57%
Communications	6840	14,491	10,177	4,315	70%
Repairs & Bldg Maintenance-	6850	9,677	3,338	6,339	34%
Equipment Maintenance	6910	4,481	3,295	1,186	74%
Vehicle Expense	6920	26,000	16,633	9,367	64%
Equipment Lease	6930	1,936	1,456	479	75%
Technology	6940	1,204	439	765	36%
Fees, Licenses, and Permits	7010	1,431	1,089	342	76%
Dues/Subscriptions	7020	16,022	6,050	9,972	38%
Client Assistance	7210	1,933,815	574,847	1,358,968	30%
Equipment (\$5,000 or more)	7310	2,285	1,099	1,186	48%
Expendable Equipment	7320	10,902	6,129	4,773	56%
Registration Fees	7410	8,702	2,476	6,226	28%
Meetings/Workshops/Training	7420	48,374	16,910	31,464	35%
Advertising	7450	10,331	788	9,544	8%
Total Expenditures		<u>2,914,205</u>	<u>1,207,291</u>	<u>1,706,914</u>	41%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>1,470</u>	<u>1,470</u>	

Capital Area Community Action Agency
Head Start - Statement of Revenues
For the Month Ending 10/31/21

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL -	4000	3,740,116	303,011	(3,437,105)	8%
Total Revenue		<u>3,740,116</u>	<u>303,011</u>	<u>(3,437,105)</u>	8%
Expenditures					
Salaries & Wages	6010	1,799,540	142,203	1,657,337	8%
Fringe	6110	521,507	41,211	480,296	8%
Staff Screenings	6180	2,500	362	2,138	14%
Indirect Costs	6210	437,053	33,204	403,849	8%
Travel - In Area	6310	2,000	0	2,000	0%
Office Supplies	6410	9,000	459	8,541	5%
Program Supplies	6415	16,000	2,002	13,998	13%
Classroom Supplies	6420	42,500	634	41,867	1%
Kitchen Supplies	6430	7,000	0	7,000	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	10,000	807	9,193	8%
Postage and Delivery Expense	6600	1,500	160	1,340	11%
Contractual Services/Professional	6710	15,000	1,777	13,223	12%
Contractual Services -	6715	163,170	7,293	155,877	4%
Rent/Space Cost	6810	218,629	16,470	202,159	8%
Utilities	6820	107,000	9,582	97,418	9%
General Liability and Property	6830	20,000	5,579	14,421	28%
Communications	6840	42,000	5,231	36,769	12%
Repairs & Bldg Maintenance-	6850	85,000	10,917	74,083	13%
Repairs & Bldg Maintenance -	6855	39,519	0	39,519	0%
Equipment Maintenance	6910	18,000	1,460	16,540	8%
Vehicle Expense	6920	25,000	2,416	22,584	10%
Equipment Lease	6930	7,500	612	6,888	8%
Technology	6940	31,000	4,339	26,661	14%
Fees, Licenses, and Permits	7010	2,000	35	1,965	2%
Dues/Subscriptions	7020	5,000	11,894	(6,894)	238%
Special Events	7110	1,000	0	1,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Meetings/Workshops/Training	7420	500	370	130	74%
Training/Staff Development	7430	1,500	500	1,000	33%
Training and Technical Assistance	7435	40,998	2,767	38,231	7%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	2,500	727	1,773	29%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	52,000	0	52,000	0%
Total Expenditures		<u>3,740,116</u>	<u>303,011</u>	<u>3,437,105</u>	8%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending October 31, 2021

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		10,463			
Grants - Other Not for Profits		-			
In-Kind Revenue		33,188			
VPK/SR		10,307			
	620,300	53,957	9%	566,343	91%

Oct 2021

Activity

Code	Effective Date	Expenses	Transaction Description
255	10/27/2021	1,295.00	#6700, TIM CENTER, VISA, 10/27/2021, TEACHING STRATEGIES
255	10/27/2021	750.00	#6700, TIM CENTER, VISA, 10/27/2021, HS MEMBERSHIP
255	10/27/2021	1,360.00	#6700, TIM CENTER, VISA, 10/27/2021, NATL HS MEMBERSHIP
255	10/27/2021	32.04	#6700, TIM CENTER, VISA, 10/27/2021, GAS FLHS MEETING
255	10/27/2021	40.38	#6700, TIM CENTER, VISA, 10/27/2021, GAS FLHS MEETING
255	10/27/2021	298.00	#6700, TIM CENTER, VISA, 10/27/2021, HOTEL FL HS MEETING
255	10/27/2021	35.00	#0419, KRISTIN JACKSON RESHARD, VISA, 10/27/21, ANNUAL
255	10/27/2021	35.00	#4466, DARREL JAMES, VISA, 10/27/21, GAS HS VEHICLE
255	10/27/2021	48.01	#4466, DARREL JAMES, VISA, 10/27/21, GAS HS VEHICLE
255	10/27/2021	53.01	#4466, DARREL JAMES, VISA, 10/27/21, GAS HS VEHICLE
255	10/27/2021	199.90	#4466, DARREL JAMES, VISA, 10/27/21, ZOOM SUBSCRIPTION
255	10/27/2021	30.00	#4466, DARREL JAMES, VISA, 10/27/21 BAGGAGE FEE
255	10/27/2021	130.94	#4466, DARREL JAMES, VISA, 10/27/21 FOOD (ACTUAL)
255	10/27/2021	30.00	#4466, DARREL JAMES, VISA, 10/27/21, BAGGAGE FEE
255	10/27/2021	51.76	#4466, DARREL JAMES, VISA, 10/27/21, CAR RENTAL
255	10/27/2021	303.40	#4466, DARREL JAMES, VISA, 10/27/21, HOTEL JACKSON
255	10/27/2021	417.69	#4466, DARREL JAMES, VISA, 10/27/21, HOTEL JACKSON
255	10/27/2021	982.17	#4466, DARREL JAMES, VISA, 10/27/21, HOTEL JAMES
255	10/27/2021	671.58	#4466, DARREL JAMES, VISA, 10/27/21, HOTEL MCCOY
255	10/27/2021	36.00	#4466, DARREL JAMES, VISA, 10/27/21, PARKING
255	10/27/2021	77.00	#4466, DARREL JAMES, VISA, 10/27/21, PARKING (TLH)
000	10/27/2021	727.39	#7366, NINA SINGLETON SELF, VISA, 10/27/2021, INDEED HS
250	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG M
252	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG V.
255	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG LARKINS
255	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG, K SMITH
255	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG, MOUSA
256	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG EDWARDS
258	10/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 10/27/2021, BKG A
250	10/27/2021	7.96	#5810, VENITA TREADWELL, VISA, 10/27/2021, CLRM ACTIVITY
250	10/27/2021	16.71	#5810, VENITA TREADWELL, VISA, 10/27/2021, CLRM ACTIVITY
252	10/27/2021	23.85	#5810, VENITA TREADWELL, VISA, 10/27/2021, CLRM ACTIVITY
255	10/27/2021	260.00	#5810, VENITA TREADWELL, VISA, 10/27/2021, CLRM ACTIVITY
252	10/27/2021	1,210.00	#5810, VENITA TREADWELL, VISA, 10/27/2021, ROYAL JUNK
255	10/27/2021	500.00	#5810, VENITA TREADWELL, VISA, 10/27/2021, TRAINING
250	10/1/2021	30.32	#8213010908424, HEAD START, OCTOBER 2021
250	10/1/2021	143.22	#8213010908424, HEAD START, OCTOBER 2021
252	10/1/2021	3.60	#8213010908424, HEAD START, OCTOBER 2021
252	10/1/2021	30.32	#8213010908424, HEAD START, OCTOBER 2021
256	10/1/2021	11.61	#8213010908424, HEAD START, OCTOBER 2021
256	10/1/2021	25.40	#8213010908424, HEAD START, OCTOBER 2021
256	10/1/2021	30.32	#8213010908424, HEAD START, OCTOBER 2021
258	10/1/2021	23.77	#8213010908424, HEAD START, OCTOBER 2021
258	10/1/2021	30.32	#8213010908424, HEAD START, OCTOBER 2021
258	10/1/2021	46.58	#8213010908424, HEAD START, OCTOBER 2021

Total CC Expenses 10,310.87



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

Handwritten: 11/3/21

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

10-27-21

0014LOAA - 004454 - 0001 - 0001 - 2



TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N0004454

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
09-28	09-23	74755421270162670321802	3619	ALOFT 210-5418886 TX 408732 ARRIVAL: 09-23-21	M23.09cr
10-01	09-29	24040831273900017300923	5812	NEWK'S EATERY TALLAHASSEE TALLAHASSEE FL	M95.63
10-01	09-29	24207851273163901703622	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M275.00
10-04	10-02	24906411275131472016281	4816	DNH*GODADDY.COM 480-5058855 AZ	M21.17
10-06	10-05	24435651279207130800063	8398	NATIONAL HEAD START ASSO ALEXANDRIA VA	M1,360.00
10-07	10-06	24431051279838009023671	5542	MURPHY7411ATWALMART MACCLENNY FL	M32.04
10-07	10-06	24141661279017044831938	7333	FASTSIGNS TALLAHASSEE FL	M282.88
10-11	10-08	24034541281000833468948	5542	MARATHON PETRO250035 LIVE OAK FL	M40.38
10-11	10-08	24000971283346207108579	7011	HARD ROCK HOTEL DAYTONA B DAYTONA BEACH FL 204104 ARRIVAL: 10-06-21	M298.00
10-14	10-13	24789301286364401413962	2741	TEACHING STRATEGIES,LLC 301-6340818 MD	M1,295.00
10-18	10-16	24943001289700641965558	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
10-20	10-19	24011341292000042976623	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
10-21	10-19	24316051293548031053578	5542	SHELL OIL 57543701809 WILDWOOD FL	M45.26
10-21	10-20	24692161293100322528214	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M70.96
10-25	10-22	24316051296548193054445	5542	MOTIVA ENTERPRISES HOUSTON TX	M43.37
10-25	10-22	24034541296002416704924	5542	MARATHON PETRO250035 LIVE OAK FL	M48.10
10-25	10-22	24755421296152967488252	3504	HILTON HOTELS 954-4634000 FL 1585773 ARRIVAL: 10-20-21	M647.20
10-27	10-26	24559301299900016305284	8398	UNITED PARTNERS FOR HUMAN 850-2968330 FL	M450.00
10-27	10-25	24750761299900017901521	8398	REGION IV HEAD START ASSO 770-4919198 GA	M750.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-21	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 6,069.88
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 23.09
		STATEMENT TOTAL 6,046.79
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

Handwritten signature and date 11/3/21

MEMO STATEMENT

Account Number

~~XXXXXXXXXXXX~~

Statement Date

10-27-21

0014LOAA - 008120 - 0001 - 0001 - 2



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

**N0008120

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-13	10-12	74204291285005152704945	4899	SPOTIFY USA 877-7781161 NY	M9.99cr
10-27	10-27		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-21	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS 9.99
		STATEMENT TOTAL 25.01
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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NEW ORLEANS LA 70161-1750

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MEMO STATEMENT

Account Number

[Redacted]

Statement Date

10-27-21



DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N0016988

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-29	09-27	24943001271978001472684	3001	AMERICAN AIR0010279087263 FORT WORTH TX JAMES/DARREL DEPARTURE: 09-27-21 EBC AA Y FEE	M30.00 ✓
09-29	09-28	24692161271100078306357	5812	GIORDANO'S OF LAS VEGA LAS VEGAS NV	M46.21 ✓
09-29	09-27	24943001271750123110140	3771	CAESARS HOTEL & CASINO LAS VEGAS NV CAESARSPALACE ARRIVAL: 09-26-21	M417.69 ✓
09-30	09-28	24183101272900015002352	5812	WAHLBURGERS LAS VEGAS NV	M35.01 ✓
09-30	09-28	24943001272006234263115	7523	CLV VALET PARKING LAS VEGAS NV	M36.00 ✓
09-30	09-28	24943001272796768493431	5812	BOBBY'S BURGER LAS VEGAS NV	M43.30 ✓
10-04	10-01	74943001275750123286362	3771	CAESARS HOTEL & CASINO 8662094732 NV	M51.01cr ✓
10-04	10-01	24943001275400100003340	5812	PAPPASITOS'S CANTINA DALLAS TX	M17.95 ✓
10-04	10-01	24943001275400536000829	5812	GRAND LUX CAFE VENETIAN LAS VEGAS NV	M18.91 ✓
10-04	09-30	24943001274796937251635	5812	THE HALAL GUYS LAS VEGAS NV	M20.57 ✓
10-04	10-01	24943001275978001231607	3001	AMERICAN AIR0010279328951 FORT WORTH TX JAMES/DARREL DEPARTURE: 10-01-21 EBC AA Y FEE	M30.00 ✓
10-04	10-01	24941351274613159722493	3395	THRIFTY #0071419 LAS VEGAS NV	M51.76 ✓
10-04	10-03	24431061277400003834974	7523	AIRPORT PARKING GARAGE TALLAHASSEE FL	M77.00 ✓
10-04	10-01	24943001275750123121606	3771	CAESARS HOTEL & CASINO LAS VEGAS NV CAESARSPALACE ARRIVAL: 09-27-21	M303.40 ✓
10-04	10-01	24943001275750123109742	3771	CAESARS HOTEL & CASINO LAS VEGAS NV CAESARSPALACE ARRIVAL: 09-27-21	M671.58 ✓
10-04	10-01	24943001275750123109411	3771	CAESARS HOTEL & CASINO LAS VEGAS NV CAESARSPALACE ARRIVAL: 09-27-21	M982.17 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-21	<i>[Redacted]</i>	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,117.47
		NEW CASH ADVANCES .00
		CREDITS 51.01
		STATEMENT TOTAL 3,066.46
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-06	10-04	24692161278100449367933	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.01 ✓
10-07	10-06	24011341279000043675106	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
10-18	10-15	24692161288100412480919	8999	SQ *MILES TO WASH TALLAHASSEE FL	M35.00 ✓
10-18	10-14	24692161288100068899636	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.01 ✓



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*GC
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NINA SINGLETON
CAPITAL AREA CAA
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TALLAHASSEE, FL 32301-2729

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-29	09-28	24632691272000890287736	5812	HUNGRY HOWIES 265 PORT SAINT JO FL	M51.94
09-29	09-28	24055231271207785700145	2741	AHA PROCESS INC 281-426-5300 TX	M375.00
09-29	09-28	24055231271207785700129	2741	AHA PROCESS INC 281-426-5300 TX	M597.00
09-30	09-29	24137461273001439484385	5411	PUBLIX #1051 TALLAHASSEE FL	M44.94
09-30	09-28	24431061272722250138188	7011	WOODSPRING SUITES TALLAH 8503256473 FL 43434A8503256473 ARRIVAL: 09-28-21	M372.82
10-01	09-29	24427331273710028656401	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M76.10
10-04	10-02	74431051275206088000011	5511	DALE EARNHARDT JR BUICK TALLAHASSEE FL	M500.00cr
10-08	10-06	24427331280710028033891	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M76.10
10-08	10-06	24427331280710028034949	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M81.00
10-11	10-07	24427331281710029459680	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M81.00
10-13	10-12	24632691286000921054026	5812	HUNGRY HOWIES 265 PORT SAINT JO FL	M38.48
10-14	10-13	24137461287001447031545	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M9.99
10-14	10-12	24692161286100472334057	5542	GATE 1194 Q80 TALLAHASSEE FL	M21.52
10-15	10-14	74431061287722258157774	7011	WOODSPRING SUITES TALLAH 8503256473 FL	M1,653.30cr
10-15	10-13	24427331287710028248815	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M4.99
10-15	10-13	24427331287710028248765	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M42.80
10-15	10-13	24427331287710028249235	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M76.10
10-18	10-14	74431061288029258157765	7011	WOODSPRING SUITES TALLAH 8503256473 FL	M1,547.10cr
10-18	10-15	24692161288100327065656	8999	SQ *MILES TO WASH TALLAHASSEE FL	M25.00
10-18	10-14	24427331288710029491785	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M58.49
10-19	10-18	24431061291700814601500	9399	FDLE CCHINET 850-410-8161 FL	M25.00
10-20	10-19	24013391292002008438716	4225	PODS #102 888-7767637 FL	M408.58
10-20	10-19	24692161292100556910261	5969	INDEED 203-564-2400 CT	M537.32

ITS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-21	XXXXXXXXXXXX	NEW PURCHASES AND OTHER CHARGES 8,074.60
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 3,700.40
		STATEMENT TOTAL 4,374.20
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-21	10-19	24445001293300532132918	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0551953192 ARRIVAL: 10-19-21	M399.96
10-25	10-23	24445001297300522058848	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0551953200 ARRIVAL: 10-19-21	M399.96
10-25	10-24	24692161297100433602664	5969	INDEED 203-564-2400 CT	M506.25
10-27	10-26	24692161299100676506695	8299	NCS*FLDOE TESTING 800-731-9905 MN	M150.00
10-27	10-26	24692161299100676506711	8299	NCS*FLDOE TESTING 800-731-9905 MN	M150.00
10-27	10-26	24013391299002745328330	4225	PODS #102 888-7767637 FL	M154.26
10-27	10-25	24137461299100193370382	7011	BUCCANEER INN ST GEORGE ISL FL 59496 ARRIVAL: 09-27-21	M3,310.00



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 11/3/21

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Account Number

[Redacted Account Number]

Statement Date

10-27-21

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

***N0009111

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-29	09-28	24137461272001399690006	5411	PUBLIX #1051 TALLAHASSEE FL	M16.71 ✓
10-08	10-07	24445001281400202952480	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M51.14 ✓
10-13	10-12	24431061286400671000154	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-13	10-12	24431061286400671000170	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-13	10-12	24431061286400671000188	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-13	10-12	24431061286400671000196	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-13	10-12	24431061286400671000204	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-13	10-12	24431061285400559000335	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-13	10-12	24431061285400559000368	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-13	10-12	24431061285400559000384	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-13	10-12	24431061285400559000400	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-13	10-12	24431061285400559000426	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-15	10-14	24492161287000025838821	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M500.00 ✓
10-20	10-19	24445001293400207117986	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M7.96 ✓
10-20	10-19	24226381293091001793907	5411	WAL-MART #1223 TALLAHASSEE FL	M23.85 ✓
10-20	10-19	24493981292438723431924	8398	VP*FAITH PRESBYTERIAN CHU TALLAHASSEE FL	M260.00 ✓
10-27	10-26	24431061300400675001473	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-27	10-26	24431061300400675001507	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
10-27	10-26	24445001300400216788554	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M31.24 ✓
10-27	10-26	24431061299400553003040	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-27	10-26	24431061299400553003107	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
10-27	10-26	24692161299100862452373	8999	SQ *1-800-GOT-JUNK? TALLAHASSEE FL	M1,210.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-21	<i>[Redacted]</i>	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,413.52
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,413.52
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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 **Offer subject to credit approval. For details, see disclosure slip at store or visit Lowe's.com/credit.

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
 Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$375.46
- Payments	\$0.00	Total Minimum Payment Due	\$29.00
- Other Credits	\$0.00	Payment Due Date	11/28/2021
+ Purchases/Debits	\$375.46		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$375.46		
Credit Limit	\$11,000.00		
Available Credit	\$10,624.00		
Statement Closing Date	11/02/2021		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/05	10/05	53379	STORE 0417 TALLAHASSEE FL	\$250.58
10/14	10/14	28296	STORE 0417 TALLAHASSEE FL	\$121.28
10/21	10/21	07527	STORE 0417 TALLAHASSEE FL	\$3.60

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

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.

CUSTOMER SERVICE: For Account Information log on to www.lowe's.com/credit. This account is not registered. The authentication code is: EBTT642, 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.

7009 0009 YWG 1 7 2 21102 PAGE 1 of 3 9296 0011 B508 01FB7009 229844

Detach and mail this portion with your check. Do not include any correspondence with your check

Account Number: [REDACTED]

Total Minimum Payment Due	Payment Due Date	New Balance
\$29.00	11/28/2021	\$375.46

LOWE'S PROS

[Handwritten Signature]

Payment Enclosed: \$



New address or email? Print changes on back.

CAPITAL AREA COMM ACTION
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729

229844
 M310



Make Payment to: LOWE'S BUSINESS ACCT/SYNCR
 P.O. BOX 530970
 ATLANTA, GA 30353-0970



00029000052533 000290000037546 000798213 0109084 24122



**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

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: 2019-2022
(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 at [Attachment C.](#)
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.

4. List your agencies 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
<i>Staffing</i>	<i>\$484,872</i>
<i>Program Support</i>	<i>177,820</i>
<i>Direct Client Services</i>	<i>227,171</i>
<i>Training and Technical Assistance</i>	<i>15,996</i>
<i>Rent and Agency Operations</i>	<i>37,680</i>
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. TRhe threshold was raised to 200% during the pandemic.

Linkages and partnerships have been developed with the four CareerSource 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)***

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

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 – Calhoun, Franklin, Wakulla, Jefferson	8/21	2/22	attendance	Working with Getting Ahead alums for online zoom call for election
Public Sector – Liberty, Franklin, Jefferson, Gadsden	2/21	2/22	Lack of interest	Speaking to Commissioners
Private Sector - Wakulla		3/20		Speaking with Chamber members

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): 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 Offices

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

25 Island Drive
Eastpoint, 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

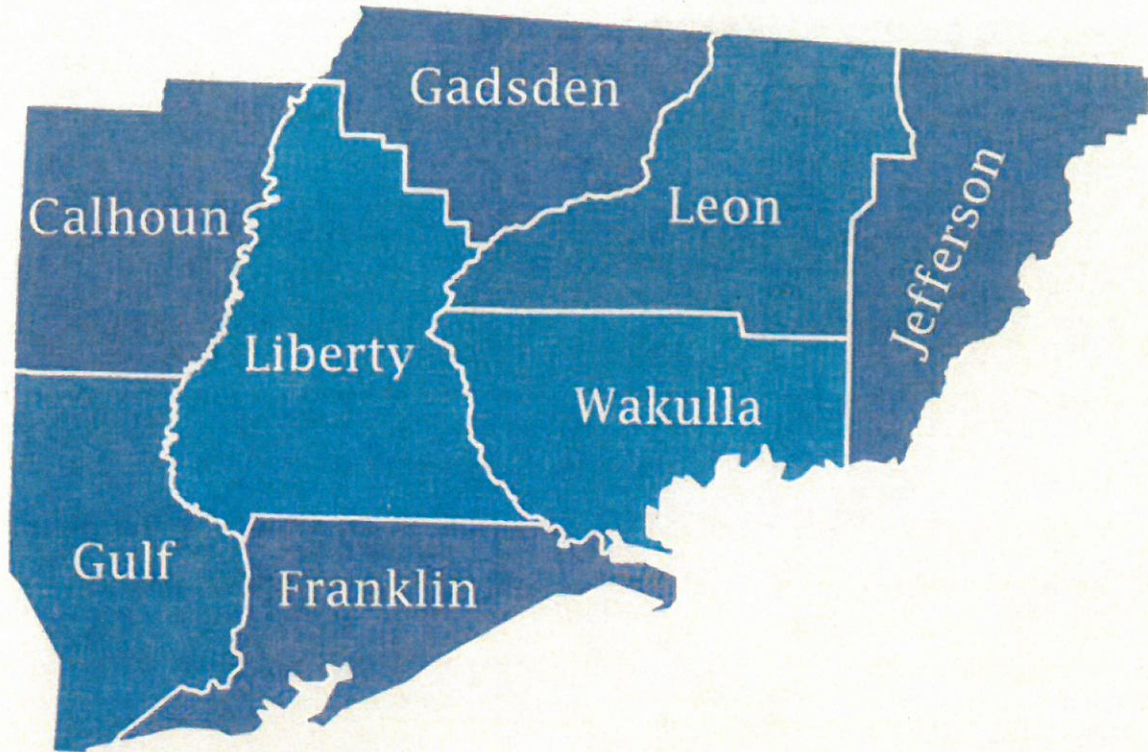
1155 North Jefferson Street
Monticello, FL 32344
Phone: 850-997-8231

Wakulla County

Dubreja Plaza
2889 Crawfordville Highway, Suite A
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

**2019 CSBG BUDGET FORMS
CSBG WORKPLAN**

Subrecipient: Capital Area Community Action Agency, Inc.

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

Reporting Period: April 1, 2019 - March 31, 2020

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity

A2 CSBG Expenditures Domains		Estimated CSBG Funds
A2a	Employment	\$0.00
A2b	Education and Cognitive Development	\$0.00
A2c	Income, Infrastructure, and Asset Building	\$0.00
A2d	Housing	\$0.00
A2e	Health and Social/Behavioral Development (includes nutrition)	\$0.00
A2f	Civic Engagement and Community Involvement	\$0.00
A2g	Services Supporting Multiple Domains	\$0.00
A2h	Linkages (e.g. partnerships that support multiple domains)	\$0.00
A2i	Agency Capacity Building (detailed below in Table A.4)	\$0.00
A2j	Other (e.g. emergency management/disaster relief)	\$0.00
A2k	Total CSBG Expenditures	\$0.00

A3	Of the CSBG funds reported above, report the estimated amount to be used for Administration.	\$0.00
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A4 Details on Agency Capacity Building Activities Funded by CSBG:	
<i>Please identify which activities that will be funded by CSBG under Agency Capacity in Table B (above). Please check all that apply ("X").</i>	
Community Needs Assessment	x
Strategic Planning	x
Data Management & Reporting	x
Training & Technical Assistance	x
*Other (Please specify others below):	
*	
*	
*	

Module 2, Section B: CSBG Eligible Entity Capacity Building

B2 Hours of Agency Capacity Building (e.g. training, planning, assessment):		Estimated Hours
B2a	Hours of Board Members in capacity building activities	240
B2b	Hours of Agency Staff in capacity building activities	1100

B3 Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):		Estimated Hours
B3a	Total number of volunteer hours donated to the agency	928
B3a 1	Of the above, the total number of volunteer hours donated by individuals with low-incomes	400

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
B4a	Number of Nationally Certified ROMA Trainers	1
B4b	Number of Nationally Certified ROMA Implementers	0
B4c	Number of Certified Community Action Professionals (CCAP)	0
B4d	Number of Staff with a child development certification	0
B4e	Number of Staff with a family development certification	0
B4f	Number of Pathways Reviewers	0
B4g	Number of Staff with Home Energy Professional Certifications	0
B4g 1	Number of Energy Auditors	1
B4g 2	Number of Retrofit Installer Technicians	0
B4g 3	Number of Crew Leaders	0
B4g 4	Number of Quality Control Inspectors (QCI)	0
B4h	Number of LEED Risk Certified assessors	0
B4i	Number of Building Performance Institute (BPI) certified professionals	0
B4j	Number of Classroom Assessment Scoring System (CLASS) certified professionals	0
B4k	Number of Certified Housing Quality Standards (HQS) Inspectors	0

B4l	Number of American Institute of Certified Planners (AICP)	0
B4m	*Other (Please specify others below):	
	*	0
	*	0

B5 Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:		Unduplicated Number of Organizations
B5a	Non-Profit	25
B5b	Faith Based	5
B5c	Local Government	21
B5d	State Government	8
B5e	Federal Government	2
B5f	For-Profit Business or Corporation	23
B5g	Consortiums/Collaborations	15
B5h	School Districts	5
B5i	Institutions of Post-Secondary Education/Training	5
B5j	Financial/Banking Institutions	3
B5k	Health Service Organizations	14
B5l	Statewide Associations or Collaborations	2

Module 2, Section C: Allocated Resources per CSBG Eligible Entity

C2	Amount of FY 2018 CSBG allocated to reporting entity	\$588,747.00
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C3	Federal Resources Allocated (Other than CSBG)	Non-CSBG Funds
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C3a	Weatherization (DOE) (include oil overcharge \$\$)	\$362,209.00
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C3b	Health and Human Services (HHS)	
C3b 1	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	\$1,227,628.00
C3b 2	LIHEAP - Weatherization (include oil overcharge \$\$)	\$107,313.00
C3b 3	Head Start	\$3,525,297.00
C3b 4	Early Head Start	\$0.00
C3b 5	Older Americans Act	\$0.00
C3b 6	Social Services Block Grant (SSBG)	\$0.00
C3b 7	Medicare/Medicaid	\$0.00
C3b 8	Assets for Independence (AFI)	\$0.00
C3b 9	Temporary Assistance for Needy Families (TANF)	\$0.00
C3b 10	Child Care Development Block Grant (CCDBG)	\$0.00
C3b 11	Community Economic Development (CED)	\$0.00
C3b 12	Other HHS Resources	
	C3b 12.i	\$0.00
	C3b 12.ii	\$0.00
	C3b 12.iii	\$0.00
	C3b 12.iv	\$0.00
C3b 13	Total Other HHS Resources	\$0.00

C3c	Department of Agriculture (USDA)	
C3c 1	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	\$0.00
C3c 2	All USDA Non-Food programs (e.g. rural development)	\$0.00
C3c 3	All other USDA Food programs	\$336,240.00

C3d	Department of Housing and Urban Development (HUD)	
C3d 1	Community Development Block Grant (CDBG) - Federal, State, and Local	\$0.00
C3d 2	Section 8	\$0.00
C3d 3	Section 202	\$0.00
C3d 4	Home Tenant-Based Rental Assistance (HOME TBRA)	\$0.00
C3d 5	HOPE for Homeowners Program (H4H)	\$0.00
C3d 6	Emergency Solutions Grant (ESG)	\$0.00
C3d 7	Continuum of Care (CoC)	\$0.00
C3d 8	All other HUD programs, including homeless programs	\$0.00

C3e	Department of Agriculture (USDA)	
C3e 1	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	\$0.00
C3e 2	Other DOL Employment and Training programs	\$0.00

C3e 3	All other DOL programs		\$0.00
C3f	Corporation for National and Community Service (CNCS) programs		\$0.00
C3g	Federal Emergency Management Agency (FEMA)		\$4,600.00
C3h	Department of Transportation		\$0.00
C3i	Department of Education		\$0.00
C3j	Department of Justice		\$0.00
C3k	Department of Treasury		\$0.00
C3l	Other Federal Resources		
	C3l.i	CFDA#	\$0.00
	C3l.ii	CFDA#	\$0.00
	C3l.iii	CFDA#	\$0.00
	C3l.iv	CFDA#	\$0.00
C3m	Total Other Federal Resources		\$0.00
C3n	Total: Non-CSBG Federal Resources Allocated		\$5,563,287.00

C4 State Resources Allocated		State Funds
C4a	State appropriated funds used for the same purpose as Federal CSBG funds	\$0.00
C4b	State Housing and Homeless programs (include housing tax credits)	\$0.00
C4c	State Nutrition programs	\$0.00
C4d	State Early Childhood Programs (e.g. Head Start, Day Care)	\$295,333.00
C4e	State Energy programs	\$0.00
C4f	State Health programs	\$0.00
C4g	State Youth Development programs	\$0.00
C4h	State Employment and Training programs	\$0.00
C4i	State Senior programs	\$0.00
C4j	State Transportation programs	\$0.00
C4k	State Education programs	\$0.00
C4l	State Community, Rural and Economic Development programs	\$0.00
C4m	State Family Development programs	\$0.00
C4n	Other State Resources	
	C4n.i	\$0.00
	C4n.ii	\$0.00
	C4n.iii	\$0.00
	C4n.iv	\$0.00
C4o	Total Other State Resources	\$0.00
C4p	Total: State Resources Allocated	\$295,333.00
C4q	<i>If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.</i>	\$0.00

C5 Local Resources Allocated		Local Funds
C5a	Amount of unrestricted funds appropriated by local government	\$0.00
C5b	Amount of restricted funds appropriated by local government	\$122,075.00
C5c	Value of Contract Services	\$0.00
C5d	Value of in-kind goods/services received from local government	\$0.00
C5e	Total: Local Resources Allocated	\$122,075.00
C5f	<i>If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.</i>	\$0.00

C6 Private Sector Resources Allocated		Estimated Local Funds
C6a	Funds from foundations, corporations, United Way, other nonprofits	\$136,501.00
C6b	Other donated funds	\$328,989.00
C6c	Value of other donated items, food, clothing, furniture, etc.	\$0.00
C6d	Value of in-kind services received from businesses	\$364,703.00
C6e	Payments by clients for services	\$0.00
C6f	Payments by private entities for goods or services for low income clients or communities	\$0.00
C6g	Total: Private Sector Resources Allocated	\$830,193.00
C6h	<i>If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.</i>	\$0.00

C7 Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$6,810,888.00
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C8 Total Resources in CSBG Eligible Entity (including CSBG)	\$7,399,635.00
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Service Log

Date Range: 10/1/2020 - 9/30/2021

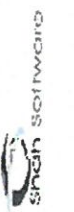
Service Type: All Types

County: All

Program: SRV 7-Services Supporting Multiple Domains

Program Item: Background Check, Books, Case Management Session Notes, Childcare, Food Voucher, FSSP/Completed Program, Gas Voucher, Getting Ahead Enrollment, Getting Ahead/Completed Program, Getting Ahead/Termination, Getting Ahead/Transitioned to Staying Ahead, Getting Ahead/Withdrawn, Licenses, SRV 7a-Case Management, SRV 7b-Eligibility Determinations, SRV 7b-Eligibility Determinations (SRV 7b), SRV 7c-Referrals, SRV 7c-Referrals (SRV 7c), SRV 7d-Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services), SRV 7d-Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services), SRV 7e-Child Care payments, SRV 7f-Child Care payments, SRV 7g-Day Centers, SRV 7g-Eldercare, SRV 7h-Birth Certificate, SRV 7h-j-Identification Documents (SRV 7h-j), SRV 7i-Social Security Card, SRV 7k-Criminal Record Expungements, SRV 7k-Re-Entry Services (SRV 7k), SRV 7l-Immigration Support Services (relocation, food, clothing), SRV 7m-Legal Assistance, SRV 7n-Emergency Clothing Assistance, SRV 7n-Emergency Clothing Assistance (SRV 7n), SRV 7o-Mediation/Customer Advocacy Interventions, SRV 7o-Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o), Staying Ahead / FSSP Enrollment, Staying Ahead/Termination, Staying Ahead/Withdrawn, Supplies, Transportation/Car Repair, Tuition, Uniforms

	Amount	Prs.Count	Units	Duplicate
Background Check	375.00	15	243	# Households: 15
Books	134.85	3	0	# Households: 3
Case Management Session Notes	75.00	79	4	# Households: 57
Childcare	8,485.00	79	0	# Households: 25
Food Voucher	16,205.00	1566	1455	# Households: 628
FSSP/Completed Program	0.00	5	0	# Households: 1
Gas Voucher	320.00	17	1	# Households: 9
Getting Ahead Enrollment	0.00	103	218	# Households: 65
Getting Ahead/Completed Program	0.00	47	0	# Households: 37
Getting Ahead/Termination	0.00	2	0	# Households: 1
Getting Ahead/Transitioned to Staying Ahead	0.00	99	3	# Households: 44
Getting Ahead/Withdrawn	0.00	23	37	# Households: 15
SRV 7a-Case Management	0.00	1	0	# Households: 1
SRV 7d-Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	3,913.21	7	1	# Households: 5
SRV 7d-Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services) (SRV 7d)	1,854.31	5	0	# Households: 3
Staying Ahead / FSSP Enrollment	0.00	53	0	# Households: 33



Regular CSBG

	Amount	Prs.Count	Units	Duplicate	
Staying Ahead/Termination	<u>0.00</u>	<u>2</u>	<u>0</u>	<u>0 # Households:</u>	<u>2</u>
Staying Ahead/Withdrawn	<u>0.00</u>	<u>4</u>	<u>0</u>	<u>0 # Households:</u>	<u>4</u>
Transportation/Car Repair	<u>5,342.01</u>	<u>14</u>	<u>0</u>	<u>0 # Households:</u>	<u>8</u>
Tuition	<u>1,004.63</u>	<u>7</u>	<u>0</u>	<u>0 # Households:</u>	<u>3</u>
Uniforms	<u>96.27</u>	<u>1</u>	<u>0</u>	<u>0 # Households:</u>	<u>1</u>
Grand Total:	<u>37,805.28</u>	<u>2132</u>	<u>1962</u>	<u>Household Count:</u>	<u>960</u>

Service Log

Date Range: 10/1/2020 - 9/30/2021

Service Type: All Types

County: All

Program: CSBG CARES- Act

ProgramItem: CARES Act Food Voucher, CARES Act Prescriptions, CARES- Act SRV 4m- Temporary Housing Placement, CARES-Act SRV 4c Rent Payments, CARES-Act SRV 4i-Utility Payments

CSBG CARES

	Amount	Prs.Count	Units	Duplicate	# Households:
CARES- Act SRV 4m- Temporary Housing Placement	<u>1,796.25</u>	<u>1</u>			<u>1</u>
CARES-Act SRV 4c Rent Payments	<u>312,257.61</u>	<u>583</u>			<u>79</u>
CARES-Act SRV 4i-Utility Payments	<u>336,621.51</u>	<u>1199</u>			<u>171</u>
Grand Total:	<u>650,675.37</u>	<u>1783</u>	<u>251</u>	<u>Household Count:</u>	<u>745</u>



Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2021

Administrative

- Monitoring new federal rules on Federal employees and employers over 100 employees for mandatory vaccination and testing. New Head Start rule requires masking and vaccinations.
- Soliciting bids for renovation work to building.
- Working with CFO to secure a replacement Finance Director.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Disaster Recovery Support Grant – Waiting on Stage 3 Notice of Award.
- One camper trailers from Eastpoint Wildfire left to liquidate.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Head Start continues to work through closures of classrooms and centers with the Department of Health regarding any COVID issues. Program has a few vacancies in teaching positions available. Program is still under-enrolled by about 100 students.
- Exploring with DEO the possibility of drawing down advances on the cost-reimbursement grants to reduce need for line of credit and ensure healthy cash flow.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee, Board meetings.
- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting.
- Attended the City of Midway Economic Development Visioning Charette.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Kenneth Taite, Haggai Construction General Contractor, is working on the Franklin Head Start renovation of the Van Johnson Complex wing. Franklin Head Start will operate from the 6th Street Recreation Center while renovations are completed.

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.org



Out of Office

- December 21-22 and 27-29 – Christmas
- January 14 – Destin
- January 20-21 – Orlando
- February 15-16 - Tampa

December 10, 2021

Certified Mail Return Receipt Requested

Mr. Tim Center, Executive Director
Capital Area Community Action Agency, Inc.
309 Office Plaza Dr.
Tallahassee, FL 32301

RE: Audit of Federal Funds (Awarded through the Department of Economic Opportunity for the Year Ending September 30, 2020)

Dear Mr. Center:

The Department of Economic Opportunity (DEO) has reviewed the Capital Area Community Action Agency's (CACAA) Independent Auditor's Report on Compliance and Internal Control over Financial Reporting ("Audit Report"). The Audit Report reviewed the funds awarded by DEO to CACAA through Community Services Block Grant (CSBG) Contract 17SB-0D-12-00-04-104, Low-Income Home Energy Assistance Program (LIHEAP) Contract 17EA-0F-12-00-04-005, and Weatherization Assistance Program (WAP) Contract 17WX-0G-12-00-04-007 for the fiscal year ending September 30, 2020.

The Audit Report contained a finding that requires DEO to issue a written decision to CACAA in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and Chapter 10.550 Rules of the Florida Auditor General. The Audit Report issued an unmodified opinion on compliance for major programs in which the Independent Auditor classified LIHEAP as a major program and identified CF 2020-001 as a finding ("Audit Finding") in the Audit Report. The Audit Report disclosed the Audit Finding as an instance of noncompliance, which is required to be reported in accordance with the Federal Uniform Guidance. The Audit Finding, extracted verbatim from the Audit Report, is as follows:

Federal Awards

CF 2020-001 Payment Calculation Inconsistencies – Low-Income Home Energy Assistance Program – CFDA 93.568 – Grant Period Year Ended September 30, 2020

Criteria - In accordance with the requirements of the Program outlined in CFDA 93.568, LIHEAP crisis payments are to be used only for the past due portion of the applicant's utility bill and should not be used for the current portion of the applicant's utility bill.

Condition - The intake workers who recommend LIHEAP payments are not required to attend training regularly to go over what items are allowed and disallowed. Additionally, the supervisors approving LIHEAP payments are also not required to attend training regularly. Documentation maintained for support of the payments does not clearly identify the criteria applied.

Questioned Cost - \$9

Effect - A recipient was approved for a crisis payment in the amount of the current portion of the energy bill due instead of the past due amount. However, during the audit process, it was determined that the recipient was eligible for a home energy payment in addition to the crisis payment, which would have resulted in a payment of \$9 less. Therefore, the questioned cost is the difference of \$9.

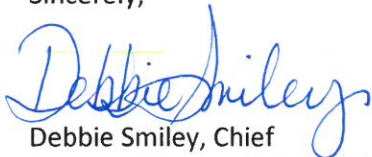
Cause - The Agency's internal controls did not identify or prevent the recipient from receiving a payment that included the current portion of the utility bill as a crisis payment.

Management's Response – Crisis Intake Staff participate in monthly division meetings and training as needed when promoted by program updates from the Florida Department of Economic Opportunity. Client files are processed by Intake Workers and reviewed by the Program manager. If the Manager identifies an opportunity to offer more support or clarify eligibility, the file is returned to the Intake Worker for correction. Given the volume of cases processed and reviewed, there may be times when the file review does not catch an issue such as the one raised. Capital Area Community Action will reimburse the LIHEAP program \$9 from unrestricted funds.

Pursuant to 2 CFR 200.521, DEO must issue a Management Decision to CACAA. After reviewing the Audit Report, DEO determined that the Audit Finding is sustained. The Audit Finding concluded that CACAA's staff failed to adhere to the LIHEAP requirements listed in CFDA 93.568 when issuing a particular LIHEAP crisis payment. CACAA should ensure that all client intake staff participate in regularly scheduled meetings and trainings to ensure all CACAA protocols, rules, and policies are followed throughout the client intake process. Furthermore, CACAA management should regularly review client applications and files for accuracy to ensure program compliance. CACAA must reimburse the LIHEAP program the disallowed cost of \$9 from unrestricted funds by no later than January 28, 2022

DEO staff are available to assist CACAA during this period. If there are any questions regarding this Management Decision, please contact Mr. Matthew Treadwell, LIHEAP Program Manager, by phone at (850) 717-8469 or email at Matthew.Treadwell@DEO.MyFlorida.com. Thank you for your participation in this process and for your continued partnership.

Sincerely,



Debbie Smiley, Chief
Bureau of Economic Self-Sufficiency

Enclosure

cc: Mr. James E. Landsberg, Department Inspector General
Ms. Caroline Womack, Interim Chief Financial Officer

NOTICE OF ADMINISTRATIVE RIGHTS

ANY PARTY WHOSE SUBSTANTIAL INTERESTS ARE AFFECTED BY THIS DETERMINATION MAY INITIATE AN ADMINISTRATIVE PROCEEDING PURSUANT TO SECTION 120.569, FLORIDA STATUTES, BY FILING A PETITION.

A PETITION MUST BE FILED WITH THE AGENCY CLERK OF THE DEPARTMENT OF ECONOMIC OPPORTUNITY WITHIN 21 CALENDAR DAYS OF RECEIPT OF THIS DETERMINATION. A PETITION IS FILED WHEN IT IS RECEIVED BY:

AGENCY CLERK
DEPARTMENT OF ECONOMIC OPPORTUNITY
OFFICE OF THE GENERAL COUNSEL
107 EAST MADISON ST., MSC 110
TALLAHASSEE, FLORIDA 32399-4128
FAX 850-921-3230
AGENCY.CLERK@DEO.MYFLORIDA.COM

YOU WAIVE THE RIGHT TO AN ADMINISTRATIVE PROCEEDING IF YOU DO NOT FILE A PETITION WITH THE AGENCY CLERK WITHIN 21 CALENDAR DAYS OF RECEIPT OF THIS DETERMINATION.

FOR THE REQUIRED CONTENTS OF A PETITION CHALLENGING AGENCY ACTION, REFER TO RULES 28-106.104(2), 28-106.201(2), AND 28-106.301, FLORIDA ADMINISTRATIVE CODE.

DEPENDING ON WHETHER OR NOT MATERIAL FACTS ARE DISPUTED IN THE PETITION, A HEARING WILL BE CONDUCTED PURSUANT TO EITHER SECTIONS 120.569 AND 120.57(1), FLORIDA STATUTES, OR SECTIONS 120.569 AND 120.57(2), FLORIDA STATUTES.

PURSUANT TO SECTION 120.573, FLORIDA STATUTES, AND CHAPTER 28, PART IV, FLORIDA ADMINISTRATIVE CODE, YOU ARE NOTIFIED THAT MEDIATION IS NOT AVAILABLE.