

Capital Area Community Action Agency

**Board of Directors Meeting
Agenda
Tuesday, May 23, 2023 – 6:00 pm
Via Microsoft Teams**

I. Call to Order	Quincee Messersmith – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – March 28, 2023		2
ii) Executive Committee Minutes – April 25, 2023		5
B. Financial Report	Kate Beam	7
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
C. Head Start Budget Amendment	Kate Beam	28
V. Organizational Standards	Tim Center	29
VI. Chief Executive Officer’s Report	Tim Center	33
VII. Chief Operating Officer’s Report		
• Program Updates	Nina Self	70
VIII. Chair’s Report		
IX. Adjournment		

Next Board of Directors Meeting 7/25/2023 – 6:00 pm –Microsoft Teams Video

Next Executive Committee Meeting 6/27/2023 - 5:30 pm – Microsoft Teams Video



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes March 28, 2023

Members in Attendance:

Quincee Messersmith, Chair
Shanetta Keel, Treasurer
Lisa Edgar, Secretary
Melissa Miller, Member-At-Large
Allen Jones
John Grant
Nicole Nishimoto

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson
Venita Treadwell
Darrel James
Terry Mutch

The meeting was called to order at 6:03 p.m. by the Chair. A quorum was established.

The Chair entertained a motion to approve the agenda. Mr. Grant moved to approve the agenda. Ms. Edgar seconded the motion. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of January 24, 2023. Ms. Edgar moved approval of the minutes. Ms. Keel seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of February 28, 2023, will be tabled for vote until the next Board meeting.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending January 31, 2023. She reported that the interim Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

There was some discussion on Recurring – Repairs and Maintenance, and Retirement. Ms. Beam reported that DEO was unable to reimburse the Agency. DOE exceeded their spending authority.

The Chair entertained a motion to accept the Financial Report. Ms. Edgar moved to accept the Financial Report. Ms. Keel seconded the motion. The motion was approved unanimously.

Head Start COLA and Quality Improvement

Mr. Center presented the Head Start COLA Quality Improvement. He said the Cost of Living Allowance were awarded by HHS for a total for 5.6%. Total funding cost at \$212,975, for staff increases. Quality Improvement permits the Agency to make some investments. He asked for Board approval of the Head Start COLA and Quality Improvement. The deadline to submit is April 1, 2023.

The Chair entertained a motion to approve the Head Start COLA and Quality Improvement. Ms. Keel moved approval of the Head Start COLA and Quality Improvement. Mr. Grant seconded the motion. The motion was approved unanimously.

There was some discussion on the Agency's Exit Interview of the Agency's internal controls over financial management.

Organizational Standards

Mr. Center presented the Organizational Standards as required by DEO. He shared that a copy of the Risk Assessment was included in the Board packet. The Risk Assessment outlines the administrative and financial operations conducted, to assure appropriate expenditures of financial funds.

The Chair entertained a motion to accept the Risk Assessment. Ms. Miller moved acceptance of the Risk Assessment. Ms. Nishimoto seconded the motion. The motion was accepted unanimously.

Mr. Center noted that the Board will be updated on the Strategic Plans initiatives adopted in upcoming months.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of March 2023. He reminded that Board that the DEO Inspector Audit produced a preliminary finding report of their audit of the Agency. The Agency submitted documents to demonstrate that federal funds used were allowable expenses related to the lease for Holdings for the main office building. There was a discussion on the Agency's findings.

The CEO asked for Board approval to hire legal counsel to represent the Agency for \$25,000. Mr. Grant moved approval to hire legal counsel. Ms. Keel seconded the motion. The motion was unanimously accepted.

The CEO asked for approval for changes of the Accounting & Financial Policies and Procedures Manual. Mr. Grant moved approval for approval. Ms. Keel seconded the motion. The motion was accepted unanimously.

The CEO reported that the Head Start Department is working with Duke Energy to secure a new location for the Jefferson County Head Start Center. In addition, we are working with Franklin County School District for possible Head Start Franklin relocation onto the Brown School campus.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of December 2023. She asked Board members to review the Staying Ahead Success Stories.

The meeting adjourned at 7:25 PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee Meeting Minutes April 25, 2023

Members in Attendance

Quincee Messersmith, Chair
Lisa Edgar, Secretary
Shanetta Keel, Treasurer
Melissa Miller, Member-at-Large

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

The meeting was called to order at 5:47 p.m. by the Chair. A quorum was established.

The Chair entertained a motion to approve the agenda. Ms. Keel moved to approve the agenda. Ms. Edgar seconded the motion. The motion was approved unanimously.

ACTION ITEMS

The Chair entertained a motion to approve the minutes of February 28, 2023. Ms. Edgar moved to approve the minutes. Ms. Keel seconded the motion. The motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of February 28, 2022. She reported that the interim Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

The Chair entertained a motion to accept the financial report. Ms. Edgar moved to accept the financial report. Ms. Keel seconded the motion. The motion was unanimously approved.

CEO Report

The CEO presented the CEO report for the month of February 2023. He gave the latest update to the DEO issued letter to the statewide Community Action Network. Notice was received stating that the legislative contract proviso language was included in the appropriations bill for retro activate budget authority for LIHEAP, LIWAP, and CSBG, effective in mid-May. The Agency will begin to resume services to clients.

Ms. Edgar asked for point of information on the fiscal year budget being passed. There was some discussion on the proviso language as it relates to the legislative budget.

An update was provided to the Board on the civil lawsuit filed by a former employee alleging discrimination. Mediation did not resolve the matter as dispositions are still being taken.

An update was provided to the Board on the Secretary's letter providing notice of default on the DEO funded grants. The concerns as it relates to using Federal funds for unallowable purposes. He reiterated details of the hiring of legal counsel to represent the Agency in this matter.

The CEO reported that he continue with monthly meetings with Jim McShane, CareerSource Capital Region, and the Head Start Management calls with Region IV HHS Office Specialist.

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United Way of the Big Bend



Engaging the Franklin County School District for possible Head Start Franklin relocation onto the Brown School campus. No details on Jefferson Head Start Center relocation.

The CEO reported on the Head Start Refunding Application.

CHAIR'S Report

Meeting adjourned at 6:30 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the Six Months Ending March 31, 2023
Capital Area Community Action Agency**

As of March 31, 2023, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with some Head Start expenses closer to 60%. At month end, the Year to Date Actual Revenue and Expenses are 50% and 48% respectively, with a restricted net income of \$182,597.

Non-Federal Share (NFS) Match at March 31, 2023, is \$370,034 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 2022-2023, 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 Six Months Ending March 31, 2023
Capital Area Community Action Agency**

Agency Wide Variances

- Unemployment – is over the benchmark budget but should stay within budget over the fiscal year since this expense is largely a Q1 calendar expense. Once the thresholds have been met, very little is paid into SUTA.
- Program Supplies– is over the benchmark budget with a number of supply purchases. These should be reduced during the summer months and may come into line, however inflation has hit this line item harder than most.
- **Classroom Supplies- is over budget due to several large expenses purchased with the expiring Head Start ARPA funds.**
- Kitchen Supplies – is over the benchmark budget with a number of kitchen supply purchases. These should be reduced during the summer months and may come into line, however inflation has hit this line item harder than most.
- **Medical/Dental Supplies – is over budget due to a large purchase of dental supplies and hygiene kits through the expiring Head Start ARPA grant.**
- **Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.**
- Contractual Services – Health Disabilities- is over the budget with a number of assessments and treatment for the new school year. There is also \$20K available in Head Start ARPA which is not reflected in this year's budget.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Due to additions in coverage, this line item will go slightly over budget based on current expenditures.
- Vehicle Expense - is over benchmark budget primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- Technology – is over the budget benchmark with a number of annual software expenses being paid in October along with several upgrades with the SHAH software.
- **Expendable Equipment – is over budget with several large purchases under the expiring Head Start ARPA grant. This grant closed 3/31/2023.**
- Meetings/Workshops/Training-is over budget with a number of Zoom expenses. These may be moved to another category to better adhere to the budget.
- Legal Expenses – is over benchmark budget. Without additional expenses, it should stay within budget.

CSBG Variances

- Office Supplies – is over with budget benchmark with office furniture purchases and Getting Ahead Supplies.
- **Repairs & Bldg Maintenance – Recurring – is slightly over benchmark budget with an additional percentage of expenses being allocated to CSBG. There is sufficient funds available in non-recurring to cover this overage.**

**Financial Statement Narrative
For the Six Months Ending March 31, 2023
Capital Area Community Action Agency**

- Vehicle Expense - is over benchmark budget in CSBG primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- ***Equipment Lease – is slightly over benchmark budget due to several months of charges being entered in March. With this additional data, this line item is forecasted to go over budget by 30%.***
- Technology – is over budget with the purchase of an upgraded version of SHAH software with Spanish.
- Dues / Subscriptions – is over the benchmark budget with a number of annual subscriptions renewed recently.
- Expendable Equipment – is over budget with the purchase of a projector and three computers. This overage will be offset in another category with available funds.
- Meetings/Workshops/Training – is at budget with an entry in a line item with no budget.
- Advertising – is over budget due to recruitment efforts with Indeed.

LIHEAP Variances

- Program Supplies - is at budget. There is no budget line here to absorb the expense.
- Contractual Services / Professional – is over the benchmark budget with the use of contracted employees. This overage is offset with lower salaries, fringe and indirect costs.
- Technology – is over budget with the purchase of an upgraded version of SHAH software with Spanish.

WAP Variances

- ***Salaries & Wages, Fringe and Indirect Costs – is over benchmark budget and based on current expenses will go over by 25%.***
- Program Supplies - is at budget. There is no budget line here to absorb the expense.
- Copies/Printing/Copier – is over benchmark budget after processing 3 months of overages. This number should come in line over the course of the year.
- General Liability and Property Insurance – is over benchmark budget due to a payment to ISU Insurance for Pollution Occurrence Insurance. This line item is forecasted to go over budget by \$1500.
- Equipment Maintenance – is over budget due to maintenance on a calibration gun. This line item will go over budget by approximately \$500 if there are no additional unforeseen expenses.
- ***Equipment Lease - is slightly over benchmark budget due to several months of charges being entered in March. With this additional data, this line item is forecasted to go over budget by 15%.***

**Financial Statement Narrative
For the Six Months Ending March 31, 2023
Capital Area Community Action Agency**

- Technology – is over the benchmark budget due to antivirus software purchased. No other expenses are forecasted to go here.
- Registration Fees – is over the benchmark budget with an addition of an expense in an unbudgeted category. This vehicle registration could be moved to vehicle expense to adhere to the budget.
- Advertising – is over the benchmark budget due to a Notice of Interest for contractors. This line item should come into line over the course of the year.

Head Start ARPA Variances

- **Medical / Dental Supplies -- is over budget due to a large purchase of dental supplies and hygiene kits through the expiring Head Start ARPA grant.**
- Contractual Services – Health / Disabilities - is over budget but there are available funds in Contractual Services / Professional to offset.
- **Equipment/Improvements (\$5000 or more) – is over budget with the purchase of new playground equipment for Royal with expiring Head start ARPA funds.**
- **Expendable Equipment - is over budget with several large purchases including 80 classroom IPADS under the expiring Head Start ARPA grant. This grant closed 3/31/2023.**

Head Start Variances

- Travel In Area - is over budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line will go over budget in the next couple of months based on current spending.
- Office Supplies – is over benchmark budget due to a significant amount of equipment being charged to this line item. Fiscal will work with staff to determine if some of this should be moved to the Expendable Equipment category which has an unused budget of \$10,000.
- Program Supplies – is over benchmark budget with the purchase of a number of needed items. This line item should come into an acceptable variance over the next couple of months.
- **Copies/Printing/Copier – – is over the benchmark budget due to several purchases of toner as well as copier overage charges.**
- **Contractual Services – Health/Disabilities- is over benchmark budget and likely to go over budget this fiscal year due to an increased need for services.**
- **General Liability and Property Insurance - is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Due to additions in coverage, this line item will go slightly over budget based on current expenditures.**

**Financial Statement Narrative
For the Six Months Ending March 31, 2023
Capital Area Community Action Agency**

- Communications - is over benchmark budget and will go over budget based on current spending. Total spending for the year is forecasted to be \$78,000 while only \$45,000 is budgeted.
- Repairs and Maintenance – Recurring – is over the benchmark budget with recurring costs averaging over \$11K per month. This line item is forecast to go over budget by \$25K unless the HDST ARP funds (\$30K) are utilized prior to their expiration.
- Vehicle Expense - is over benchmark budget primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not maintenance and gas for multiple vehicles. It is forecasted that this line item will go over budget by \$14K.
- Meetings/Workshops/Training – is at budget because there is no line item in the budget for this expense. Policy Council will consider whether to move these Zoom expenses to Parent Activities at their next meeting.
- Training and Technical Assistance – is slightly over benchmark budget with several early bird training bookings. It should be within an acceptable variance in the next couple of months.
- Advertising – is over the benchmark budget due to employee recruitment with Indeed.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	50-60%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,243,209	2,541,472	(1,701,737)	60%
Government Contracts - STATE	4010	8,082,273	3,439,436	(4,642,837)	43%
Government Contracts - LOCAL	4020	90,000	71,839	(18,161)	80%
Grants - Other Not-for-Profits	4100	15,160	13,593	(1,566)	90%
Grants - All Other Sources	4120	8,000	1,742	(6,258)	22%
Contributions	4200	1,000	302	(698)	30%
Contributions- Restricted	4210	1,200	43,080	41,880	3590%
Special Events	4300	2,000	3,440	1,440	172%
Commissions-Vending/Photo	4320	0	6,161	6,161	100%
Interest Income	4950	0	341	341	100%
Fringe Pool Revenue	4960	835,840	454,173	(381,667)	54%
Indirect Pool Revenue	4970	681,043	377,174	(303,869)	55%
Other Revenue	4995	<u>1,000</u>	<u>11,154</u>	<u>10,154</u>	1115%
Total Revenue		<u>13,960,725</u>	<u>6,963,907</u>	<u>(6,996,818)</u>	50%
Expenditures					
Salaries & Wages	6010	3,194,356	1,566,140	1,628,216	49%
Fringe	6110	945,726	453,867	491,859	48%
FICA	6120	228,900	104,289	124,611	46%
Unemployment	6130	38,000	29,243	8,757	77%
Workers Compensation	6140	50,000	21,516	28,484	43%
Health Insurance	6150	400,660	200,187	200,473	50%
Life Insurance	6160	30,000	16,397	13,603	55%
Retirement	6170	50,000	28,065	21,935	56%
Staff Screenings	6180	4,980	112	4,868	2%
Indirect Costs	6210	727,726	381,099	346,627	52%
Travel - In Area	6310	25,356	3,620	21,736	14%
Travel - Out of Area	6315	14,000	0	14,000	0%
Office Supplies	6410	27,552	15,123	12,429	55%
Program Supplies	6415	28,400	22,173	6,227	78%
Classroom Supplies	6420	37,500	86,450	(48,950)	231%
Kitchen Supplies	6430	14,353	12,437	1,916	87%
Medical/Dental Supplies	6440	2,700	5,825	(3,125)	216%
Copies/Printing/Copier	6510	24,400	16,478	7,922	68%
Postage and Delivery Expense	6600	7,349	2,598	4,751	35%
Contractual Services/Professional	6710	468,488	207,664	260,824	44%
Contractual Services – Health/Disabilities	6715	217,348	224,921	(7,573)	103%
Rent/Space Cost	6810	397,185	200,308	196,877	50%
Utilities	6820	109,200	53,632	55,568	49%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

General Liability and Property Insurance	6830	61,535	46,426	15,109	75%
Communications	6840	100,209	53,250	46,959	53%
Repairs & Bldg Maintenance- Recurring	6850	176,029	100,295	75,734	57%
Repairs & Bldg Maintenance -	6855	39,000	10,067	28,933	26%
Equipment Maintenance	6910	31,786	13,766	18,020	43%
Vehicle Expense	6920	49,000	39,814	9,186	81%
Equipment Lease	6930	14,198	7,255	6,944	51%
Technology	6940	47,513	47,102	411	99%
Fees, Licenses, and Permits	7010	4,750	501	4,249	11%
Dues/Subscriptions	7020	17,030	8,662	8,368	51%
Special Events	7110	7,000	0	7,000	0%
Client Assistance	7210	5,807,422	2,387,077	3,420,345	41%
Equipment/Improvements (\$5,000 or	7310	161,654	166,512	(4,858)	103%
Expendable Equipment	7320	40,200	61,123	(20,923)	152%
Registration Fees	7410	1,400	144	1,256	10%
Meetings/Workshops/Training	7420	2,000	2,724	(724)	136%
Training/Staff Development	7430	45,050	1,650	43,401	4%
Training and Technical Assistance	7435	59,358	33,816	25,542	57%
Advisory/Board Member Expenses	7440	2,700	1,130	1,570	42%
Advertising	7450	23,100	8,314	14,786	36%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	277,432	133,202	144,230	48%
Legal Expenses	7530	8,000	5,575	2,426	70%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	<u>3,980</u>	<u>762</u>	<u>3,218</u>	19%
Total Expenditures		<u>14,026,725</u>	<u>6,781,310</u>	<u>7,245,415</u>	48%
Excess Revenue over (under) Expenditures		<u>(66,000)</u>	<u>182,597</u>	<u>248,597</u>	

Capital Area Community Action Agency
Balance Sheet
As of 3/31/2023

		Current Period Balance
Assets		
Cash Operating Hancock Bank	1010	767,152
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,469
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	20,022
Cash - Centennial Bank (Franklin County)	1070	8,693
Money Market Account - Hancock Bank	1080	32,309
Accounts Receivable	1100	136,991
Grants Receivable	1150	1,710,896
Building	1600	245,000
Work In Progress	1630	258,733
Equipment	1650	622,334
Accumulated Depreciation - Building	1700	(91,002)
Accumulated Depreciation - Equipment	1750	(391,270)
Total Assets		3,390,202
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	182,207
Accrued Expenses - Other	2010	316,516
Accrued Wages	2040	139,186
Accrued Fringe Benefits	2060	214
Accrued Flexible Savings	2061	(2,795)
Accrued Health Insurance	2085	1,150
Accrued Other Health Insurance	2087	(103)
Accrued Life Insurance	2090	5,263
Accrued Retirement - Pre Tax	2095	581
Accrued Retirement - Post Tax	2096	13
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,188
Deferred Income	2400	35,527
Total Liabilities		947,102
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		2,260,502
Current Net Income		182,597
Total Net Assets		2,443,100
Total Liabilities and Net Assets		3,390,202

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	670,217	273,557	(396,660)	41%
Total Revenue		<u>670,217</u>	<u>273,557</u>	<u>(396,660)</u>	41%
Expenditures					
Salaries & Wages	6010	214,713	93,883	120,830	44%
Fringe	6110	62,224	27,207	35,017	44%
Staff Screenings	6180	500	0	500	0%
Indirect Costs	6210	55,941	24,460	31,481	44%
Travel - In Area	6310	13,350	1,010	12,340	8%
Office Supplies	6410	10,000	5,782	4,218	58%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier	6510	6,000	2,127	3,873	35%
Postage and Delivery Expense	6600	2,400	286	2,114	12%
Contractual Services/Professional	6710	18,000	0	18,000	0%
Rent/Space Cost	6810	63,605	28,162	35,443	44%
Utilities	6820	10,400	2,628	7,772	25%
General Liability and Property Insurance	6830	6,500	2,887	3,613	44%
Communications	6840	20,600	8,756	11,844	43%
Repairs & Bldg Maintenance- Recurring	6850	10,414	6,013	4,401	58%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	886	3,014	23%
Vehicle Expense	6920	12,000	10,711	1,289	89%
Equipment Lease	6930	2,500	1,617	883	65%
Technology	6940	2,400	2,543	(143)	106%
Fees, Licenses, and Permits	7010	1,200	25	1,175	2%
Dues/Subscriptions	7020	7,080	4,036	3,044	57%
Client Assistance	7210	13,127	47,080	66,047	42%
Equipment/Improvements (\$5,000 or more)	7310	7,713	0	7,713	0%
Expendable Equipment	7320	2,400	3,924	(1,524)	163%
Meetings/Workshops/Training	7420	0	46	(46)	100%
Training/Staff Development	7430	11,250	299	10,951	3%
Advertising	7450	1,000	1,907	(907)	191%
Total Expenditures		<u>670,217</u>	<u>276,290</u>	<u>393,927</u>	41%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(2,733)</u>	<u>(2,733)</u>	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>4,268,551</u>	<u>1,467,024</u>	<u>(2,801,527)</u>	34%
Total Revenue		<u>4,268,551</u>	<u>1,467,024</u>	<u>(2,801,527)</u>	34%
Expenditures					
Salaries & Wages	6010	390,000	102,829	287,171	26%
Fringe	6110	113,022	29,800	83,222	26%
Staff Screenings	6180	1,110	0	1,110	0%
Indirect Costs	6210	101,611	26,791	74,820	26%
Travel - In Area	6310	1,602	165	1,437	10%
Office Supplies	6410	4,500	457	4,043	10%
Program Supplies	6415	0	42	(42)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	6,300	2,916	3,384	46%
Postage and Delivery Expense	6600	1,800	936	864	52%
Contractual Services/Professional	6710	22,500	31,522	(9,022)	140%
Rent/Space Cost	6810	44,000	18,706	25,294	43%
Utilities	6820	7,200	1,833	5,367	25%
General Liability and Property Insurance	6830	11,250	2,137	9,113	19%
Communications	6840	20,250	2,648	17,602	13%
Repairs & Bldg Maintenance- Recurring	6850	9,000	2,823	6,177	31%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	1,155	3,345	26%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	633	2,517	20%
Technology	6940	4,500	13,234	(8,734)	294%
Fees, Licenses, and Permits	7010	450	0	450	0%
Dues/Subscriptions	7020	450	0	450	0%
Client Assistance	7210	3,492,856	1,234,925	2,257,931	35%
Expendable Equipment	7320	7,500	0	7,500	0%
Registration Fees	7410	1,400	0	1,400	0%
Meetings/Workshops/Training	7420	2,000	0	2,000	0%
Training/Staff Development	7430	1,700	0	1,700	0%
Advertising	7450	<u>8,000</u>	<u>0</u>	<u>8,000</u>	0%
Total Expenditures		<u>4,268,551</u>	<u>1,473,551</u>	<u>2,795,000</u>	35%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(6,527)</u>	<u>(6,527)</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

	50%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>143,047</u>	<u>(194,780)</u>	42%
Total Revenue		<u>337,827</u>	<u>143,047</u>	<u>(194,780)</u>	42%
Expenditures					
Salaries & Wages	6010	72,838	44,204	28,634	61%
Fringe	6110	21,109	12,810	8,299	61%
Indirect Costs	6210	18,977	11,517	7,460	61%
Travel - In Area	6310	1,772	848	924	48%
Office Supplies	6410	1,100	58	1,042	5%
Program Supplies	6415	0	5	(5)	100%
Copies/Printing/Copier	6510	600	385	215	64%
Postage and Delivery Expense	6600	149	52	97	35%
Contractual Services/Professional	6710	3,666	0	3,666	0%
Rent/Space Cost	6810	3,700	1,879	1,821	51%
Utilities	6820	1,000	249	751	25%
General Liability and Property Insurance	6830	5,845	5,781	64	99%
Communications	6840	2,400	965	1,435	40%
Repairs & Bldg Maintenance- Recurring	6850	615	259	356	42%
Equipment Maintenance	6910	875	1,014	(139)	116%
Vehicle Expense	6920	8,500	3,246	5,254	38%
Equipment Lease	6930	431	249	182	58%
Technology	6940	203	186	17	91%
Dues/Subscriptions	7020	250	0	250	0%
Client Assistance	7210	168,337	59,986	108,351	36%
Expendable Equipment	7320	6,800	0	6,800	0%
Registration Fees	7410	0	144	(144)	100%
Training and Technical Assistance	7435	18,360	0	18,360	0%
Advertising	7450	300	272	28	91%
Total Expenditures		<u>337,827</u>	<u>144,108</u>	<u>193,719</u>	43%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1,061)</u>	<u>(1,061)</u>	

**Capital Area Community Action Agency
LIHWAP Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

	50%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	762,409	4,895	(757,514)	1%
Total Revenue		762,409	4,895	(757,514)	1%
Expenditures					
Salaries & Wages	6010	42,515	2,626	39,889	6%
Fringe	6110	12,321	761	11,560	6%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	684	10,393	6%
Office Supplies	6410	834	0	834	0%
Contractual Services/Professional	6710	3,101	0	3,101	0%
Rent/Space Cost	6810	2,259	0	2,259	0%
Client Assistance	7210	687,308	824	686,484	0%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		762,409	4,895	757,514	1%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,844,128	2,142,392	(1,701,737)	56%
Contributions- Restricted	4210	0	1,000	1,000	100%
Other Revenue	4995	0	3,000	3,000	100%
Total Revenue		<u>3,844,128</u>	<u>2,146,392</u>	<u>(1,697,737)</u>	56%
Expenditures					
Salaries & Wages	6010	1,867,199	1,024,309	842,890	55%
Fringe	6110	541,114	296,845	244,269	55%
Staff Screenings	6180	2,500	112	2,388	4%
Indirect Costs	6210	435,905	266,873	169,032	61%
Travel - In Area	6310	2,000	1,597	403	80%
Travel - Out of Area	6315	9,000	0	9,000	0%
Office Supplies	6410	6,200	5,972	228	96%
Program Supplies	6415	20,000	18,359	1,641	92%
Classroom Supplies	6420	35,000	4,603	30,397	13%
Kitchen Supplies	6430	1,853	0	1,853	0%
Medical/Dental Supplies	6440	1,700	100	1,600	6%
Copies/Printing/Copier	6510	10,000	7,737	2,263	77%
Postage and Delivery Expense	6600	1,750	319	1,431	18%
Contractual Services/Professional	6710	32,600	0	32,600	0%
Contractual Services – Health/Disabilities	6715	157,808	127,999	29,809	81%
Rent/Space Cost	6810	233,301	119,021	114,280	51%
Utilities	6820	85,000	45,273	39,727	53%
General Liability and Property Insurance	6830	20,000	12,768	7,232	64%
Communications	6840	45,000	32,908	12,092	73%
Repairs & Bldg Maintenance- Recurring	6850	115,000	76,759	38,241	67%
Repairs & Bldg Maintenance -	6855	20,000	10,067	9,933	50%
Equipment Maintenance	6910	18,000	8,887	9,113	49%
Vehicle Expense	6920	20,000	24,051	(4,051)	120%
Equipment Lease	6930	5,000	2,848	2,152	57%
Technology	6940	31,000	15,251	15,749	49%
Fees, Licenses, and Permits	7010	1,000	378	622	38%
Dues/Subscriptions	7020	5,000	2,562	2,438	51%
Special Events	7110	5,000	0	5,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Meetings/Workshops/Training	7420	0	1,000	(1,000)	100%
Training/Staff Development	7430	4,000	(119)	4,119	-3%
Training and Technical Assistance	7435	40,998	33,816	7,182	82%
Advisory/Board Member Expenses	7440	1,000	200	800	20%
Advertising	7450	5,000	3,825	1,175	76%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	54,000	2,070	51,930	4%
Total Expenditures		<u>3,844,128</u>	<u>2,146,392</u>	<u>1,697,737</u>	56%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start ARPA Statement of Revenues and Expenditures
From Grant Inception Through 3/31/2023**

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	399,081	399,081	0	100%
Total Revenue		399,081	399,081	0	100%
Expenditures					
Salaries & Wages	6010	52,345	0	52,345	0%
Fringe	6110	15,169	0	15,169	0%
Indirect Costs	6210	13,011	0	13,011	0%
Program Supplies	6415	0	3,453	(3,453)	100%
Classroom Supplies	6420	0	81,847	(81,847)	100%
Medical/Dental Supplies	6440	1,000	5,725	(4,725)	572%
Contractual Services/Professional	6710	89,115	0	89,115	0%
Contractual Services – Health/Disabilities	6715	20,000	68,272	(48,272)	341%
Repairs & Bldg Maintenance- Recurring	6850	30,000	7,570	22,430	25%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	0	10,000	0%
Technology	6940	0	10,197	(10,197)	100%
Equipment/Improvements (\$5,000 or more)	7310	153,441	166,512	146,928	109%
Expendable Equipment	7320	10,000	55,459	(45,459)	555%
Advertising	7450	5,000	0	5,000	0%
Total Expenditures		399,081	399,035	242,932	100%
Excess Revenue over (under) Expenditures		0	46	46	

**Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending March 31, 2023**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		45,020			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		232,413			
VPK/SR		86,721			
	620,300	370,034	60%	250,266	40%

Head Start CC Expenses March 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description	Session ID
HANCOCK CC	1064	7435	255	3/27/2023	39.81 #6700, TIM CENTER, VISA, 3/27/2023, GAS, FASA	AP230402-VISAS
HANCOCK CC	1064	7435	255	3/27/2023	338.00 #6700, TIM CENTER, VISA, 3/27/2023, HOTEL FASA	AP230402-VISAS
HANCOCK CC	1064	6510	255	3/27/2023	64.48 #1596, DARREL JAMES, VISA, 3/27/2023, GAS, HS CAR	AP230402-VISAS
HANCOCK CC	1064	6920	255	3/27/2023	32.24 #1596, DARREL JAMES, VISA, 3/27/2023, GAS HS CAR	AP230402-VISAS
HANCOCK CC	1064	6920	255	3/27/2023	57.00 #1596, DARREL JAMES, VISA, 3/27/2023, GAS HS CAR	AP230402-VISAS
HANCOCK CC	1064	6920	255	3/27/2023	37.00 #1596, DARREL JAMES, VISA, 3/27/2023, GAS, HS CAR	AP230402-VISAS
HANCOCK CC	1064	6920	255	3/27/2023	58.01 #1596, DARREL JAMES, VISA, 3/27/2023, GAS, HS CAR	AP230402-VISAS
HANCOCK CC	1064	6920	255	3/27/2023	66.00 #1596, DARREL JAMES, VISA, 3/27/2023, GAS, HS CAR	AP230402-VISAS
HANCOCK CC	1064	7420	255	3/27/2023	199.90 #1596, DARREL JAMES, VISA, 3/27/2023, ZOOM	AP230402-VISAS
HANCOCK CC	1064	6420	255	3/27/2023	27.48 #6982, FATIMA OLEABHIELE ALEXANDER, VISA, 3/27/2023, CLSSRM	AP230402-VISAS
HANCOCK CC	1064	7450	000	3/27/2023	271.00 #3535, NINA SINGLETON SELF, VISA, 3/27/2023, INDEED, FAM ADV	AP230402-VISAS
HANCOCK CC	1064	6420	252	3/27/2023	16.88 #5810, VENITA TREADWELL, VISA, 3/27/2023, CLASSROOM PROJECT	AP230402-VISAS
HANCOCK CC	1064	6420	255	3/27/2023	18.58 #5810, VENITA TREADWELL, VISA, 3/27/2023, CLASSROOM PROJECT	AP230402-VISAS
HANCOCK CC	1064	6420	255	3/27/2023	46.34 #5810, VENITA TREADWELL, VISA, 3/27/2023, CLASSROOM PROJECT	AP230402-VISAS
HANCOCK CC	1064	6420	255	3/27/2023	165.00 #5810, VENITA TREADWELL, VISA, 3/27/2023, CLASSROOM PROJECT	AP230402-VISAS
HANCOCK CC	1064	6420	259	3/27/2023	<u>39.78</u> #5810, VENITA TREADWELL, VISA, 3/27/2023, CLASSROOM PROJECT	AP230402-VISAS

Total 1,477.50



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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810

Statement Date
03-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-28	24137463060001473318542	5411	PUBLIX #1051 TALLAHASSEE FL	M18.58 ✓
03-01	02-28	24455013059141001423986	5411	WAL-MART #1077 TALLAHASSEE FL	M56.66 ✓
03-03	03-02	24445003061200154095748	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M46.34 ✓
03-03	03-02	24943003082400222000037	5441	AYERS DISTRIBUTING CO 800-647-3509 GA	M165.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
03-27-23	4802-XXXX-XXXX-5810		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	286.58
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	286.58
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00



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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6982

Statement Date
03-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-02	03-01	24445003061400186572769	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M177.48 ✓
03-27	03-24	24445003084000988457129	5912	WALGREENS #11537 TALLAHASSEE FL	M210.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
03-27-23	4802-XXXX-XXXX-6982	NEW PURCHASES AND OTHER CHARGES	387.48
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	387.48
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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

0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6700

Statement Date
03-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24011343058000039318078	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M14.99
03-02	02-28	24316053060548959787816	5542	SHELL OIL 10089511009 MACCLENNY FL	M39.81
03-02	02-28	24231683060750000049719	3504	THE SHORES RESORT DAYTONA BEACH FL 0000004971 ARRIVAL:02-26-23	M380.26
03-07	03-06	24003223066752010002295	5542	AMI 93 LLC CARRABELLE FL	M46.05
03-13	03-10	24137463070001625948008	5411	PUBLIX #1051 TALLAHASSEE FL	M20.66
03-15	03-14	24906413073169457191208	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00
03-16	03-14	74231683074750000098749	3504	THE SHORES RESORT DAYTONA BEACH FL	M42.26cr
03-16	03-15	24492153074868106535241	5734	ADOBE *ACROPRO SUBS 408-536-6000 CA	M19.99
03-21	03-20	24692163079107787525391	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M21.49
03-21	03-20	24011343079000038244247	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
03-24	03-23	24430993083400903143426	4816	DNH*GODADDY.COM HTTPS://WWW.G AZ	M167.88
03-27	03-24	24034543083002667702638	5542	MARATHON PETRO250035 LIVE OAK FL	M41.58
03-27	03-25	24692163084101286516400	3581	DELTA SOUTHBANK HOTEL JACKSONVILLE FL 157280 ARRIVAL:03-23-23	M170.05

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-23	4802-XXXX-XXXX-6700	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,275.66
		NEW CASH ADVANCES .00
		CREDITS 42.26
		STATEMENT TOTAL 1,233.40
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
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Handwritten: 4/16/23

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

***80006660

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596

Statement Date
03-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24941353059826455427222	3366	BUDGET RENT A CAR TALLAHASSEE FL	M188.11
03-03	03-01	24692163061103787148706	5542	GATE 1194 Q80 TALLAHASSEE FL	M58.01 ✓
03-06	03-02	24692163062104577044500	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
03-06	03-02	24137463062100501785074	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M64.48 ✓
03-06	03-02	24692163062104577044518	5542	GATE 1194 Q80 TALLAHASSEE FL	M66.00 ✓
03-07	03-06	24011343065000041695621	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
03-10	03-09	24431053069838002186830	5533	O'REILLY AUTO PARTS 2280 TALLAHASSEE FL	M32.24 ✓
03-22	03-20	24692163080108113635539	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00 ✓
03-23	03-22	24137463082001472380879	5411	PUBLIX #1051 TALLAHASSEE FL	M17.19 ✓
03-23	03-22	24137463082001472380952	5411	PUBLIX #1573 TALLAHASSEE FL	M42.69 ✓

STATEMENT DATE 03-27-23	ACCOUNT NUMBER 4802-XXXX-XXXX-1596	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 762.62
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 762.62
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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NEW ORLEANS LA 70161-1750



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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-3535

Statement Date
03-27-23

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	
02-28	02-27	24055233058207785300065	2741	AHA PROCESS INC 281-426-5300 TX	M299.00	✓
03-02	03-01	24793383060000194803720	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M226.38	✓
03-02	03-01	24793383060000125393528	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M231.00	✓
03-06	03-04	24793383063000129037623	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M500.00	✓
03-06	03-04	24793383063000161813725	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M500.00	✓
03-06	03-05	24793383064000371883624	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M510.00	✓
03-06	03-05	24793383064000161616721	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M520.00	✓
03-16	03-15	24793383074366951416822	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M502.37	✓

STATEMENT DATE 03-27-23	ACCOUNT NUMBER 4802-XXXX-XXXX-3535	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,288.75
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,288.75
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00

Nina Acq 3/31/23

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/1/2022 Through 9/30/2023

	A	B	C	D	E	F	K	L	M
1	1064 - Head Start								
2									
3			Total Budget - Original	Current Year Actual thru 03/31/2023	Total Budget Variance - Original	%	Budget Amendment for HSES 1064	ELC ARPA New Budget Fund Code 1658	
4									
5	Revenue								
6	Government Contracts - FEDERAL - DIRECT	4000	3,844,128.00	2,142,391.50	(1,701,736.50)	56%			
7	Contributions- Restricted	4210	0.00	1,000.00	1,000.00	100%			
8	Other Revenue	4995	0.00	3,000.00	3,000.00	100%			
9	Total Revenue		3,844,128.00	2,146,391.50	(1,697,736.50)	56%		92,400.00	
10									
11	Expenditures								
12	Salaries & Wages	6010	1,867,199.00	1,024,308.89	842,890.11	55%		17,000.00	Rentention & Incentive Pay
13	Fringe	6110	541,114.00	296,844.72	244,269.28	55%		4,926.60	
14	Staff Screenings	6180	2,500.00	111.68	2,388.32	4%	(2,088.32)	4,429.17	
15	Indirect Costs	6210	435,905.00	266,873.04	169,031.96	61%	50,574.23		
16	Travel - In Area	6310	2,000.00	1,597.16	402.84	80%			
17	Travel - Out of Area	6315	9,000.00	-	9,000.00	0%	(9,000.00)		
18	Office Supplies	6410	6,200.00	5,972.44	227.56	96%			
19	Program Supplies	6415	20,000.00	18,359.35	1,640.65	92%	1,598.36	15,000.00	Establish a library in the school bus
20	Classroom Supplies	6420	35,000.00	4,603.39	30,396.61	13%	(15,654.67)		
21	Kitchen Supplies	6430	1,853.00	-	1,853.00	0%	(1,853.00)		
22	Medical/Dental Supplies	6440	1,700.00	99.90	1,600.10	6%	(1,400.10)		
23	Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000.00	7,737.11	2,262.89	77%			
24	Postage and Delivery Expense	6600	1,750.00	319.17	1,430.83	18%	(1,290.13)		
25	Contractual Services/Professional	6710	32,600.00	-	32,600.00	0%	(8,600.00)		
26	Contractual Services - Health/Disabilities	6715	157,808.00	127,999.09	29,808.91	81%		30,000.00	
27	Rent/Space Cost	6810	233,301.00	119,021.12	114,279.88	51%			
28	Utilities	6820	85,000.00	45,272.66	39,727.34	53%			
29	General Liability and Property Insurance	6830	20,000.00	12,767.55	7,232.45	64%			
30	Communications	6840	45,000.00	32,908.42	12,091.58	73%	10,000.00		
31	Repairs & Bldg Maintenance- Recurring	6850	115,000.00	76,758.84	38,241.16	67%			
32	Repairs & Bldg Maintenance - Nonrecurring	6855	20,000.00	10,067.32	9,932.68	50%	(4,884.54)		
33	Equipment Maintenance	6910	18,000.00	8,887.35	9,112.65	49%		21,044.23	Establish a library in the school bus
34	Vehicle Expense	6920	20,000.00	24,050.99	(4,050.99)	120%	15,594.14		
35	Equipment Lease	6930	5,000.00	2,847.99	2,152.01	57%			
36	Technology	6940	31,000.00	15,251.21	15,748.79	49%	(4,066.46)		
37	Fees, Licenses, and Permits	7010	1,000.00	378.00	622.00	38%	(452.00)		
38	Dues/Subscriptions	7020	5,000.00	2,562.00	2,438.00	51%	91.00		
39	Special Events	7110	5,000.00	-	5,000.00	0%	(2,500.00)		
40	Expendable Equipment	7320	10,000.00	-	10,000.00	0%	(10,000.00)		
41	Meetings/Workshops/Training	7420	-	999.50	(999.50)	100%	1,199.40		
42	Training/Staff Development	7430	4,000.00	(118.67)	4,118.67	-3%	(3,188.92)		
43	Training and Technical Assistance	7435	40,998.00	33,816.46	7,181.54	82%			
44	Advisory/Board Member Expenses	7440	1,000.00	199.90	800.10	20%			
45	Advertising	7450	5,000.00	3,824.92	1,175.08	76%	5,921.01		
46	Parent Activities	7460	1,200.00	-	1,200.00	0%			
47	Raw Food Cost	7510	54,000.00	2,070.00	51,930.00	4%	(20,000.00)		
48	Total Expenditures		3,844,128.00	2,146,391.50	1,697,736.50	56%	-	92,400.00	
49									
50	Excess Revenue over (under) Expenditures		0.00	0.00	0.00		-	-	
51									
52									
53	Note the Original Budget submitted to HSES had the old Indirect Cost Rate of 18.10%. The updated Indirect Cost Rate from HHS is 20.2%.								

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/12/2023	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/12/2023	
	MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	3/28/2023
4.6		An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Every 2-years	3/28/2023	Complete
5.1		The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Complete
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Complete
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Complete
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	N/A	Complete
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/28/2023 Needs Board Approval	Complete
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	Complete
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	7/1/2023	
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	7/1/2023	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload	
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually			
	JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually		
		8.3	The organization's auditor presents the audit to the governing board.	Annually		
		8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually		
		8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually		
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually			
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly			
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly			
	8.9	The governing board annually approves an organization-wide budget.	Annually			

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.10	The governing board formally receives and accepts the fiscal policies that have been reviewed by staff, with changes to reflect the approval of the policies by the board.	Maintain		
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain		
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing		
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain		
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually		
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually		
December 2023		SUBMIT			

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MAY 2023

Administrative

- The DEO Inspector Audit produced preliminary findings in an Exit Interview to which the Agency responded with detailed information. The IG has yet to issue a final report to which the Agency can respond.
- In response to the DEO Acting Secretary's written notice of default by the Agency, the Agency has responded with a Petition for Administrative Hearing and a more formal response to the findings of the Monitoring report upon which the letter was based. Agency Management met with the Assistant Deputy Secretary and General Counsel's attorneys to discuss the matter and the Agency's response to the Department's allegations. We await a response. It has been agreed that the petition will be held in abeyance until May 31.
- Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation. Mediation did not resolve the matter. Depositions are still being taken. This is an ongoing case that is scheduled for later this year. *(This is not a new post but will stay here until resolved)*

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- As a follow up to the DEO letter to the statewide Community Action Network stating that the Department had nearly exceeded its budget authority, legislative action in the General Appropriations Act proviso language seems to address budget authority during this fiscal year and next. However, Notice of Funding Awards have been issued reducing the amount of funds available to be spent given current budget authority. The Agency can provide services and invoice after July 1, 2023, and expect payment from DEO. This will require the Agency to use advance funds secured three years ago at the beginning of the umbrella contract with DEO and may require us to tap the Line of Credit to accommodate cash flow. The Agency was reimbursed for outstanding invoices submitted during the interim period where the Department was unable to process invoices.
- Getting Ahead classes will have transition dinners in June. Dates and locations are being arranged.
- LIWAP – Low Income Water Assistance Program for water and utility relief is shut down.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. We received Technical Assistance with 1303 – Facilities Acquisition and have requested assistance with In-Kind Services. The HHS Program Manager (contracted) has taken a job with HHS and may be reassigned.
- Engaging the Franklin County School District for possible Head Start Franklin relocation onto the Brown School campus was productive and they have space for our program. We



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continue negotiations with the hope of possible co-locating on the consolidated campus with other pre-school programs. Preliminary quotes indicate the school district's monthly cost will be \$8,400 – which exceeds budget which is about \$1,200 a month.

- Working with Duke Energy for Jefferson Head Start for a new brick and mortar facility given that the modular buildings are ready for replacement. Still no word from their realtors about the property.
- Weatherization Assistance Program is in a holding pattern during the shutdown but we are working with a delegate vendor to serve the Suwanee River Economic Council region to the east of our service area.
- Developing outreach strategy for the Agency in surrounding counties especially Franklin where the Agency manages the State Housing Initiatives Partnership (SHIP) program. The Agency will provide a detailed update to the County Commission on June 2.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Examining a redesign of the website to increase functionality and ease to edit from the user end.
- 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.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- United Way of the Big Bend grant applications were submitted for Getting Ahead/Staying Ahead in all counties.
- Children Services Council grant opportunities are being evaluated.

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

Out of Office

- June 15-16 - Leadership Florida Annual Conference
- August 7-11 – Florida Association for Community Action, Orlando

Weekly DEO/CAA Check In

May 19, 2023



Agenda

- Opening Remarks (Acting Secretary Ivey)
- Allocation Process Overview (CFO Allyce Moriak)
- State Budget Process Recap (CFO Allyce Moriak)
- Addressing Questions (Deputy Secretary Ben Melnick and CFO Allyce Moriak)

“We are in this together.”

- Acting Secretary Meredith Ivey

Overview of State FY 23-24 Allocation Process



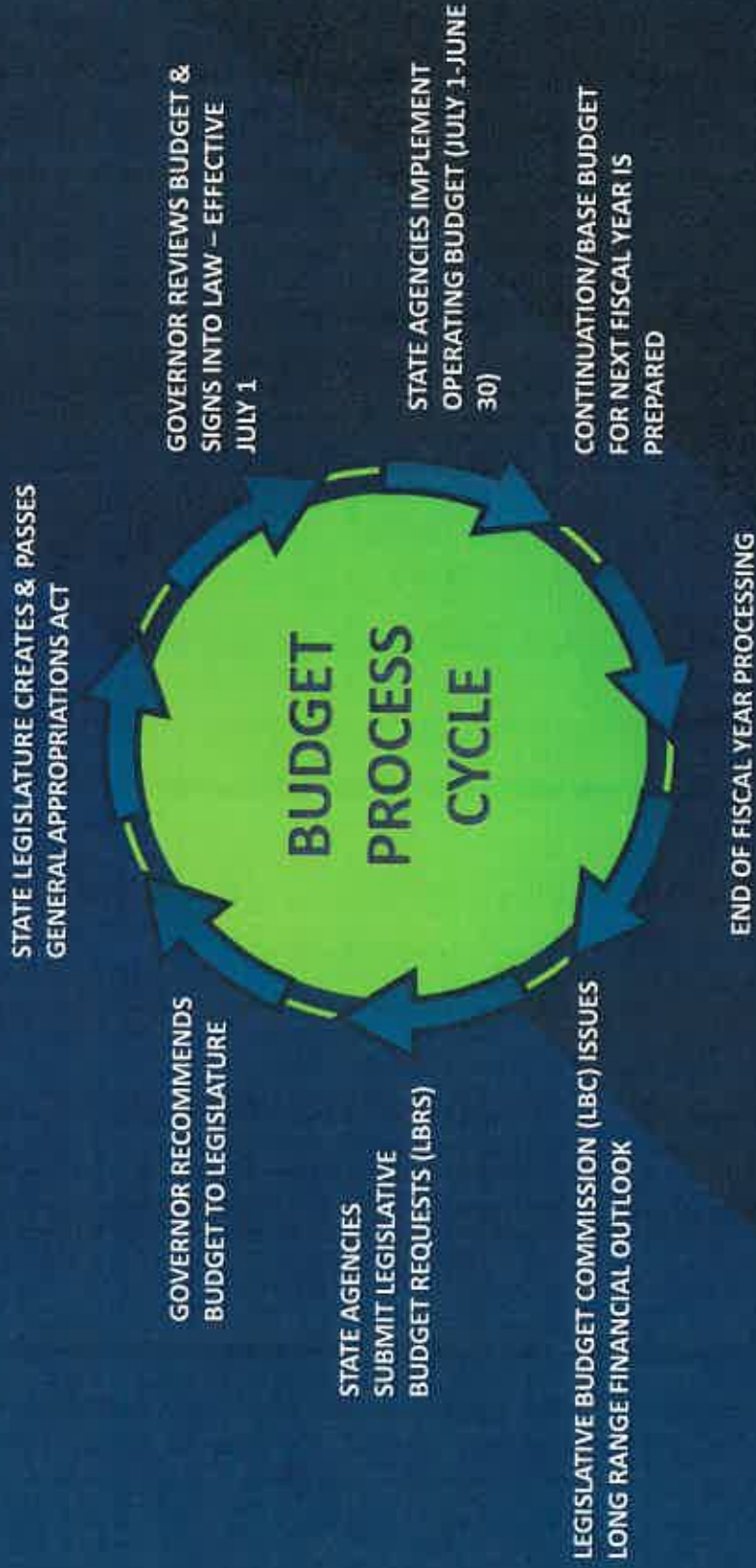
Budget Overview

The Florida Constitution requires the Florida Legislature to develop and pass a balanced state budget each year. Indeed, this is the **ONLY** bill that Legislators are required to pass each year.

Unlike the federal budget, the state budget – formally known as the General Appropriations Act (GAA) – must be balanced.

While it may seem like all of the budget development work occurs during the Legislative Session, this is actually a year-round project that involves several steps.

State Fiscal Year Budget Process Cycle – June 30th-July 1st



Budget Key Terms

General Appropriations Act: Provides moneys for annual period beginning July 1 & ending June 30 & supplemental appropriations ending June 30 to pay salaries & other expenses, capital outlay—buildings & other improvements, & for other specified purposes of various agencies of state government.

Legislative Budget Requests: Requests for new funding and recommendations for budget reductions in an upcoming fiscal year. This is part of the annual Legislative Process.

State Budget Authority: The State Legislature determines the allowed appropriations and implementing bills to authorize the spending of public money (including federal grants administered by the state) every fiscal year.

Allocation Process Key Terms

Allocation: The allocation process is the method for how DEO determines awards to the subrecipients. It is determined by factors required by the CSBG Act, Weatherization Statute, and the LIHEAP Act, including factors such as, income, local energy prices, and weather patterns.

Notice of Funding Availability (NFA): NFAs are issued through the Subrecipient Enterprise Resource Application (SERA). NFAs specify general and special conditions, the term of the award, and include the total amount awarded and released to the subrecipient.

Award: This is the total amount awarded to the Subrecipient within the NFA. The award allocations are determined by factors required by the CSBG Act, Weatherization Statute, and the LIHEAP Act, including factors such as, income, local energy prices, and weather patterns.

Release: This is the total cash available for reimbursement to the Subrecipient stated within the NFA, which has been aligned with the state budget authority. The Subrecipient is limited to requesting reimbursement to the amount listed in the release of funds. The amount of the release is determined by projected expenditures allowed within the state budget authority.



Florida Association for Community Action (FACA), Inc.

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Q: Is the department willing to allow someone from the Network (i.e., the Association and/or Association Delegate to participate in decision-making and mass communications?

A: We invite the entire subrecipient network to continue participating in this process through our weekly Friday calls. We have also held individual calls with those of you who have reached out seeking assistance with agency-specific issues.

May 11, 2022

Michelle Perry, Secretary
The Criminal Justice
107 E. Madison Street, MSC-400
Tallahassee, Florida 32309

Dear Secretary Michelle Perry:

Thank you for your continued support in providing clarity regarding the budget authority and payments. Although the network is grateful for the regular communications, the last DEO Community Action Network update left more questions than answers.

In an effort to support the Network and to ensure accountability in our program, I have compiled a list of the network's queries. Please address the following matters to the next DEO Community Action Network update call:

1. Is the department willing to allow someone from the Network (i.e., the Association and/or Association Delegate) to participate in decision-making and mass communications?
2. Does the DEO anticipate that April services will be processed and reimbursed? Will all funds currently showing as "available" in NEPA also be available to pay out prior to June 30?
3. Will the Technical Review on the call last Friday, leaving 140 agency numbers unable to access the call for well over 10 minutes, be addressed for the next call?
4. Is the DEO able to give a definitive answer about the resumption of services and allocated funding?
5. Several agencies received NEA's that have the award and release amount; however, everything was recently missed out in NEPA. These agencies did not receive notices for all of the NEA's that the funds were decommitted out. Has this been changed to show that the funds were never awarded or released?
 - a. Why was NEPA changed on NEA grants for several agencies?
 - b. Total funds released - \$0 (Previously showed the \$ amount awarded)
 - c. Total funds released - \$0 (Previously showed the \$ amount released)
6. When funds are de-obligated by the State, how is that reflected on the Federal Level? Will this affect future funding allocations?
7. Will funding for the 2022-2023 year be awarded for the fiscal year, or will DEO be awarding it year-over-year? Agencies need to understand this process to understand how to budget at the local level for an entire year. This is a critical component if awarded on a quarterly basis.
8. Please clarify the statement regarding submitting April, May, and June invoices after July 15:
 - a. Does that persons comply with all funding and grant requirements?
 - b. Will agencies be given additional funding for 2022-2023 so they will not be penalized for the 2021-2022 year after submitting 2021-2022 expenses?

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Florida Association for Community Action (FACA), Inc.

3442 15th Street

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Dear Secretary, Madam Sir:

Thank you for your continued support in providing clarity regarding the budget on the 10/10 and 10/20 programs. Although the memo is for Florida, for the 10/20 program, the 10/20 DEO Community Action Network, which will more precisely than anyone

in an effort to help on the Network and to ensure consistency in messaging, I have compiled a list of the concerns below. Please address the following concerns on the next DEO Community Action Network Update call.

1. In the department writing to other agencies from the Network (i.e., the Assistant Secretary, Administrative Deputies) to participate in deprogramming and assess the DEO community action network, it is unclear what the DEO community action network is. Can the DEO anticipate that all April invoices will be processed and reimbursed? Will all funds currently shown as "available" in SERA be available to pay out prior to June 30th?
2. Will the additional funds on the call last Friday, having any agency members unable to access the call for well over 30 minutes, be addressed for the next call?
3. Is the DEO able to give a definitive answer about the reconfiguration of agencies and allowed funding?
4. Several agencies received NFA's that have the wrong and release amounts, however, everything was recently moved out in SERA. These agencies did not receive notices for all of the NFA's that the funds were decreased/struck out. Has this been changed to show that the funds were never awarded or released?
5. Why were SERA's changed on NFA's grants for several agencies?
 1. Total funds awarded - 30 (previously showed the 5 amount awarded)
 2. Total funds awarded - 30 (previously showed the 5 amount awarded)
6. When funds are re-allocated by the State, how is that reflected on the Federal Level? Will the other former funding allocations?
7. Will funding for the 2013-2014 year be awarded for the 2013 year, or will DEO be awarding it per quarter? Agencies need to understand their process to understand how to budget at the local level for an entire year. This is critically important if awarded on a quarterly basis.
8. Please clarify the statement regarding submitting April, May, and June invoices after July 7th.
 1. Does that practice comply with accounting and grant requirements?
 2. Will agencies be given additional information for 2013-2014 or will they not be awarded for the 2013-2014 year after submitting 2013-2014 expenses?

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Email: madam@faca.org • www.faca.org

Q: Does the DEO anticipate that all April invoices will be processed and reimbursed? Will all funds currently showing as "available" in SERA stay available to pay out prior to June 30th?

A: Yes. DEO continues to process all invoices. The amount of funds that are available for reimbursement are listed in the NFA and correlate with approved state budget authority in the amount of funds released column and the SERA system calculates and shows the amount remaining available for reimbursement as payments are reimbursed.



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Florida Association for Community Action (FACA), Inc.

May 16, 2023

Manishik Nair, Secretary
The Caldwell Building
107 E. Madison Street, MSC 441
Tallahassee, Florida 32308

Dear Secretary Nair:

Thank you for your continued support in providing clarity regarding the budget authority and programs. Although the network is pending for the regular communication on the DEO/Community Action Network update with these quarterly data carriers.

In an effort to support the Network and to ensure consistency in investigating I have compiled a list of the necessary items. Please inform the following information on the list:

1. Is the department willing to allow comments from the Network (i.e., the Association and/or Affiliated Depts) to participate in decision-making and meet communication?
2. Do the DEO members that all April invoices will be processed and submitted? Will all funds currently allocated to "available" in SEDA stay available to pay out prior to the 30th?
3. Will the Technical Issues on the call for Friday, serving any agency committees enable all agencies call for and have 30 minutes, be addressed for the next call?
4. Is the DEO staff to give a definitive advice about the reprogramming of services and allocated funding?
5. Several agencies received NFA's that have the award and where incorrect; however, everything was recently entered on in SEDA. These agencies did not receive notices for all of the NFA's and the funds were allocated/entered out. Has this been changed to allow for the funds were never awarded or released?
6. Why was SEDA changed on NFA grants for several agencies?
 - a. Total funds awarded - \$0 (Previously awarded the 6 amount awarded)
 - b. Total funds released - \$0 (Previously awarded the 6 amount released)
7. Will the staff attend future funding allocations?
8. Will funding for the 2023-2024 year be awarded for the fiscal year, or will DEO be reviewing it per quarter? Agencies need to understand this process to understand how to budget at the local level, for an entire year. This is critically important if awarded on a quarterly basis.
9. Please clarify the statement regarding submitting April, May, and June invoices after July 1st.
10. Does this practice comply with accounting and grant requirements?
 - a. Will agencies be given additional authority for 2023-2024 so they will not be underfunded for the 2023-2024 year after submitting 2022-2023 expenses?

80 E. Adams Street, Suite 415 • Jacksonville, FL 32202 • (904) 770-6329
Email: manish@faca.org • www.faca.org

Q: Is the DEO able to give a definitive answer about the resumption of services and allocated funding?

A: As previously communicated, services were never directed to stop and necessary state budget authority has been secured to continue services. Additional funding authority has been awarded and released for state fiscal year 22-23, in compliance with state law. Information regarding projected award allocations for state fiscal year 23-24 will be available June 1 for planning purposes and will be aligned with the state budget authority. We are also in the process of re-structuring CAA contracts to occur on an annual basis (in alignment with the state fiscal year) and will no longer provide three-year agreements. Additional information is forthcoming.



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Deland

Florida Association for Community Action (FACA), Inc.

May 14, 2023

Michaela Joyce, Secretary
Tim Caldwell, Building
107 E. Madison Street, MSC-400
Tallahassee, Florida 32309

Dear Secretary, Michaela Joyce:

Thank you for your continued support in providing clarity regarding the budget voluntary and requests. Although the request is pending for the regular communication, the DEO Community Action Network updates the budget information from business.

In an effort to support the Network and to ensure consistency in messaging, I have completed a list of the requests below. Please address the following comment on the list:

DEO Community Action Network Update 03/

1. Is the department willing to allow requests from the Network (i.e., the Association and/or Associations) to participate in decision-making and assist communications?

2. Does the DEO maintain that all decisions must be processed and reimbursed? Will all funds currently allowing or "available" in SED, any available to FY24 year prior to June 30th?

3. Will the Technical Issues on the call list? Further, increasing agency members enable to access the call for all over 30 minutes, but allowed for the call only?

4. Is the DEO able to give a definitive answer about the resumption of services and allocated funding?

5. Several agencies received NFA's that have the annual and release services; however, everything was already received on SED. These agencies did not receive notices for all of the NFA's that the funds were demonstrated in the call. Has this been changed to ensure that the funds were received or released?

6. Why was SED's changed on NFA grants for services?
1. Total funds needed: \$11.5 million (annual amount)
2. Total funds released: \$0 (previously showed the \$11.5 million amount)
3. Will this affect other areas of services?

7. Will funding for the 2023-2024 year be awarded for the fiscal year or will DEO be awarding it per quarter? A request is made to understand the process to understand how to budget at the local level for an entire year. This is critically important if awarded on a quarterly basis.

8. YORIS 2023 was submitted regarding volume April, May, and June increase after May 1st.

9. Does this process comply with contracting and grant requirements?
10. Will agencies be given additional notices for 2023-2024 or they will not be understood for the 2023-2024 year after submitting 2022-2023 expenses?

40 E. Adam Street, Suite 125 • Jacksonville, FL 32202 • (904) 776-6120
Email: info@faca.org • www.faca.org

Q: Will funding for the 2023-2024 year be awarded for the fiscal year, or will DEO be awarding it per quarter? Agencies need to understand this process, to understand how to budget, at the local level, for an entire year. This is critically important if awarded on a quarterly basis.

A: Our goal is to share your allocations for the upcoming state fiscal year of 2023-2024 by June 1 to give you at least a month of advance planning before the new fiscal year begins. Additional information is forthcoming regarding the specifics of this process, including the quarterly release schedule.



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1800th Canyon

00782325
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Chairman

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Florida Association for Community Action (FACA), Inc.

May 10, 2023

Margolis Proj., Secretary
The Children's Building
1000 E. Michigan Street, 2500-400
Tulsa, Oklahoma 74103

Dear Secretary Margolis:

Thank you for your continued support in providing ability regarding the budget, monthly and projects. Although the amount is small for the regular communication, the DEO Community Action Network, to name just some of our members.

In an effort to support the Network and to ensure continuity in managing, I have completed a list of the concerns below. Please address the following concerns on the next DEO Community Action Network Update call.

1. Is the agreement willing to allow someone from the Network (i.e., the Association and/or Association Delegate) to participate in decision-making and user communication?
2. Does the DEO anticipate that all 2023 invoices will be processed and reimbursed? Will they currently allow or "hold" in 2024, they available to pay out prior to the end of the fiscal year?
3. Will the Technical issues on the call last Friday, involving key agency numbers unable to be used, be resolved by the end of the fiscal year?
4. Will the DEO be able to give a timeline answer about the resumption of services and associated funding?
5. Several agencies received FEMA's that have the fiscal and release amounts. However, everything was recently moved out to SEP. There are some agencies that are not able to do so. Will the FEMA's that the funds were released be able to do so? Will they be able to do so? Will they be able to do so?
6. Why was FEMA changed to FEMA grants for fiscal agencies?
7. What funds are obligated by the State, how is that reflected on the Federal Level? Will this affect future funding allocations?
8. Will funding for the 2023-2024 year be awarded for the fiscal year, or will DEO be awarding 3-year terms? Agencies need to understand this process to understand how to budget, if the goal is to do so for an entire year. This is critically important if awarded as a 3-year term.

Please clarify the statement regarding submitting April, May, and June invoices after July 1st.

- a. Does this practice comply with accounting and grant requirements?
- b. Will agencies be given additional authority for 2023-2024 so they will not be underfunded for the 2023-2024 year after submitting 2023-2024 expenses?

49 E. Adams Street, Suite 125 • Indianapolis, IN 46201 • (317) 776-6120
Email: info@faca.org • www.faca.org

Q: Please clarify the statement regarding submitting April, May, and June invoices after July 1st.

A: DEO will reimburse for invoices submitted after July 1 to cover expenses that occurred in the last quarter of the state fiscal year 22-23. Invoices for expenses that occurred during state fiscal year 22-23 will need to be submitted to DEO by September 1, 2023, for processing.

a. Does this practice comply with accounting and grant requirements?
A: Yes. DEO complies with the Federal Uniform Guidance as well as the payment requirements for the Florida Department of Financial Services.

b. Will agencies be given additional authority for 2023-2024 so they will not be underfunded for the 2023-2024 year after submitting 2022-2023 expenses?
A: The legislature has acted to provide spending authority for the state fiscal year of 2023-2024; this spending authority is separate and in addition to the spending authority for current state fiscal year 2022-2023. The legislature has requested regular updates on expenditures, available dollars, and remaining spending authority through the entirety of the upcoming state fiscal year of 2023-2024.



9. When establishing each Agency's budget authority, will it be based on the poverty level for each county?

- 10. What state grants are being placed on that this year does not happen again?
- 11. Will DDO receive funding for the LBSVAF program on July 1, 2017? If not, should agencies begin seeking LBSVAF employees that they have approximately 1.5 months to find through employment?
- 12. Where is the DDO's plan for VAF funding this June 30th (will funding be returned, reduced number, etc.)?
- 13. Can the DDO distribute how the funding for NFA is thought to include only non-union employees (i.e. CEO's Executive Director)? In several agencies, the NFA is used to program manager and not the CEO Executive Director, which would compromised funding for the program staff.
- 14. Group should submit DDO's plan for purchasing family housing?
- 15. Does the alternative methodology for Subpart (c) comply with the State Plan outlined in HHS?

Sammy,

Alisa Sykes

Nicole Orsina
Executive Director

cc: Benjamin Michael, Deputy Secretary
Debra Culp, Chief, Bureau of the Solicitor
Alysa Martin, Chief, Family Housing
Rachael Smith, FICA exec

Q: When establishing each Agency's budget authority, will it be based on the poverty level for each county?

A: The state uses the federally approved formula to determine award allocations.



9. When establishing each Agency's budget authority, will it be based on the poverty level for each county?

10. What safety guards are being placed to that this issue does not happen again?

11. Will DEO continue making FY24 and FY25 program county 1:1 cost/100% direct expense capex including 100% of employees that they have approximately 1:1 credits to all alternative employment?

12. % Below the DEO system for FY24 funding after June 30th (will funding be restored, reduced further, etc)?

13. Can the DEO distribution list for funding end NTAs be changed to include only non-union employees (i.e. CEO's, Executive Director's)? In several agencies, the NTAs were used to program managers not by the CEO/Executive Director.

14. Could service include CEO's plan for providing family housing?

15. Does the submission methodology to Subgrantees roughly with the State Plan translate to 100%?

Thank you,

Kevin S. Sipe

Nicole Gertson

Executive Director

1000 Executive Director, Nicole Gertson
1000 Executive Director, Nicole Gertson
1000 Executive Director, Nicole Gertson
FACA State of Florida

Q: What safety guards are being placed so that this issue does not happen again?

A: As you are aware, DEO has aligned released federal funds within the state budget spending authority. Additionally, the Department will be providing more regular updates to the legislature regarding expenditures, available dollars, and remaining spending authority throughout the entirety of the upcoming state fiscal year of 2023-2024. For some of you, we know this could mean adjustments to your existing processes. This is not an easy change, but it is necessary and will be a worthwhile endeavor in the end; we are in this together and we will be with you every step of the way.



- 9. When each filing each Agency's budget requests, will it be based on the poverty level for each county?
- 10. What staff levels are being added to the LIHWAP program on July 1, 2023? How should agencies begin notifying LIHWAP employees that they have approximately 1 1/2 months to find alternative employment?
- 11. Will DEO restore funding for the LIHWAP program on July 1, 2023? If not, should agencies begin notifying LIHWAP employees that they have approximately 1 1/2 months to find alternative employment?
- 12. If not, what is the DEO's plan for providing timely funding?
- 13. Can the DEO distribution list be changed to include only active-making employees (i.e. CEO's, Executive Director's)? In several agencies, the NFAs were sent to program managers and not the CEO/Executive Director, which caused uncertainty for the program staff.
- 14. Going forward, what is DEO's plan for providing timely funding?
- 15. Does the allocation methodology to Subgrantees comply with the State Plan submitted to HHS?

Thank you!

Yvonne C. Taylor

Nicole Grayson
Executive Director

on Benjamin Mendez, Deputy Secretary,
Evelyn Sawyer, Chief, Bureau of Self-Sufficiency,
Alison Mendez, Chief Financial Officer,
FACA Board of Directors

Q: Will DEO restore funding for the LIHWAP program on July 1, 2023? If not, should agencies begin notifying LIHWAP employees that they have approximately 1 1/2 months to find alternative employment?

A: Agencies who had previous expenditures for the LIHWAP program have received awards based on prior invoice submissions for LIHWAP. We are confident that the revised NFAs include sufficient release for your operations through June 30. Our goal is to share your allocations for the upcoming state fiscal year of 2023-2024 by June 1 to give you at least a month of advance planning before the new fiscal year begins.



- 9. When submitting each Agency's budget submission, will it be based on the poverty level for each county?
- 10. If yes, what grants are being placed so that this area does not lagged again?
- 11. Will DEO request funding for the LWAP program on July 1, 2023? If not, should agencies agree to having LWAP employees that they have approximately 1% month to cost share with the state?
- 12. When will DEO plan for WAP funding after June 30th (will funding be restored, reduced further, etc.)?
- 13. Can the LWAP submission also be funding out NFA's be changed to include only disaster-relief employees (i.e. CEO's Executive Director)? In several agencies, the NFA's will not be program managers and not the CEO Executive Director. What would management teams do for the program staff?
- 14. Going forward, what is DEO's plan for providing timely funding?
- 15. Does the allocation methodology to determine comply with the State Procurement to MSB?

Barbara

Alfred Spivey

Marcie Grayson
Executive Director

cc: Benjamin Brinkley, Deputy Secretary
Daphne Saylor, Chief, Bureau of Self-Sufficiency
Alfred Spivey, Chief Financial Officer
FACA Board of Directors

Q: What are the DEO's plan for WAP funding after June 30th (will funding be restored, reduced further, etc.)?

A: Our goal is to share your allocations for the upcoming state fiscal year of 2023-2024 by June 1 to give you at least a month of advance planning before the new fiscal year begins.



Florida Association for Community Action (FACA), Inc

- 9. When submitting each Agency's budget without, will it be based on the poverty level for each county?
- 10. What staff needs are being placed on the line with state budget request?
- 11. Will DEO review funding for the LEP/ELP program on July 8, 2011? If not, should agencies begin requesting LEP/ELP funding now that they have approximately 1 1/2 months to do so?
- 12. What is the CEO's position with funding the June 2011 year funding received, without the LEP/ELP funding?
- 13. Can the DEO distribution lists for sending out NFAs be changed to include only decision-making employees (ie. CEO's, Executive Director's)? In several agencies, the NFAs were sent to program managers and not the CEO/Executive Director, which caused unwarranted anxiety for the program staff.
- 14. Can the DEO distribution lists for sending out NFAs be changed to include only decision-making employees (ie. CEO's, Executive Director's) in several agencies, which caused unwarranted anxiety for the program staff?
- 15. Does the substance methodology to the grantee's study need the State Plan submitted to FES?

Stacey,

Angie Spivey

Nicole Greene
Executive Director

cc: Benjamin Malina, Treasury Secretary
Debra Linder, Chief Bureau of Management
Allyson Munk, Chief Financial Officer
FACA Board of Directors

40 E. Adams Street, Suite 135 • Jacksonville, FL 32202 • (904) 778-6100
Email: angie@faca.org • www.faca.org

Q: Can the DEO distribution lists for sending out NFAs be changed to include only decision-making employees (ie. CEO's, Executive Director's)? In several agencies, the NFAs were sent to program managers and not the CEO/Executive Director, which caused unwarranted anxiety for the program staff.

A: Yes, this can be done and we would greatly appreciate your feedback on who the appropriate individuals should be included to receive an NFA.



- 9. When establishing each Agency's budget authority, will it be based on the priority level for each agency?
- 10. Will this provide and budget placed to that this work how not happen again?
- 11. Will DEO receive funding from the LITVADP program on July 1, 2023? If not, should special budget funding exist? If not, how do they have approximately 1% increase to their director's pay system?
- 12. What are the DEO's plans for WAF funding for June 30th until funding is restored, pending the new one?
- 13. Can the DEO determine how the funding and NFA will be changed to include only agency-making employees in CEO's Executive Director's? In other agencies, the NFA was used to program managers and not the CEO Executive Director, which means employees making for the program and
- 14. **Going forward, what is DEO's plan for providing same or funding?**
- 15. Does the document submitted to management comply with the Risk Plan submitted to DEO?

Respectfully,

Nicole Griffin

Nicole Griffin
Executive Director

cc: Basimata Mubashir, Director Learning
Dakota Fisher, Child Welfare Specialist
Alyssa Mubashir, Child Welfare Specialist
FACA Board Chair

Q: Going forward, what is DEO's plan for providing timely funding?

A: Our goal is to share your allocations for the upcoming state fiscal year of 2023-2024 by June 1 to give you at least a month of advance planning before the new fiscal year begins. Once you sign your agreement, your NFA will be provided which include your award and release. Additional details are forthcoming.



Florida Association for Community Action (FACA), Inc

- 9. When establishing such a grant's budget category, will it be based on the poverty level for each county?
- 10. Will the data provide any being placed on that data area does not "income assist"?
- 11. Will DEO review funding for the LITWAP program on July 1, 2019? If so, would agencies have anything LITWAP employees that they have approximately 1% similar to that of the LITWAP program?
- 12. Will the DEO explain for WAF funding the 100% of the funding is returned, reduced funding, etc?
- 13. Can the DEO determine how the funding will be changed to include only non-competitive employees (i.e. CEO's, Executive Director, etc) in several agencies. The WAF's will not be able to determine for the program staff.
- 14. Grant award amount: DEO: How do you determine the amount?
- 15. Does the allocation methodology in Subgrantees comply with the State Plan submitted to FICA?

Sincerely,

Michele Clayton

Michele Clayton
Executive Director

cc: Executive Director, County Services
Debra Smith, Child Welfare Administration
Amy H. Marshall, Child Welfare Administration
FACA Board of Directors

401 E. Adam Street, Suite 115 • Jacksonville, FL 32202 • (904) 776-6120
Email: info@faca.org • www.faca.org

Q: Does the allocation methodology to Subgrantees comply with the State Plan submitted to HHS?

A: Yes, DEO remains in compliance with the state plans submitted to HHS and DEO for the respective programs.



Florida Association for Community Action (FACA), Inc.

EXECUTIVE DIRECTOR

Nicole Gordon

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Cheryl DeBacco, CFO/CTE

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John Hill

The Center for

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May 11, 2023

Merrill K. Secretary

The Center for Non-Profit Development of Florida University of South Florida

137 E. 14th St. Suite 400

Tallahassee, Florida 32310

Dear Secretary:

Thank you for your continued support in providing clarity regarding the budget authority and program. As you are well on your way to the 2023 fiscal year, we are pleased to provide you with the information you requested. As you noted, the 2023 budget authority is provided in general for the regular construction but is contingent upon the state not making any adjustments to the program's funding.

In addition to the program in the form letter, the following additional program has been added. Please address the following program from the form letter and the question below to the lead DEO's community Action Network Update call Friday, May 20, 2023.

1. Will the Network and the information provided in the DEO Update call, a writing?
2. What formula is DEO utilizing when allocating funding to each area?
3. Will DEO provide any other information that will be needed to manage the program?
4. Will DEO provide a timeline for July? Is there retroactive requests for the last course of FY 20-21?

Sincerely,

Angela DeBacco

Executive Director

cc: Benjamin Melnick, Deputy Secretary

Debra Smiley, Chief of Staff

Allysa Morish, Chief Financial Officer

FACA Board of Directors

505 N. 5th Street, Suite 207 • Tallahassee, FL 32301 • (904) 336-5555
1st Floor, 1000 E. 10th St. • www.faca.org



Florida Association for Community Action (FACA), Inc.

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New Port Richey

Charles Bell
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County of Volusia
DeLand

May 15, 2023

Media Ivy, Secretary
The Caldwell Building
100 E. Monroe Blvd. #401
Tallahassee, Florida 32310

Dear Secretary Ivy:

Thank you for your continued support in providing clarity regarding the budget voluntary and provisions. Again, the call on Friday, May 12, 2023 did not answer the questions submitted in the letter you received, dated May 10, 2023 (attached). As stated before, the response is provided for the regular communication, but it is requested that the call was not making their needs to support quality program implementation.

In addition, to the questions in the first letter, the following additional questions have been added. Please address the following questions from the first letter and the questions below, on the next DEO-Kommunity Action Network, Florida call Friday, May 19, 2023.

1. Will the Network get the information presented to the DEO Update call on Friday?
2. Will Florida DEO continue with allocations funding to each area?
3. Is DEO asking for budget authority for the full fiscal funding award?
4. Will DEO get information presented on May 19, 2023 have necessary responses for the last quarter of FY 2023?

Sincerely,

Media Ivy, Esq.

Nicole Elynn
Executive Director

cc: Benjamin Johnson, Deputy Secretary
Debra Shultz, Chief Bureau of Self-Sufficiency
Alyce Winters, Chief Financial Officer
FACA Board of Directors

100 N. Monroe Street, Tallahassee, FL 32310 • (904) 492-8100
Email: info@faca.org • www.faca.org

Q: Is DEO asking for budget authority for the full federal funding award?

A: DEO uses a standard process in its Legislative Budget Requests for state budget authority. DEO provides documentation and data that supports the request which is informed by the total grant award, expenditure deadlines, and projections of the state fiscal year annual expenditures.



Florida Association for Community Action (FACA), Inc.

EXECUTIVE DIRECTOR

Harold Grayson

OFFICERS

Alfred Dickson, CGA, NCCP

Chairperson

The Association of Labor Program, Inc.

John H. Hight

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May 11, 2023

Dear Secretary Jay:

Thank you for your continued support in providing advisory regarding the budget subsidy and payments. As per the call on Friday, May 10, 2023 did not answer the questions submitted in the letter you received dated May 10, 2023 (attached). As stated before, the amount is payable for the regular communication, but is requested that the calls are not standing their need to support quality program implementation.

In addition to the request in the first letter, the following additional questions have been raised. Please address the following questions from the first letter and the questions below, as the most DEO Community Action Network Update will occur May 10, 2023.

1. Will the Network get the information presented on the DEO Update calls in writing?
2. What format is DEO utilizing when allocating funding to each area?
3. Is DEO willing to conduct webinars for the full Network, including all?
4. Will DEO pay invoices submitted after July 1st to cover retroactive expenses for the last quarter of FY 22-23?

Sincerely,

Alfred Dickson

Alfred Dickson

Executive Director

1000 Center Dr.

Chattanooga, TN 37404

404-261-1111

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1000 Center Dr., Suite 217 • Chattanooga, TN 37404 • 423-261-1111 • www.faca.org

Contact



Thank You

If you have questions or comments about this presentation, please contact our office.



Office of Budget Management
Email: DEOBudget@DEO.MyFlorida.com
Office: Office of Financial Management

Weekly DEO/CAA Check In

May 12, 2023



Agenda

- Updates from Acting Secretary Ivey
- Addressing Questions in FACA Letter (Ivey)
- Overview of State Budget Process (Deputy CFO Tisha Womack and Budget Chief Valerie Gardner)
- Q&A

We are in this together.

Overview

The Florida Constitution requires the state legislature to develop and pass a balanced state budget. Indeed, this is the **ONLY** bill that the Florida Legislature is required to pass each regular legislative session.

Unlike the federal budget, the state budget – formally known as the General Appropriations Act (GAA) – must be balanced.

While it may seem like all of the budget development work occurs during the Legislative Session, this is actually a year-round project that involves several steps.

Key Terms

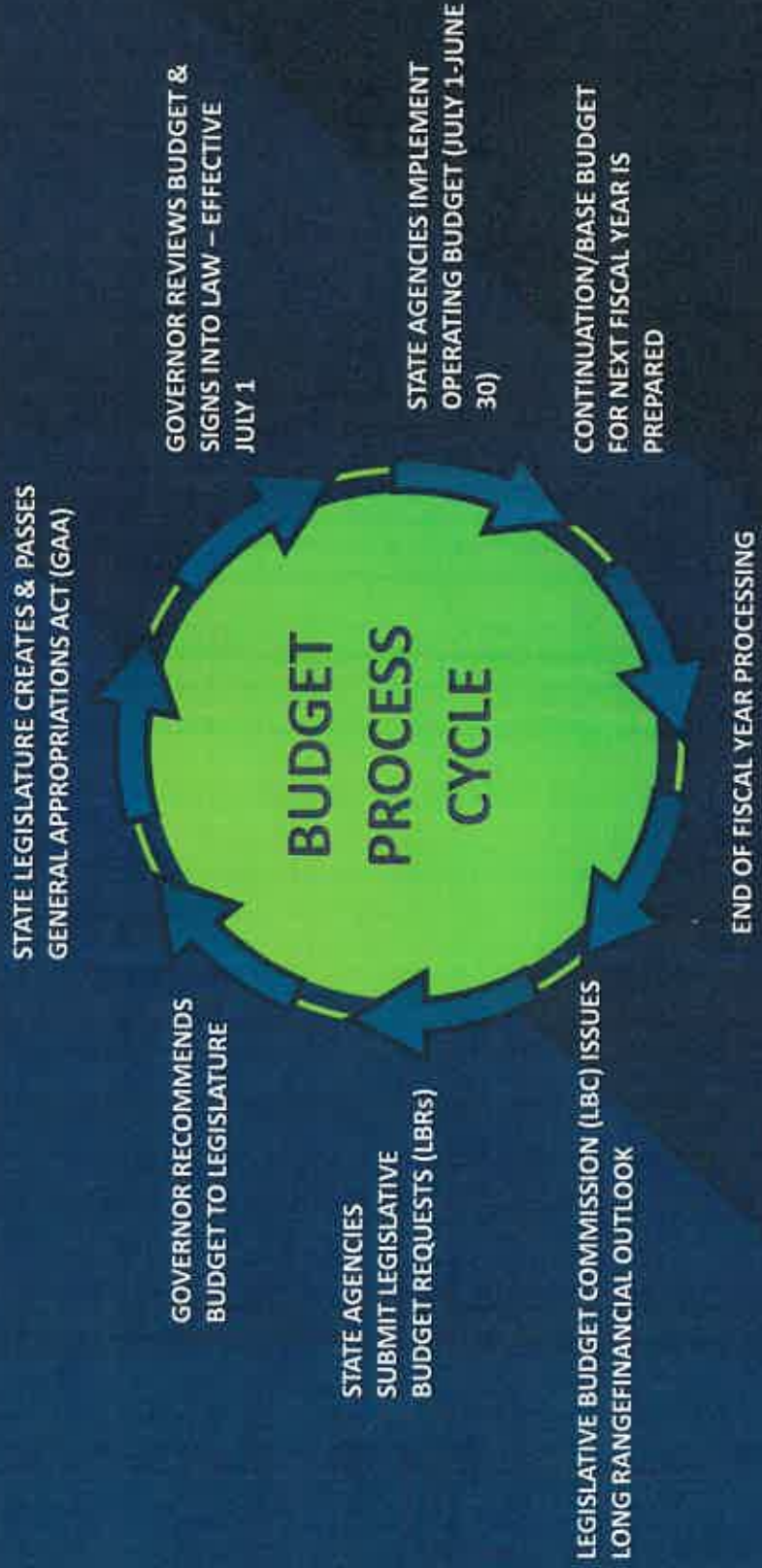
State Fiscal Year (FY): Begins July 1 and ends June 30

General Appropriations Act (GAA): Provides moneys for the annual state fiscal year. Also, the GAA includes supplemental appropriations to pay salaries & other expenses, capital outlay—buildings & other improvements, & for other specified purposes for state government agencies.

Legislative Budget Requests (LBR): Requests submitted to the legislature recommending budget allocations for the upcoming fiscal year. These requests include recommendations for both new funding amounts or budget reductions. This is part of the annual legislative process.

State Budget Authority: The state legislature determines the appropriations and implementation for the amount of public money that is allowed to be spent (including federal grants administered by the state) every fiscal year.

State Fiscal Year Budget Process Cycle: July 1st - June 30th



Contact



Thank You

If you have questions or comments about this presentation, please contact our office.



Office of Budget Management
Email: DEOBudget@DEO.MyFlorida.com
Office: Office of Financial Management

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 4/30/2022

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	Weatherization at-a-glance			
County	Active Participants	Active Participants	*Households Served	County	2022-2023 Contract Units Projected*	2022-2023 Contract Units In Progress	2022-2023 Contract Units Completed
Calhoun	9	7	24	Calhoun	4	0	0
Franklin (with Gulf class)	3	33	4	Franklin	3	0	0
Gadsden	1	4	6	Gadsden	6	2	4
Gulf (2 classes)	6	9	3	Gulf	2	0	0
Jefferson	0	0	2	Jefferson	4	1	3
Leon (2 Classes)	15	15	61	Leon	19	6	3
Liberty (with Calhoun class)	0	6	5	Liberty	2	0	0
Wakulla (with Leon class)	1	3	2	Wakulla	4	3	1
TOTALS	35	77	107	TOTALS	44	12	11

*Emergency Services numbers are down because we weren't able to provide services for two weeks due to DEO budget authority issue.

HEAD START 2022 - 2023 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 4/30/23 (Actually attended)	14	38	58	38	56	133	337
# of Student Withdrawals for month	0	0	0		0	0	0
# of Vacancies over 30 days	0	0	0		0	0	0
# of Students on Wait List	0	3	14		8	16	41
# of VPK Students Registered	N/A	N/A	19		29	60	108
Funded Enrollment	20	37	66	50	57	148	378
Center Enrollment %	70.00%	102.70%	87.88%	76.00%	98.25%	89.86%	89.15%
Disability Services							
Students with IEP's	34						
Students with Concerns	32						
In Compliance?	Yes						

**Family Support Services Program
Monthly Report
For the Month Ended 4-30-23**

**EDUCATION AND OUTREACH
APRIL 2023**

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	NUMBER INTERESTED IN GA	OUTCOMES
4/3/23	FAMU TRIO	Calhoun	Getting Ahead Class	Famu Trio/Oliver Sapp	13		Resources for Getting Ahead / Staying Ahead Participants
4/5/23	Jefferson CI Re-entry Seminar	All counties	Jefferson County Correctional Institution	Jefferson County Correctional Institution	50	5	Introduced CACAA services
4/6/23	Liberty County Community Coalition Meeting	Liberty	Bristol	County commissioners, Habitat for Humanity, Dept of Health, Healthy Start, Vocational Rehab, Veterans	21		Community partnership building, learning programs and resources in communities & promoting agency programs
4/6/23	UWNWFL Affiliated Agency Meeting	Gulf/Calhoun	Via Zoom	UWNWFL	20+		Updates on agencies affiliated with United Way of Northwest Florida - Services, events, etc.
4/12/23	Meeting with Director of Re-entry	Leon	Leon County Detention Facility	Leon County Detention Facility	3	2	Discussed Getting Ahead While Getting Out Workshop and starting class in the Fall.
4/12/23	BBARC Community Meeting	Leon	ECHO Campus/BBARC Center	BBARC	30	30	Introduced Getting Ahead and Getting Ahead While Getting Out Workshop.
4/13/23	Wakulla Re-Entry Program	All counties	Wakulla CI	Veterans Admin. Health Dept. Famu Trio, Career Source, Tallahassee Urban League, Wellcare	40	5	Introduced CACAA services upon release.
4/17/23	SHAH Training for Case Management Software	All counties	Via Zoom	N/A	5		Educated on services allowed with SHAH software for capturing outcomes, services, etc.

**Family Support Services Program
Monthly Report
For the Month Ended 4-30-23**

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	MEMBER INTERESTED IN GA	OUTCOMES
4/22/23	Sky's the Limit Virtual Community Resource Fair	Leon	ELC/Via Zoom	Early Learning Coalition	25	1	Introduced CACAA Services
4/25/23	Community Outreach of Resources/DJJ	Leon	Walker-Ford Community Center	N/A	50	9	Community outreach of resources and education fair
4/25/23	Second Harvest Call - Nutrition Workshop for Getting Ahead	Gulf	Via phone	Faith Cuillo - faith@fightinghunger.org	2		Discussed 3-week Nutrition workshop scheduled for Gulf County Getting Ahead participants, May 2023
4/25/23	Telling Your Story	Leon	Zoom/United Partners for Human Services	UPHS	30		No outcomes
4/26/23	UNTAPPED: The Hidden Talent Pool	Leon	FSU Turnbull Conference Center	N/A	140		No outcomes
4/26/23	Franklin County SHIP meeting	Franklin	Main Office	N/A	5		Assigned files for contacting applicants for current year Franklin County SHIP services
4/28/23	IFAS (New Worlds Reading) @ Case Managers meeting	All counties	Calhoun County	Shelli Payne (850)528-0492 shelli.payne@coe.ufl.edu	6		Information on New Worlds Reading for grades K-5

Family Support Services Program Monthly Report For the Month Ended 4/30/23

Program	Getting Ahead	Staying Ahead
County	Active Participants	Active Participants
Calhoun	9	7
Franklin (with Gulf class)	3	33
Gadsden (with Leon class)	1	4
Gulf	6	9
Jefferson	0	0
Leon (2 classes)	15	15
Liberty	0	6
Wakulla (with Leon class)	1	3
Totals	35	77

Success Stories

Client 1 - A Staying Ahead participant living at the Fusion Women's Recovery Center continued her online studies with Palm Beach Atlantic University, keeping an "A" average. The client is employed full-time at Apalachee Restaurant, making \$11/hr. Her goals are to educate herself on handling finances, gain higher wage employment and purchase a vehicle. She took a 3-part financial literacy class through our partnership with IFAS and saved a portion of her wages for 6 months. Using her savings and her income tax refund she was able to purchase a vehicle, therefore reaching one of her goals.

Client 2 - A Staying Ahead participant completed a real estate course in October 2022. She took the Real Estate License Examination on April 1st, but missed passing by 5 points. She plans to reschedule and take a second time. In addition, she secured a position as manager at a local Subway.

Client 3 - A Getting Ahead participant enrolled in the newly offered Certified Nursing Assistant (CNA) program at Gulf Coast State College's Gulf-Franklin campus and is doing well. She recently started her clinicals, which requires her to commute to the Panama City campus twice a week. Her goal is to bridge from the Certified Nursing Assistant program into the Licensed Practical Nursing program. She continues to attend the Getting Ahead workshop, while working part-time at McDonalds.

Client 4 - A Staying Ahead participant gained part-time employment at Fusion Thrift Store, working a maximum of 16 hours per week, making \$11 per hour. She has now obtained a better employment opportunity at Strickland's Ace hardware with an increase to 40 hours per week.

Client 5 - A hard-working mother of a young daughter is striving to overcome adversity and obstacles to make a better life for her family. Her child recently lost her father, which affected her educational experience. Through our partnership with Community Wellness, and Florida Therapy, the client was able to obtain counseling for her daughter, who is in the healing process.

Client 6 - A single mother who gained part-time employment at Fiddlers Restaurant, making \$11 per hour has now obtained full time employment at Senior Citizens of Liberty County.

Client 7 - A Staying Ahead participant enrolled in TCC to achieve her Associate's Degree in Medical Laboratory Technology. She had an "A" grade point average, but due to illness she had difficulty maintaining it. She worked hard and raised her GPA back to a "B". She was recently nominated for TCC's National Society of Leadership and Success. She is scheduled to obtain her Associate's Degree in the Fall of 2023.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for April 2023 – *Emergency Services*
DATE: April 2, 2023

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2022 and will end September 30th 2023.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for April 2023.

County	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	County
<i>Calhoun</i>	62/107	79/148	81/36	52/86	44/83	55/97	24/47						373/557
<i>Franklin</i>	35/88	21/41	33/71	49/113	37/76	19/32	4/10						194/421
<i>Gadsden</i>	45/79	24/54	13/36	37/79	67/164	51/95	6/12						237/507
<i>Gulf</i>	35/73	21/37	25/43	20/31	16/43	16/23	3/4						133/250
<i>Jefferson</i>	27/70	14/42	17/50	32/75	45/98	33/88	2/6						168/423
<i>Leon</i>	276/714	133/322	185/469	219/589	293/782	313/833	61/177						1419/3709
<i>Liberty</i>	27/59	20/31	15/30	16/42	14/20	14/36	5/7						106/218
<i>Wakulla</i>	19/58	14/33	12/30	25/65	23/46	17/33	2/7						110/265
Total	526/1248	326/708	381/765	450/1080	539/1312	518/1237	107/270						2740/6350

Additional information listed below:

Number of Single Parent’s assisted.



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Thank you Victoria. 4-2022

Dear Employees of
Government Agency's.
Who are employed to help all
people, who fall in distress
economically and are depending
on financial and moral help.

We are so thankful for representing
us in this sad times.

When we are weak and helpless
you reach out with your resources
and knowledge ready to help us all.

When we are speechless and dumb,
do to health issues, and depression,
you volunteer and reach out to us,
with your kind words and your
helping attitude seeing to it, that
all paperwork is done right.

You are our voices, that speak
and make phone calls in our
behalf to make this program
work for us.

You are representing us,
and you are caring our burdens.
And you don't give up, till you
see it come through.

We salute you!
We are so happy to know you.
We believe in you.
And you made us believe, that
this system works.

May God Bless you all for
your caring and hard-working
men and woman employees
of Governmental Assistance
Programs.

Sincerely,
Gary + Lilli Egler.

P.S. Thank you for paying our
passed due Electric in April '22.
Thank you for helping us out
in the previous months. T.U.

Capital Area **Community Action** Agency

MEMORANDUM

FROM: Terry Mutch, Program Manager

RE: Weatherization Assistance Program and Franklin County SHIP Program

DATE: May 9, 2023

Due to the budget authority issue at DEO, the current period Weatherization Assistance Program (WAP) allocations have been significantly reduced to reflect funding needed to finish the current fiscal year. We anticipate that funding allocations will return to normal when the new budgets take effect on July 1, 2023. Currently there are eight homes in the pre-inspection process, with two homes assigned to contractors.

The first 15% of the Bipartisan infrastructure funding (\$580,233.00 of \$3,868,220), has been approved but not released. Additional information will be provided as it becomes available.

In February 2023, DEO temporarily allocated funds to our agency to provide weatherization services for the territory previously governed by Suwannee River Economic Council. We received \$114,565.00 for the ten county service area. These funds expire June 30, 2023. We currently have five approved applications for which we plan to conduct inspections by May 26, 2023. DEO will issue an RFP for a new provider by the next funding cycle.

The Franklin County SHIP program currently has twenty-seven (27) new applications in process for the 2022-2023 funding year. This includes sixteen (16) for owner-occupied rehabilitation, seven (7) for Down Payment Assistance and four (4) for Emergency Repair. There are also seven (7) applicants from 2021-22 funding year on the wait list to be serviced. Since the Agency began servicing the SHIP program, one owner-occupied rehabilitation job was completed.



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Weatherization at a Glance (based on current funding)

County	2022-2023 Contract Units Projected*	2022-2023 Contract Units In progress	2022-23 Contract Units Completed
Calhoun	4	0	0
Franklin	3	0	0
Gadsden	6	2	4
Gulf	2	0	0
Jefferson	4	1	3
Leon	19	6	3
Liberty	2	0	0
Wakulla	4	3	1
Total	44	12	11

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: May 9, 2023

The Education Winter Quarterly Report is attached. HATCH participation has grown but did not reach the high level. We identified some areas of weakness listed below:

- The need for more technology in the classroom.
- The need for more parental involvement at home using HATCH.
- The need for better facilities that offer quality internet service.

The first bullet point has been addressed and is in the report as a success. We were able to acquire more classroom I-pads and each class will receive an additional two I-pads. This will facilitate more usage in the classroom. It will be an on-going concern to reach out to the parents to encourage them to take advantage of HATCH.

CLASS data has revealed that we continue to show slight increases and I am encouraged that with the shortage of staff and increase in developmental delays, we have maintained and continue to show gains.

This summer we will be investigating different therapies to offer to children in addition to Speech/Language, Occupational Therapy and Mental Health Therapy. The number of children needing social/emotional support is growing so quickly that we want to look into music therapy and animal support as additional methods of therapy. I hope this works out favorably for the need to reach children is very important.

Thank you.



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Education Department Quarterly Report

December, January, February, 2023

Coaching

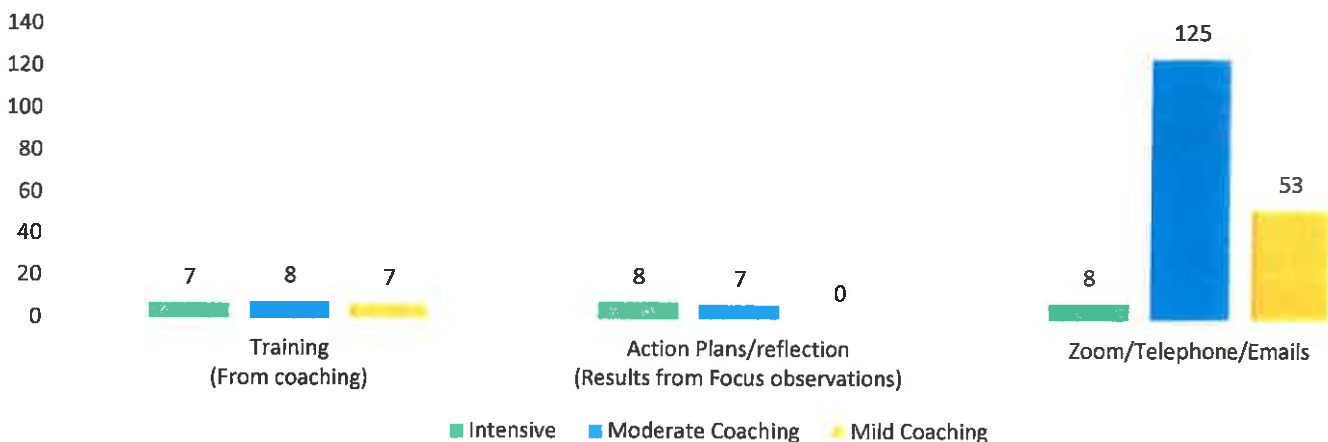
CLASS Progression



CLASS Score National Average

Domain	Lowest 10%	Median 50%	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

Coaching Delivery



Staff Aggregation

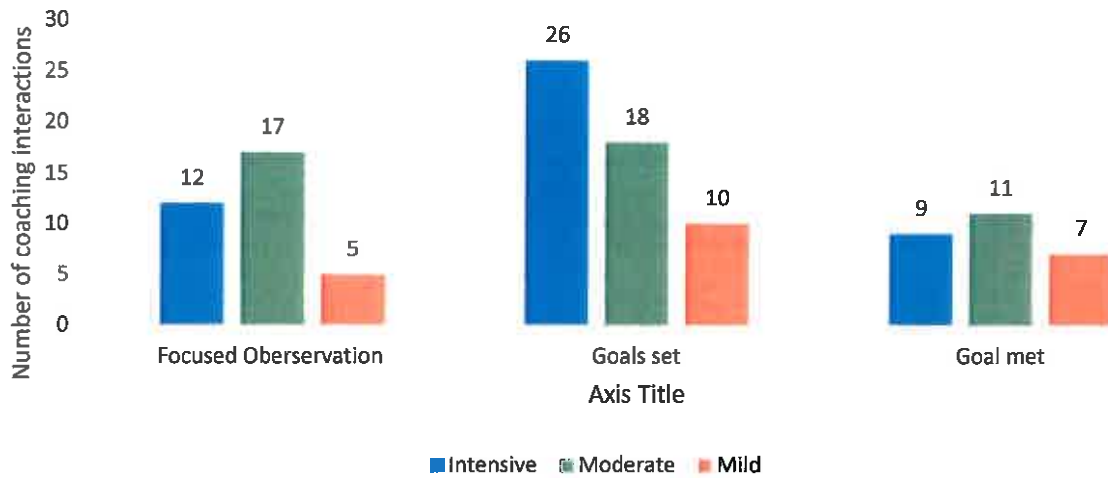
Intensive: 8
Moderate: 20
Mild: 10

- **Notes:** Numbers reflect the amount of coaching interactions with coaches
- **Impact:** To increase the teachers and student's interaction to ensure increase knowledge

Education Department Quarterly Report

December, January, February, 2023

Coaching Progression 2022-2023



Notes: Number Reflect coaches & coaches' interaction

Impact: Increase the knowledge of the coaches for CLASS interaction.

Notes:

Internal/External Inspections

Inspection	Internal Inspection	External Inspection	Compliant Yes/No	Corrective action completed	Repeat non-compliance	Violation	Quarterly Total	YTD 2023	In-progress	Action Taken
Fire Drills	0	3	Yes	N/A	N/A	N/A	3	10		
Extinguisher Note:	0	4	Yes	No	No	0	0	4		
DCF) Department of Children and Families	N/A	5	No	Yes	N/A	3	5	7		
Note:										
Lead Start Monitoring Note:	6	N/A	No	3	No	None	13	9		

Education Department Quarterly Report

December, January, February, 2023

Average Demonstrated Skill Progress

Fall 2022

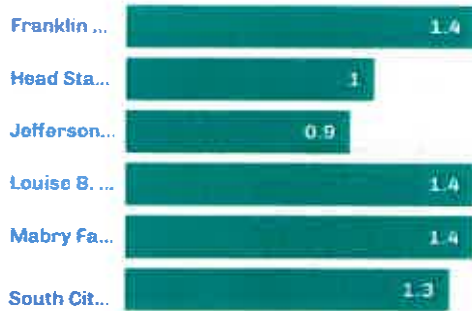


Average Demonstrated Skill Progress

Winter 2023



Name



Notes: Scores reflect in school and at home progress

Impact: To ensure students are kindergarten ready with supplemental technology support.

Teaching Strategies Gold

Teaching Strategies Gold Child Assessments Percentage complete

	Fall TSG Assessment 2022-2023	Winter TSG Assessment 2022-2023
Head Start @ Governors Charter	76.2%	100%
Jefferson Co	100%	100%
Louise B. Royal	100%	100%
Mabry	100%	100%
South City	100%	100%
Franklin Co.	94%	92.3%

- Note: All students that were eligible to be assessed were assessed during each period.

Education Department Quarterly Report

December, January, February, 2023

Disability Services

Individualized Education Program (IEP's)			
IEP referrals being processed	IEP's processed & receiving services through LEA	Total Referrals 2022-2023 (SY)	10% of the students with Disabilities Total
3	7	24	34

- **Note:** Written IEP's are created by the LEA of Jefferson, Franklin, and Leon County
- **Note:** 3 referrals have been sent to LEA for eval in this quarter. All 7 Students are receiving services while waiting on a formal IEP
- **Impact:** To ensure all student receive the needed social & emotional, physical, behavioral support to be school ready.

DIAL 4 Assessment/Battelle Developmental Inventory

Services Provided	New	YTD
Developmental Assessment	6	168
New Students IEP's	7	23
Returning Students IEP's	2	11
Speech /Language	5	47
Occupational	11	68
Provider	0	3

- **Notes:** DIAL 4 Assessment/Battelle Developmental, Speech /Language, and Occupational

Mental Health

Services Provided

Mental Health/Behavioral therapy Services
(Play therapy and modeling for the teacher)

Parent Declined Services

Referrals Total

13 Students

1 Students

14 Students

Note: Mental Health/behavioral services are provided by licensed contract therapists in-house.

Note: Parent and teachers receive update on students progress from therapist.

Education Department Quarterly Report

December, January, February, 2023

Professional Development

This Quarter there was an In-Service, January 5, 2023, and sixty-eight Head Start Staff were in attendance for the following professional development opportunity:

Post Covid-19, FLU, and RSV Health and Safety Training

Curriculum Training: Teaching Strategies CLOUD Tool

• **Note:** Numbers reflect staff in attendance

• **Impact:** To meet DCF and Head Start Training regulations for Staff development

Reflection

Strengths:

- Strong Team that multitasks; for example, Pam Jackson works in both Head Start and OEL/ELC.
- Coaches have dual areas of expertise; A. Larkins – Coaching and Conscious Discipline, M. Mattos – Coaching and Dual Language Learner support for children and families; K. Smith – Coaching and Curriculum.
- Compliance with Department of Children and Families on all inspections.
- Providing Professional Development; especially coaching which is the highest form of professional development.

Opportunities:

- Staffing; currently there are two (2) teacher positions available.
- Outdated Facilities. Facilities need maintenance and repair at substantial cost (Health and Safety). Some of our communities do have internet access (rural) and this affects how technology can increase child outcomes (environmental)

Education Department Quarterly Report

December, January, February, 2023

- Increase of children with disabilities and mental health/behavioral concerns. Support to families is needed so that we work as a team to ensure that children receive needed services.

Goals:

- Teaching with Fidelity – Teaching Strategies provides a Fidelity tool to review with teaching staff. ZOOM Meetings, telephone calls, and TSG Training provided by the company, are interactive opportunities that the education team employ.
- Procuring solid facilities for the Health and Safety of the children and staff; also offering families and staff state-of-the-art facilities that respond to internet service, are a source of pride in the community and build a healthy self-image. Finding additional support for children with disabilities, children who are non-verbal, and children reacting to trauma during COVID-19.

Successes:

- I-pads were increased in each classroom to increase HATCH participation during the school day; tow (2) I-pads were added to each classroom. This is a technology success.

May 9, 2023; 2:06 pm vt

Family and Community Engagement Manager

Monthly Monitoring Report – April 2023

Program Status

- Total number of enrollments for the **2022-23** school year:
 1. Franklin County Head Start - **14 of 20** families enrolled
 2. Head Start @ Governors Charter - **38 of 50** families enrolled
 3. Jefferson County Head Start - **38 of 37** families enrolled
 4. Louise B. Royal Head Start - **56 of 57** families enrolled
 5. Mabry Street Head Start - **58 of 66** families enrolled
 6. South City Head Start - **133 of 148** families enrolled
- **337 of 378 (89%)** families was enrolled in Head Start for the **month of April**.
 - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

Policy Council

- 17 participants were on the Policy Council on 4/20/23, with 11 of those being non Community Action employees.

Family and Community Engagement Activities

- 2 staff meetings
- Parent Meeting

Transportation

- New bus is in operation
- Mr. Tom has agreed to be our part time bus driver.
- Transported children on field trips around Tallahassee.
- Battery replaced in Ford Explorer
- Battery replaced in school bus
- 2003 Chevrolet van towed to P3 Automotive for repairs. Repairs completed.

Children Health Requirements

Immunizations and Physical examinations	387 Immunizations 388 Physical Examinations
Established medical homes	347
Established dental homes and received dental exams	223 Dental Homes 108 Dental Exams
Hearing screenings	310
Vision screenings	327
Vision Referrals	0

Nutrition

- Number of Breakfast 4,605
- Number of Lunch 4,608
- Number of PM Snacks 4,536

Non Federal Share Match

- 11 volunteers completed hours for April
- of In-Kind reported for April

Disability Numbers

- Students with IEP - 34
- Students with Concerns - 32
- Compliance - Yes

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedures in the process of being updated to meet the new requirements of Head Start, which makes masking optional for students. Discussions of returning to a normal Head Start experience for 2023-24.
- **Funded Enrollment:** Radio advertisements are now running in our recruitment area to help fill vacant slots, and to help with recruitment efforts for the upcoming school year. Recruitment areas are also being updated now that Family Advocates will begin to canvas their areas again to recruit for the program. Slots are still being filled for the current school year with emphasis on children eligible to return for the 2023-2024 school year.
- **Facilities:** The program continues to discuss opportunities to improve the facilities of the program. Facility updates are needed in Franklin, Leon and Jefferson counties. Discussion has started with Franklin County school board officials about the possibility of relocating Head Start on Franklin County school property. Better facility locations will help with the Average Daily Attendance of students.
- **Extended Day:** Extended Day for eligible children will only be held at the Louise B. Royal and South City locations.
- **Technical Assistance / Training:** New trainings will be selected by management for their respective teams. Employees will attend the UPHS training in May.
- **Average Daily Attendance:** The Average Daily Attendance (ADA) for April was 79%, when the required ADA is 85%. This month was a slight increase. The HEROs program that recognize children for their perfect attendance during Parent Meetings seems to be improving attendance.
- **CCFP at Governor's Charter:** Meals are being delivered to Governor Charter from the stand alone kitchen. This action has been completed.

Strengths

- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- No classroom closures due to COVID during the month of April
- Management is looking at ways to improve the Average Daily Attendance

Areas of Concern

- The location of the Franklin County Head Start for next year
- Staffing issues and being able to fully enroll the program

Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: May 23, 2023

Summary Report for the Human Resources Department for the month ending April 23, 2023. There were a number of ongoing projects as mentioned in my last report that will continue over the next few months.

I met with Managers and staff to develop a training calendar for Profession and Personal Development that will be distributed throughout the Agency.

- Attended HR Tallahassee Conference for HR Professional to gain information that will be used in the work place as well as in the community.
- Attended the 2023 Hurricane Preparedness Health and Safety Fair. As participants of this event we offered Agency information for residents who may need Emergency Services, Weatherization, Getting Ahead, and Head Start. We also provided our Continuity of Operations Plan (COOP) to residents in Gadsden County for use throughout this hurricane season.
- Continue training and development to assist Managers and staff.

We are interviewing for the following vacancies in our Program Departments.

- Receptionist Administrative Assistant
- 2 Family Advocates
- Teacher Vacancies
- Case Manager for Gadsden County



United Way of the Big Bend

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