

Capital Area Community Action Agency

**Executive Committee Meeting
Agenda
Tuesday, June 27, 2023
309 Office Plaza Drive, Tallahassee, FL**

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) Executive Committee Meeting Minutes – April 25, 2023	2-3
	B. Financial Report	Kate Beam
	• Narrative	4-8
	• Revenue & Expenditures Agency-wide	9-10
	• Balance Sheet	11
	• Revenue & Expenditures – major programs	12-16
	• Head Start Non Federal Share Match	17
	• Head Start Credit Card Activity	18-23
	C. Head Start Refunding Application	Tim Center
		24-51
V.	Chief Executive Officer's Report	Tim Center
		52-53
VII.	Chair's Report	Quincee Messersmith
III.	Adjournment	

Next Executive Committee Meeting 08/22/2023 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 07/25/2023 – 6:00 pm – Via Microsoft Teams Video



United Way of the Big Bend

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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.



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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.

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 Seven Months Ending April 30, 2023
Capital Area Community Action Agency**

As of April 30, 2023, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with some Head Start expenses closer to 70%. At month end, the Year to Date Actual Revenue and Expenses are 56% and 54% respectively, with a restricted net income of \$173,745.

Non-Federal Share (NFS) Match at April 30, 2023, is \$421,878 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 Seven Months Ending April 30, 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 budget with a number of kitchen supply purchases. These should be reduced during the summer months and 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 with a number of annual software expenses being paid in October along with several upgrades with the SHAH software.
- Equipment/Improvements (\$5000 or More) – is over budget with the purchase of playground equipment with the expiring Head Start ARPA grant. This grant closed 3/31/2023.
- 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 budget with the unexpected costs associated with the DEO investigation.

**Financial Statement Narrative
For the Seven Months Ending April 30, 2023
Capital Area Community Action Agency**

CSBG Variances

- 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.
- 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.
- 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.
- **Postage and Delivery Expense – is over the benchmark budget and is forecasted to go over budget over the next couple of months based on recent spending.**
- 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 budget due to a payment to ISU Insurance for Pollution Occurrence Insurance. This line item is forecasted to go over budget by \$1500.

**Financial Statement Narrative
For the Seven Months Ending April 30, 2023
Capital Area Community Action Agency**

- 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%.
- 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 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 budget with the purchase of a number of needed items.
- 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.
- 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 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

**Financial Statement Narrative
For the Seven Months Ending April 30, 2023
Capital Area Community Action Agency**

maintenance and gas for multiple vehicles. It is forecasted that this line item will go over budget by \$14K.

- **Technology – is over budget with the purchase of Creative Curriculum Cloud digital version.**
- **Dues/Subscriptions – is over benchmark budget with the addition of a renewal for Childcare Education Institute. This line item will go over budget with several forecasted additions over the rest of the year.**
- **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 7 Months Ending 4/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	58-70%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,243,209	2,862,060	(1,381,149)	67%
Government Contracts - STATE	4010	8,082,273	3,778,378	(4,303,896)	47%
Government Contracts - LOCAL	4020	90,000	73,680	(16,320)	82%
Grants - Other Not-for-Profits	4100	15,160	14,679	(481)	97%
Grants - All Other Sources	4120	8,000	1,742	(6,258)	22%
Contributions	4200	1,000	350	(650)	35%
Contributions- Restricted	4210	1,200	48,355	47,155	4030%
Special Events	4300	2,000	7,040	5,040	352%
Commissions-Vending/Photo	4320	0	7,512	7,512	100%
Interest Income	4950	0	437	437	100%
Fringe Pool Revenue	4960	835,840	522,431	(313,409)	63%
Indirect Pool Revenue	4970	681,043	433,356	(247,687)	64%
Other Revenue	4995	<u>1,000</u>	<u>12,593</u>	<u>11,593</u>	1259%
Total Revenue		<u>13,960,725</u>	<u>7,762,614</u>	<u>(6,198,111)</u>	56%
Expenditures					
Salaries & Wages	6010	3,194,356	1,801,674	1,392,682	56%
Fringe	6110	945,726	522,125	423,601	55%
FICA	6120	228,900	121,275	107,625	53%
Unemployment	6130	38,000	31,585	6,415	83%
Workers Compensation	6140	50,000	24,933	25,067	50%
Health Insurance	6150	400,660	232,293	168,367	58%
Life Insurance	6160	30,000	19,134	10,866	64%
Retirement	6170	50,000	32,726	17,274	65%
Staff Screenings	6180	4,980	162	4,818	3%
Indirect Costs	6210	727,726	437,982	289,745	60%
Travel - In Area	6310	25,356	4,050	21,306	16%
Travel - Out of Area	6315	14,000	0	14,000	0%
Office Supplies	6410	27,552	15,812	11,740	57%
Program Supplies	6415	28,400	25,158	3,242	89%
Classroom Supplies	6420	37,500	88,215	(50,715)	235%
Kitchen Supplies	6430	14,353	14,972	(619)	104%
Medical/Dental Supplies	6440	2,700	5,825	(3,125)	216%
Copies/Printing/Copier	6510	24,400	18,182	6,218	75%
Postage and Delivery Expense	6600	7,349	3,044	4,305	41%
Contractual Services/Professional	6710	468,488	247,307	221,181	53%
Contractual Services – Health/Disabilities	6715	217,348	257,905	(40,557)	119%
Rent/Space Cost	6810	397,185	233,701	163,484	59%
Utilities	6820	109,200	65,184	44,016	60%
General Liability and Property Insurance	6830	61,535	52,443	9,092	85%
Communications	6840	100,209	62,725	37,484	63%
Repairs & Bldg Maintenance- Recurring	6850	176,029	111,071	64,958	63%
Repairs & Bldg Maintenance -	6855	39,000	10,581	28,419	27%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 7 Months Ending 4/30/2023**

Equipment Maintenance	6910	31,786	16,292	15,494	51%
Vehicle Expense	6920	49,000	45,392	3,608	93%
Equipment Lease	6930	14,198	8,758	5,441	62%
Technology	6940	47,513	56,177	(8,664)	118%
Fees, Licenses, and Permits	7010	4,750	828	3,922	17%
Dues/Subscriptions	7020	17,030	9,703	7,328	57%
Special Events	7110	7,000	3,607	3,393	52%
Client Assistance	7210	5,807,422	2,556,555	3,250,866	44%
Equipment/Improvements (\$5,000 or Expendable Equipment	7310	161,654	166,512	(4,858)	103%
Registration Fees	7410	1,400	144	1,256	10%
Meefings/Workshops/Training	7420	2,000	2,940	(940)	147%
Training/Staff Development	7430	45,050	4,787	40,263	11%
Training and Technical Assistance	7435	59,358	33,816	25,542	57%
Advisory/Board Member Expenses	7440	2,700	1,461	1,239	54%
Advertising	7450	23,100	10,413	12,687	45%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	277,432	159,479	117,953	57%
Legal Expenses	7530	8,000	9,830	(1,830)	123%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	<u>3,980</u>	<u>933</u>	<u>3,047</u>	23%
Total Expenditures		<u>14,026,725</u>	<u>7,588,869</u>	<u>6,437,856</u>	54%
Excess Revenue over (under) Expenditures		<u>(66,000)</u>	<u>173,745</u>	<u>239,745</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 4/30/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	849,401
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,474
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	18,779
Cash - Centennial Bank (Franklin County)	1070	8,693
Money Market Account - Hancock Bank	1080	32,400
Accounts Receivable	1100	136,991
Grants Receivable	1150	1,654,614
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		<u>3,415,022</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	263,221
Accrued Expenses - Other	2010	269,113
Accrued Wages	2040	146,265
Accrued Fringe Benefits	2060	(747)
Accrued Flexible Savings	2061	(2,788)
Accrued Health Insurance	2085	580
Accrued Other Health Insurance	2087	(160)
Accrued Life Insurance	2090	5,018
Accrued Retirement - Pre Tax	2095	187
Accrued Retirement - Post Tax	2096	35
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,188
Deferred Income	2400	35,527
Transfer Account	2998	(4,820)
Total Liabilities		980,775
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		2,260,502
Current Net Income		<u>173,745</u>
Total Net Assets		<u>2,434,247</u>
Total Liabilities and Net Assets		<u>3,415,022</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the 7 Months Ending 4/30/2023**

		58%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue						
Government Contracts - STATE	4010		<u>670,217</u>	<u>308,059</u>	<u>(362,158)</u>	46%
Total Revenue			<u>670,217</u>	<u>308,059</u>	<u>(362,158)</u>	46%
Expenditures						
Salaries & Wages	6010		214,713	107,809	106,904	50%
Fringe	6110		62,224	31,243	30,981	50%
Staff Screenings	6180		500	0	500	0%
Indirect Costs	6210		55,941	28,088	27,853	50%
Travel - In Area	6310		13,350	1,065	12,285	8%
Office Supplies	6410		10,000	5,896	4,104	59%
Program Supplies	6415		6,000	16	5,984	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510		6,000	2,246	3,754	37%
Postage and Delivery Expense	6600		2,400	376	2,024	16%
Contractual Services/Professional	6710		18,000	0	18,000	0%
Rent/Space Cost	6810		63,605	33,943	29,662	53%
Utilities	6820		10,400	3,632	6,768	35%
General Liability and Property Insurance	6830		6,500	3,280	3,220	50%
Communications	6840		20,600	10,247	10,353	50%
Repairs & Bldg Maintenance- Recurring	6850		10,414	6,639	3,775	64%
Repairs & Bldg Maintenance - Nonrecurring	6855		5,000	0	5,000	0%
Equipment Maintenance	6910		3,900	1,080	2,820	28%
Vehicle Expense	6920		12,000	11,929	71	99%
Equipment Lease	6930		2,500	1,988	512	80%
Technology	6940		2,400	2,543	(143)	106%
Fees, Licenses, and Permits	7010		1,200	60	1,140	5%
Dues/Subscriptions	7020		7,080	4,036	3,044	57%
Client Assistance	7210		113,127	47,996	65,131	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	3,455	(2,455)	346%
Total Expenditures			<u>670,217</u>	<u>311,836</u>	<u>358,381</u>	47%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>(3,778)</u>	<u>(3,778)</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the 7 Months Ending 4/30/2023

	58%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	4,268,551	1,690,027	(2,578,524)	40%
Total Revenue		<u>4,268,551</u>	<u>1,690,027</u>	<u>(2,578,524)</u>	40%
Expenditures					
Salaries & Wages	6010	390,000	129,062	260,938	33%
Fringe	6110	113,022	37,402	75,620	33%
Staff Screenings	6180	1,110	50	1,060	5%
Indirect Costs	6210	101,611	33,626	67,985	33%
Travel - In Area	6310	1,602	361	1,241	23%
Office Supplies	6410	4,500	576	3,924	13%
Program Supplies	6415	0	42	(42)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	6,300	2,989	3,312	47%
Postage and Delivery Expense	6600	1,800	1,208	592	67%
Contractual Services/Professional	6710	22,500	42,910	(20,410)	191%
Rent/Space Cost	6810	44,000	23,978	20,022	54%
Utilities	6820	7,200	3,030	4,170	42%
General Liability and Property Insurance	6830	11,250	3,205	8,045	28%
Communications	6840	20,250	4,117	16,133	20%
Repairs & Bldg Maintenance- Recurring	6850	9,000	3,263	5,737	36%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	1,495	3,005	33%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	935	2,215	30%
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	1,397,906	2,094,950	40%
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	8,000	0	8,000	0%
Total Expenditures		<u>4,268,551</u>	<u>1,699,388</u>	<u>2,569,163</u>	40%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(9,361)</u>	<u>(9,361)</u>	

Capital Area Community Action Agency
WAP Statement of Revenue and Expenditures
For the 7 Months Ending 4/30/2023

	58%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>337827</u>	<u>155209</u>	<u>(182618)</u>	46%
Total Revenue		<u>337827</u>	<u>155209</u>	<u>(182618)</u>	46%
Expenditures					
Salaries & Wages	6010	72838	51333	21505	70%
Fringe	6110	21109	14876	6233	70%
Indirect Costs	6210	18977	13374	5603	70%
Travel - In Area	6310	1772	946	826	53%
Office Supplies	6410	1100	101	999	9%
Program Supplies	6415	0	5	(5)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	600	421	179	70%
Postage and Delivery Expense	6600	149	52	97	35%
Contractual Services/Professional	6710	3666	0	3666	0%
Rent/Space Cost	6810	3700	2187	1513	59%
Utilities	6820	1000	348	652	35%
General Liability and Property Insurance	6830	5845	5897	(52)	101%
Communications	6840	2400	1148	1252	48%
Repairs & Bldg Maintenance- Recurring	6850	615	259	356	42%
Equipment Maintenance	6910	875	1093	(218)	125%
Vehicle Expense	6920	8500	3674	4826	43%
Equipment Lease	6930	431	277	154	64%
Technology	6940	203	186	17	91%
Dues/Subscriptions	7020	250	0	250	0%
Client Assistance	7210	168337	59986	108351	36%
Expendable Equipment	7320	6800	0	6800	0%
Registration Fees	7410	0	144	(144)	100%
Training and Technical Assistance	7435	18360	0	18360	0%
Advertising	7450	300	272	28	91%
Total Expenditures		<u>337827</u>	<u>156579</u>	<u>181248</u>	46%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1369)</u>	<u>(1369)</u>	

**Capital Area Community Action Agency
LIHWAP Statement of Revenues and Expenditures
For the 7 Months ending 4/30/2023**

	58%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	762,409	7,111	(755,298)	1%
Total Revenue		762,409	7,111	(755,298)	1%
Expenditures					
Salaries & Wages	6010	42,515	3,727	38,788	9%
Fringe	6110	12,321	1,080	11,241	9%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	971	10,106	9%
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	1,332	685,976	0%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		762,409	7,111	755,298	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
For the 7 Months Ending 4/30/2023**

	58-70%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,844,128	2,462,979	(1,381,149)	64%
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>2,466,979</u>	<u>(1,377,149)</u>	64%
Expenditures					
Salaries & Wages	6010	1,867,199	1,178,201	688,998	63%
Fringe	6110	541,114	341,443	199,671	63%
Staff Screenings	6180	2,500	112	2,388	4%
Indirect Costs	6210	435,905	306,968	128,937	70%
Travel - In Area	6310	2,000	1,678	322	84%
Travel - Out of Area	6315	9,000	0	9,000	0%
Office Supplies	6410	6,200	6,080	120	98%
Program Supplies	6415	20,000	21,344	(1,344)	107%
Classroom Supplies	6420	35,000	6,728	28,272	19%
Kitchen Supplies	6430	1,853	0	1,853	0%
Medical/Dental Supplies	6440	1,700	100	1,600	6%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	9,020	980	90%
Postage and Delivery Expense	6600	1,750	367	1,383	21%
Contractual Services/Professional	6710	32,600	0	32,600	0%
Contractual Services – Health/Disabilities	6715	157,808	138,703	19,105	88%
Rent/Space Cost	6810	233,301	139,133	94,168	60%
Utilities	6820	85,000	53,913	31,087	63%
General Liability and Property Insurance	6830	20,000	14,845	5,155	74%
Communications	6840	45,000	38,865	6,135	86%
Repairs & Bldg Maintenance- Recurring	6850	115,000	86,467	28,533	75%
Repairs & Bldg Maintenance - Nonrecurring	6855	20,000	10,581	9,419	53%
Equipment Maintenance	6910	18,000	10,518	7,482	58%
Vehicle Expense	6920	20,000	27,710	(7,710)	139%
Equipment Lease	6930	5,000	3,440	1,560	69%
Technology	6940	31,000	24,326	6,674	78%
Fees, Licenses, and Permits	7010	1,000	378	622	38%
Dues/Subscriptions	7020	5,000	3,561	1,439	71%
Special Events	7110	5,000	0	5,000	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Meetings/Workshops/Training	7420	0	1,199	(1,199)	100%
Training/Staff Development	7430	4,000	811	3,189	20%
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	4,344	656	87%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	54,000	2,070	51,930	4%
Total Expenditures		<u>3,844,128</u>	<u>2,466,979</u>	<u>1,377,149</u>	64%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending April 30, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		45,220			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		267,815			
VPK/SR		102,963			
	620,300	421,878	68%	198,422	32%

Head Start CC Expenses April 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6940	255	4/27/2023	74.88 #6700, TIM CENTER, VISA, APRIL 2023, GINGER SOFTWARE
HANCOCK CC	1064	6420	255	4/27/2023	397.60 #1596, DARREL JAMES, VISA, 4/27/2023, CLASSROOM SUPPLIES
HANCOCK CC	1064	6420	255	4/27/2023	961.24 #1596, DARREL JAMES, VISA, 4/27/2023, CLASSROOM SUPPLIES
HANCOCK CC	1064	6420	255	4/27/2023	151.49 #1596, DARREL JAMES, VISA, 4/27/2023, HS VAN BATTERY
HANCOCK CC	1064	6920	255	4/27/2023	53.00 #1596, DARREL JAMES, VISA, 4/27/2023, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2023	53.00 #1596, DARREL JAMES, VISA, 4/27/2023, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2023	179.99 #1596, DARREL JAMES, VISA, 4/27/2023, HS BUS BATTERY
HANCOCK CC	1064	6920	255	4/27/2023	149.99 #1596, DARREL JAMES, VISA, 4/27/2023, HS SUV BATTERY
HANCOCK CC	1064	7420	255	4/27/2023	199.90 #1596, DARREL JAMES, VISA, 4/27/2023, ZOOM
HANCOCK CC	1064	6420	255	4/27/2023	61.10 #6982, FATIMA OLEABHIELE-ALEXANDER, VISA, 4/27/2023, FORMS
HANCOCK CC	1064	6850	251	4/27/2023	144.78 #6982, FATIMA OLEABHIELE-ALEXANDER, VISA, 4/27/2023, YARDSUP
HANCOCK CC	1064	7460	255	4/27/2023	56.99 #6982, FATIMA OLEABHIELE-ALEXANDER, VISA, 4/27/2023, WINSPIN
HANCOCK CC	1064	7450	255	4/27/2023	519.40 #3535, NINA SINGLETON SELF, VISA, 4/27/2023, INDEED
HANCOCK CC	1064	6420	256	4/27/2023	3.75 #5810, VENITA TREADWELL, VISA, 4/27/2023, CLASSRM SUPPLIES
HANCOCK CC	1064	6420	256	4/27/2023	68.36 #5810, VENITA TREADWELL, VISA, 4/27/2023, CLASSRM SUPPLIES
HANCOCK CC	1064	7430	250	4/27/2023	51.75 #5810, VENITA TREADWELL, VISA, 4/27/2023, TRAINING 1 STAFF
HANCOCK CC	1064	7430	250	4/27/2023	103.50 #5810, VENITA TREADWELL, VISA, 4/27/2023, TRAINING, 2 STAFF
HANCOCK CC	1064	7430	255	4/27/2023	258.75 #5810, VENITA TREADWELL, VISA, 4/27/2023, TRAINING 5 STAFF
HANCOCK CC	1064	7430	256	4/27/2023	207.00 #5810, VENITA TREADWELL, VISA, 4/27/2023, TRAINING, 4 STAFF
HANCOCK CC	1064	7430	259	4/27/2023	<u>258.75</u> #5810, VENITA TREADWELL, VISA, 4/27/2023, TRAINING, 5 STAFF

Total **3,955.22**



HANCOCK WHITNEY

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

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-28	03-27	24011343086000035839834	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M15.99
03-30	03-29	24692163088101539468041	8398	IN *LEADERSHIP FLORIDA ST. 850-5211220 FL	M575.00 ✓
04-03	03-31	24906413090170667393880	5818	BLN*GINGER SOFTWARE IN 866-3127733 MA	M74.88 ✓
04-03	03-30	24071053080939103994938	8641	WIPFLI LLP MADISON WI	M925.00
04-04	04-03	24137483094001587359366	9222	USI JACKSONVILLE PRK W 866-470-3083 NY	M18.50 ✓
04-10	04-08	24692183098109871964215	1731	IN *MATHERS ELECTRIC CO I 850-5762342 FL ✓	M470.41
04-13	04-12	24137463103001536211071	5411	PUBLIX #1051 TALLAHASSEE FL	M31.96 ✓
04-17	04-15	24492153105870991213234	5734	ADOBE *ACROPRO SUBS 400-536-6000 CA	M18.99
04-19	04-18	74692163108107110566718	1731	IN *MATHERS ELECTRIC CO I 850-5762342 FL	M470.41
04-20	04-19	24011343109000039293130	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
04-21	04-20	24692163110108684898304	5968	GAN*1658TALLHDEMOCIR 888-426-0491 IN	M21.49
04-27	04-26	24055233117400624154350	9399	NIC*-FL SUNBIZ.ORG EGOV.COM FL	M61.25
04-27	04-26	24055233117400624155894	9399	NIC*-FL SUNBIZ.ORG EGOV.COM FL	M61.25

Holdings
Separate APP

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-23	4802-XXXX-XXXX-6700	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,575.62
		NEW CASH ADVANCES .00
		CREDITS 470.41
		STATEMENT TOTAL 2,105.21
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



HANCOCK WHITNEY

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NEW ORLEANS LA 70161-1750

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MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596

Statement Date
04-27-23

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DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLAZA DR
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**N0006902

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-08	03-31	24493983091400860000152	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M89.99 ✓
04-08	03-31	24431053091838002150135	5533	O'REILLY AUTO PARTS 2290 TALLAHASSEE FL	M179.99 ✓
04-03	04-02	24431063093083329805490	5942	AMZN MKTP US*HS60X8AU0 AM AMZN.COM/BILL WA	M397.60 ✓
04-03	04-01	24431063091083740327302	5942	AMZN MKTP US*HY85P7SJ1 AM AMZN.COM/BILL WA	M961.24 ✓
04-06	04-05	24943003096400649000305	5812	SONNY'S BBQ #10 TALLAHASSEE FL	M117.78 ✓
04-07	04-06	24011343096000042739918	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
04-10	04-06	24692163097108157599980	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00 ✓
04-25	04-24	24801973114726247428461	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M161.49 ✓
04-27	04-26	24137483117001585262791	5411	PUBLIX #1051 TALLAHASSEE FL	M39.28 ✓
04-27	04-25	24692163116102976262935	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00 ✓
04-27	04-26	24801973116726013483342	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M161.24 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-23	4802-XXXX-XXXX-1596	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,414.51
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,414.51
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



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FATIMA OLEABHIELE
CAPITAL AREA CAA
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** 0000001

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Account Number
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Statement Date
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-30	03-29	24692163088101395357056	5942	AMZN MKTP US*HY1026E51 AMZN.COM/BILL WA	M81.26 ✓
04-07	04-06	24431063097400187000669	5251	ACE HDWE APALACHICOLA FL	M144.78 ✓
04-17	04-15	24692163105104185763649	8299	AWL*PEARSON EDUCATION PRSONCS.COM NJ	M65.68 ✓
04-25	04-24	24445003115400201342566	5411	WM SUPERCENTER #3307 CRAWFORDVILLE FL	M40.00 ✓
04-25	04-24	24445003115000891038811	5812	WALGREENS #9578 CRAWFORDVILLE FL	M160.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-23	4802-XXXX-XXXX-6982	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 471.72
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 471.72
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
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NINA SINGLETON
CAPITAL AREA CAA
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***N0006962

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Account Number
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-31	03-30	2479338308900080807826	7811	ONLINE JOB ADS INDEED 512-4595300 TX	M501.22
04-03	04-01	24793383091000274336826	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M40.00
04-03	04-01	24793383091000346037220	7311	ONLINE JOB ADS INDEED 512-4595300 TX	M47.60
04-03	03-31	24793383090000123353726	7361	ONLINE JOB ADS INDEED 512-4595300 TX	M510.00
04-05	04-04	24056233094083729101588	7399	NOTARY PUBLIC FL-ONLINE 850-856-3028 FL	M205.90
04-05	04-03	24388943094630164818508	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M850.00
04-21	04-20	24892163110108295721861	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M3,606.65

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
04-27-23	4802-XXXX-XXXX-3535		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES	5,561.37
		NEW CASH ADVANCES	.00
Toll Free 1-800-448-8812		CREDITS	.00
		STATEMENT TOTAL	5,561.37
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	10,000.00



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VENITA TREADWELL
CAPITAL AREA CAA
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TALLAHASSEE FL 32301-2729

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810

Statement Date
04-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-28	03-27	24492153086852650301347	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852650442307	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852650535373	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852650608154	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852650791109	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653172356	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653244108	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653321730	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653386410	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653508021	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653583115	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653682289	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653749815	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653870462	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852653981881	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852654139776	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
03-28	03-27	24492153086852654276768	8398	PAYPAL *EARLYLEARN EARLYL 402-935-7733 CA	M51.75 ✓
04-06	04-05	24445003096000949214672	5331	DOLLARTREE TALLAHASSEE FL	M3.75 ✓
04-06	04-05	24455013095141005233342	5411	WAL-MART #4520 TALLAHASSEE FL	M69.34 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-23	4802-XXXX-XXXX-5810	NEW PURCHASES AND OTHER CHARGES 952.84
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 952.84
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Refunding Application
Grant Year 2023-2024

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Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

1. Additions, deletions, or revisions to your program Goals

The table on the following pages revisits the Program Goals. No new additions, deletions, or revisions to the Goals have been made.

2. Program Goal Outcomes, Progress, and Challenges

The following table highlights our goals and the progress being made.

Goal #	Long Term Goals	Objectives	Outcomes/Progress	Challenges
1	Become the provider of choice of families experiencing homelessness with children 3-4 years old.	Develop a written plan to support children in families experiencing homelessness.	<p>Completed. Updated the recruitment plan with how it will support children in families experiencing homelessness.</p> <p>On-going. The program maintains representation on the Big Bend Continuum of Care Board and maintains direct contact with family shelter staff.</p>	COVID-19 created challenges but as the pandemic eases, referrals from the HOPE Community, a homeless shelter for families located two blocks from our Head Start Center, are getting better. Also, staff are now sitting on the Continuum of Care Homelessness Task Force to strengthen contacts with the service community.
		Develop or enhance partnerships with various agencies that will be needed to serve children in families experiencing homelessness.	<p>On-going. The program maintains direct contact with family shelter staff.</p>	
		Target outreach efforts directed at families experiencing homelessness to facilitate families' participation in Head Start.	<p>On-going. The program maintains direct contact with family shelter staff.</p>	
		Increase the number of children in families experiencing homelessness served.	2021-2022 (Baseline was 6): 11	

2	<p>Make Head Start facilities the model for best practice early childhood safety.</p>	<p>Develop a plan to regularly update indoor and outdoor materials and equipment to comply with best practices.</p> <p>Ensure staff receive timely training on environmental health and safety practices.</p>	<p>On-going. Began purchasing and installing playground equipment.</p> <p>Franklin County is next.</p> <p>On-going. Continued training for all staff during COVID-19 quarantine periods.</p> <p>Implemented a twelve-day curriculum on health and safety.</p>	<p>Supply chain issues delayed the procurement and installation of new recreation equipment for the playgrounds.</p>
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	<p>Relocate, remodel, or repair facilities, materials, and equipment when needed to model best practices in environmental health and safety.</p>	<p>On-going. Identified new facility locations for Head Start.</p> <p>Renovating Franklin location.</p>	
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3	Encourage and support staff with continually expanding their knowledge and skills to implement the best practices.	Support the national goal of teaching staff with credentials per the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor's degree and 50% of Teacher Assistants with an associate degree. Support staff training outside of the agency to enhance employee skills and professional networks.	<p>On-going. Recruited teachers: with BS degrees, as teachers left for new opportunities or retired.</p> <p>Provided access for 100% of teaching staff to virtual training with the opportunity to earn CEUs.</p> <p>Hosted multiple training events on COVID-19 policies and procedures and staff wellness during the COVID-19 pandemics.</p> <p>Completed. Went online with Center parent meeting with incredible results.</p> <p>Went online with Incredible Years</p>	<p>Retaining teachers with bachelor's degrees continues to be a challenge. Working to increase minimum wages to meet \$15 hour plus incremental increases for all teaching staff.</p>
4	Provide families with the skills needed to transition out of poverty.	Increase parental awareness of program offered educational experience designed to increase their self-sufficiency.	<p>In-person methods of parental engagement and services had to be redesigned with the spread of COVID-19.</p>	

		(Parenting) and Getting Ahead classes.	
	<p>Incredible years participation 20-21(baseline 22):27</p> <p>Getting Ahead Participation 20-21(baseline 4):6</p>		
5	<p>Broaden the impact and reach of services provided.</p>	<p>Increase the number of parents who participate in agency offered educational experiences.</p>	<p>Increase the number of Head Start eligible children we can serve.</p>
	<p>COVID-19 registration was challenging, but early registration and enrollment for new school year is already at 50% in June. Full enrollment is the goal.</p>	<p>In-progress. Moving classrooms out of the South City Head Start to co-locate within a charter school in the east side of town.</p>	
	<p>In-progress. Provided wrap-around services for 10 families who qualify for Head Start and state funding to extend their day.</p>	<p>In-progress. Provided wrap-around services for 10 families who qualify for Head Start and state funding to extend their day.</p>	
	<p>Provide services to ALICE (Asset Limited, Income Constrained, Employed) families and their children who qualify for subsidized care.</p>	<p>Provide services to ALICE (Asset Limited, Income Constrained, Employed) families and their children who qualify for subsidized care.</p>	

6	Promote healthy families.	Establish and consistently offer a set number of full working day slots. Provide structured activities to promote physical and mental wellbeing.	<p>In-progress. 2020-2021 (baseline 10):20</p> <p>Ongoing. Continued to offer Titus (private health & fitness consultation services) to students and health information for families.</p> <p>Contracted with a child behavioral and trauma specialist to provide specialized services to children and families.</p>	
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3. Additions, deletions, or revisions to your program’s school readiness goals

Capital Area uses the research-based Creative Curriculum for Preschool from Teaching Strategies which is aligned with the Head Start Early Learning Outcome Framework (HSELOF) domains and subdomains. There have been no additions, deletions, or revisions to the goals.

Sub-Section B: Service Delivery

1. Service and Recruitment Area

- a. The program serves families in Franklin, Jefferson, and Leon Counties. We are working to reallocate slots based on available space and community needs. Franklin County continues to see a reduction in number of eligible children.
- b. In 2018, the zip code 32304 in Leon County was identified as the highest poverty zip code within the state of Florida, by the Internal Revenue Service. As Capital Area Community Action Agency Head Start program (Community Action) works to update the community assessment we continue to be aware that pockets of high poverty including but not limited to 32304 exist in Leon County. The American Community Home Survey also identified five other high poverty zip codes in Leon County.

Zip Code	Total Children in Poverty	Percent of Children in Poverty
32304	3713	48.7
32305	5209	34.9
32301	4562	27.7
32310	3682	41.9
32303	9173	22.6

Currently, the program has centers in three out of the five high poverty zip codes (32304, 32301, and 32303). The facilities team is investigating locations in the other two high poverty zip codes (32305 and 32310) that would allow Community Action to have a physical presence in these areas also.

c. No childcare partnerships at this time.

2. Needs of Children and Families

No updates or changes at this time. The Agency continues to work with the Homelessness Coalition and the Department of Children and Families to identify eligible families and students.

3. Chosen Program Option(s) and Funded Enrollment Slots

No updates or changes at this time. The Agency continues to offer in-person classes in the Centers and has for the last two years during the pandemic. Each classroom has been treated as a bubble with no mixing of students or staff. In case of a quarantine issue, we only need to close a classroom not the entire center. This practice will continue until infection rates in a county are deemed low. The Agency is working toward full enrollment of 378 students for the new school year.

4. Centers and Facilities

a. Service Locations

Name	Address	Reason for Change
Franklin County Head Start	222 6 th Street Apalachicola, FL 32328	Baseline Application Addition
Jefferson County Head Start	950 Mamie Scott Drive	Baseline Application Addition

	Monticello, FL 32344	
Louise B. Royal Head Start	1124 N. Duval Street Tallahassee, FL 32301	Baseline Application Addition
Mabry Street Family Enrichment Center	240 Mabry Street Tallahassee, FL 32034	Baseline Application Addition
South City Head Start	2813 South Meridian Street Tallahassee, FL 32301	Baseline Application Addition
Governors Charter Academy	4351 Mahan Drive Tallahassee, FL 32317	Baseline Application Addition

- b. The largest Center, South City, has eight classrooms in an old elementary school owned by the Leon County School District. We will be in the second year of operations at the Governors Charter Academy location. There are no other changes to the program service locations. However, it is a goal of the program to make Head Start facilities the model for best practice which may involve changes in the future. Jefferson County Head Start is needing to replace the two modular buildings which are nearing the end of their lifespan.
- c. The program updated playgrounds in Jefferson and South City. Research has shown outdoor play improves overall behavior, social skills, self-control, attention, social interaction, creativity, mental focus, and collaborative play.
- d. The program planned a major renovation in Franklin County but the old high school proved to be an insufficient facility. The City was gracious to permit use of a recreation center and talks are underway with the Franklin County School District for more permanent space. This will permit us to explore

delegation to the school district in order to strengthen the partnership in the county.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

- a. The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) process involves the entire Head Start program and agency. This summer Head Start staff have hosted a Block Party for recruitment and are attending outreach events hosted by other child-focused organizations. More than 35 applications were collected. It has always been the mission of Community Action to provide services to those in the greatest need. Radio advertising in Leon, Jefferson, and Franklin counties helps promote the importance of pre-school and Head Start registration opportunities. The Agency also uses social media to advertise registration opportunities.
- b. The program continues to implement strategies to promote regular attendance. Data shows that children need to be in attendance 80% of the time or more to be successful on the Florida Kindergarten Readiness Screener (FLKRS). Though internal data suggest 80% attendance should be sufficient for school readiness the program continues to encourage families to ensure their child attends 85% or more, to receive the full benefit of program services. The Early Childhood Development team and the Family Engagement team work together to identify students with attendance challenges sooner and help the students' caregivers set goals or identify supports needed to overcome the barriers to attendance.

6. Education and Child Development

- a. There are no updates to the curriculum at this time. The program uses Creative Curriculum by Teaching Strategies and Conscious Discipline developed by Dr. Becky Baily. Creative Curriculum is developmentally appropriate and comprehensive using current research to help children with diverse backgrounds and skill levels succeed.
- b. Capital Area does not have any home-based centers.
- c. In addition to other tools previously used, the program uses Renaissance Star Early literacy to assess four-year-old students. Renaissance is the FLKRS selected by the State of Florida. Over the past 5 years, Community Action has been unable to prepare the majority of the programs' VPK students to score a 500 or above on the FLKRS. Because Community Action VPK students are all Head Start students the program decided to track and measure school readiness as captured by the FLKRS for all four-year-old students
- d. Capital Area continues to use Hatch Ignite. Hatch Ignite allows students to complete online activities and assessments, in school and at home that align with the Teaching Strategies Gold curriculum. When students "play" at home data is captured and synced when the device used has an internet connection. Parents and caregivers can also monitor their child's progress towards kindergarten readiness at home through Hatch and download supplemental materials to reinforce skills taught in the classroom. Ninety-five percent of caregivers registered to access and receive updates about their

child's progress through Hatch Ignite. If families do not have access to the internet, the program has a process in place to support connectivity.

7. Health

During COVID-19, students were unable to brush their teeth at school. However, the program provided onsite dental cleaning. We have resumed in class teeth brushing in addition to onsite dental cleaning. Additionally, to ensure that children received training on oral health and had access to brush the program partnered with the local Health department and Colgate. Students were provided training in school and received tooth brushing kits for use at home quarterly.

8. Family and Community Engagement

Our Parent, Family and Community Engagement Framework is designed to build trusting and respectful relationships with families by engaging parents to be active in their child's social, emotional and physical well-being beginning in the Head Start program and throughout their child's years in school. A Family Engagement Plan that welcomes and includes the entire family has been created. Our Head Start program provides classroom and center environments that is welcoming to all races, nationalities, and that is not gender bias.

Community Action Head Start even goes out of its way with our Male Engagement component to welcome all fathers, step-fathers, boyfriends, grandfathers, uncles, brothers, and any other males playing significant roles into the lives of our children into our Head Start program. Extra funding through the local County Human Services Partnership (CHSP) grant helps support activities that welcomes families members into the Head Start program. Parent meetings,

trainings, workshops, family fun days, and activities are all a part of the robust Family Engagement Plan. Online monthly ZOOM meetings are held for all parents with a healthy 60% attendance rate. Head Start is the catalyst in building the relationship between the child's family and school. In our model, we train the parents to become their child's first teacher. Everyone in the program, Policy Council, management, instructional staff, health, and family services personnel, play a role in promoting and engaging families. Teachers provide parents with strategies to use with their child at home as well as timely tips (benefits of regular attendance, pedestrian safety) in a monthly handout called Parents Point of Interest, weekly classroom newsletters, and the Parent Engagement Coordinator produces monthly newsletters for parents. The online *Teaching Strategies Gold Parent Portal* connects parents to what's going on in the classroom.

9. Services for Children with Disabilities

For children with identified disabilities, teachers follow the Individualized Education Plan (IEP) set forth by the Local Educational Agency (LEA); and staff members participate in IEP conferences as part of the child's multidisciplinary team to ensure all needs and services are provided appropriately. These services are not limited to those eligible for services under IDEA, provided parents give written consent to their child receiving special services. Screenings and assessments completed by the local school district are provided.

10. Transition

- a. Community Action does not offer Early Head Start. In order to transition children into our program from Early Head Start providers in our service area, we work

with their Family and Community Engagement Team to be involved with the families they serve. We hold monthly meetings with the Early Head Start providers in our areas, we attend community functions with them, we are participants at their parent meetings, and we always speak to their families during their transitional ceremonies. Families from Early Head Start providers receive points on our selection criteria to support them in being selected into our program.

- b. Teachers, parents, and community members all play a role in helping children succeed across systems. On an administrative level, Community Action Head Start school readiness goals align with state early learning guidelines and the requirements set by local schools. Aligned preschool and kindergarten expectations mean children leave Community Action Head Start ready for school. We use several strategies to support children and families through transitions. Transitioning from preschool to kindergarten begins in the fall when parents receive a questionnaire designed to increase their knowledge of the skills their child needs to succeed in elementary school. Teachers provide additional information to parents throughout the year and give them practical ways they can prepare their children. In the classroom, the two curriculums teachers use are the Creative Curriculum's "Getting Ready for Kindergarten" and Ready Rosie. The Ready Rosie modules include materials that are given to families to use at home to lend additional support in the upcoming transition.

Whenever possible, teachers arrange for the children to visit the school and transitioning classrooms to which they will attend.

Children receiving services through a LEA under IDEA receive additional support from the Special Services Coordinator. These children and families transition according to a timeline that includes collaboration activities with the school district specialists. Transitions are designed to promote positive relationships and prepare both the child and family for the new setting and services.

11. Services to Enrolled Pregnant Women

Not applicable.

12. Transportation

- a. A new school bus was acquired through supplemental funds grant. The program is looking into providing transportation in Franklin County during the 2023-2024 school year. At this time, the need for service and feasibility is still being determined. It has been difficult to hire a bus driver with a Commercial Driver's License.
- b. The centralized location of the Head Start centers in Franklin, Jefferson, and Leon counties allow easy access for families. All Leon County centers are located on the city bus route, and bus passes are available to Head Start parents. Family Advocates work with families who have transportation issues to ensure students will be available for school. Transportation is coordinated with vendors such as Star Metro, and Dial-A-Ride. Funds are allocated in the budget to provide transportation to program events, appointments, and critical activities for all families. The Agency's primary bus driver quit, but returned as

a part-time employee for project-specific assignments. A substitute bus driver on staff also helps transport children, families and staff to field trips and other necessary activities on buses provided by the program. The Agency also has SUVs available to transport families to appointments and family engagement activities. The program is looking for creative ways to offer transportation as a means of strengthening attendance. The program will continue to work with community agencies to provide public bus passes for families and access to rideshare services where there are no public bus routes available.

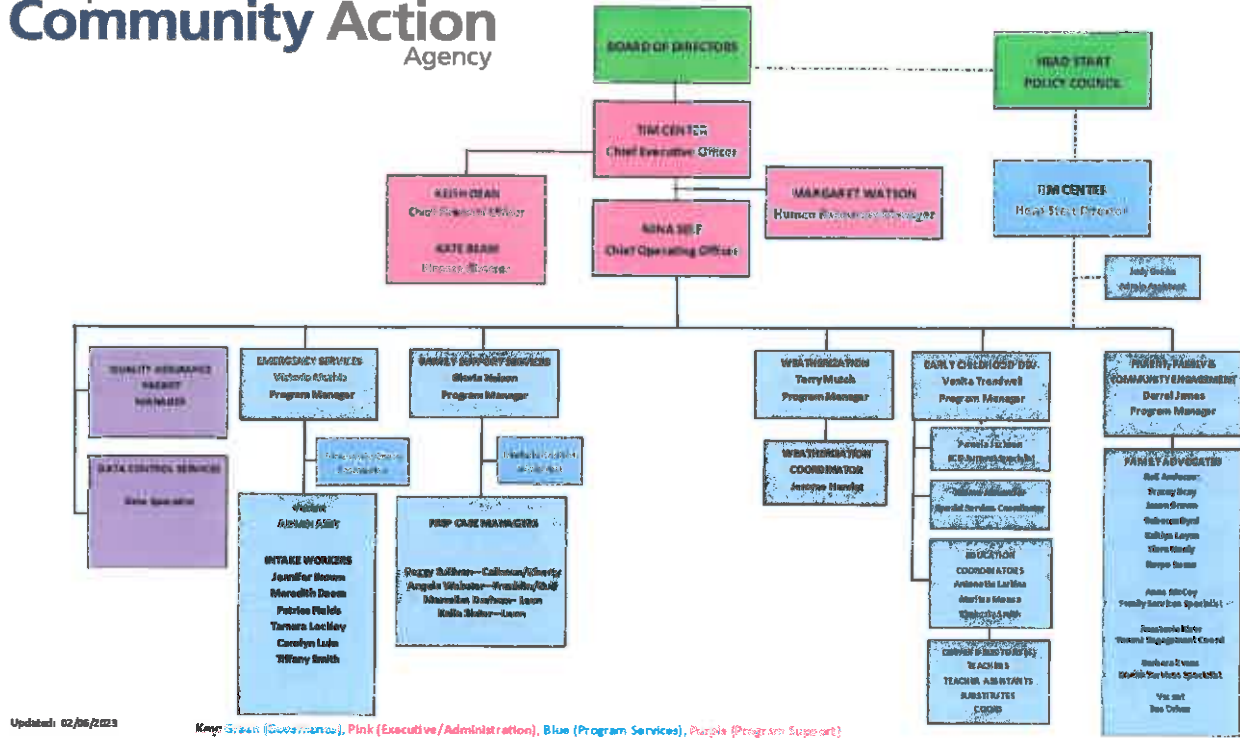
Sub-Section C: Governance, Organizational, and Management Structures

1. Governance

The Head Start Policy Council had a successful year of monthly meetings for the first half of the year and switched to every-other month in the second semester. All meetings had a quorum and representation from all Head Start Centers. Staff used ZOOM to convene meetings which helped to encourage active participation of its members. The Council receives financial updates and management updates from the Agency and program's senior leadership. An agenda item permits all members to share best practices and identify needs for their centers. The Policy Council Chair serves on the Agency's Board of Directors and Executive Committee to ensure good communication between the two groups. The Board meets every other month with an Executive Committee meeting the alternating months.

2. Human Resources Management

Capital Area Community Action Agency



- Organizational chart above.
- All employment offers are made and approved by the Policy Council pending background check clearance. All agreements are also made with consultants and contractors pending background approval.
- New staff, consultants, and volunteers are trained during pre-service, at the beginning of the year. Mid-year training that is a condensed version of pre-service training is provided to new staff and consultants who begin mid-year. Volunteers who start mid-year are trained before or after parent meetings.

d. Data is used to inform staff training and professional development. Under the ECD Manager, the program also implements a researched-based coordinated coaching strategy. The ECD Manager supervises the three Education Coordinators ensure that effective, engaging interactions between instructional staff and students are the key to providing a healthy context for learning. These Coordinators are CLASS certified observers, have been through practice based coaching, and coaching to fidelity training on the Creative Curriculum to aid instructional staff. The Coordinators assign staff to and use a Response to Intervention (RTI) tiered pyramid to determine the dose of coaching needed.

3. Program Management and Quality Improvement

a. Using Child Plus, and Renaissance Star Early Literacy, staff were able to track and aggregate maintenance data in Child Plus along with both internal and external monitoring data helped guide our decision to make improvements to our playgrounds. Being able to layer Child Plus Attendance data and Renaissance Star Early Literacy data helped to identify that although we typically meet our ADA, transportation may still be an issue for some of our families. We continue to explore if agency-provided transportation would be the best solution for our families.

Software	Function	Outcome
Child Plus Live Reports	Track Maintenance Work Orders	Being able to look at work requests in real-time and historically for trends.
Child Plus Attendance	Live Attendance Data	Real-time tracking of student attendance and trends in attendance.
Renaissance Star Early Literacy	Measure performance of four-year-old students on the FLKRS	Specific math and literacy data to guide interventions during the school year to help the students who may struggle on the FLKRS

Section II. Budget and Budget Justification Narrative

Capital Area Community Action Agency, Inc. is applying for **\$4,164,085** to provide Head Start services to 378 children residing in Leon, Jefferson and Franklin Counties, Florida. The budget that follows reflects the costs necessary to operate the program for the grant year of October 1, 2022 – September 30, 2023. The Head Start program will continue to operate for 180 days.

Salaries & Wages – **\$2,073,782** 50% of Budget

All applicable salaries and benefits are blended with funds from Voluntary Pre-kindergarten (VPK), School Readiness (SR) Childcare Food Program (CCFP) and Community Human Services Program (CHSP). All employees are compensated according to a salary scale approved by the Governing Board and Policy Council. No staff member receives compensation in excess of \$179,700. The program will employ 75 full-time and 3 part-time employees. Part-time staff include Substitutes to ensure all classrooms are fully staffed when someone is absent from work, allowing the program to maintain proper coverage and stay in ratio; and, staff for the revised Extended Day program which is funded in total by VPK dollars. Personnel costs are broken down according to the position specifications in the salary schedule of the budget. **\$2,073,782**.

Fringe Benefits – **\$600,983** 14% of Budget

Capital Area Community Action Agency provides mandated federal and state benefits in addition to health benefits and retirement contributions. The line item total for fringe benefits is **\$600,815**. The Agency matches employee contributions up to 3% of their annual salary in a 401k Retirement Plan. The Agency provides health insurance with prescription coverage to all full-time employees, and contributes up to 86% of the premium. The Agency also provides life, accident and short-term disability coverage to all full-time employees at no cost to the employee.

Indirect – **\$540,302** 13% of Budget

The grantee's indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. Current rate is 20.20%. **\$540,302**.

Supplies – \$ 81,903 2% of Budget

Supplies will be purchased in the amount of **\$81,903** to enable the program to implement vital elements of the HS program. The requested amount will support the attainment of program goals and ensure facilities are developmentally appropriate and safe for children.

- **Program Supplies:** Supplies to ensure the services to children and families are of a high quality and to ensure centers function properly. **\$21,598.**
- **Classroom Supplies:** The Classroom Supply budget is used to ensure the provision of well-stocked classrooms and resource room that provides staff with adequate developmentally appropriate materials including consumables, toys, props and books to fully implement the Creative Curriculum studies in a meaningful way for all students. In addition funds are used to re-stock both consumable materials and classroom materials and equipment to ensure quality of care and positive educational experiences are provided for all children. **\$19,345.**
- **Medical and Dental Supplies** budget is used to purchase toothbrushes, Band-Aids, first aid supplies, and other materials to ensure children's needs are met. Funding for disabilities and mental health supplies is provided through the Community Human Service Partnership (CHSP) grant and includes adaptive equipment and materials to support child problem solving and nurturing environments. **\$300**
- **Postage and Delivery:** A budget is designated for postage which allows the program to communicate with the staff, community and funders. **\$460**
- **Raw Food:** Students meals and snacks are served family style. Teachers and Teacher Assistants eat with the children. Their meals aren't reimbursed by the Child Care Food Program so it is a Head Start expense. **\$34,000**
- **Office Supplies:** Office supplies include paper, file supplies, writing utensils, ink cartridges, and other general items used to maintain an office. **\$6,200.**

Contractual – \$181,808 4% of Budget

- **Administrative services:** **\$24,000** is budgeted for administrative services (legal services, audited financial statements and OMB reports)
- **Mental Health and Disabilities Services:** **\$157,808** The program uses licensed consultants to support classroom staff by observing children and making recommendations, and by meeting with families and making referrals to other agencies. The consultants charge the program a reduced rate and in-kind the remainder of the usual rate. Costs are allocated among classroom observation family consultation and therapeutic services. The program partners with TITUS Sports Academy to implement a program to support obesity prevention; a serious nationwide issue. In addition to the budgeted amount, in-kind services provided are by this partner. The program contracts with Gaye Harper for Speech and Language Services at a rate of \$48 per hour to cover therapy deemed necessary by the program but covered by the Local Education Agency (LEA). Ms. Harper donates 10% of her services as in-kind donation. Services not covered by the LEA are funded through CHSP (\$18,625) in Leon County.

Construction: N/A

Other – \$ 644,309 15% of Budget

- **Telephone/Internet/Utilities:** The budget is based on actual costs of Head Start-dedicated telephone lines, internet services and utilities. **\$140,000.**
- **Vehicle Expenses** include all maintenance and repair of the Head Start vans and buses. Vans are used by staff for home visits, training, visits to outlying centers, etc. Buses are used for field trips. The Agency acquired three additional vehicles through a special Head Start Grant in 2022-23 budget which will increase the overall vehicle expenses from the previous year. **\$35,594**
- **Dues and Subscriptions:** These funds will cover the costs of dues for NHSA, FHSA, Region IV HSA, and accreditation. **\$5,091**
- **Staff Screening:** The cost of any rescreening needed for staff is covered with these funds. Initial screenings are paid for by new hires. **\$412**
- **Fees, Licenses, Permits:** The cost of child care licenses through the State of Florida, building permits and business licenses. **\$550**
- **Equipment Lease:** One copier/scanner/fax/printer will be leased for the administration office. **\$5,000**
- **Printing and Duplication:** Funds will be used to pay for printing the annual report, parent handbooks, forms and business cards. Funds will cover the cost of brochures, flyers, vehicle magnets, flyers, banners, newspaper and radio and television advertisements. Public Service Announcements will be used whenever possible. Funds will also be used to cover advertisements for vacant positions. **\$10,000**
- **Building Repairs and Maintenance:** A budget is established for pest control, security services, lawn services, custodial services, signage, repairs and maintenance will also be required to support general program operations. The agency owns two of the properties and leases the three other locations. All facilities, (with the exception of the Royal Center which was remodeled two years ago), are older structures that require frequent maintenance to the buildings and playgrounds. **\$130,115**
- **Rent:** Two centers in Leon County and one in Franklin County are leased. VPK, USDA and School Readiness contribute additional funds that cover a portion of rent, maintenance and other expenses. **\$233,301**

<u>Location</u>	<u>Landlord</u>
Franklin	City of Apalachicola
Governor’s Charter	Red Apple at GCA, LLC
Mabry	Goodwill Industries – Big Bend
South City	School Board of Leon County, FL
Friendship Church Kitchen	Friendship Primitive Baptist Church
Meeting Space Rental	Misc.
Records Storage	Gilmore Services
Main Office	Cap. Area Comm. Action Agency Holdings

- **Building and Child Liability Insurance:** **\$20,000**
- **Advisory Board Expenses:** Food and related expenses will be covered for Advisory Committee meetings (Health Services, Disabilities and Mental Health, School Readiness and ERSEA and Family Engagement). **\$681**
- **Technology/Software:** The budget includes online tracking/reporting services such as ChildPlus and Teaching Strategies Gold. Included is a Child Plus subscription for

monitoring purposes, and Teaching Strategies Gold which supports child assessment. The total budget is **\$26,934**.

- **Equipment Maintenance:** Repairs and maintenance to equipment such as computers, printers and phones. **\$18,000**
- **Staff Development and Trainings/Meetings/Workshops:** This is for additional meetings that may be required by Agency partners and/or funders that aren't covered in the T&TA plan. **\$2,010**.
- **Special Events:** Each of the 21 classrooms are allowed one special field trip annually that may require a fee. **\$2,500**
- **Travel Funds:** Total of **\$2,000** are budgeted for staff travel to and from centers and administration office at a rate of \$.445/mile.
- **Parent Activity Services:** Funding of supplies for these activities and events are covered through from HS and non-federal share funds from the CHSP grant. Supplies include parent education materials such as books, handouts, and other small items that will support activities such as Policy Council meetings and male engagement activities. Parent meetings and workshop topics will be decided by parents at the beginning of the year and will be based on the needs of enrolled families and the community. Parent education, activity supplies, and family literacy materials are also supported by this account and include: educational materials such as books and other family partnership supplies such as materials for use during male engagement events. Non-federal share dollars from CHSP will also be used to support parent activities. **\$1,200**
- **Advertising:** The Agency has increased its outreach efforts in the community in order to enhance recruit opportunities to reach our goal of 378 students. The advertising dollars will be used to purchase items with the Agency Head Start logo to use in these activities such as banners, tablecloths, tent, t-shirts, children's games, etc. Advertising funding is **\$10,921.00**.

Training and Technical Assistance Plan – \$40,998 1% of Budget: Training and Technical Assistance dollars of \$40,998 will be used to support the annual Staff Development Plan. The allocation of these dollars is reflected in the attached narrative and plan. A summary of anticipated activities includes:

Activity	Amount
FL Head Start Assn Conference	3,000
One Goal Conference	1,500
PFCE National Conference	7,000
Teach/Scholarship	6,000
Data Essentials – FHSA	1,200
Head Start Director	1,000
In-Service Training	3,000
Center Director Training	4,200
Health Mangers Training	2,000
Class Cert and DCF Training	2,000

Activity	Amount
CPF and First Aide	2,500
Teaching Strategies	4,848
Facilities Management Training	2,750
TOTAL	40,998

NON-FEDERAL CONTRIBUTION – \$832,817

Rent Differential – \$159,401

Center	Market Rent	Actual Rent	Difference	Square Feet	In-kind Amount (Monthly)	Annual In-kind
Franklin	7.00	2.67	4.33	1,800	\$ 648.90	\$ 7,786.80
Jefferson	8.14	-	8.14	3,160	\$ 2,143.53	25,722.40
Mabry	16.16	5.27	10.89	6,312	\$ 5,727.61	68,731.37
South City	9.97	6.79	3.18	14,849	\$ 3,930.04	47,160.42
Governors	8.50	6.50	2.00	5,000	\$ 833.33	10,000.00
Main Office	N/A	1.42		6,179	\$ -	0.00
Total						\$ 159,400.99

Child Services Consultants: \$175,000

- Professionals providing Mental Health, Disabilities Services and Obesity Prevention Services discount contracted services to the program (\$175,000)

Volunteers: \$61,325

- The program usually has many volunteers who provide assistance in the classroom, labor for maintenance, and helping with special events. (\$52,000). Policy Council members will continue to volunteer time by meeting monthly by Zoom. (\$9,325)

Other In-Kind: \$185,000

- Vendor discounts (\$74,000); Community partnerships (\$6,000); Special events (\$12,500) and cash donations (\$12,500). United Way Grant (\$80,000)

TOTAL NON-FEDERAL CONTRIBUTION \$580,726

Less: Required 20% (832,817)

Projected Deficit (\$ 252,091)

The program anticipates it will be submitting a waiver for Non-Federal Share Contribution as we move out of the Pandemic.

1. Delegate agency, partnership, and single items >\$150,000

None at this time.

2. Cost of Living Adjustment (COLA)

None at this time.

3. Internal controls to maintain accountability for grant funds

4. Source of non-federal match

None at this time.

5. Justification for waiver of non-federal match

The Agency requests a waiver of the Non-Federal Share contribution. The COVID-19 Pandemic continues to present a challenge as a natural disaster to our communities. As the only Head Start grantee in the state requiring masks of both students and teachers despite the federal injunction of the performance standard, the Agency also treats each classroom as a bubble. Centers do not permit visitors or volunteers. Without the contributions of the families and volunteers we will be unable to meet the Non-Federal Share goal. We are working hard to meet the goal. A waiver is necessary.

6. Waiver of 15% administrative cost

None at this time.

7. Enrollment reeducation request

None at this time.

8. Conversions

None at this time.

9. Request of funds to purchase, construction, or major renovation of facilities

None at this time.

10. Requesting funds for equipment

None at this time.

Capital Area Community Action Agency
Proposed Head Start Budget
For Period 10/1/2023 - 9/30/2024

	A	B	C	D	E	F
			Regular Head Start Allocation	2023 COLA Increase	2023 Quality Improvement Increase	Total 2023 - 2024 Head Start Budget
1						
2	Revenue					
3	Government Contracts - FEDERAL	4000	3,844,128	212,975	106,982	4,164,085
4	Government Contracts - STATE & LOCAL					-
5	Other		-	-	-	-
6	Total Revenue		3,844,128	212,975	106,982	4,164,085
7						
8	Expenditures					
9	Salaries & Wages - Head Start	6010	1,867,199	137,429	69,154	2,073,782
10	Fringe - Head Start	6110	541,114	39,781	19,920	600,815
11	Staff Screenings	6180	412		-	412
12	Indirect Costs - Head Start	6210	486,478	35,765	17,908	540,151
13	Travel - In Area	6310	2,000			2,000
14	Office Supplies	6410	6,200			6,200
15	Program Supplies	6415	21,598		-	21,598
16	Classroom Supplies	6420	19,345		-	19,345
17	Kitchen Supplies	6430	-		-	-
18	Medical/Dental Supplies	6440	300			300
19	Copies/Printing/Copier Maintenance/Toner/Pape	6510	10,000			10,000
20	Postage and Delivery Expense	6600	460			460
21	Contractual Services/Professional	6710	24,000			24,000
22	Contractual Services – Health/Disabilities	6715	157,808			157,808
23	Rent/Space Cost	6810	233,301			233,301
24	Utilities	6820	85,000			85,000
25	General Liability and Property Insurance	6830	20,000			20,000
26	Communications	6840	55,000			55,000
27	Repairs and Maintenance- Building - Recurring	6850	115,000			115,000
28	Repairs and Maintenance- Building - Non-Recur	6855	15,115			15,115
29	Equipment Maintenance	6910	18,000			18,000
30	Vehicle Expense	6920	35,594			35,594
31	Equipment Lease	6930	5,000			5,000
32	Technology	6940	26,934			26,934
33	Fees, Licenses, and Permits	7010	550			550
34	Dues/Subscriptions	7020	5,091			5,091
35	Special Events	7110	2,500			2,500
36	Expendable Equipment	7320	-			-
37	Meetings/Staff Development	7430	2,010			2,010
38	Training & Technical Assistance	7435	40,998			40,998
39	Advisory/Board Member Expenses	7440	1,000			1,000
40	Advertising	7450	10,921			10,921
41	Parent Activities	7460	1,200			1,200
42	Raw Food Cost	7510	34,000			34,000
43						
44	Total Expenditures		3,844,128	212,975	106,982	4,164,085
45						

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT JUNE 2023

Administrative

- CONTINUATION: 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.
- CONTINUATION: 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. DEO has requested an extension to answer interrogatories. Marc Ito has discussed the case with DEO General Counsel about possibilities of working out the case.
- CONTINUATION: 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.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- DEO convened weekly calls with the CAP (Community Action Program) Network to work through the spending authority issues that held up funding for agencies statewide. The Department of Economic Opportunity (DEO) will become the Florida Department of Commerce (Florida Commerce) effective July 1. The three-year umbrella agreement will switch to annual contracts with the first draft coming out June 30, 2023. The Department has asked for the new contracts to be returned by September 15.
- Getting Ahead classes had transition dinners in June.
- LIHWAP – Low Income Home Water Assistance Program for water and utility relief is available through September 30. It is estimated that the Department has more than \$60 million to spend before the end of September and has contracted with Promise Pay to work with utilities to use technology to process and pay down the funds and serve eligible households.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. Deirdre Mitchell, Grant Program Specialist, has been with us five years. She has accepted a position with HHS moving from a contracted position. She will be reassigned. We look forward to meeting our new program specialist.
- 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 continue negotiations with the hope of possible co-locating on the consolidated campus



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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. Visiting the building interior Wednesday, June 28.
- 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

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I have been asked to serve on the CareerSource Capital Region Board.
- 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. I cycle off the Board in September.

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.

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

Out of Office

- July 3 - PTO
- August 7-11 – Florida Association for Community Action, Orlando
- December 11-15, 18-19 - PTO