

Capital Area Community Action Agency

**Executive Committee Meeting
Agenda
Tuesday, April 23, 2024
309 Office Plaza Drive, Tallahassee, FL
Via Microsoft Teams**

I. Call to Order	Shanetta Keel – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Executive Committee Meeting Minutes – February 27, 2024		2
B. Financial Report	Kate Beam	
• Narrative		4
• Revenue & Expenditures Agency-wide		9
• Balance Sheet		11
• Revenue & Expenditures – major programs		12
• Head Start Non Federal Share Match		17
• Head Start Credit Card Activity		18
C. LIHEAP - Budget Revisions		26
V. Chief Executive Officer’s Report	Tim Center	29
VII. Chair’s Report	Shanetta Keel	
III. Adjournment		

Next Executive Committee Meeting 06/25/2024 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 05/28/2024 – 6:00 pm – Via Microsoft Teams Video



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Capital Area Community Action Agency

Executive Committee Meeting Minutes February 27, 2024

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Treasurer
Lisa Edgar, Secretary

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

The meeting was called to order at 5:37 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair entertained a motion to approve the minutes of December 12, 2023. Ms. Edgar moved approval of the minutes with necessary corrections. Ms. Miller seconded the motion. The motion was unanimously approved.

FINANCIAL REPORT

Ms. Beam, Finance Director, presented the financial reports dated as of December 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.

Ms. Beam explained that the communications overages will be discounted once e-rate is applied.

Mr. Grant inquired as to whether the Board should be concerned with any of the budgets? Ms. Beam said the concern is the budget authority with our LIHEAP funds. The Agency applied for an appropriation to assist with client services. Have not received any information on whether approved.

There was some discussion on the funding awarded by the feds, and why the state does not distribute the full award. Ms. Beam explained that not receiving the full award may impact service to clients and LIHEAP staff.

Ms. Miller asked if the funds would pay staff or client assistance? What is the percentage of clients. We are required to spend a percentage on client services. We continue to raise the issue to our contract managers to request for budget authority for each of the years to pay staff and clients.

The Chair entertained a motion to accept the financial reports. Ms. Edgar moved to accept the financial reports. Mr. Grant seconded the motion. It was unanimously approved.



United Way of the Big Bend

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CEO Report

Mr. Center presented the CEO report for the month of February 2024. The Board had some concern about the Agency's Strategic Plan. The agenda will align with program updates in the future.

He reported that are doing some outreach. Our goal is to have new Board members at the March meeting.

The CEO reported that the annual audit draft as presented to the Board will be amended at the requests of the Board. A new draft is pending. He explained that there was some discussion on how to amend the issues to make clearer.

A litigation law suit filed by a formal employee has been settled.

Mr. Center gave an update on the FA2 Monitoring. He said the monitoring went well. The report will be sent out to the Board when received. The Agency awaits the completed report. CLASS Assessments are being used to video the classes through the use of iPads. The videos will be forwarded to the federal monitors for review. We are working with the e-rate team to cover the cost of the iPads and hotspots.

The Head Start real-estate committee will visit Franklin County to look at a potential new location for our Head Start Center. We are working to identify better facilities for Head Start Centers in Leon, Jefferson, and Franklin counties.

Head Start has surplus funds of \$17,949 from our Supplemental Grant. These funds will be used to upgrade classroom furniture. The Agency will need to submit a request for a low-cost extension of the grant. The request will go before the Policy Council for approval next week.

The CEO ask for Board approval to submit a budget revision of \$17,949 from other line-item to supplies line-item. Ms. Keel ask what is low-cost extension. The CEO explained that HHS has two extension, low-cost and no-costs extensions.

The Chair entertained a motion to submit a budget revision from other line-item to supplies line-item. Mr. Grant moved approval. Ms. Edgar seconded the motion. The motion was unanimously approved.

Ms. Keel asked if all Centers will have updated furniture. Centers are selected based on need. Ms. Miller asked what type of furniture? Tables, chairs and bookcases.

CHAIR'S Report

The Chair reported that she was unable to secure the meeting room with Capital City Bank. She will continue to look at other meeting locations.

Meeting adjourned at 6:21 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 5 Months Ending February 29, 2024
Capital Area Community Action Agency**

As of February 29, 2024, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 41% and 41% respectively, with excess expenditures of \$4,678.

Non-Federal Share (NFS) Match at February 29, 2023, was \$208,876 of the \$832,818 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 2023-2024, 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 5 Months Ending February 29, 2024
Capital Area Community Action Agency**

Agency Wide Variances

- **Unemployment – is over the benchmark budget. This is largely a first quarter expense and will decrease dramatically as employees hit their thresholds for the year.**
- Staff Screenings – are over the benchmark budget with a number of recent new hires and compliance checks.
- Travel In Area - is over the benchmark with more than anticipated travel required for outlying areas.
- Program Supplies – is above benchmark budget primarily due to increased costs in paper goods. The variance is comparable with prior years.
- **Kitchen Supplies – is over budget due to increased paper product costs. This budget line will go over budget by \$15-18 K based on current expenses.**
- Medical/Dental Supplies – is over benchmark budget but this is a small line item with little effect on the overall budget.
- Copies/Printing/Copier – is slightly over the benchmark budget and will most likely stay within budget over the course of the year.
- Contractual Services – Health/Disabilities is over the benchmark budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- Communications - is slightly over benchmark budget. However, based on current monthly expenses the total overage for 23-24 will likely be around \$30K.
- **Repairs & Maintenance – Recurring – is over the benchmark budget due to large repair costs being expensed Recurring instead of Non-Recurring. This budget line is expected to go over budget by a significant amount. Expenses in the two categories were over 200K last fiscal year so a 60K deficit is likely in this line item.**
- Technology – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- Advisory/Board Member Expenses – are over the benchmark budget with the Zoom expenses but should be not go over budget by more than 10%.
- Raw Food Cost – is slightly over benchmark budget due to increased food prices.
- Legal Expenses – is over budget due to the DEO case.

CSBG Variances

- **Staff Screenings - is slightly over budget benchmark with the addition of new staff members. This number should stay within budget with no additional new hires.**

**Financial Statement Narrative
For the 5 Months Ending February 29, 2024
Capital Area Community Action Agency**

- Travel In Area – is over budget and will go over budget by about \$1500 based on current spending.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- Communications – is slightly over benchmark budget as in forecast to go over budget by \$4000 based on current accounts and spending.
- Repairs & Bldg Maintenance – Recurring - is slightly over benchmark budget as in forecast to go over budget by \$4000 based on current accounts and spending.
- Vehicle Expense - is over benchmark budget in CSBG primarily due to the 25% down payment for auto insurance. The budget line covers insurance and maintenance but not gas for multiple vehicles.
- Training and Technical Assistance / Staff Development – is slightly over benchmark budget due to a number of training opportunities.

LIHEAP Variances

- Travel In-Area – is over budget and will go over budget by \$1K based on current spending.
- Copies /Printing/Copier Maintenance/Toner/Paper – is over budget due to a large purchase of toner and other copy supplies.
- Postage and Delivery Expense – is over the benchmark budget and will go over budget by \$2500 based on current spending.
- Utilities -are at budget due to higher than anticipated costs.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 3K.
- Communications – is over benchmark budget and will go over budget during the course of the grant by 2-3K based on current spending.
- Repairs & Building Maintenance – Recurring - is over the benchmark budget and will go over budget by \$6500 based on current spending.
- Equipment Maintenance –is over budget and is forecast to exceed budget by \$3500 based on current costs.
- Equipment Lease -is over budget and is forecast to exceed budget by \$1000 based on current costs.
- **Technology – is slightly over benchmark budget but should stay within budget for the year.**
- Client Assistance – is over benchmark budget but will stay within budget based on DEO funding.
- Training and Technical Assistance / Staff Development – is over benchmark budget but should stay within budget based on currently planned events.

**Financial Statement Narrative
For the 5 Months Ending February 29, 2024
Capital Area Community Action Agency**

WAP Variances and WAP Infrastructure

- Salaries & Wages / Fringe / Indirect Costs – are currently slightly over budget in WAP but significantly under in WAP Infrastructure. These numbers should offset.
- Staff Screenings – is at budget since there was not a budget line for this item. It is negligible to the whole budget.
- Copies/Printing/Copier Maintenance/Toner/Paper – is over benchmark budget for WAP Infrastructure but should remain within budget with careful planning.
- Rent / Space Cost – is slightly over benchmark budget and will go over budget by \$4000 based on current spending
- Utilities – are over benchmark budget in WAP and are forecast to go over by \$2500 based on current expenses.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 5K for WAP.
- Communications -is slightly over benchmark budget and will go over budget by \$1000 based on current spending.
- Technology – is over budget but should stay close to budget with no additional technology purchases.
- **Fees, Licenses, and Permits - is slightly over benchmark budget for WAP Infrastructure with a notary renewal but should stay within budget for the year.**
- Advertising – is over benchmark budget due to recruitment in WAP Infrastructure but should stay within budget.

Head Start Variances

- Staff Screenings – is over the benchmark budget due to several compliance screenings.
- Travel In Area - is slightly over benchmark budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line should stay within budget.
- Office Supplies and Program Supplies – are over benchmark budget but should stay within budget over the course of the year.
- Medical/Dental Supplies – are over the benchmark budget but should stay within budget for the remainder of the year.
- **Copies/Printing/Copier – are slightly over benchmark budget but should remain within budget for the year.**

**Financial Statement Narrative
For the 5 Months Ending February 29, 2024
Capital Area Community Action Agency**

- **Contractual Services – Health/Disabilities** is over the benchmark budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months.
- General Liability and Property Insurance – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Communications** – is slightly over the benchmark budget but should level off during the summer months.
- Repairs and Maintenance – Recurring – is over the benchmark budget but has \$11K in repairs included in the Recurring category. These are covered in the Non-recurring budget line category based on monthly spending the Recurring should be within budget.
- Vehicle Expense - is over benchmark budget primarily due to the 25% down payment and the first of nine monthly payments for auto insurance. This category should stay within the budget over the course of the year.
- Technology – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- **Meetings/Workshops** – is slightly over benchmark budget with an increase in Zoom subscription pricing and rental space for a music recital. We are forecasting this expense will go over budget by \$1000.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024**

		Total Budget -	Current	Total Budget Variance -	
	42-52%	Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,808,412	(2,355,673)	43%
Government Contracts - STATE	4010	5,317,164	1,990,443	(3,326,721)	37%
Government Contracts - LOCAL	4020	113,149	87,493	(25,657)	77%
Grants - Other Not-for-Profits	4100	4,500	4,612	112	102%
Grants - All Other Sources	4120	3,500	26,923	23,423	769%
Contributions	4200	1,000	83	(917)	8%
Contributions- Restricted	4210	41,200	21,196	(20,004)	51%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	6,326	6,326	100%
Interest Income	4950	0	458	458	100%
Fringe Pool Revenue	4960	879,940	385,899	(494,041)	44%
Indirect Pool Revenue	4970	790,000	315,851	(474,149)	40%
Other Revenue	4995	<u>1,000</u>	<u>6,765</u>	<u>5,765</u>	676%
Total Revenue		<u>11,317,538</u>	<u>4,654,462</u>	<u>(6,663,077)</u>	41%
Expenditures					
Salaries & Wages	6010	3,365,455	1,331,604	2,033,851	40%
Fringe	6110	995,311	385,899	609,412	39%
FICA	6120	257,000	96,815	160,185	38%
Unemployment	6130	40,000	27,624	12,376	69%
Workers Compensation	6140	41,960	(6,850)	48,810	-16%
Health Insurance	6150	407,900	181,299	226,601	44%
Life Insurance	6160	34,800	14,361	20,439	41%
Retirement	6170	60,000	22,204	37,796	37%
Staff Screenings	6180	737	610	127	83%
Indirect Costs	6210	804,591	317,951	486,640	40%
Travel - In Area	6310	7,850	4,733	3,117	60%
Office Supplies	6410	20,700	6,218	14,482	30%
Program Supplies	6415	23,998	13,251	10,747	55%
Classroom Supplies	6420	20,345	4,848	15,497	24%
Kitchen Supplies	6430	10,000	12,611	(2,611)	126%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier	6510	18,750	12,041	6,709	64%
Postage and Delivery Expense	6600	4,410	1,321	3,089	30%
Contractual Services/Professional	6710	348,251	125,916	222,335	36%
Contractual Services – Health/Disabilities	6715	201,365	140,961	60,404	70%
Rent/Space Cost	6810	384,374	138,481	245,893	36%
Utilities	6820	102,500	43,167	59,333	42%
General Liability and Property Insurance	6830	73,029	44,671	28,358	61%
Communications	6840	76,635	46,067	30,568	60%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024**

Repairs & Bldg Maintenance- Recurring	6850	123,500	118,105	5,395	96%
Repairs & Bldg Maintenance - Nonrecurring	6855	18,615	0	18,615	0%
Equipment Maintenance	6910	27,000	11,250	15,750	42%
Vehicle Expense	6920	105,806	34,402	71,404	33%
Equipment Lease	6930	15,100	5,310	9,790	35%
Technology	6940	38,434	34,521	3,913	90%
Fees, Licenses, and Permits	7010	4,800	1,943	2,857	40%
Dues/Subscriptions	7020	16,846	6,797	10,049	40%
Special Events	7110	4,500	210	4,290	5%
Client Assistance	7210	3,129,679	1,309,646	1,820,032	42%
Equipment/Improvements (\$5,000 or more)	7310	17,500	0	17,500	0%
Expendable Equipment	7320	9,635	1,658	7,977	17%
Meetings/Workshops	7420	14,745	1,785	12,960	12%
Training and Technical Assistance/Staff	7435	282,064	12,268	269,796	4%
Advisory/Board Member Expenses	7440	3,081	1,564	1,517	51%
Advertising	7450	21,328	5,393	15,935	25%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	139,321	104,187	57%
Legal Expenses	7530	7,324	12,767	(5,443)	174%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	<u>2,180</u>	<u>(3,769)</u>	<u>5,949</u>	-173%
Total Expenditures		<u>11,388,106</u>	<u>4,659,140</u>	<u>6,728,966</u>	41%
Excess Revenue over (under) Expenditures		<u>(70,568)</u>	<u>(4,678)</u>	<u>65,890</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Month Ending 2/29/2024**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	652,190
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,539
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	31,344
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,126
Accounts Receivable	1100	123,436
Grants Receivable	1150	1,326,090
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	957,570
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(465,330)
Total Assets		<u>2,948,425</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	96,909
Accrued Expenses - Other	2010	109,101
Accrued Wages	2040	24,012
Accrued Fringe Benefits	2060	157
Accrued Flexible Savings	2061	854
Accrued Health Insurance	2085	(8,089)
Accrued Other Health Insurance	2087	(776)
Accrued Life Insurance	2090	11,438
Accrued Retirement - Pre Tax	2095	2,685
Accrued Retirement - Post Tax	2096	461
Contract Advances	2100	126,769
Due to Grantor	2150	28,985
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Deferred Income	2400	<u>642,184</u>
Total Liabilities		1,176,832
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,451,372
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,776,270
Current Net Income		<u>(4,678)</u>
Total Net Assets		<u>1,771,592</u>
Total Liabilities and Net Assets		<u>2,948,425</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024**

CSBG R and E February 2024	42%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>586,851</u>	<u>209,202</u>	<u>(377,649)</u>	36%
Total Revenue		<u>586,851</u>	<u>209,202</u>	<u>(377,649)</u>	36%
Expenditures					
Salaries & Wages	6010	251,940	87,828	164,112	35%
Fringe	6110	73,013	25,453	47,560	35%
Staff Screenings	6180	100	50	50	50%
Indirect Costs	6210	65,640	22,883	42,757	35%
Travel - In Area	6310	500	646	(146)	129%
Office Supplies	6410	7,000	511	6,489	7%
Copies/Printing/Copier	6510	2,500	665	1,835	27%
Postage and Delivery Expense	6600	1,000	110	890	11%
Contractual Services/Professional	6710	4,177	0	4,177	0%
Rent/Space Cost	6810	54,711	19,932	34,779	36%
Utilities	6820	6,000	2,344	3,656	39%
General Liability and Property Insurance	6830	5,000	2,721	2,280	54%
Communications	6840	10,000	6,788	3,212	68%
Repairs & Bldg Maintenance- Recurring	6850	5,000	4,308	692	86%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	2,500	964	1,536	39%
Vehicle Expense	6920	16,000	8,712	7,288	54%
Equipment Lease	6930	3,000	971	2,029	32%
Technology	6940	3,000	267	2,733	9%
Fees, Licenses, and Permits	7010	750	0	750	0%
Dues/Subscriptions	7020	7,255	3,102	4,153	43%
Client Assistance	7210	61,265	19,937	41,328	33%
Meetings/Workshops	7420	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	1,500	1,011	489	67%
Advertising	7450	<u>1,500</u>	<u>0</u>	<u>1,500</u>	0%
Total Expenditures		<u>586,851</u>	<u>209,202</u>	<u>377,649</u>	36%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024

LIHEAP R and E February 2024	42%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,453,943</u>	<u>1,355,116</u>	<u>(1,098,827)</u>	55%
Total Revenue		<u>2,453,943</u>	<u>1,355,116</u>	<u>(1,098,827)</u>	55%
Expenditures					
Salaries & Wages	6010	298,974	113,259	185,715	38%
Fringe	6110	86,643	32,822	53,821	38%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	29,508	48,386	38%
Travel - In Area	6310	250	334	(84)	134%
Office Supplies	6410	1,500	629	871	42%
Copies/Printing/Copier	6510	1,250	2,595	(1,345)	208%
Postage and Delivery Expense	6600	1,200	1,005	195	84%
Contractual Services/Professional	6710	6,947	0	6,947	0%
Rent/Space Cost	6810	53,822	20,894	32,928	39%
Utilities	6820	2,500	2,511	(11)	100%
General Liability and Property Insurance	6830	3,584	3,325	259	93%
Communications	6840	4,000	5,313	(1,313)	133%
Repairs & Bldg Maintenance- Recurring	6850	2,000	3,250	(1,250)	163%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	1,338	(338)	134%
Equipment Lease	6930	1,100	1,182	(82)	107%
Technology	6940	500	327	173	65%
Client Assistance	7210	1,908,554	1,134,534	774,020	59%
Meetings/Workshops	7420	500	0	500	0%
Training and Technical Assistance/Staff	7435	500	284	216	57%
Advertising	7450	<u>100</u>	<u>0</u>	<u>100</u>	0%
Total Expenditures		<u>2,453,943</u>	<u>1,353,109</u>	<u>1,100,834</u>	55%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,006</u>	<u>2,006</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024**

	42%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>551,687</u>	<u>98,901</u>	<u>(452,786)</u>	18%
Total Revenue		<u>551,687</u>	<u>98,901</u>	<u>(452,786)</u>	18%
Expenditures					
Salaries & Wages	6010	67,496	35,032	32,464	52%
Fringe	6110	19,561	10,152	9,409	52%
Staff Screenings	6180	0	49	(49)	100%
Indirect Costs	6210	17,586	9,127	8,459	52%
Travel - In Area	6310	1,500	160	1,340	11%
Office Supplies	6410	1,500	0	1,500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,000	529	471	53%
Postage and Delivery Expense	6600	500	25	475	5%
Contractual Services/Professional	6710	3,667	0	3,667	0%
Rent/Space Cost	6810	8,180	5,181	2,999	63%
Utilities	6820	2,000	1,503	498	75%
General Liability and Property Insurance	6830	4,445	5,269	(824)	119%
Communications	6840	2,000	1,790	210	90%
Repairs & Bldg Maintenance- Recurring	6850	1,000	15	985	1%
Equipment Maintenance	6910	1,500	373	1,127	25%
Vehicle Expense	6920	25,267	2,928	22,339	12%
Equipment Lease	6930	3,000	547	2,453	18%
Technology	6940	500	535	(35)	107%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	500	0	500	0%
Client Assistance	7210	292,853	24,093	268,761	8%
Equipment/Improvements (\$5,000 or more)	7310	15,000	0	15,000	0%
Expendable Equipment	7320	2,500	829	1,671	33%
Training and Technical Assistance/Staff	7435	76,725	129	76,596	0%
Advertising	7450	<u>2,907</u>	<u>636</u>	<u>2,272</u>	22%
Total Expenditures		<u>551,687</u>	<u>98,901</u>	<u>452,786</u>	18%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(0)</u>	<u>(0)</u>	

**Capital Area Community Action Agency
WAP Infrastructure Statement of Revenues and Expenditures
For the Five Months Ending 2/29/2024**

	42%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,026,382	74,983	(951,399)	7%
Total Revenue		<u>1,026,382</u>	<u>74,983</u>	<u>(951,399)</u>	7%
Expenditures					
Salaries & Wages	6010	168,292	15,925	152,367	9%
Fringe	6110	48,771	4,615	44,156	9%
Staff Screenings	6180	0	25	(25)	100%
Indirect Costs	6210	43,847	4,149	39,698	9%
Travel - In Area	6310	1,000	196	804	20%
Office Supplies	6410	1,000	225	775	23%
Copies/Printing/Copier	6510	500	403	97	81%
Postage and Delivery Expense	6600	250	0	250	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	7,000	0	7,000	0%
Utilities	6820	1,000	0	1,000	0%
General Liability and Property Insurance	6830	5,000	4,495	505	90%
Communications	6840	500	0	500	0%
Repairs & Bldg Maintenance- Recurring	6850	500	0	500	0%
Equipment Maintenance	6910	500	0	500	0%
Vehicle Expense	6920	24,445	2,088	22,357	9%
Equipment Lease	6930	1,000	250	750	25%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	285	215	57%
Client Assistance	7210	591,729	41,498	550,231	7%
Expendable Equipment	7320	2,500	0	2,500	0%
Training and Technical Assistance/Staff	7435	121,548	0	121,548	0%
Advertising	7450	1,000	829	171	83%
Total Expenditures		<u>1,026,382</u>	<u>74,983</u>	<u>951,399</u>	7%
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 Five Months Ending 2/29/2024**

Head Start R and E February 2024	42-50%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,808,346	(2,355,739)	43%
Total Revenue		<u>4,164,085</u>	<u>1,808,346</u>	<u>(2,355,739)</u>	43%
Expenditures					
Salaries & Wages	6010	2,073,782	857,443	1,216,339	41%
Fringe	6110	600,983	248,487	352,496	41%
Staff Screenings	6180	412	486	(74)	118%
Indirect Costs	6210	540,302	223,398	316,904	41%
Travel - In Area	6310	2,000	3,354	(1,354)	168%
Office Supplies	6410	6,200	3,771	2,429	61%
Program Supplies	6415	21,598	13,251	8,347	61%
Classroom Supplies	6420	19,345	4,848	14,497	25%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier	6510	10,000	5,313	4,687	53%
Postage and Delivery Expense	6600	460	106	354	23%
Contractual Services/Professional	6710	24,000	1,516	22,484	6%
Contractual Services – Health/Disabilities	6715	157,808	109,374	48,434	69%
Rent/Space Cost	6810	233,301	84,590	148,711	36%
Utilities	6820	85,000	34,806	50,194	41%
General Liability and Property Insurance	6830	20,000	13,011	6,989	65%
Communications	6840	55,000	29,156	25,844	53%
Repairs & Bldg Maintenance- Recurring	6850	115,000	109,945	5,055	96%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	0	15,115	0%
Equipment Maintenance	6910	18,000	7,570	10,430	42%
Vehicle Expense	6920	35,594	19,121	16,473	54%
Equipment Lease	6930	5,000	1,606	3,394	32%
Technology	6940	26,934	27,165	(231)	101%
Fees, Licenses, and Permits	7010	550	234	316	43%
Dues/Subscriptions	7020	5,091	750	4,341	15%
Special Events	7110	2,500	0	2,500	0%
Meefings/Workshops	7420	2,010	1,040	971	52%
Training and Technical Assistance/Staff	7435	40,998	3,913	37,085	10%
Advisory/Board Member Expenses	7440	681	0	681	0%
Advertising	7450	10,921	3,929	6,992	36%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	34,000	0	34,000	0%
Total Expenditures		<u>4,164,085</u>	<u>1,808,346</u>	<u>2,355,739</u>	43%
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 February 29, 2024

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		44,813			
Grants - Other Not for Profits		1,418			
In-Kind Revenue		109,293			
VPK/SR		53,353			
	832,818	208,876	25%	623,942	75%

Head Start Credit Card Purchases February 2024

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6310	255	2/27/2024	49.00 #1596, DARREL JAMES, VISA, 2/27/2024, GAS HS VEHICLE
HANCOCK CC	1064	6430	255	2/27/2024	66.48 #1596, DARREL JAMES, VISA, 2/27/2024, KITCHEN THERMOMETERS
HANCOCK CC	1064	7420	255	2/27/2024	219.90 #1596, DARREL JAMES, VISA, 2/27/2024, ZOOM
HANCOCK CC	1064	7435	255	2/27/2024	120.00 #1596, DARREL JAMES, VISA, 2/27/2024, STAFF TRAINING
HANCOCK CC	1064	7435	252	2/27/2024	51.75 #1087, FATIMA ALEXANDER, 2/27/2024, ELC TRAINING, KUMBA
HANCOCK CC	1064	7435	255	2/27/2024	51.75 #1087, FATIMA ALEXANDER, 2/27/2024, ELC TRAINING, MATTOS
HANCOCK CC	1064	7435	255	2/27/2024	51.75 #1087, FATIMA OLEABHIELE ALEXANDER, VISA, 2/27/2024, K SMITH
HANCOCK CC	1064	7010	255	2/27/2024	35.00 #1087, FATIMA OLEABHIELE ALEXANDER, 2/27/2024, ANNUAL FEE
HANCOCK CC	1064	6420	255	2/27/2024	32.98 #1087, FATIMA OLEABHIELE ALEXANDER, VISA, 2/27/2024 CLRMS SUP
HANCOCK CC	1064	6180	250	2/27/2024	44.66 #5810, VENITA TREADWELL, VISA, 2/27/2024, BKG SCREEN
HANCOCK CC	1064	6310	255	2/27/2024	44.97 #5810, VENITA TREADWELL, VISA, 2/27/2024, GAS HS VEHICLE
HANCOCK CC	1064	6420	252	2/27/2024	30.53 #5810, VENITA TREADWELL, VISA, 2/27/2024, CLASSRM SUPPLIES
HANCOCK CC	1064	6420	256	2/27/2024	83.04 #5810, VENITA TREADWELL, VISA, 2/27/2024, CLASSRM SUPPLIES
HANCOCK CC	1064	6420	256	2/27/2024	14.76 #5810, VENITA TREADWELL, VISA, 2/27/2024, CLASSRM SUPPLIES
HANCOCK CC	1064	7010	255	2/27/2024	35.00 #5810, VENITA TREADWELL, VISA, 2/27/2024, VISA ANNUAL FEE
HANCOCK CC	1064	7435	255	2/27/2024	51.75 #5810, VENITA TREADWELL, VISA, 2/27/2024, ELC TRAIN HS STAFF
HANCOCK CC	1064	7435	255	2/27/2024	51.75 #5810, VENITA TREADWELL, VISA, 2/27/2024, ELC TRAIN HS STAFF
HANCOCK CC	1064	7435	255	2/27/2024	51.75 #5810, VENITA TREADWELL, VISA, 2/27/2024, ELC TRAIN HS STAFF
HANCOCK CC	1064	7450	000	2/27/2024	671.69 #3535, NINA SINGLETON SELF, VISA, 2/27/2024, INDEED HEAD ST
HANCOCK CC	1064	7450	255	2/27/2024	414.50 #6496, MARGARET WATSON, VISA, 2/27/2024, COOK
LOWES	1064	6850	258	2/29/2024	<u>348.01</u> #82130109106598, JEFFERSON HEAD START, 2/29/2024

Transactio 2,521.02



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596
Statement Date
02-27-24

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
02-05	02-04	24269794035500591660206	5462	INSOMNIA COOKIES - TAL TALLAHASSEE FL	M26.61	✓
02-07	02-06	24011344037000051314223	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.90	✓
02-12	02-09	24717054041730415779531	8220	UF IFAS LEON COUNTY EXT 850-6065200 FL	M120.00	✓
02-16	02-14	24692164046105154374458	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00	✓
02-20	02-19	24793384050002505012066	7333	CANVA* 04066-66951309 KENT DE	M119.99	✓
02-21	02-20	24137464052001479949090	5411	PUBLIX #852 TALLAHASEE FL	M80.79	✓
02-22	02-21	24445004053400194169796	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M66.48	✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-27-24	4802-XXXX-XXXX-1596		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	682.77
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	682.77
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1087

Statement Date
02-27-24

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
02-07	02-05	24445004037500416596949	5331	DOLLAR GENERAL 15156 CRAWFORDVILLE FL	M10.00	✓
02-07	02-05	24445004037500416597020	5331	DOLLAR GENERAL 15156 CRAWFORDVILLE FL	M10.00	✓
02-07	02-05	24445004037500416597103	5331	DOLLAR GENERAL 15156 CRAWFORDVILLE FL	M10.00	✓
02-07	02-05	24445004037500416596782	5331	DOLLAR GENERAL 15156 CRAWFORDVILLE FL	M30.00	✓
02-07	02-05	24445004037500416596865	5331	DOLLAR GENERAL 15156 CRAWFORDVILLE FL	M40.00	✓
02-16	02-15	24137464047001493068396	5411	PUBLIX #1051 TALLAHASSEE FL	M37.39	✓
02-16	02-15	24269794047001022771916	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M102.12	✓
02-22	02-21	24692164052109842687686	5942	AMZN MKTP US*RI0AR6QK1 AMZN.COM/BILL WA	M32.98	✓
02-23	02-22	24198804053407950303107	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-23	02-22	24198804053407950520650	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-23	02-22	24198804053407950521542	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-27	02-27		0000	ANNUAL FEE	M35.00	

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-27-24	4802-XXXX-XXXX-1087		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES	462.74
		NEW CASH ADVANCES	.00
Toll Free 1-800-448-8812		CREDITS	.00
		STATEMENT TOTAL	462.74
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-3535

Statement Date
02-27-24

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
01-30	01-29	24055234030400214014396	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00	✓
01-30	01-29	24055234030400214014651	9399	NIC*- FDLE CCHINET EGOV.COM FL	M25.00	✓
02-02	02-01	24793384032000017070021	7311	INDEED 88714608 800-4625842 TX	M171.54	✓
02-12	02-11	24035964043634001185926	3001	AMERICAN AIR0014428226692 FORT WORTH TX NINA SINGLETON SELF DEPARTURE: 02-12-24 TLH-AA C CLT AA C LAS AA C MIA	M30.00	✓
02-19	02-17	24943004048970772633699	7011	RED ROCK HOTEL FD LAS VEGAS NV 1421363 ARRIVAL: 02-12-24	M223.40	✓
02-19	02-18	24793384049000804982025	7311	INDEED 89106565 800-4625842 TX	M500.15	✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-27-24	4802-XXXX-XXXX-3535		
<p align="center">CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES	975.09 ✓
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	975.09
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	10,000.00



HANCOCK WHITNEY

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810
Statement Date
02-27-24

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

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STATEMENT MESSAGES
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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
02-05	02-02	24137464034001575014388	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M14.76	✓
02-08	02-07	24055234039091449000200	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M44.66	✓
02-12	02-09	24692164041101333454035	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.97	✓
02-13	02-12	24445004044400202558123	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M113.57	✓
02-23	02-22	24198804053407950488114	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-23	02-22	24198804053407950488791	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-23	02-22	24198804053407950915785	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75	✓
02-27	02-27		0000	ANNUAL FEE	M35.00	

STATEMENT DATE 02-27-24	ACCOUNT NUMBER 4802-XXXX-XXXX-5810	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 408.21
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 408.21
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6496

Statement Date
02-27-24

MARGARET WATSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-30	24765014030726920391307	7399	AURORA TRAINING ADVANTAG 407-542-4317 FL	M298.00 ✓
02-01	01-30	24692164031106260957324	5999	PARTY CITY 327 TALLAHASSEE FL	M16.50 ✓
02-07	02-06	24755424037270374880545	7399	GILMORE 850-4341054 FL	M72.14 ✓
02-07	02-06	24801974038690382871486	8398	BIG BEND SHRM 229-254-1828 FL	M175.00 ✓
02-07	02-06	24436544038034535184408	8999	SOCIETYFORHUMANRESOURCE 800-2837476 VA	M264.00 ✓
02-07	02-06	24436544038034535386409	8999	SOCIETYFORHUMANRESOURCE 800-2837476 VA	M264.00 ✓
02-07	02-06	24755424037270374880487	7399	GILMORE 850-4341054 FL	M468.76 ✓
02-08	02-07	74436544039034824345401	8999	SOCIETYFORHUMANRESOURCE 800-2837476 VA	M264.00cr ✓
02-16	02-14	24431064046400480000036	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M193.48 ✓
02-26	02-23	24116414054716445185079	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-27-24	4802-XXXX-XXXX-6496	NEW PURCHASES AND OTHER CHARGES	2,580.88
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	264.00
		STATEMENT TOTAL	2,316.88
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,500.00

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- 2 Go to Lowe's Online Account Management Center at lowes.syl.com/commercial.
- 3 Click **Set Up Online Access** and follow the prompts to register.
- 4 After registering your account, locate **Account Management** in the top navigation bar and select **Enroll in eStatements**.
- 5 Enter your email address and agree to the Terms & Conditions.
- 6 To complete enrollment, click **Enroll**. An email confirmation will be sent to you shortly.

You will be sent an email every time a new statement becomes available to view. Note, only statements issued after your enrollment will show in your statement history. Past statements that have not been sent electronically are not able to be displayed at this time.



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CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$319.90
- Payments	\$319.90
- Other Credits	\$0.00
+ Purchases/Debits	\$348.01
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$348.01
Credit Limit	\$11,000.00
Available Credit	\$10,651.00
Statement Closing Date	03/02/2024
Days in Billing Cycle	29

Payment Information	
New Balance	\$348.01
Total Minimum Payment Due	\$29.00
Payment Due Date	03/28/2024

Promotion Expiration Notification

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

Promotional Purchase Summary

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

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
01/03/2024	\$125.12	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
01/12/2024	\$114.60	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
01/12/2024	\$511.8	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
02/23/2024	\$297.21	No Interest With Payment	\$0.00	\$0.00	\$297.21	05/02/2024
02/23/2024	\$50.80	No Interest With Payment	\$0.00	\$0.00	\$50.80	05/02/2024

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 0RTT195, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		190648	
INVOICE # : 97465		LOWE'S BUSINESS ACCOUNT		P.O. # : nopo	
TRANSACTION # : 0		DATE OF SALE : 240223		STORE # : 417	
		AUTHORIZATION : 000763		REGISTER # :	

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000335620	17-INX19-IN WALL MOUNTED	1.000	EA	\$47.48	\$47.48
000000000142738	3-7DAY GROUND SHIPCHRG 31	1.000	EA	\$0.00	\$0.00
SUB \$47.48		TAX \$3.32		TOTAL INVOICE	\$50.80
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$50.80

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		190648	
INVOICE # : 97505		LOWE'S BUSINESS ACCOUNT		P.O. # : np	
TRANSACTION # : 0		DATE OF SALE : 240223		STORE # : 417	
		AUTHORIZATION : 001010		REGISTER # :	

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
0000000005656616	GE LFL 40W T12A 4FT 3.5K	2.000	EA	\$72.18	\$144.36
0000000005429808	WALL PACK LED 1400 CCT BZ	1.000	EA	\$66.48	\$66.48
000000000803995	UT LED 110-DEG 2HD BLT W	1.000	EA	\$42.73	\$42.73
0000000005268074	PS WEBBER CENTERSET BR NI	1.000	SO	\$28.48	\$28.48
0000000005326238	PS FORCE CUP PLUNGER(-473	2.000	EA	\$7.58	\$15.16
SUB \$297.21		TAX \$0.00		TOTAL INVOICE	\$297.21
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$297.21

1-2

Capital Area **Community Action** Agency

MEMORANDUM

TO: Board of Directors
FROM: Tim Center, CEO
RE: LIHEAP Budget Shortage – Direct Client Assistance
DATE: April 17, 2024

The budget for the Low-Income Home Energy Assistance Program (LIHEAP) provides utility assistance to eligible families. The program budget awarded from Florida Commerce was allocated in quarterly installments to all Community Action Programs (CAPs).

The amount contracted by the state to CAPs does not reflect the entire amount awarded to the state by the federal government, but matched the budget authority provided in the General Appropriations Act by the Florida Legislature. It was common for Florida Commerce to award supplemental funding during a grant program year. This award has yet to be received and the State does not indicate that there will be additional funds forthcoming.

This Agency made expenditures in the first two quarters to provide direct client services. The expenditures leave the Agency with a shortage for the last quarter. Without the additional funding from the state that was anticipated, the Agency is left in a difficult situation.

We have adjusted direct client intake services to help only priority clients – Families with young children under five years of age, seniors over 60 years of age, and those with a documented disability per Social Security.

With some budget amendments from the LIHEAP and CSBG budgets, we can extend direct client services. However, this does not cover a full 40-hour work week for intake staff.

Management is recommending that the workweek for LIHEAP staff be reduced to 35 hours through June 30, 2024. This will permit the direct client services to continue and the program budget to balance.



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**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
Budget Revision**

		Curent Year Total Budget - Original	10/1/23 - 02/29/24	Projected Expenses 03/01/24 - 06/30/24	Projected Expenses 07/01/24 - 09/30/24	Projected Total Budget Variance - Original	Proposed Budget Amendment
Revenue							
Government Contracts - STATE	4010	586,851	209,202	263,133	114,516	-	
Total Revenue		<u>586,851</u>	<u>209,202</u>	<u>263,133</u>	<u>114,516</u>	<u>-</u>	
Expenditures							
Salaries & Wages	6010	251,940	87,828	97,677	52,697	13,738	(13,738)
Fringe	6110	73,013	25,452	28,307	15,271	3,983	(3,983)
Staff Screenings	6180	100	50	-	-	50	(50)
Indirect Costs	6210	65,640	22,883	25,449	13,730	3,578	(3,578)
Travel - In Area	6310	500	646	-	289	(435)	435
Office Supplies	6410	7,000	511	1,000	1,121	4,368	(4,368)
Program Supplies	6415	-	-	-	-	-	-
Copies/Printing/Copier	6510	2,500	665	400	209	1,226	(1,226)
Postage and Delivery Expense	6600	1,000	110	300	82	508	(508)
Contractual Services/Professional	6710	4,177	-	-	2,358	1,819	(1,819)
Rent/Space Cost	6810	54,711	19,932	25,500	14,449	(5,170)	5,170
Utilities	6820	6,000	2,345	1,872	1,452	332	(332)
General Liability and Property Insurance	6830	5,000	2,721	1,888	196	195	(195)
Communications	6840	10,000	6,788	2,800	2,534	(2,122)	2,122
Repairs & Bldg Maintenance- Recurring	6850	5,000	4,308	2,240	1,518	(3,066)	3,066
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	-	-	-	2,500	(2,500)
Equipment Maintenance	6910	2,500	964	827	476	233	(233)
Vehicle Expense	6920	16,000	8,712	4,356	1,033	1,899	(1,899)
Equipment Lease	6930	3,000	971	800	665	564	(564)
Technology	6940	3,000	267	650	59	2,023	(2,023)
Fees, Licenses, and Permits	7010	750	-	400	-	350	(350)
Dues/Subscriptions	7020	7,255	3,102	1,322	-	2,831	(2,831)
Client Assistance	7210	61,265	19,937	63,356	6,328	(28,356)	28,356
Meetings/Workshops	7420	1,000	-	3,500	-	(2,500)	2,500
Training and Technical Assistance/Staff	7435	1,500	1,011	489	50	(50)	50
Advertising	7450	1,500	-	-	-	1,500	(1,500)
Total Expenditures		<u>586,851</u>	<u>209,202</u>	<u>263,133</u>	<u>114,516</u>	<u>(0)</u>	<u>0</u>
Excess Revenue over (under) Expenditures		\$ -	\$ 0	\$ (0)	\$ (0)	\$ 0	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
Budget Revision**

		Current					Proposed budget Amendment
		Total	Year	Projected	Projected	Projected	
		Budget - Original	Actual 10/1/23 - 02/29/24	Expenses 3/1/24 - 6/30/24	Expenses 07/01/24 - 09/30/24	Total Budget Variance	
Revenue							
Government Contracts - STATE	4010	<u>2,453,943</u>	<u>1,355,116</u>	<u>186,842</u>	<u>911,984</u>	<u>0</u>	
Total Revenue		<u>2,453,943</u>	<u>1,355,116</u>	<u>186,842</u>	<u>911,984</u>	<u>0</u>	
Expenditures							
Salaries & Wages	6010	298,974	113,259	72,884	67,955	44,876	(44,876)
Fringe	6110	86,643	32,822	21,122	19,693	13,006	(13,006)
Staff Screenings	6180	125	0	0	0	125	(125)
Indirect Costs	6210	77,894	29,508	18,989	17,705	11,691	(11,691)
Travel - In Area	6310	250	334	216	0	(300)	300
Office Supplies	6410	1,500	629	400	746	(275)	275
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,250	2,595	1,350	641	(3,336)	3,336
Postage and Delivery Expense	6600	1,200	1,005	800	1,001	(1,606)	1,606
Contractual Services/Professional	6710	6,947	0	0	6,401	546	(546)
Rent/Space Cost	6810	53,822	20,894	14,065	26,523	(7,660)	7,660
Utilities	6820	2,500	2,511	1,680	3,413	(5,104)	5,104
General Liability and Property Insurance	6830	3,584	3,325	260	529	(530)	530
Communications	6840	4,000	5,313	4,000	4,022	(9,334)	9,334
Repairs & Bldg Maintenance- Recurring	6850	2,000	3,250	2,800	1,753	(5,804)	5,804
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	0	0	1,000	(1,000)
Equipment Maintenance	6910	1,000	1,338	1,140	1,162	(2,639)	2,639
Equipment Lease	6930	1,100	1,182	936	1,247	(2,266)	2,266
Technology	6940	500	327	0	0	173	(173)
Client Assistance	7210	1,908,554	1,134,534	47,207	759,143	(32,330)	32,330
Meetings/Workshops	7420	500	0	0	0	500	(500)
Training and Technical Assistance/Staff	7435	500	284	1,000	0	(784)	784
Advertising	7450	<u>100</u>	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>(50)</u>
Total Expenditures		<u>2,453,943</u>	<u>1,353,109</u>	<u>188,849</u>	<u>911,985</u>	<u>0</u>	<u>(0)</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,006</u>	<u>(2,007)</u>	<u>(0)</u>	<u>0</u>	

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT APRIL 2024

Administrative

- The annual audit is complete and work has begun on the draft as presented has been amended at the requests of the Board. A new draft is ready for consideration.
- Finance Contract with Keith Dean has expired and procurement conversations are underway.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start Team –The Agency received the Focus Area 2 and CLASS assessment monitoring reports. Staff were congratulated for their efforts.
- FloridaCommerce convenes monthly calls with the CAP (Community Action Program) Network to work through programmatic and budget issues. The State cancelled a call without rescheduling to address underfunding issues for all Community Action Programs.
- Getting Ahead classes are running. Next month should have transition ceremonies.
- Monthly Head Start management calls with Region IV HHS Office Specialist have to be rescheduled as we have a new Program Specialist – Ceara Dodson.
- Head Start Facilities continue to be an issue. Management will be working with HHS to consider the use of the funds at issue in the audit as a source for the funds
 - Jefferson Portable are at the end of their life. Franklin Head Start location needs a permanent location. Continuing to review options. An appraisal for Monticello property owned by Duke Energy for Jefferson Head Start came back with a valuation of about \$400,000. The Board and Policy Council will need to approve an offer on the building. Staff recommends an offer of \$375,000. The building will need about \$30,000 to bring it up to childcare standards.
 - FAMU DRS partnership is under consideration by the school board and will go before the FAMU Board of Trustees for approval. This would move four classrooms from the old Wesson Campus to FAMU DRS four blocks west on Orange Avenue.
 - Staff are under negotiations with Franklin County to move Franklin Head Start to the Chapman Schools Building adjacent to the Apalachicola Library and Apalachicola Bay (ABC) Charter School. DCF has reviewed the facility.
- Working to address DRSF concerns in Gulf County. Also, revisiting Weatherization services in Gulf County.
- Florida Commerce indicates that Bay County may be a better fit for Weatherization services over the Suwannee River region.



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- The Franklin County administration wants to take the State Housing Initiatives Partnership (SHIP) program under their administration. Staff are working with them on this transition.

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 Annual Conference, Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Received \$114,728 from USAC for tablets and online connectivity for Head Start families.
- Working on Duke Energy for Community Investment (building)

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

Out of Office

- April 19 and 22 – PTO
- May 9-10 – PTO
- May 13-16 – FACA Conference – Orlando
- August 15-18 – Tallahassee Chamber of Commerce Conference – Amelia Island
- August 26-31 – National Community Action Partnership - Seattle
- October 16-20 – FLAEYC Conference – Orlando

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: April 17, 2024

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

Staffing

Staffing is nearly full – we had a Family Advocate leave last week. Management is exploring reduced capacity of slots to use funds to increase teacher pay to improve quality of talent retention and recruitment.

Facilities

Franklin Head Start is negotiating with Franklin County for the Chapman Schools building.

In Jefferson, a property appraisal of a building owned by Duke Energy came back at \$400,000. Board members are considering an offer.

In Leon, a conversation with FAMU DRS looks promising to relocate four classrooms from South City holds promise as we work out details. Other property is no longer under consideration.

Curriculum

CLASS Assessments of implementing the Creative Curriculum from Teach Strategies were competed via video and shared with federal monitors. The report is included.

Enrollment

Enrollment is full or nearly full in all Centers.

Federal and State Regulations

Federal Monitoring was completed and reports attached. HHS notified the agency that it would be eligible to apply for a new five-year grant. Staff are working on the re-funding application.



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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 ecfkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mrs. Shanetta Keel

Capital Area Community Action Agency, Inc.

309 Office Plz

Tallahassee, FL 32301 - 2729

From: Responsible HHS Official

Date: 03/28/2024

Mr. Khari M. Garvin

Director, Office of Head Start

From January 8, 2024 to January 12, 2024, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Capital Area Community Action Agency, Inc. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program has at least one area of noncompliance.

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Erika Lundy, Regional Program Manager

Mr. Tim Center, Chief Executive Officer/Executive Director

Mr. Tim Center, Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Capital Area Community Action Agency, Inc.	04CH011648

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance</p>
Strong Practice	An activity or strategy that shows promise for long term sustainable impact. A Strong Practice has an objective basis for claiming effectiveness, potential for replication, and is shareable among other organizations.

How To Read This Report

The Focus Area Two report includes the following sections:

- **Program Overview**, provides a summary describing the grant recipient.
- **Performance Summary**, provides a table view of compliance by Performance Area.
- **Review Details**, provides details on the grant recipient performance in each Content Area, Performance Area, and Performance Measure.

Program Overview

Capital Area Community Action Agency, Inc. is located in Tallahassee, Florida. The grant recipient provides social service programs to support families in Franklin, Jefferson, and Leon Counties to pursue self-sufficiency. Funding is used to offer Head Start center-based services to 378 children.

Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

Compliance Information

Content Area	Performance Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Program Design, Management, and Improvement	Program Governance	04CH011648	Area of Noncompliance	642(c)(1)(B)	120 days
Health Services	Child Health and Oral Health Status and Care	04CH011648	Area of Noncompliance	1302.42(b)(1-2)	120 days
Fiscal Infrastructure	Comprehensive Financial Management Structure and System	04CH011648	Area of Noncompliance	75.302(a)	120 days

Review Details

This section of the report provides details on grant recipient performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings or Strong Practices observed, they will be listed within that Performance Area.



Program Design, Management, and Improvement

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Program Design and Strategic Planning

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient adjusts its program design to remain responsive to shifts in community needs, strengths, and resources over time.
- The grant recipient uses program data to routinely monitor performance, progress towards goals and desired outcomes, and drive program improvement.
- The grant recipient maintains a system and procedures for collecting, managing, and reporting on accurate, timely data.

Performance Area: Program Governance

Area of Noncompliance - 642(c)(1)(B)

Summary

Grant Number(s) Cited: 04CH011648

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: Sec. 642 Powers and Functions of Head Start Agencies (c) Program Governance- Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation. Such structure shall include the following: (1) GOVERNING BODY- (B) COMPOSITION- The governing body shall be composed as follows: (i) Not less than 1 member shall have a background and expertise in fiscal management or accounting. (ii) Not less than 1 member shall have a background and expertise in early childhood education and development. (iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.

Compliance Details

- The grant recipient did not have a governing body member with early childhood education and development expertise.

Additional details from this review event:

- The Head Start director and members of the board stated that no board member had expertise in early childhood education.
- The grant recipient counted the policy council liaison who had a seat on the board as having expertise in early childhood education because she had a child enrolled in Head Start and was familiar with the program's educational processes.

Performance Area: Staffing and Staff Supports

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient supports staff members' continuous improvement and professional development.
- The grant recipient develops systems that support the Head Start workforce by providing fair compensation, opportunities for

career advancement, and a positive work environment for staff.

- The grant recipient establishes high expectations for staff and implements ongoing communication and training systems to reinforce organizational accountability.
- The grant recipient's leadership and management team have clearly defined, manageable roles and responsibilities and the appropriate experience to effectively execute Head Start program operations.



Education and Child Development Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Curricula, Screening, and Assessment Tools

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements appropriate ongoing child assessment tools to support children's progress and to individualize for every child.
- The grant recipient implements appropriate screening tools to refer children as indicated for evaluation.
- The grant recipient implements research-based and culturally appropriate curricula to achieve child outcomes.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- The grant recipient routinely (at least 3 times per year for year-round programs) observes and supports proper implementation of the curriculum through the regular and ongoing use of curriculum fidelity tools in all classrooms and programs.

Performance Area: Teaching Strategies and Learning Environments

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient provides well-organized learning environments and schedules that promote healthy development for enrolled children.
- The grant recipient uses intentionally designed lesson plans to deliver developmentally appropriate experiences for children.
- The grant recipient staff provide responsive, effective care and effective teaching practices that are tailored to meet the needs of all children.

Performance Area: Qualifications, Professional Development, and Coaching

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient offers education staff a system of professional development to support delivery of quality education and child development services.
- The grant recipient implements a research-based coaching strategy to support education staff to use effective teaching practices.
- The grant recipient has qualified education staff.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- The grant recipient uses data to determine coaching priorities and use that data to make adjustments in coaching opportunities (e.g., tailor coaching topics based on data, increase the frequency or intensity of coaching for staff, etc.).
- The grant recipient regularly follows-up with education staff to ensure learning is implemented.

Performance Area: Transitions

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements intentional transition strategies for Head Start and Early Head Start children.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- The grant recipient has a robust collaboration with receiving schools (beyond a typical MOU) that includes intentional and integrated collaboration by both entities.



Health Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Child Health and Oral Health Status and Care

Area of Noncompliance - 1302.42(b)(1-2)

Summary

Grant Number(s) Cited: 04CH011648

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 1302.42 Child health status and care. (b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must. (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems; (ii) Assist parents with making arrangements to bring the child up-to-date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent as described in §1302.41(b)(1). (2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.

Compliance Details

- The grant recipient did not obtain initial oral health determinations from a healthcare professional for all children.
- The grant recipient did not obtain or perform vision and hearing screenings for all children within 45 days after the child first attended the program.

Additional details from this review event:

- Data from the 2023-2024 program year showed that the grant recipient did not obtain initial oral health determinations for 95 of 352 children (27%).
- The grant recipient did not obtain or perform vision screenings for 103 of 352 children (29%) for the current program year.
- The grant recipient did not obtain or perform hearing screenings for 127 of 352 children (36%) for the current program year.

Performance Area: Mental Health and Social and Emotional Well-Being

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a positive program environment, in partnership with a qualified mental health consultant, that promotes the mental health and social emotional well-being of children.
- The grant recipient provides family support services for mental health and social emotional well-being.
- The grant recipient implements positive discipline practices and policies that prohibit the use of expulsion and suspension.

Performance Area: Child Nutrition

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements nutrition services that accommodate children's unique nutritional needs.

Performance Area: Safe and Sanitary Environments

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's facilities are safe.
- The grant recipient establishes safe environments through daily and ongoing oversight of facility, equipment, and material safety.

- The grant recipient staff engage in appropriate safety practices.
- Staff are observed engaging in appropriate hygiene practices.
- The grant recipient completes background checks prior to hire for all staff.
- The grant recipient establishes appropriate administrative safety practices and policies.
- The grant recipient's equipment, materials, and program environments are safe.
- The grant recipient establishes and follows emergency preparedness plans.

Performance Area: Expectant Families

Not applicable



Family and Community Engagement Services

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Program Foundations to Support Family Well-Being and Family Engagement

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- Staff are qualified, supported, and develop family assignments based on the specific needs of enrolled families.
- The grant recipient continuously engages all families into the program through open and effective communication.

Strong Practice Details:

During the review event the OHS monitoring team observed the following Strong Practice(s) in the Performance Area:

- Family services staff include all caregivers in their communications with families, support unique family compositions, cultures, and ethnicities.

Performance Area: Family Partnerships

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a family partnership process that includes supports for family-driven goals and progress toward outcomes.

Performance Area: Promoting Strong Parenting, Parent-Child Relationships, and Engagement in Children's Learning

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements strategies that promote parental skills and engage parents in children's development.
- The grant recipient chooses and implements a research-based parenting curriculum.

Performance Area: Community Partnerships

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has identified community partnerships that meet the needs and interests of families.



Fiscal Infrastructure

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Budget Development, Implementation, and Oversight

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient engages in a transparent, data-informed strategic process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

Area of Noncompliance - 75.302(a)

Summary

Grant Number(s) Cited: 04CH011648

Timeframe for Correction: 120 days

Performance Standard Details

Regulation Text: 75.302 Financial management and standards for financial management systems.(a) Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the state's and the other non- Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. See also §75.450.

Compliance Details

- The grant recipient did not submit reports documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award in a timely manner.

Additional details from this review event:

- The finance director stated that the grant recipient had a late audit due to a lawsuit with the state that was recently settled.
- The recipient completed the Fiscal Year (FY) 2021-2022 audit and was preparing to conduct the FY 2022-2023 audit.
- The grant recipient had three centers with Federal interest. It did not file an SF-429-A for one.

Performance Area: Facilities and Equipment Management Systems

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a system for ensuring compliance with requirements for the acquisition, record-keeping, insurance, and disposal of facilities purchased, constructed, or renovated (major renovations) with Head Start funds.
- The grant recipient implements a system for ensuring that equipment purchased with Head Start funds is acquired, used, and disposed of in accordance with requirements.
- The grant recipient assesses and mitigates risk and maintains property loss, casualty, and liability insurance consistent with the replacement value of property and determined risk of liability.



Eligibility, Recruitment, Selection, Enrollment, and Attendance

Below is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings and Strong Practices observed, as applicable.

Performance Area: Eligibility

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a clear, consistent, and compliant process for enrolling eligible families.
- The grant recipient trains staff to follow ERSEA regulations and establishes written policies and procedures to ensure compliance with eligibility requirements.

Performance Area: Recruitment

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a recruitment strategy focusing on all families with eligible children, with specific outreach efforts to families with vulnerable children.

Performance Area: Selection

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes selection criteria and a waitlist based on community needs.

Performance Area: Enrollment

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient fills at least 10 percent of the program's total funded enrollment with children eligible for services under the Individuals with Disabilities Education Act (IDEA).
- The grant recipient establishes practices to maintain full enrollment and accurately tracks current enrollment.

Performance Area: Attendance

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient consistently employs strategies to encourage regular attendance.

----- End of Report -----



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 15, 2024

Capital Area Community Action Agency, Inc.

Re: Grant No. 04CH011648

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start 4th Floor - Switzer Memorial Building, 330 C Street SW, Washington DC 20024 acfk.ohs.acf.hhs.gov

Results from CLASS® Video Review Observation

To: Board Chairperson
Mrs. Shanetta Keel, Board Chairperson
Capital Area Community Action Agency, Inc.
309 Office Plz
Tallahassee, FL 32301-2729

From: Responsible HHS Official

Khari M. Garvin
Date: 04/12/2024
Mr. Khari M. Garvin
Director, Office of Head Start

Thank you for your support during the recent Office of Head Start CLASS® Video review conducted from 01/24/2024 to 04/11/2024 of your Head Start program, Grant #04CH011648.

Observations were conducted in preschool center-based classrooms using the 2008 Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Please share these results with the appropriate governing board, policy council, management, staff, and stakeholders.

Your program scores are in the table below.

DIMENSION	SCORE
Emotional Support*	5.4375
Positive Climate	5.69
Negative Climate	1.06
Teacher Sensitivity	4.78
Regard for Student Perspectives	4.33
Classroom Organization	5.1296
Behavior Management	5.42
Productivity	5.69
Instructional Learning Formats	4.28
Instructional Support	2.5648
Concept Development	1.94
Quality of Feedback	2.36
Language Modeling	3.39

**To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspectives scores, then divide by 4.*

The Head Start Program Performance Standards (HSPPS) include thresholds for each CLASS® domain(s). These quality thresholds represent the expectations of the Office of Head Start (OHS) for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus on teacher-child interactions, with support from OHS. The competitive thresholds reflect the minimum score that programs must achieve in each CLASS® domain. For the upcoming FY24 monitoring year, scores from CLASS® observations will be used in the Designation Renewal System (DRS) determinations using the competitive thresholds.

DOMAIN	YOUR PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	5.4375	6	5
Classroom Organization	5.1296	6	5
Instructional Support	2.5648	3	2.3**

***The competitive threshold for Instructional Support is 2.3 for CLASS® reviews conducted through July 31, 2025, and then raises to 2.5 for CLASS® reviews conducted on and after August 1, 2025.*

If your program's scores from this CLASS® review fall below the competitive thresholds, the Office of Head Start will be in contact with you about next steps in the competitive process.

If your CLASS® scores fall below the quality or competitive benchmarks in any domain, the Office of Head Start provides training and technical resources here: <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/class-quality-improvement>.

You can also coordinate with your Regional Office for additional assistance to enhance classroom environments and teacher-child interactions specific to your program's needs.

For more information on CLASS® domains and dimensions, please see the attached "About CLASS®" document and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/learn-more-about-class>.

If you have any questions, please contact your Regional Office.

- cc: Ms. Erika Lundy, Regional Program Manager
- Ms. Laketia Washington, Policy Council Chairperson
- Mr. Tim Center, CEO/Executive Director
- Mr. Tim Center, Head Start Director

About CLASS®

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement. OHS will continue to use the 2008 edition of the CLASS® Pre-K Teacher-Child Observation Instrument to meet this requirement.

CLASS® assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS® remain central to its approach to child development and education, and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions,[†] the scoring principles are as follows:

Low Range Score

- 1-The low range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
- 2-The low range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle Range Score

- 3-The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
- 4-The middle range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
- 5-The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High Range Score

- 6-The high range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low/middle range.
- 7-The high range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

[†]Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grant to result in grant-level dimension scores. The grant-level dimension scores are then used to calculate the grant-level domain scores.

The scores from CLASS® observations can be used for various purposes, including professional development, program improvement, policy, goal setting, and monitoring. The Office of Head Start began using CLASS® for monitoring purposes in FY2010 to collect information on the experiences of children at each grant recipient.

In FY2012, OHS refined the use of CLASS® in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations and a clearly articulated methodology. For each preschool class selected in the sample, trained, and certified CLASS® reviewers conduct two 20-minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.