

Memorandum

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: July 21, 2017
Subject: Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at 12:00 p.m. **July 27, 2017 at the Main office.** The auditors from Bonadio Group will be at the meeting to present the 401(k) audit, agency wide audit and the 990's, so it is extremely important that we have quorum

If you have any questions, or would like additional information about the Board packet, please call me at CAPCO - 753-6781.

Board of Directors Meeting Agenda

July 27, 2017

- I. Call to Order
- II. Approval of the June 22, 2017 Meeting Minutes
- III. **Standing Committee Reports**
 - ! • **Executive Committee/Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***Resolutions***
 - ***17 – 14 – is seeking your acceptance the 2016 Audit, 2016 990's and the 2016 401(k) audit as presented by the Bonadio Group.***
 - ***17 – 15 – is seeking your acceptance the Health Insurance renewals and employee contributions.***
 - ***17 – 16 – is seeking your acceptance the CSBG Contract.***
 - ***Board Development Committee***
 - ***Resolution***
 - ***17 – 17 – is seeking your acceptance the appointment of Ella Clark as a Public Sector Representative.***
 - ***PP& E Committee***
 - ***Review of the HS/EHS Reports***
 - ***Review of the 2017-2018 CSBG Workplan***
- IV. Executive Director Report
- V. Program Director Reports
 - WIC
 - Family Development
 - Energy Services
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Executive Session – If needed
- X. Adjournment

Board of Directors Meeting Minutes

June 22, 2017

- I Meeting called to order at 12:05 p.m.
In attendance: Douglas Bentley, Helen Spaulding, Paul Cortez, Shelley Warnow, Gary Dallaire, Elizabeth Haskins, Billie MacNabb, Jeanette Dippo. Excused: Penny Prignon, Rama Haidara, Shawn Allen, Mary Ann Discenza, Pat Snyder. Absent: Carole Ann Davies
- II. Motion for approval of the May 25 2017 Meeting Minutes made by Elizabeth Haskins; seconded by Jeanette Dippo. There being no additions or corrections, motion carried.
- III. **Standing Committee Reports**
 - ❖ **Executive Committee –**
 - **Resolutions:**
 - 17 – 14 – is seeking your acceptance the 2016 staff turnover report. Motion for acceptance made by Helen Spaulding; seconded by Gary Dallaire. The Board received the 2016 Staff Turnover Report. It was noted that there were 81 separations from the agency, however if you don't count CDPAP it is 23. Jeanette asked about the comparison from last year's report, and Greg noted that last year was the first time we had done the report, so we really don't have good historical history. Greg has also developed a new Exit Interview Questionnaire which will be very beneficial for gathering data for the 2017 report. There being no further discussion, motion carried.
 - 17 – 15 – is seeking your acceptance the Kitchen Floater Job Description. Motion for acceptance made by Billie MacNabb; seconded by Paul Cortez. Lindy informed the group that all new job descriptions will need Board. There being no further discussion, motion carried.
 - 17 – 16 – is seeking your acceptance the HS/EHS Assistant Director Job Description. Motion for acceptance made by Gary Dallaire; seconded by Jeanette Dippo. Lindy indicated that this is just a change in the job title, not of duties. There being no further discussion, motion carried.
 - 17 – 17 – is seeking your acceptance the Coach/Professional Development Specialist Job Description. Motion for acceptance made by Helen Spaulding; seconded by Elizabeth Haskins. Lindy indicated that this is a newly created position because it is a new requirement under the Performance Standards. There being no further discussion, motion carried.
 - ❖ **Finance and Audit Committee**
 - Motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Jeanette Dippo. There being no discussion, motion carried.
 - **Resolutions**
 - 17 – 18 – is seeking your acceptance the WIC Budget. Motion for acceptance made by Helen Spaulding; seconded by Paul Cortez. The budget amount is the same as last year,

so there are no significant changes for the 2017-2017 Contract. There being no further discussion, motion carried.

- 17 – 19 – is seeking your acceptance the HS/EHS COLA. The COLA will be discussed during Executive Session at the end of the regular Board meeting.

❖ Board Development Committee

➤ Resolution:

- 17 – 20 – is seeking your acceptance the amended Agency By-Laws. Motion for acceptance made by Jeanette Dipppo; seconded by Billie MacNabb. The By-Laws were sent to the full Board at least 3 weeks prior to the Board meeting per the By-Laws. There being no further discussion, Motion carried.

❖ PP& E Committee

- Review of the HS/EHS Reports

IV. Executive Director Report

V. Program Director Reports

- WIC
 - Family Development
 - Energy Services
 - Head Start
 - CDPAP
 - HR

VI. Head Start Policy Council Update

VII. Old Business

VIII. New Business

IX. Executive Session

Motion to go into Executive Session made by Paul Cortez, 2nd Jeanette Dipppo. Motion carried. Staff members Martha Allen, Bethann Weider, Greg Richards and Lindy Glennon were asked to stay.

The HS/EHS program has been given \$26,939 (1% of 2017-18 grant) as COLA. Proposal as to how to spend and allocate presented. Board discussed. Motion to approve as presented made by Gary Dallaire, 2nd Paul Cortez. Motion carried.

Motion to adjourn Executive Session at 1:05 p.m. made by Jeannette Dipppo, 2nd Paul Cortez. Motion carried.

- X. Motion to adjourn regular Board meeting made by Jeanette Dipppo, 2nd Liz Haskins. Meeting adjourned at 1:05 p.m.

Finance / Executive Committee
July 19, 2017, 2017

Members present: Helen Spaulding, Penny Prignon, Shawn Allen, Shelley Warnow. Absent: Carole Ann Davies, Rama Haidara. Staff: Lindy Glennon. Guest: Bettina Lipphardt, Bonadio & Co.

Bettina presented information from the 2016 Audit. Highlights included:

Motion to accept 2016 Audit and 990 as presented made by Shawn Allen, 2nd Shelley Warnow. Motion carried. Per Bettina, important to note for Board:

- Pending Board acceptance of these financial statements, auditors plan on issuing an unmodified (clean) opinion.
- There were no material weaknesses in internal controls identified during this audit.
- There were no single audit findings in the current year.

Review the change in net assets, most significant being plan/recommendation to write off \$78,600 in uncollectable accounts. This is carryover from last year's discussion and action. It represents debt that has not been collected and is at least two years old. Although we will continue to try and collect, it is recommended to write it off as this is a good year with assets and does not continue to show on books. Committee asked why the debt is uncollectable at this point and Bettina shared information re: challenges with the transition from Medicaid to Managed Care, challenges with systems, process re: denied claims and refiling for payments in timely manner. The committee and Lindy discussed possible options to address this currently and going forward. We are looking at staffing, adding a position that could possibly pick up some of this process and making sure we have adequate systems in place. Bettina shared that this is a challenge for all Medicaid programs, and especially the CDPAP type programs.

Net assets were up at the close of 2016 to \$1,585,231 – an indication of financial strength. The current ratio is a measure of liquidity –CAPCO's ability to pay current liabilities utilizing current assets. Bonadio's recommended target for this ratio is greater than 1.25 to 1. The average of the Community Action Agencies in our database is 1.89 to 1. For 2016, CAPCO's was 4.3.

Days cash on hand is a measure of how many days CAPCO can operate without converting other assets to cash. It is an indicator of how tight cash was over the last year. Bonadio's recommended target is at least 30 days. The other Community Action agencies in Bonadio's database had under 10 days cash on hand. At the end of 2016, CAPCO's was 14.7 This was also reflective of timing, when payments were received and HS/EHS drawdowns.

The audit looks at administrative costs. Bonadio's target is 10 to 12% of every dollar spent on administrative expenses. CAPCO's remains low at 7.2%

The A-Score is a financial analysis model for non-profit organizations to analyze and communicate their overall financial condition and relative financial stability. It employs 12

readily available financial ratios to develop a “score”. Each ratio is assigned a weight in the calculation. The resulting score is based on a 100-point scale. In comparison with other similarly funded entities, CAPCO’s overall financial position is above average at 81.

Bettina reviewed the 990. No changes, concerns or challenges noted. A motion to accept the audit and 990 as presented made by Shawn Allen, 2nd Shelley Warnow. Motion carried.

As required for audit purposes, motion to go into Executive Session with Bettina Lipphardt made by Helen Spaulding, 2nd Shelley Warnow – motion carried.

Motion to come out of Executive Session made by Shelley Warnow, 2nd Penny Prignon. Motion carried.

Lindy presented information regarding the renewal for Health and Dental Insurance. (See attached). The dental plan will remain the same and there is no increase in the premiums. In structuring the CAPCO contribution for the 2017-2018 Health Insurance Plan Year, CAPCO continues to have the commitment to focus on the employee with an effort to keep their contributions whole. With the premium cost savings from restructuring our mid-premium plan and the changes to the Healthy Rewards Program, CAPCO was able to keep the employee/single bi-weekly premium rate the same as the 2016-2017 Plan Year (no increase). The contributions to the single tier was then transferred to the Family tier resulting in a \$18 increase for the mid-plan and \$21 increase for the low-plan to the family premium. The high plan is a “Cadillac” style plan with a specialized prescription drug plan with minimal usage; this plan had slightly higher increases resulting in \$12 increase for the single tier and \$45 for the family tier. The contribution results in a 5.06% increase for the Agency, and contracts have budgeted for a 10% increase (this is a 5% budget cost savings). Motion to approve as presented made by Shawn Allen, 2nd Penney Prignon. Motion carried.

Lindy presented the budget for the 2017-18 CSBG contract. (See attached) This budget is based on the current year contract amount. Given that there is no 2018 federal budget, we are being asked to create the budget and workplan based on current levels of funding. That is \$234,101. We are projecting a \$21,000 carryover from the current program year. The PPE committee reviewed and approved the proposed workplan on July 18, 2017. There are not significant changes, staffing or programmatic proposed for the 2017-18 contract. After review and discussion, Shelley Warnow made a motion to accept budget as presented, 2nd Helen Spaulding. Motion carried.

The committee reviewed the May financials and July Fiscal Directors report (see attached).

CDPAP

CDPAP billing has been submitted for payment through the payroll ending June 9, 2017.

Currently we are forecasting a net surplus of \$132k for CDPAP. We are working on the appeal for the enhanced rate which is due on August 27, 2017. We received notification of approval for Transportation Services from the Health Department, effective date July 3, 2017 for Medicaid billing.

EARLY CHILDHOOD DEVELOPMENT

The Supplemental Application for 17.18 COLA funds, in the amount of \$26,939 was submitted on June 29, 2017.

We are in the process of closing out the 16.17 HSEHS contract, final report is due on August 29, 2017.

ENERGY SERVICES DEPARTMENT

The 2017/2018 WAP Contract began on 4/1/2017, we are currently forecasting the contract to be spent.

The Restore Contract was approved on May 3rd, currently there are 20 jobs in progress.

Department of Energy (DOE) has an 8% increase in funds. We have been told from HCR that this will increase our current contract from \$325k to \$375k. Also, additional HEAP funds are forthcoming. The DOE and HEAP funds are anticipated to become available in August 2017.

FAMILY DEVELOPMENT DEPARTMENT

We are currently forecasting the 2016/2017 CSBG contract to be underspent by \$21k, which will carry-over into our 2017/2018 contract.

The 2017 CSBG refunding package for \$234,101 is due on July 24, 2017, the Financials are attached.

WIC

The 2017/2018 WIC Contract Package was submitted on June 30, 2017.

The 2016/2017 WIC and EPC contracts began 10/1/2016. We currently are forecasting the contract to be underspent by \$30k. We are working on expending the contract.

Motion to accept and file made by Helen Spaulding, 2nd Penny Prignon.

Meeting adjourned at 9:10 a.m.

FINANCE COMMITTEE REPORT
SUMMARY OF MAY 2017 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
July 19, 2017

AGENCY

Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid.

Bettina Lipphardt, Partner in The Bonadio Group, to present the draft 2016 Audited Financial Statements and Employee Benefit Plan.

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CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH MAY 2017

Submitted by Martha Allen on July 19, 2017

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Apr-17
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2017	3/16/2017
Coporate Tax Returns - IRS 990 & CHAR 500 (rec'd approval of extension)	8/15/2017	
Coporate Tax Returns - IRS 5500 (Retirement) (rec'd approval of extension)	10/16/2017	
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2017	1/30/2017
EO 38 Filing	6/30/2017	6/30/2017
Program Reports		
CSBG 2016-2017 py		
20% Expenditure report		4/27/2017
45% Expenditure report		7/7/2017
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2017	1/27/2017
2nd Qtr Program/Fiscal Attestation Forms	4/30/2017	4/27/2017
3rd Qtr Program/Fiscal Attestation Forms	7/31/2017	7/7/2017
4th Qtr Program/Fiscal Attestation Forms	10/31/2017	
1st qtr MWBE Reports	1/10/2017	1/9/2017
2nd qtr MWBE Reports	4/10/2017	4/10/2017
3rd qtr MWBE Reports	7/11/2017	7/7/2017
4th qtr MWBE Reports	10/10/2017	
Unaudited Financial Statements - 16.17 Contract	11/30/2017	
Unaudited Financial Statements - 15.16 Contract extended to 3/31/17	5/30/2017	5/15/2017
Energy Services		
WAP 17-18 PY		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	6/12/2017
1st qtr MWBE Reports	7/10/2017	7/7/2017
2nd qtr MWBE Reports	10/10/2017	
3rd qtr MWBE Reports	1/10/2018	
4th qtr MWBE Reports	4/10/2018	
Unaudited Financial Statements	5/31/2018	
Head Start & Early Head Start 16-17 py		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR	4/30/2017	4/8/2017
2ND QTR	7/30/2017	7/17/2017
3RD QTR	10/30/2017	
4TH QTR	1/30/2017	1/13/2017
Form 425 due: Upload to GRANT SOLUTIONS		
semi-annual	1/30/2017	3/13/2017
annual	7/30/2017	
final	8/29/2017	
WIC 16-17py		
Monthly Voucher	45 days after month end	7/14/2017
Final Voucher	11/14/2017	

CAPCO

Balance Sheet

	5/31/2017	4/30/2017	3/31/2017	2/28/2017	1/31/2017
ASSETS					
CURRENT ASSETS					
Cash	\$533,960	\$576,441	\$458,501	\$354,054	\$336,596
Grants Receivable	\$421,957	\$430,690	\$615,297	\$464,034	\$478,078
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$366,902	\$470,896	\$471,969	\$482,177	\$516,571
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$54,874	\$54,874	\$54,874	\$54,874	\$54,874
MEDICAID VARIANCE RECEIVABLE	-\$196	-\$196	-\$196	-\$196	-\$196
Net Accounts Receivable	\$421,579	\$525,573	\$526,647	\$536,855	\$571,248
Prepaid Expenses	\$70,501	\$100,571	\$114,375	\$142,427	\$182,915
TOTAL CURRENT ASSETS	\$1,377,497	\$1,532,704	\$1,600,444	\$1,354,943	\$1,385,922
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$760,358	\$767,838	\$773,564	\$775,100	\$769,451
Building	\$1,176,680	\$1,176,680	\$1,176,680	\$1,176,680	\$1,176,680
NET PROPERTY AND EQUIPMENT AT COST	\$1,937,038	\$1,944,518	\$1,950,245	\$1,951,780	\$1,946,131
Less Accumulated Depreciation	-\$1,052,077	-\$1,045,409	-\$1,045,409	-\$1,045,409	-\$1,045,409
TOTAL PROPERTY AND EQUIPMENT	\$884,962	\$899,109	\$904,835	\$906,371	\$900,722
SOFTWARE DEVOLPMENT COSTS	\$0	\$0	\$0	\$0	\$0
TOTAL ASSETS	\$2,262,459	\$2,431,813	\$2,505,279	\$2,261,314	\$2,286,644
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$115,345	\$71,791	\$129,725	\$268,947	\$146,466
Payroll taxes and Accruals	\$67,215	\$215,669	\$237,135	-\$98,397	\$45,011
Other Current Liabilities	-\$62,673	-\$62,673	-\$62,673	-\$62,673	-\$62,673
Deferred Income	\$90,781	\$100,392	\$115,934	\$118,770	\$121,606
Total CURRENT LIABILITIES	\$210,668	\$325,179	\$420,121	\$226,648	\$250,410
LONG-TERM DEBT	\$339,165	\$339,922	\$340,648	\$341,455	\$342,176
TOTAL LIABILITIES	\$549,833	\$665,101	\$760,770	\$568,103	\$592,586
NET ASSETS	\$1,712,626	\$1,766,713	\$1,744,510	\$1,693,211	\$1,694,057
Total LIABILITIES AND NET ASSETS	\$2,262,459	\$2,431,813	\$2,505,279	\$2,261,314	\$2,286,644

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17- 14

WHEREAS, the Cortland County Community Action Program, Inc. Finance and Executive Committees were presented with the Agency Wide 2016 401K Audit, the Agency wide 2016 audit and the 2016 990's presented by the Bonadio Group and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the minutes and the recommendation from the Finance and Executive Committees and accepts as presented.

IT IS HEREBY RESOLVED that on July 27, 2017 the Board of Directors adopts for acceptance the Agency Wide 2016 401K Audit, the Agency wide 2016 audit and the 2016 990's.

President

Date

Resolution of the Board of Directors
of
Cortland County Community
Action Program, Inc.

Resolution No. 17 – 15

WHEREAS, the Cortland County Community Action Program, Inc. Finance and Executive Committees has reviewed the Excellus BC/BS Health and Dental Insurance Renewal information, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Excellus BC/BS Health and Dental Insurance Renewal information and the recommendation from the Executive/Finance Committee the employee's contribution towards the plan and accepts as presented.

IT IS HEREBY RESOLVED that on July 27, 2017 the Board of Directors adopts for acceptance the Excellus Health and Dental Renewals.

President

Date

Health Insurance Renewal: 2017-2018 Plan Year

Medical:

Excellus BlueCross BlueShield has offered CAPCO a renewal of all 3 health plans that we had for the 2016-2017 Plan Year. The renewal equated to a 9.67% increase. CAPCO has offered a high premium, mid-premium, and low-premium (high deductible) health plan to our employees over the past several years. The plan design and structure (copays and deductibles) for all 3 plans has remained the same over the last 2 plan years. The mid-premium plan remains our most utilized plan with 12 singles and 17 families.

In structuring the CAPCO contribution for the 2017-2018 Plan Year, CAPCO continues to have the commitment to focus on the employee with an effort to keep their contributions whole. With the premium cost savings from restructuring our mid-premium plan and the changes to the Healthy Rewards Program, CAPCO was able to keep the employee/single bi-weekly premium rate the same as the 2016-2017 Plan Year (no increase). The contributions to the single tier was then transferred to the Family tier resulting in a \$18 increase for the mid-plan and \$21 increase for the low-plan to the family premium. The high plan is a “Cadillac” style plan with a specialized prescription drug plan with minimal usage; this plan had slightly higher increases resulting in \$12 increase for the single tier and \$45 for the family tier. The contribution results in a 5.06% increase for the Agency, and contracts have budgeted for a 10% increase (this is a 5% budget cost savings).

Dental:

There is no change in premiums offered from Excellus resulting in no increases to the CAPCO contribution nor the employee bi-weekly premiums. Excellus has offered us the same 2 dental plans as past years, which remain identical with the only difference in allowable expenses: A High Plan that allows a total of \$1,500 in services per plan year and a Low Plan that allows \$750 dollars in services.

CAPCO - Current Health Plan

Renewal Proposal - \$0.00 employee increase for single

Total Increase	\$31,214.28	5.85%
Employer Contribution	\$17,882	5.06%

2017 Excellus Comparison

	2 Tier	2 Tier	2 Tier	2 Tier	2 Tier	2 Tier
Single	2	12	9	2	12	9
Family	0	17	8	0	17	8
	Excellus Current			Excellus Option 2		
Plan Description	HB 25-500	HB 30-500	SB HDHP	HB 25-500	Hybrid 1	Signature 3 HDHP
Healthy Rewards	\$1,000	\$1,000	N/A	N/A	N/A	N/A
Office Visit	\$25 Adult & \$0 (↓19) / PCP	\$30 Adult & \$0 (↓19) / PCP	Deductible	\$25 Adult & \$0 (↓19) / PCP	\$40 Adult \$0 (↓19) / PCP	Deductible
	\$40 / Specialist	\$50 / Specialist		\$40 / Specialist	\$60 / Specialist	
Deductible	\$500 / \$1,500	\$500 / \$1,500	\$6,350 / \$12,700	\$500 / \$1,500	\$750 / \$2,250	\$6,350 / \$12,700
Co-Insurance	80%	80%	0%	80%	80%	0%
Out of Pocket Maximum	\$1,500 / \$4,500	\$1,500 / \$4,500	\$6,350 / \$12,700	\$1,500 / \$4,500	\$2,000 / \$6,000	\$6,350 / \$12,700
In-Patient Co-Pay	Ded/Coins	Ded/Coins	Deductible	Ded/Coins	Ded/Coins	Deductible
Dependent Coverage	26 / 26	26 / 26	26 / 26	26 / 26	26 / 26	26 / 26
Rx Coverage	\$5/\$35/\$70	\$7 Generic Only	\$5/\$35/\$70 Preventive RX only	\$5/\$35/\$70	\$7 Generic Only	\$5/\$35/\$70 Preventive RX only
Deductible	---	---	Must Meet Ded 1st	---	---	Must Meet Ded 1st

Plan Description	HB 25-500	HB 30-500	SB HDHP	HB 25-500	Hybrid 1	Signature 3 HDHP
EXCELLUS RATES						
	Excellus Current			Renewal		
Rates	HB 25-500	HB 30-500	SB HDHP	HB 25-500	HB 30-500	Signature 3 HDHP
	--	---	---	↑ against high plan	↑ against mid plan	↑ against low plan
Percentage ↑/↓	---	---	---	7.64%	4.91%	8.70%
Single	\$757.83	\$648.13	\$340.59	\$815.73	\$679.94	\$370.24
Family	\$1,693.14	\$1,480.50	\$864.07	\$1,822.50	\$1,553.16	\$939.27
Monthly Premium	\$1,515.66	\$32,946.06	\$9,977.87	\$1,631.46	\$34,563.00	\$10,846.32
Total Monthly Premium	\$44,439.59			\$47,040.78		
Annual Premium	\$18,187.92	\$395,352.72	\$119,734.44	\$19,577.52	\$414,756.00	\$130,155.84
Total Annual Premium	\$533,275.08			\$564,489.36		
EMPLOYER CONTRIBUTION						
	HB 25-500	HB 30-500	SB HDHP	HB 25-500	HB 30-500	Signature 3 HDHP
Single	\$403.41	\$406.58	\$297.38	\$435.22	\$438.39	\$327.03
Family	\$850.00	\$889.74	\$748.63	\$881.81	\$921.55	\$778.28
Monthly Premium	\$806.82	\$20,004.54	\$8,665.46	\$870.44	\$20,927.03	\$9,169.51
Total Monthly Premium	\$29,476.82			\$30,966.98		
Monthly ↑	---			\$1,490.16		
Annual Premium	\$9,681.84	\$240,054.48	\$103,985.52	\$10,445.28	\$251,124.36	\$110,034.12
Total Annual Premium	\$353,721.84			\$371,603.76		
Annual ↑	---			\$17,881.92		

Plan Description	HB 25-500	HB 30-500	SB HDHP		HB 25-500	Hybrid 1	Signature 3 HDHP
PAYROLL DEDUCTION - 26 Weeks							
	HB 25-500	HB 30-500	SB HDHP		HB 25-500	HB 30-500	Signature 3 HDHP
Single	\$163.58	\$111.48	\$19.94		\$175.62	\$111.48	\$19.94
Family	\$389.14	\$272.66	\$53.28		\$434.16	\$291.51	\$74.30
PAYROLL ↑/↓ TO EMPLOYEES							
	HB 25-500	HB 30-500	SB HDHP		HB 25-500	HB 30-500	Signature 3 HDHP
Single	---	---	---		\$12.04	\$0.00	\$0.00
Family	---	---	---		\$45.02	\$18.85	\$21.02

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-16

WHEREAS, the Cortland County Community Action Program, Inc. Finance and Executive Committees has reviewed the 2017-2018 Community Services Block Grant (CSBG) budget in the amount of \$234,101, and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the CSBG 2017-2018 budget and accepts as presented.

IT IS HEREBY RESOLVED that on July 27, 2017 the Board of Directors adopts for acceptance the 2017-2018 CSBG budget.

President

Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-1 2018 Budget Summary

Contractor Cortland County Community Action Program, Inc. FFY 2018
 Budget Period 10/1/17 to 9/30/18 Contract # C1000755

- (a) TOTAL FFY 2018 CSBG ALLOCATION OF GRANT FUNDS (FEDERAL) \$ 234,101
- (b) REQUIRED LOCAL SHARE \$ 58,526
 At least 25% of the total allocation of Federal funds.
 (Such share may be in cash, in-kind services, or a combination thereof. All amounts must be rounded up to the nearest whole dollar).
- (c) TOTAL FFY 2017 UNEXPENDED CSBG ALLOCATION (prior year funds) \$ _____
- (d) TOTAL PROJECT COST \$ 292,627

Cost Categories	FFY 2018 CSBG Funds	FFY 2018 Local Share	FFY 2017 Unexpended CSBG Funds	Total Project Cost
1. Personnel Services (from Att. B-2)	\$ 145,608	\$	\$	\$ 145,608
2. Delegate Agencies (Subcontractors)	\$	\$	\$	\$ 0
3. Contractual Services/Audit	\$ 7,524	\$	\$	\$ 7,524
4. Equipment Purchase/Lease	\$	\$	\$	\$ 0
5. Other Costs (from Att. B-4)	\$ 80,969	\$ 58,526	\$	\$ 139,495
6. Administrative Costs				
Indirect Rate _____ %	\$ _____	\$ _____	\$ _____	\$ 0
De Minimis Rate _____ %	\$ _____	\$ _____	\$ _____	\$ 0
Admin. Cost/Rate _____ %	\$ _____	\$ _____	\$ _____	\$ 0
TOTAL	\$ 234,101	\$ 58,526	\$ 0	\$ 292,627

Descriptions and amounts of Contractual Services/Audit and Equipment Purchase/Lease expenses included in Cost Categories 3 and 4:

3. Contractual Services/Audit	
DIRECT:	
ADMIN:	\$290 EAP services, \$5,000 Strategic Planning, \$1,404 Financial Audit, \$830 Payroll Processing
4. Equipment Purchase/Lease	
DIRECT:	
ADMIN:	

**TO AVOID ROUNDING ERRORS ON THESE DOCUMENTS, ONLY ENTER WHOLE NUMBERS
NO DECIMALS OR CALCULATIONS!**

CSBG funds **must** be used in accordance with the cost principles of 2 CFR Part 200. Grantees must comply with the limitations and prohibitions as stated in federal *CSBG statute (42 U.S.C. 9901 et seq.)* Section 678F and any subsequent amendments.

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-4 2018 Budget Support Data
For Category 5 - Other Costs on Attachment B-1.

Contractor Cortland County Community Action Program, Inc. FFY 2018
Budget Period 10/1/17 to 9/30/18 Contract # C1000755

COST CATEGORY	DETAILED DESCRIPTION OF EXPENDITURES	FFY 2018 CSBG Funds DIRECT	FFY 2018 CSBG Funds ADMIN	FFY 2018 Local Share	FFY 2017 Unexpended CSBG Funds DIRECT	FFY 2017 Unexpended CSBG Funds ADMIN	TOTAL CHARGES
5.a	Bank Charges	XXXXXXXX	\$	\$	XXXXXXXX	\$	\$ 0
5.b	Beneficiary Client Costs	\$ 5,000	XXXXXXXX	\$ 58,526	\$	\$	\$ 63,526
5.c	Board Allowance and Development	\$	\$ 1,556	\$	\$	\$	\$ 1,556
5.d	Consumable Supplies	\$ 6,570	\$ 251	\$	\$	\$	\$ 6,821
5.e	Employee Development and Recruitment	\$ 9,000	\$ 255	\$	\$	\$	\$ 9,255
5.f	Insurance and Bonding	\$	\$ 275	\$	\$	\$	\$ 275
5.g	Postage, Freight and Express	\$ 600	\$	\$	\$	\$	\$ 600
5.h	Publications, Printing, and Subscriptions	\$ 5,125	\$ 392	\$	\$	\$	\$ 5,517
5.i	Repairs and Services	\$	\$ 58	\$	\$	\$	\$ 58
5.j	Space Costs	\$ 37,292	\$ 1,033	\$	\$	\$	\$ 38,325
5.k	Telephone and Electronic Communications	\$ 1,500	\$ 78	\$	\$	\$	\$ 1,578
5.l	Travel	\$ 9,400	\$ 16	\$	\$	\$	\$ 9,416
5.m	Volunteer and Employer Furnished Services	\$	\$	\$	\$	\$	\$ 0
5.n	Marketing/Public Awareness/Outreach	\$ 350	\$ 31	\$	\$	\$	\$ 381
5.o	Technology	\$ 1,800	\$ 387	\$	\$	\$	\$ 2,187
TOTAL		\$ 76,637	\$ 4,332	\$ 58,526	\$ 0	\$ 0	\$ 139,495
GRAND TOTAL		\$80,969		\$ 58,526	\$0		\$ 139,495
<i>Amounts reported on Attachment B-1, Line 5 (autofilled):</i>		\$80,969		\$58,526	\$0		\$139,495
<i>Budget Check (should be \$0)</i>		\$0		\$0	\$0		\$0

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-5 2018 MWBE Goals Calculation

Contractor Cortland County Community Action Program, Inc. FFY 2018
 Budget Period 10/1/17 to 9/30/18 Contract # C1000755

Items	MWBE Applicable Amount	Comments
DELEGATE AGENCIES (Attachment B-1, Line 2)		
Beneficiary Client Costs (Advertising program availability, consumable supplies & food)	\$	
Consumable Supplies	\$	
Employee Dev. & Recruitment (Advertising for employees)	\$	
Publications and Printing (<u>not</u> Subscriptions)	\$	
Repairs and Services	\$	
Space Costs (Maintenance, janitorial, pest extermination, snow removal and refuse collection)	\$	
Space Costs (Security and Alarms)	\$	
Marketing/Public Awareness/Outreach	\$	
Technology	\$	
Contractual Services/Audit		
Contractual Services	\$	
Audit	\$	
Equipment		
Purchase	\$	
Lease	\$	
SUBTOTAL	\$ 0	
CONTRACTUAL SERVICES/AUDIT (Attachment B-1, Line 3)		
Contractual Services	\$ 6,120	
Audit	\$ 1,404	
SUBTOTAL	\$ 7,524	
EQUIPMENT (Attachment B-1, Line 4)		
Purchase	\$	
Lease	\$	
SUBTOTAL	\$ 0	
NON-PERSONNEL SERVICES (Attachment B-4)		
Beneficiary Client Costs (Advertising program availability, consumable supplies & food)	\$ 4,000	
Consumable Supplies	\$ 6,821	
Employee Dev. & Recruitment (Advertising for employees)	\$ 9,255	
Publications and Printing (<u>not</u> Subscriptions)	\$ 2,125	
Repairs and Services	\$ 58	
Space Costs (Maintenance, janitorial, pest extermination, snow removal and refuse collection)	\$ 13,145	
Space Costs (Security and Alarms)	\$ 298	
Marketing/Public Awareness/Outreach	\$	
Technology	\$ 1,800	
SUBTOTAL	\$ 37,502	
TOTAL	\$ 45,026	

MWBE Goal % 30%
 MWBE Goal Amount \$ 13,508

MBE Goal % 0.15 MBE Goal Amount \$ 6,754
 WBE Goal % 0.15 WBE Goal Amount \$ 6,754

Refer to the Expenditure Descriptions for Budget Preparation for descriptions of the Items listed above.

GRANTEE PROFILE AND CERTIFICATION
COMMUNITY SERVICES BLOCK GRANT
2018 CSBG Contract

FFY 2018
Contract # C1000755

Name of Agency (Contractor):	<u>Cortland County Community Action Program, Inc</u>		
Address (Street):	<u>32 North Main Street</u>		
City, State, Zip:	<u>Cortland, NY 13045</u>		
Telephone and Fax Numbers:	<u>(607)753-6781</u>	<u>(607)758-3620</u>	
	(telephone)	(fax)	
Web Address:	<u>www.capco.org</u>		
CEO/Executive Director:	<u>Lindy Glennon</u>	Title:	<u>Executive Director</u>
E-mail Address:	<u>lindyg@capco.org</u>	Telephone:	<u>(607)753-6781, ext.151</u>
Board President/Chair:	<u>Shawn Allen</u>	Title:	<u>Board Chair</u>
E-mail Address:	<u>Shawn.allen@cortland.edu</u>	Telephone:	<u>607-759-9511</u>
Chief Fiscal Officer/Comptroller:	<u>Martha Allen</u>	Title:	<u>Finance Director</u>
E-mail Address:	<u>marthaa@capco.org</u>	Telephone:	<u>(607) 753-6781, ext. 107</u>
NYS Vendor ID Number:	<u>1000007662</u>	US Congressional District:	<u>22nd</u>
Federal Tax ID Number:	<u>16-1004653</u>	NYS Senate District(s):	<u>51st</u>
DUNS Number:	<u>38360160</u>	NYS Assembly District(s):	<u>125th, 126th</u>

In accordance with the Estates, Powers and Trust Law § 8-1.4 (s), the contractor certifies that it has timely filed with the NYS Attorney General's Charities Bureau all required periodic or annual written reports.

Charities Registration Number: 023621 Registration is current, as of: _____

Use of CSBG funds must comply with federal CSBG statute (42 U.S.C. 9901 et seq.) Section 675c.

Grantee Annual Budget	\$ 7,560,000
Total Proposed FFY 2018 CSBG Allocation of Grant Funds (Attachment B-1, Line (a))	\$ 234,101
Amount of CSBG Funds to be used for Direct Services to Low-Income Persons (Attachment C-3a)	\$ 210,743
Amount of CSBG Funds to be used for Administrative Costs (include De Minimis Rate) (Attachment B-1, Line 6)	\$ 23,358
Amount of CSBG Funds to be used for Indirect Costs (must have an approved rate) (Attachment B-1, Line 6)	\$ -

Percent of CSBG Funds to be used for Administrative Costs/Indirect Cost Rate 9.98% %

If CSBG spending on administrative costs will exceed 15% of CSBG funds, please explain:

In accordance with federal CSBG statute (42 U.S.C. 9901 et seq.) Section 676, as amended, all eligible entities must use the Result-Oriented Management and Accountability (ROMA) Performance Measurement System. Describe how the agency implements ROMA as an agency-wide management framework and what steps are taken to provide on-going ROMA training to board members, management and front line staff.

The agency implements the principles of ROMA through training provided by the in-house ROMA Certified trainer. Both front line staff and agency management have been provided ROMA training as well as Board members. The agency's Strategic Plan is designed to assess CAPCO's impact and capacity based on the six national community action goals as they are organized in the three areas of focus that encompass: Individuals and Families; Community; and Agency and Partnership Capacity.

GRANTEE PROFILE AND CERTIFICATION (continued)
COMMUNITY SERVICES BLOCK GRANT
2018 CSBG Contract

FFY 2018

Board Compliance: The board attests that the composition and function of the board of directors complies with federal CSBG statute (42 U.S.C. 9901 et seq.) Section 676B .

Date the most recent bylaws were amended:

Total number of members as stated in the bylaws:

Total number currently seated, by sector:

Total number of vacancies, by sector:

15	Public	Low-income	Private
	4	5	5
	1	0	0

Date most recent bylaws were provided to CSBG program analyst.

Nov. 2016

Date of most recent Grantee Board of Directors and Officers list.

7/20/2017 (Attached)

Date of most recent Grantee Authorized Signatures list.

7/20/2017 (Attached)

Community Needs Assessment complies with federal CSBG statute (42 U.S.C. 9901 et seq.), Section 676.

Date of most recent Needs Assessment: 3/25/16

Attached, OR
Date submitted to dos.sm.dcs@dos.ny.gov

x

Date of most recent Strategic Plan: 1/26/12

Attached, OR
Date submitted to dos.sm.dcs@dos.ny.gov

x

Date of most recent Mission Statement: 12/1/2007

Attached, OR
Date submitted to dos.sm.dcs@dos.ny.gov

x

In accordance with federal CSBG statute (42 U.S.C. 9901 et seq.), Section 678B, as amended, the State must conduct reviews to determine whether entities meet performance goals, administrative standards, financial management requirements and other requirements of the State. To assist DOS-DCS in meeting your needs, please list the major areas for which training and technical assistance will be needed.

1.	Board Training
2.	Data Analysis
3.	
4.	

CERTIFICATION

We certify that Cortland County Community Action Program, Inc.

(Agency Name)

has maintained eligibility to receive and expend funds awarded from the federal allocation of the Community Services Block Grant. The board of directors and staff have read the federal statute governing CSBG, (42 U.S.C. 9901 et seq.), as amended, and agree to comply with all applicable certifications and assurances, including, but not limited to, the composition and function of the board of directors, the use of funds, the submission of reports, and the limitations and restrictions. Further, we have reviewed the attached documents requesting CSBG funding and have determined that all documents are complete and accurate.

Grantee Authorized Signatures

Board President/Chair Signature

Shawn Allen

Printed Name

Official Title: Board President

Date

CEO/Executive Director Signature

Lindy Glennon

Printed Name

Official Title

Date

Board Development

July 18, 2017

In attendance: Jeanette Dippo, Rama Haidara, Mary Ann Discenza, Paul Cortez. Staff: Lindy Glennon, Eden Harrington-Hall. Guest: Ella Clark

Meeting to order at 8:45 a.m.

Ella Clark was present as a potential new Board member representing the Public Sector. Ella is a former employee of CAPCO in three different program areas, the last being in HS as a Family Advocate. Ella currently is working for Cortland Housing Authority as an Administrative Assistant. All present agreed that Ella will be an excellent addition to the Board. Lindy shared with the group that Carole Ann Davies' wife Michelle Mastropolo who currently is a Common Council member has offered to have someone represent her. Lindy did share that Mary Ann Discenza, Helen Spaulding, and Carole Ann all have ties to each other and just wanted to bring that to the attention of the committee to make sure they didn't see any conflict. Because Ella will be an independent Board member and will vote independently, there is no reason to believe there is a conflict of interest. Motion to recommend to the full Board, Ella Clark as a Board member representing to Public Sector made by Paul Cortez; seconded by Jeanette Dippo. There being no further discussion, motion carried.

Volunteer Driver Program

Our application to provide Medicaid transportation to medical appointments has been approved by the Department of Health. We are going to start recruiting drivers and we will be starting out slowly. Brandy Strauf and Eden will be part of the initial startup and when we start billing and receiving payments, we will hire a staff person. We would like to expand this in the future to include non-medical transportation (grocery store, pharmacy, etc.).

There being no further discussion, meeting adjourned at 9:40

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Amended Resolution No. 17 - 17

WHEREAS, Dale Betts Marathon School Board member, has accepted an invitation to serve on the CAPCO Board of Directors as a public sector representative, and has selected Ella Clark to serve on his behalf;

Whereas, the Board of Directors has reviewed Ella Clark's application and the recommendation for the Board Development Committee;

Be it resolved that on July 27, 2017 the Board of Directors appoints Ella Clark as a public sector representative to the CAPCO Board of Directors and accepts Mr. Betts representative Ella Clark to represent him on the board;

Be it further resolved that should Dale Betts leave office before Ella Clark's term expires, Ms. Clark's seat will be vacated at that time per Federal Statute.

PRESIDENT

DATE



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

Head Start ☐ Early Head Start ☐ Energy Services ☐ WIC ☐ Consumer Directed Personal Assistance ☐ Family Development

Board of Directors Survey

In an effort to identify experience and skills of Board members and to comply with the Head Start Reauthorization Legislation, please take a moment to answer a few questions.

1. Do you have a financial background (education, employment, experience)?

Yes ☒ No ☐

If you answered yes, please describe your experience:

*Currently assist with
Shells Accts Receivable, Accts Payable, Monthly pay
rollmaking and audits.*

2. Do you have a legal background? Yes ☐ No ☒

If you answered yes, please describe your experience: _____

3. Do you have an early childhood background? Yes ☒ No ☐

If you answered yes, please describe your experience:

*Second as home
visitor and family advocate for HEAD START*

4. Are you currently, or have you been a Head Start Parent? Yes ☒ No ☐

5. Please briefly describe your background and skills which make you an effective Board Member

*I am familiar with the CAPCO
agency both as a former employee and former parent
of the Head Start program. I currently complete
the board minutes of my current employer. I am
familiar with the processes.*

Name _____

Cortland County Community Action Program, Inc. (CAPCO)

**Board of Directors
Confidentiality Policy**

The Board of Directors shall receive orientation and training concerning confidentiality.

Philosophy:

All information CAPCO Board members learn about program participants, families and staff is confidential. It shall **NOT** be shared outside of Board meetings and functions with personal family members, members of the community or CAPCO staff. When approaching issues of confidentiality, it is important to proceed with respect for the families and staff involved. It is our commitment to treat individuals with the highest standard of respect. Information gathered and discussed should be for the purpose of strengthening the Agency and the community. In sharing this information, determining who needs to know is important. This policy is intended to direct that process. The simple rule of thumb is to ask Who needs to know this information?

What Information is Private?

All information held by the Agency, whether gathered informally or formally, is protected. This includes but is not limited to all family status, staff/personnel information and data and program information. When discussing information outside of a Board or committee meeting, care must be taken to protect the identity of individuals involved.


CAPCO respects the confidentiality of all families and staff within the Agency and its programs. This policy includes:

All staff/personnel information is handled as a private matter during Executive Session.

Any personnel information discussed during Board Committee or regular Board meetings is confidential and should be discussed with the Executive Director if and only if further action is necessary.

Conversations will be conducted only when necessary and in a professional manner in a secure, private area. Agency business is also to be treated in a confidential manner. Staff, Board members, interns, consultants, committee or advisory body members, and volunteers, will refrain from discussing any client and/or staff information including with spouses, friends or relatives. It is important not to reveal names, events or any other identifying information.

If a Board member shares confidential information outside of the meeting, the Board member may be asked to resign for the well-being of the Agency and all individuals involved.


Board Member Signature

7-12-17
Date

Conflict of Interest Policy for CAPCO Board of Directors

Please read the policy below. This policy is designed to both safeguard the best interests of Community Action Agency and comply with various state and federal laws, such as the Internal Revenue Code and the Head Start Act, governing conflicts of interest. Due to differing requirements of these laws, some transactions are outright prohibited and others may be permitted, but only under certain circumstances described below.

If you have any questions, you may contact Eden Harrington-Hall at edenh@capco.org or 607-753-6781. After you have completed reading it, please list any information that is required to be disclosed by the policy, sign it, and return it to Eden Harrington-Hall.

Disclosures are required for the period beginning on September 1 of the year preceding the year the Board member signs this policy.

IMPORTANT NOTE: This policy does not require the disclosure of assistance or services provided by CAPCO to Board members or their Immediate Family members, such as Head Start, if such individuals are not given preference in obtaining such assistance or services and they are provided on similar terms as for any other applicant for CAPCO programs.

1. **Prohibited Transactions.** No member of the Board of Directors of Cortland County Community Action Program, Inc. (CAPCO), or a member of his or her “Immediate Family,” may have a “Financial Interest” in the purchase, sale, contract for, rental, or lease of goods, space or services, or any other transaction, including loans and grants, by or with CAPCO or any of its Head Start delegate agencies.

(a) “Financial Interest” means (i) a material financial interest in the purchase, sale, rental, contract, lease, loan, or other transaction, including commission or fee, share of proceeds, prospect of promotion, profit participation or any other material financial reward; and/or (ii) any of the following interests in or associations with an entity providing or receiving such goods, space, services, loans, or grants:

- Sole ownership, or ownership of 5% or more stock;
- Partnership of 5% or more or beneficial interest of 5% or more; or
- Employee or independent contractor, if his or her position at or compensation from the entity is determined by revenues from or business with CAPCO, or its subsidiaries or delegate agencies.

“Immediate Family” includes:

- Spouse
 - Parent
 - Child (including adopted)
 - Sibling
 - Father-in-law, Mother-in-law
 - Brother-in-law, Sister-in-law
 - Son-in-law, Daughter-in-law
2. **Employment and compensation.** No CAPCO Board member, nor a member of his or her Immediate Family, as defined above, shall be an employee of CAPCO or any of its Head Start delegate agencies. No CAPCO Board member may be compensated for his or her regular service on the CAPCO Board of Directors or for providing services to CAPCO. However, Board members may be reimbursed for actual reasonable, necessary, and documented expenses incurred, consistent with policies adopted by the Board of Directors.
3. **Gifts to Board members.** CAPCO Board members are prohibited from soliciting or accepting gifts, money, or gratuities, other than those of nominal value, from:
- Persons receiving benefits or services under any CAPCO program;
 - Persons or organizations performing services for or providing goods or space to CAPCO; or
 - Persons who are otherwise in a position to benefit from the actions of a CAPCO employee, officer, or Director.
- “Nominal value” is \$50 or less per instance and \$150 or less per calendar year.
4. **Disclosures required by law.** CAPCO is required to disclose to the state and federal governments certain information concerning relationships and transactions between and among its Board members, their family members (including Immediate Family members as defined by Section 1(b) and ancestors, grandparents and grandchildren), and entities with which they are associated and CAPCO or its subsidiaries or delegate agencies (“Related Party Transactions”). Board members should list these disclosures at the end of this Policy. Information to be disclosed includes the following:
- Has CAPCO made a grant award or contribution to any organization with which its Board members have a relationship?
 - Do any CAPCO Board members have a family or business relationship with any other CAPCO Board member?
 - Do any CAPCO Board members have a family or business relationship with any CAPCO employee?
- *A “business relationship” does not include a relationship between (1) attorney and client, (2) medical professional (including psychologist) and patient, or (3) priest/clergy and penitent/communicant.*

- Are any CAPCO Board members, either personally, through family members, or through entities with which they are associated, involved in, or do they intend to become involved in, any other transactions or relationships with CAPCO, its subsidiaries or delegate agencies (other than as an CAPCO Board member) that are not mentioned elsewhere in this policy?

- *Here are some examples of situations you should disclose (these are in addition to disclosures required elsewhere in this policy):*

1. You are a board member of a nonprofit organization that receives funding from CAPCO.
2. You are a board member of a nonprofit organization that provides funding to CAPCO.
3. You or a family member is an employee of a business or organization that receives revenue or funding from CAPCO.
4. Your grandchild is a vendor, or has an ownership interest in, a vendor with which CAPCO does business.

5. **Continued disclosure obligation and disclosure of other potential conflicts of interest.** If, after signing this policy, a CAPCO Board member becomes involved, or intends to become involved, in a Prohibited Transaction, employment, compensation, or gift, as defined above, or becomes aware of such an existing transaction or status, the Board member must promptly notify the CAPCO Chairperson.

In addition to those Prohibited Transactions, gifts, and employment or compensation described above, Board members are required to promptly disclose to the CAPCO Chairperson any Related Party Transactions in which they are, or intend to become, involved.

6. **Procedure for addressing transactions.** The following process should be followed for all Prohibited and Related Party Transactions:

- (a) The Board Development Committee shall review, in consultation with the CAPCO Executive Director, all Related Party Transactions of Board members, including those that may be prohibited pursuant to Paragraph 1 of this Policy. Any Board Development Committee member that is being reviewed for Related Party Transactions, will not participate in the review.
- (b) The Board Development Committee, with the advice of legal counsel if they feel it is necessary, shall determine whether a Related Party Transaction is a Prohibited Transaction, as defined by paragraph 1 of this policy and any other applicable requirements.
- (c) If the Board Development Committee determines that the transaction is prohibited, they shall recommend either (i) not to enter into the transaction or (ii) to require the resignation of the Board member associated with the Prohibited Transaction.

- In making this determination, the Board Development Committee shall determine whether, all factors considered, the transaction under consideration is fair and reasonable to, and is in the best interests of, CAPCO. The Board Development Committee shall review, where appropriate, information concerning alternatives to the transaction; comparable transactions entered into by other parties and organizations; and/or independent appraisals, and any other relevant factors.
 - For this purpose, a "transaction" may include an ongoing business, contractual, or grant relationship.
- (d) If the Board Development Committee determines that the Related Party Transaction is not prohibited, then it shall also determine whether, all factors considered, the transaction under consideration is fair and reasonable to, and is in the best interests of, CAPCO.
- In making this determination, the Board Development Committee shall review, where appropriate, information concerning alternatives to the transaction; comparable transactions entered into by other parties and organizations; and/or independent appraisals, and any other relevant factors.
 - For this purpose, a "transaction" may include an ongoing business, contractual, or grant relationship.
- (e) The Board Development Committee shall report its determinations and recommendations from paragraphs (c) and (d) to the full Board of Directors.
- (f) At a meeting of the Board of Directors or Board Development Committee, a Board member who is associated with the transaction at issue may state his or her views, and shall respond to questions, as to any Related Party Transaction, including Prohibited Transactions, in which he or she is involved.
- (g) The Board of Directors shall vote whether to adopt the Board Development Committee's recommendations regarding the transaction at issue. If the Board Development Committee recommends that the Board member be required to resign from the Board, and the Board of Directors approve such recommendation, then such action shall be treated as removal for cause under the CAPCO by-laws. The basis for any such vote shall be documented in the minutes of the meeting at which action is taken, and those minutes shall be approved at the next meeting of the Board of Directors.



— have, to the best of my knowledge, disclosed below any Prohibited Transactions, employment, compensation, gifts, Related Party Transactions, and any other information required to be disclosed by this policy..

Disclosures:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Printed Name Ella Clark

Signature

7-12-17
Date

Cortland County Community Action Program, Inc.
Board of Directors Code of Ethics

General

As stated in this document, The CAPCO Board has a duty to act as a whole. Group action is required to carry a motion, recommendation, or formal request forward. No individual Board member may represent himself or herself as acting on behalf of the Board of Directors unless assigned to do so, formally, by the group.

Responsibilities

As a Board member, you are ultimately responsible for discharging the duties of your position in good faith and with that degree of diligence, care, loyalty, and skill which ordinarily reasonable persons would exercise under similar circumstances in like positions. Board members are accountable to consumers, constituents, funding sources, donors, regulatory entities, and the broader community.

Governance Duties

Board members have the Duty of the Fiduciary, including the Duties of Obedience, Care, and Loyalty.

- Duty of the Fiduciary is the duty to act for someone else=s benefit, with special responsibilities in connection with the administration, investment and distribution of someone else=s assets. A fiduciary is required to hold another=s interests ahead of his or her own.
- Duty of Care is the degree of competence and care expected to avoid reasonably foreseeable harm. Duty of Care is the absence of negligence.
- Duty of Loyalty is faithfulness to the mission, board, office and organization. It is allegiance and full support of the nonprofit=s endeavors, avoiding conflict of interest.
- Duty of Obedience indicates compliance with board decisions, even when individual members have objected. Duty of Obedience is also compliance with all laws and regulations that govern the organization=s actions, such as Federal, State and Local Laws, By-Laws, and Contractual Obligations.

Corporate Officers and Directors liability coverage may not extend to board members who violate these duties and the agency=s policies.

Employee/Board Communications

The formal actions of the Board are communicated by the President. The CAPCO Board President communicates the wishes of the CAPCO Board to the CAPCO Executive Director. It then becomes the responsibility of the Executive Director to see that the request is carried out. The Executive Director may delegate these duties to other staff at his or her discretion. However, staff may not be assigned duties directly by the Board members or the President.

External Communications

It is the responsibility of the Executive Director to carry out communications with funding sources, the media, and the community at large. Again, these communications may be delegated to appropriate employees on a regular basis. It is expected that, when the Board has a need to communicate with a funding source or the media, the Board membership as a whole decides on the content of the communication and the President directs the Executive Director to carry out those communications. Individual members of the Board do not have the authority to initiate communications of this nature.

Confidentiality

All communications within the agency, between staff and Board, and among Board members, with exception of the minutes of regularly held public meetings, are considered confidential.

Meeting Behavior

It is a courtesy to others, and a positive reflection of one's self, to arrive at meetings with ample time to begin business. Board members are expected to stay for the duration of the meeting, unless there is an emergency, or unless prior notice has been given to the Board President.

Whenever possible, Board members should avoid having to take non-emergency phone calls during a meeting, which may result in keeping other members waiting.

Board members are encouraged to take the time they need to fully explain their individual positions. Of course, that requires allowing others equal time to explain their positions, without interruption. Even when a member disagrees with the opinion offered by another person, that person deserves respect and the courtesy of listening without ridicule.

Board members shall allow the President of the Board of Directors to conduct meetings in accordance with the By-Laws and Roberts Rules of Order. Always request to be recognized or to have the floor in order to provide information or add an opinion. In other words, communicate professionally and appropriately.

Special meetings shall not be held to take actions against the Executive Director. A specific reason for all special meetings shall be presented in writing. In the case where secret ballots determine the outcome of a discussion, the final decision must be disclosed in writing.

Complaint Handling

All complaints from customers, funding sources, employees, and others are to be handled with privacy and courtesy at all times.

CAPCO has a formal policy (see Employee Handbook Section 4: Grievance Procedure) for aggrieved employees. The chain of command and chain of events outlined in this policy are to

be followed without exception. Complaints received from aggrieved employees that fall outside the outlined procedures shall not be heard collectively or by individual board members, nor shall complaints from terminated employees whose legal options do not include the grievance and appeal procedure.

Employment

Board members must resign from the board of directors if they have an interest in employment at the agency and wish to submit an application.

Ambassador Roles

All CAPCO Board Members are viewed as ambassadors of the agency, its programs and customers. We demonstrate pride in our affiliation with Community Action and its accomplishments in the community. It is expected that we take ownership in the agency and its activities. Therefore, when asked about CAPCO, we respond with positives, for we all share responsibility for the positives and negatives and our responses are a reflection of ourselves. Whether working with other agencies, in conference settings, or simply among neighbors and friends, we proudly represent CAPCO and everyone affiliated with the organization.



Signature

7-12-17

Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

Phone: (607) 753-6781 ☐ Fax: (607) 758-3620 ☐ www.capco.org

Head Start ☐ Early Head Start ☐ Energy Services ☐ WIC ☐ Consumer Directed Personal Assistance ☐ Family Development

Board Member Application

For Elected Public Official Representation

Name: ELLA M. CLARK Date: 7-12-17

Home Address: 1877 Preble Rd. Preble, NY 13141

Home Phone: _____ Cell Phone: 607-591-7745

Business Name: CORTLAND HOUSING AUTHORITY

Business Address: 42 Church St. Cortland NY 13045

Business Phone: 607-753-1171 Business Fax: 607-753-7313

Business Fax: _____ E-mail Address: ecclark@cortlandha.com

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: _____

Office and District (if representing a specific District): _____

Term of Office _____ Preferred Communication:
☒ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First) Administrative Assistant

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? NO

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

I, ELLA CLARK accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

Signature

...dedicated to providing programs and resources that promote self-reliance and dignity.

PP&E Committee

July 18, 2017

In attendance: Billie MacNabb, Liz Haskins, Doug Bentley, Shawn Allen, Shelley Warnow. Staff: Lindy Glennon, Eden Harrington-Hall

HS/EHS Reports for May

HS Dental – 84% have had their dentals by the end of the year it has to be at least 85%. Lindy stated that they have surpassed that and will be reflected in the June reports.

HS Family Engagement – participation was good in the month of May.

HS Family Services – attendance is at 95%.

HS Special Needs – 50 children are receiving services.

EHS Health Services – 70% are current on their physicals and 93% are current on their immunizations.

EHS Family Services – attendance is at 97%. Currently there are 90 income eligible children on the waiting list and there are 10 income eligible expectant mothers on the waiting list.

EHS Special Needs – 6 children are receiving services.

Motion to approve the HS/EHS reports made by Billie MacNabb; seconded by Liz Haskins. Motion carried.

2017-20187 CSBG Work Plan

Eden reviewed the CSBG Work Plan with the committee. The biggest changes were the addition of the Volunteer Driver Program and the VITA program was removed due to another agency supporting it. Eden also shared that the National Performance Indicators (NPI's) have changed and instead of having the 6 National Goals which covered Families, Agency, and Community goals, they have gone to Service Domains and Strategies (See attached). There being no further discussion, motion for approval made by Doug Bentley; seconded by Shelley Warnow. Motion carried.

Volunteer Driver Program

We have been approved by the Department of Health (DOH) to provide Medicaid Transportation. Brandy, Lindy and Eden have met with Michael DiRenzo from Medicaid Answering Service (MAS) to finalize the paperwork and plan for next steps. Michael stated that this could grow quickly and as much as possible, MAS will be assigning rides to us because our rate is much cheaper than the local cab companies. We have submitted our rates to DOH and hope that the turnaround will be quick. We have flyers to recruit volunteers done, Driver Manual, Application, etc. all completed. We are still waiting to hear about the additional insurance coverage information. We hope to have the driver training and orientation done in August and start services in September. Brandy and Eden will be part of the initial startup and when we start billing and receiving payments, we will hire a staff person hopefully in October.

There being no further business meeting adjourned at 12:45.

Health Services HS Policy Council Report
May 2017

Classroom	Received	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Started	F/U Started	F/U Completed	Refusals		Incidents
Barry	11	0	2	0	0		2	1	0	1	2		2
Homer 1	15	0	0	0	0		7	4	0	3	4		1
Homer 2	12	1	0	0	0		2	0	0	2	1		0
Johnson 1	13	0	1	0	0		4	2	0	2	1		1
Johnson 2	14	0	0	0	0		1	1	0	0	0		0
Marathon	12	0	1	1	0		5	1	0	4	1		2
McGraw	14	0	0	0	0		2	1	1	0	2		0
Parker	13	0	0	0	0		4	2	0	2	4		3
Randall	12	0	0	0	0		6	2	0	4	3		4
Smith	13	0	0	0	0		4	2	0	2	2		0
YMCA 1	10	0	0	1	0		2	0	0	2	1		1
YMCA 2	15	0	0	0	0		3	2	0	1	3		1
YMCA 3	11	0	1	0	0		1	1	0	0	3		1
Totals	165	1	5	2	0		43	19	1	23	27		16
Total %	84%	Reasons for Refusal: Dental not turned in 12, Future Appt. 11, Cost/No Ins. 4. Injury/Incident: Classroom 5, Playground 4, Sidewalk 3, Bathroom 1, Cafeteria 1, Yoga Room 2.											
Comments		84% of dental treatment needed has been started or completed. 83% of dentals have been received for Head Start Program.											

HEAD START PROGRAM OF CORTLAND COUNTY
MONTHLY TRANSPORTATION REPORT
MONTH: May 2017

Key: PT: Parent Transport
Bus: School District

<u>Center Names</u>	<u>PT: AM</u>	<u>PT: PM</u>	<u>Bus AM</u>	<u>Bus PM</u>	<u>Back to Office</u>	<u>Disciplinary</u>
YMCA I	13	13	0	0		
YMCA II	21	21	0	0		
YMCA III	14	14	0	0		
Parker	16	16	0	0		
Randall	16	16	0	0		
Smith	16	16	0	0		
Homer I	16	16	12	12		
Homer II	14	14	4	4		
McGraw	15	15	9	9		
Marathon	15	15	6	6		
Johnson I	14	14	0	0		
Johnson II	14	14	0	0		
Barry	15	15	0	0		
Totals:	199	199	31	31	0	0

McGraw, Marathon, and Homer I & II are transported by the school district

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
...a service of Cortland County
Community Action Program , Inc.

HS/EHSMonthly Family Engagement report

Month: May 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	canceled due to t-shirts						
YMCA 2	canceled due to t-shirts						
YMCA 3	canceled due to t-shirts						
Barry	PAG	5/23/2017	11	19	7	16	69%
	Family crafts	5/12/2017	8	11	4	16	50%
Parker	PAG	5/18/2017	5	12	4	16	31%
	Bagel faces	5/3/2017	3	4	0	16	19%
	Frozen yogurt-nutrition tasting	5/24/2017	8	9	2	16	50%
Randall	PAG	5/5/2017	3	5	2	16	19%
Smith	PAG	5/22/2017	2	4	1	13	15%
Homer 1	PAG	5/18/2017	0	0	0	15	0%
	Seed planting	5/24/2017	5	5	0	15	33%
Homer 2	PAG	5/18/2017	1	1	0	14	7%
	Seed planting	5/24/2017	5	7	3	14	36%
McGraw	PAG	5/18/2017	3	5	2	13	23%
Marathon	PAG	5/24/2017	6	11	2	14	43%
Johnson 1	PAG	5/16/2017	6	7	1	15	40%
	Friendship t-shirts	5/30/2017	5	6	2	15	33%
Johnson 2	PAG	5/16/2017	6	8	2	14	43%
	Friendship t-shirts	5/30/2017	7	10	2	14	50%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: May

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1	14	14	0	0	97	3	1	2	14	8	0
YMCA 2	20	20	0	0	91	3	2	2	25	13	0
YMCA 3	15	15	0	0	96	2	0	4	8	1	0
Barry	16	16	0	0	95	6	4	2	9	5	0
Parker	16	16	0	0	93	4	5	2	11	2	0
Randall	16	16	0	0	95	4	3	2	1	0	0
Smith	14	14	0	0	90	2	3	2	8	1	0
Homer 1	16	16	0	0	97	1	0	1	6	0	1
Homer 2	14	14	0	0	99	3	1	2	10	4	0
McGraw	15	15	0	0	99	2	1	4	3	0	1
Marathon	15	15	0	0	93	0	3	2	6	2	0
Johnson 1	14	14	1	0	91	0	0	1	2	0	0
Johnson 2	14	14	0	0	93	0	0	1	1	0	0
TOTAL	199	199	1	0	95%	30	23	27	104	36	2

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

29
3
6

4 Year Olds
Over Income
Under 130%
Under 100%

20
0
1

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: May 2017

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
YMCA I	0	0	0	1	0	0	0	0
YMCA II	0	0	0	0	0	0	0	0
YMCA III	0	0	0	0	0	0	0	0
Smith	0	0	0	0	0	0	0	0
Parker	0	0	0	0	0	0	0	0
Randall	0	0	0	0	0	0	0	0
Homer I	0	0	0	0	0	0	0	0
Homer II	0	0	0	0	0	0	0	0
McGraw I	0	0	0	0	0	0	0	0
Johnson I	0	0	0	0	0	0	0	0
Johnson II	0	0	0	0	0	0	0	0
Marathon	0	0	0	0	0	0	0	0
Cortlandville	0	0	0	0	0	0	0	0
TOTALS	0	0	0	1	0	0	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Wieder

Month: May 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1:1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Randall	3	1	3	1	1	0	0	0	0	5	0	0
Smith	3	0	1	0	0	1	1	0	0	0	0	0
Parker	4	0	3	1	0	0	0	0	0	0	1	0
YMCA I	5	5	5	3	1	2	2	1	0	2	0	0
YMCA II	4	2	4	2	0	0	0	0	0	2	0	0
YMCA III	1	1	1	1	0	0	0	0	0	1	0	0
McGraw I	2	0	2	0	0	0	0	0	0	2	1	0
Homer I	4	3	4	3	1	1	1	0	0	3	0	0
Homer II	3	0	2	0	0	0	1	0	0	2	0	0
Marathon	5	2	5	0	0	0	1	0	0	3	0	0
Johnson 1	5	4	5	3	1	2	1	0	0	3	0	0
Johnson 2	6	4	6	0	1	2	3	0	0	4	0	0
Cortlandville	5	4	4	3	2	1	1	0	0	5	0	0
TOTALS	50	26	45	17	7	9	11	1	0	32	2	0

Homer 2

1. This month we finished up our Dina Unit on how to be friendly.
2. Our last unit for the year will be reviewing all the units we learned throughout the school year.
3. Our class also learned about growing plants through our growing unit.
4. Our next unit will be on bugs and insects.
5. PAG meeting was held at Lime Hollow's. We all walked the trails and looked for animals. That was on May 18th.
6. On May 24th we invited the families to come to class and plant some vegetables to take home and start a garden with.

Johnson 1

1. We had a math lesson with BOCES students teaching the class.
2. Our class said good bye to Allie and Nicole (SUNY Cortland Students), who helped out in our class room this year.
3. We introduced a measurement lesson for our science class to our students this month.
4. In our Health Unit our children learned about sunscreen protection and nutrition (healthy food).
5. We had our 2nd round of Brigance.
6. Also had our last round of TSG.
7. We had 3 BOCES students come in to our class and read to the children.
8. PAG, families came in and planted seeds to take home and start a garden.
9. Parent engagement- We made friendship shirts.
10. We started our growing unit in class this month too.
11. We finished up the growing unit and started the unit on insects and bugs.

Johnson 2

1. This month our students learned all about plants and how to grow them.
2. We planted flowers and vegetables at our PAG meeting.
3. In our classroom we also grew grass heads.
4. We have started a new unit on insects and bugs.
5. Also this month we reviewed a lot of our social, emotional units.
6. Plus problem solving, taking turns, and friendship skills.

4. Common Core: The children have been introduced to the fairy tale unit. We have also been practicing how to retell stories.
5. HWOI: This month we learned about the letters: "M", "N", and "W". For each letter we have practiced creating it, the sound of it makes, noticing them daily in print and creating themed crafts with the letters.
6. Active Play: This month the children learned to play "Red Light, Green Light". They all loved it.
7. Garden: We have rented a space at the community garden. The children helped us dig and plant beans, peppers, squash and flowers.
8. PAG: Parents came and helped our children with an herb planting activity. As a class we collected milk cartons to plant the herbs and recipes were also handed out to show how to use the herbs.

YMCA 1

1. This month we worked on our Plant Unit. We planted grass heads.
2. The children got to cut the "hair" on the grass heads and enjoyed that.
3. We also learned about different vegetables and fruits, where they grow and what they need to live.
4. In our class room we also learned about birds and their eggs.
5. The children enjoyed welcoming a new student to our class.
6. We are continuing working on writing our names and identifying the letters in our name.

YMCA 2

1. Our PAG meeting need to be rescheduled for June 8th. We will be doing tie-dye t-shirts.
2. We finished up our Fairy Tale Unit this month.
3. We will be moving on to planting a garden next.

YMCA 3

1. This month we learned about gardening. We got to plant grass seeds and watched it grow into grass and then the children measured how long it was.
2. We got to make our own carrots with a handprint top.
3. We also learned about what flowers and veggies need to grow.
4. The children made a picture of their own flower garden.
5. We also had a taste test of different fruits.
6. We learned about different seeds, such as which ones you can eat and which ones you can't.
7. We welcomed our friend Hunter back to our class.
8. PAG meeting: It was held on May 23rd where we tie-dyed t-shirts.
9. We welcomed our new teacher Ms. Delaynie and we love her.
10. Our Tie-dye got rescheduled till June.

Health Services EHS Policy Council Report

May 2017

Classroom	Current Phys	Current Imm	12 Mo Lead	24 Mo Lead	Dental Rcvd	F/U Need	F/U Start	F/U Comp	Refusals	Incidents
Cos 1	3	8	1	N/A	N/A	N/A	N/A	N/A	0	1
Cos 2	7	7	8	2	7	0	0	0	0	2
Cos 3	8	8	6	6	6	1	0	0	0	0
Elm Tree	7	8	8	1	3	0	0	0	0	4
HB 1	6	9	7	3	3	0	0	0	0	0
HB 2	5	10	5	2	1	1	0	0	0	0
SM 1	7	8	4	6	5	0	0	0	0	2
SM 2	6	7	5	7	6	0	0	0	0	4
Totals	49	65	44	27	31	2	0	0	0	13

Total %	70%	93%	47%
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Comments

Injuy/Incidents: Classroom-10, Playground-2, Sidewalk-1.
Total % of dentals received of children age 1 year and older.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel Month: May

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Elm Tree	8	8	0	0	98	21	0	0	0	0	0
Cosimos 1	8	8	1	0	95	1	0	0	0	0	1
Cosimos 2	8	8	0	0	99	3	0	1	3	2	0
Cosimos 3	8	8	0	0	99	1	0	0	0	0	0
South Main 1	8	8	0	0	94	1	0	0	1	0	0
South Main 2	8	8	0	0	94	0	0	2	0	0	0
Home Based 1	12	11	1	0	soci 22 HV 73	41	0	0	3	0	0
Home Based 2	12	12	0	0	soci 13 HV 56	27	0	2	14	5	0
TOTAL	72	71	2	0	97%	95	0	5	21	7	1

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

2
1
9

Children
Over Income
Under 130%
Under 100%

29
14
76

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County
Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Katherine E. Shaw

Month: May 2017

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
Cortlandville	0	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0
Cosimo II	0	0	0	0	0	0	0	0
Cosimo III	0	0	0	0	0	0	0	0
South Main I	0	0	0	0	0	0	0	0
South Main II	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Bethann Wieder

Month: May 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Cortlandville	0	0	0	0	0	0	0	0	3	0	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	1	0	0	0	0	1	0	0	0	0	0	0
Cosimo III	2	1	2	0	1	1	0	0	0	1-CPSE	0	0
South Main I	1	1	1	0	0	1	0	0	1	0	0	0
South Main II	1	0	1	0	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0	0	0	0	0
Home Based II	1	1	1	0	0	1	0	0	0	1-EI	0	0
TOTALS	6	3	5	0	1	4	0	0	4	2	0	0

**EARLY HEAD START
CLASSROOM HAPPENINGS
MAY 2017**

Cosimos 1

1. This month we welcomed a new student, Camdyn, he is 8 months old as of May 15th.
2. On May 16th we had our parent activity meeting, where we made dinosaur snacks and we had 100% parent turnout.
3. We have been working on saying words and word like sounds.
4. Also using baby signs for "more", "all done", "eat", "thank you", and "please".
5. PAG: Was held at Yaman Park. We played on the playground, with bubbles and balls. We also had a yummy snack.

Cosimos 2

1. We have three friends who are now 2 years old.
2. We had another funny week: On May 27th was our parent/child Activity and we made hand printed flowers. We had 6 parents/friends in attendances.
3. We have been enjoying outside time and walks.
4. We are working with the children in helping cleaning up in the classroom and being more independent.
5. The children's language skills have seem to be really blooming this month.
6. We have 6 students who are working on using the potty. Yeah!
7. PAG was held on the May 24th. It was an outdoor play and activities at Yaman Park. We had 2 families attend.
8. We have enjoyed playing with bubbles and our new playhouse.
9. The children are really enjoying drawing.
10. We are beginning to do more pretend play and developing ideals.
11. The children are working on learning more about sharing, taking turns and playing with each other more.
12. The children love the new suction cup balls.
13. They are working very hard on using problem solving words and table manners.

Cosimos 3

1. This month we played with foam blocks, dinosaurs, balls, pegs and the peg boards, bristle blocks, kitchen area (pretending to cook & measure).
2. We also played with the baby dolls, dress-up, counting bears, shape sorter, Dr. Kit, and putting puzzles together.
3. We read many books this month such as: "Beginning Colors, Shapes, Letters"; "Dora the Doctor"; "Jungle Book-Rumble in the Jungle and Jungle Friends"; "ABC Animals Teach Me"; "The Shape of Me and Other Things"; and "Ten Little Rubber Ducks".
4. During IMIL we sang and danced to our favorite songs: "The Dinosaur Song", "Going on a Bear Hunt", "Lettercise", "Rise & Shine", "Tooty Ta", "Choosey Hearts", "If You're Happy, Shake Your Sillies Out", "Baby Beluga", and "Animal Action".
5. Every day we could we were outside going for walks and playing on the playground.
6. When we were inside playing we did some art projects, such as: fruit prints, wooden block prints, sponge printing.
7. We made a shape collage, learning how to use glue.
8. We drew on the chalkboard with chalk, made handprint flowers.
9. Also did more gluing with letters and shape stickers.
10. The children played at the sensory table with water, wash clothes, bathing baby dolls and dinosaurs too.
11. The children learned how to safely use plastic knives with playdough.
12. We did a milk experiment with the children and they thought it was pretty cool.
13. Our Parent Activity of painting cherry blossoms had 3 families attend with 1 father.
14. PAG: Was held at Yaman Park, it was a playtime theme and we had 2 families attend with one father coming.
15. Some other songs we sang when we were out walking are: "Mr. Sau", "Old MacDonald had a Farm", "Ants Go Marching", "Twinkle Twinkle Little Star" and "Itsy Bitsy Spider".
16. In between songs we talked about everything we saw outside.

Elm Tree

1. May has gone by very fast. The boys have been very busy creating a lot of different art projects.
2. They created pictures using apples, forks, golf balls and shapes.
3. We had a great crazy week on May 15th.
4. We had a crazy day, golf day, super hero day and PJ day too.
5. We had some crazy haired boys, plus a Batman, a Spiderman and a superman.
6. The children played in the dirt and water in the sensory table.
7. The parents loved coming in and planting flowers with their children. The boys loved watering them.
8. PAG was held at Yaman Park, we had several families show up.
9. We played at the park with several of the Cosimos families that were at Yaman Park too.
10. In our classroom, our students created a volcano out of an apple for our science project.
11. The boy's reaction to the volcano experiment was priceless.
12. We had to do this experiment more than once.

South Main 1

1. In our classroom we have been working on our star and rectangle shapes this month.
2. Also our class has been learning about sun safety and the importance of why we wear sunscreen.
3. Our children are practicing new games with a couple of simple rules to follow.
4. Parent Engagement: May 31st, we made sensory bags with our parents.
5. Our children have also been working on sorting objects by size and color.
6. Tiny Turtle and baby Dina are helping us with using kind words.
7. PAG was on May 31st and we discussed sun safety and dehydration with the families.

South Main 2

1. The children “picked” flowers to make a “May Day” basket.
2. Our class focused on flowers by making flower necklaces, matching colored “bugs” with the corresponding flower.
3. We learned about the color blue in class.
4. In class the children have learned about the shape of a star.
5. We learned the importance of water for our bodies on hot days. (Health Plan).
6. We made flags using fresh fruit, vanilla yogurt and graham crackers for our nutrition plan.
7. We had our parent engagement on May 26th. We made butterfly masks and had snacks of grapes and goldfish.
8. PAG was on May 31st, it was all about summer safety.

Check one:
 Work Plan ☒ Amendment ☐
 PPR #1 ☐ PPR #3 ☐
 PPR #2 ☐ PPR #4 ☐

ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2a 2018 Work Plan and Program Progress Report (PPR)

Page 1 of 17

FFY 2018
 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for capacity building activities.

AGENCY CAPACITY BUILDING

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency will provide Poverty Simulations and invite policy makers, partner agencies, and educational institutions to learn about the day to day realities of life with a shortage of money and an abundance of stress. (Strategic Plan Goal 1(C))STR 6 G2a	225 community members will participate in 2 poverty simulations that will bring awareness about the barriers facing the low-income community.	CNPI 6 G2z.1	Sign in Sheets						0	#DIV/0!
The agency will apply for foundation grants and seek donations to support the agency's Family Development Component. (Strategic Plan Goal 1 (a) and 1 (b))	\$25,000 in new funding will be received to increase services provided through the agency's Family Development Component. \$230,000 in in-kind goods will be received to increase services provided to support the agency's Family Development Component		Grants approved by the Board of Directors/Foundation funding	25,000					0	0%
	8,669 Volunteer hours were donated in FFY 2016 to assist the agency.		Financial Software	230,000					0	0%
Recruiting and Coordinating Community Volunteers. (Strategic Plan Goal 1 C) [STR 6 G2b]	A 30% increase or 11,269 Volunteer hours will be donated during FFY 2017 to assist the agency in delivery services that address the conditions of poverty. (*% of increase will need to be calculated at end of year)	CNPI 6 G2a	Percent increase in donated time to support the agency's delivery of services to address conditions of poverty in the identified community.	11,269					0	#REF!
Staff will be provided professional development opportunities Wellness initiatives, and skills training. (Strategic Plan Goal 2 (a, c & d))	Staff members will participate in 1500 hours of anti-poverty related skills training in order to improve work performance.		Training logs	1500					#REF!	#REF!
	10 Family Development TEPE certified trainers will be maintained to help strengthen, support, and educate parents.		Personnel Files	10					0	#DIV/0!
	1 CCAP will be maintained and supported.		Personnel Files	1					0	0%
	1 ROMA Trainer will be maintained and supported for the provision of ROMA training to staff, board and outside organizations.		Personnel Files	1					0	0%
Staff will serve on committees and consortiums, various advisory boards, and be members of local business development consortiums in order to facilitate new program initiatives and provide linkages with the business community. (Strategic Plan Goal 2 (b)) (STR 6 G2a)	50 Staff will participate in Wellness initiatives in order to improve their health and wellness		Wellness Committee Tracking System	50					0	0%
	The agency will have representation on 20 boards, committees, etc.		Meeting Minutes/Agendas	20					0	0%
									0	0%

Check one:
 Work Plan ☒ Amendment ☐
 PPR #1 ☐ PPR #3 ☐
 PPR #2 ☐ PPR #4 ☐

ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2a 2018 Work Plan and Program Progress Report (PPR)

FFY 2018
 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for capacity building activities.

AGENCY CAPACITY BUILDING

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Board training will be provided to ensure members of the Board are knowledgeable on issues including, but not limited to: Roles and Responsibilities, NFPCCL, Fiduciary Responsibility, ROMA, etc. (Strategic Plan Goal 3 (a & b)) Staff will hold certifications that will enhance their ability to provide services in the community. Certifications include: Certified Poverty Coaches,	15 Board Members will improve skills and knowledge in governance to effectively carry out the <u>mission of the agency</u> . 15 board members will participate in 10 - 15 minute training events at board meetings in the coming year for a total of 30 hours.		Board Self-Assessment	25					0	0%
			Meeting Agenda	15					0	0%
	3 staff		Personnel File	4					0	0%
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Check one:
 Work Plan ☒ Amendment ☐
 PPR #1 ☐ PPR #3 ☐
 PPR #2 ☐ PPR #4 ☐

ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2b 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018
 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for community partners.

AGENCY PARTNERS (Agency-wide Unduplicated Count)

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes. PLEASE NOTE THERE IS A CHANGE IN THE INFORMATION BEING REQUESTED FOR FFY 2018. REPORT THE UNDUPLICATED NUMBER OF PARTNERS/ORGANIZATIONS FOR EACH CATEGORY (NOT THE NUMBER OF PARTNERSHIPS FOR EACH CATEGORY) Please describe specific partnerships in Section C4a.	Non-Profit	B.5.a	MOU's, contracts, letters, agreements, e-mails, meeting minutes, case notes, etc.	33					0	0%
	Faith Based	B.5.b		4					0	0%
	Local Government	B.5.c		2					0	0%
	State Government	B.5.d		3					0	0%
	Federal Government	B.5.e		1					0	0%
	For-Profit Business or Corporation	B.5.f		6					0	0%
	Consortiums/Collaboration	B.5.g		4					0	0%
	School District	B.5.h		6					0	0%
	Institutions of post-secondary education/training	B.5.i		3					0	0%
	Financial/Banking Institutions	B.5.j		2					0	0%
	Health Service Institutions	B.5.k		0					0	#DIV/0!
	Statewide Associations or collaborations	B.5.l		4					0	0%
	Number of Organizations (Total):			68	0	0	0	0	0	0%

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Check one:
 Work Plan ☒ Amendment ☐
 PPR #1 ☐ PPR #3 ☐
 PPR #2 ☐ PPR #4 ☐

ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2c 2018 Work Plan and Program Progress Report (PPR)

Page 3 of 17

FFY 2018
 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency)

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Families with low incomes are found to be at nutritional and health risk (F)

Program that addresses the need described above:

Women, Infants, and Children (WIC) (DOMAIN: Health & Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's WIC Program provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. (SRV 5g Maternal/Child Health), (SRV 7c Referrals)	Of 1800 individuals seeking WIC assistance: 1800 of 1800 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5b	Intake form/caseload reports	1800					0	0%
			Case files, food voucher records	1800					0	0%
	1650 of 1800 will be referred to other service providers for additional assistance.		Referral records (2x/year)	1650					0	0%
	150 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.		Peer Counselor Documentation	150					0	0%
	6 partnerships will promote the program, provide space, and funding (1 State Government, 1 Local Government, 1 faith based, 1 not-for-profit, 1 consortium, 1 State	B.5.a-i	MOU's, meeting minutes, association membership	6					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)Page 4 of 17FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:	
Work Plan	<input checked="checked" type="checkbox"/> Amendment
PPR #1	<input type="checkbox"/> PPR #3
PPR #2	<input type="checkbox"/> PPR #4

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families who are at nutritional and health risk (F)**Program that addresses the need described above:****Snack Packs for Kids (Domain Health and Social/Behavioral Development (FNPI 5))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Snack Pack for Kids program will provide nutritious foods for food insecure low-income children throughout the county in an effort to help alleviate hunger. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries))	200 children will be referred to the program:	200	Referrals from schools documenting need	200					0	0%
	200 of 200 children will be enrolled in the program	200	Referral form	200					0	0%
	200 of 200 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5b	Backpack Allocations	200					0	0%
	Of the 200 children receiving backpacks, 7955 backpacks will be distributed		Backpack Allocations	7955					0	0%
	8 partnerships, will support the program by donating funds, referring eligible children, and providing space. (5 school districts, 1 higher education, 1 financial institution,	B.5.a-i	MOU's , in-kind report	8					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)Page 5 of 17FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:	
Work Plan	<input checked="checked" type="checkbox"/>
PPR #1	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>
Amendment	<input type="checkbox"/>
PPR #3	<input type="checkbox"/>
PPR #4	<input type="checkbox"/>

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families who are at nutritional and health risk (F)**Program that addresses the need described above:****Health and Nutrition (Domain Health and Social/Behavioral Development (FNPI 5))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Health and Nutrition component introduces low-income families to a holistic approach to healthy lifestyles, including , menu planning, and nutrition education, and improved access to fresh fruits and vegetables through Community Supported Agriculture (CSA) Shares and the Farmer's Market. Our aim is to raise awareness on the importance of healthy lifestyles and help to decrease the incidences of obesity. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries) , SRV 5ff Skills Classes (Gardening, Cooking, Nutrition))	Of 58 individuals seeking health and nutrition services:		Intake Form	50					0	0%
	8 will be enrolled in the CSA Program.		Intake Form	8					0	0%
	8 will improve their nutritional well being through access to nutritional foods.	FNPI 5b	Post Survey	8					0	0%
	Of those 8 receiving CSA Shares, 160 boxes of food will be distributed		Weekly sign-out sheets	160					0	0%
	50 will participate in nutrition education and exhibit improved family functioning.	FNPI 5a	Pre/Post Survey	50					0	0%
									0	#DIV/0!
	Families will receive 175 boxes of fresh fruits and vegetables using SNAP benefits		EBT Transactions	175					0	0%
	7 partnerships will support the goals of the health and nutrition program, through referrals, funding, space (2 school districts, 1 business, 1 NFP, 3 collaborations)	B.5.a-i	Partnership Agreements/MOU's	7					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)

Page 6 of 17FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:	
Work Plan	<input checked="checked" type="checkbox"/>
PPR #1	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>
Amendment	<input type="checkbox"/>
PPR #3	<input type="checkbox"/>
PPR #4	<input type="checkbox"/>

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Accessibility of health care for families (C)

Program that addresses the need described above:

Community Health Worker (Domain Health and Social/Behavioral Development Services (SRV 5))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Connect high need women and families to appropriate navigator sites for assistance with enrollment into public health insurance programs / family planning benefits programs or market place as appropriate. Provide one on one education and appropriate referral for health care services to women and their families. Assist to remove barriers to accessing care as appropriate. The medical, behavioral and psychosocial risk factors of high – need women and infants are identified and addressed through timely and coordinated counseling, management, referral, and follow – up. (SRV 3h Health Insurance Coordination , Referrals (SRV 7c)	Of 80 individuals seeking assistance.		Log	80					0	0%
	8 of the 80 will enroll in a health insurance plan.	FNPI 5z.1	Tracking Form	8					0	0%
	80 of the 80 will be referred to the appropriate health care services based upon their specific need.		Tracking Form	80					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)Page 7 of 17FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:		Amendment	
Work Plan	<input checked="" type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Children face barriers to school readiness (F)**Program that addresses the need described above:****Head Start/Early Head Start (Outcomes Across Multiple Domains (FNPI 7))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families. (SRV 2a Early Head Start, SRV 2b Head Start, SRV 5a Immunizations, SRV 5a-j Health Services, Screening and Assessments, SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	Of 272 children deemed eligible for Head Start/Early Head Start:		HS/EHS Intake Form	272					0	0%
	272 children will participant in Head Start/Early Head		HS/EHS Attendance Records	272					0	0%
	272 of 272 children will be up to date on age appropriate immunizations, medical and/or dental care	FNPI 5z.1	Childs File	272					0	0%
	272 of 272 children's health will be improved as a result of adequate nutrition.	FNPI 5b	CACFP meal count documentation	272					0	0%
	272 of 272 children will participate in pre-school activities to develop school readiness skills	FNPI 2b	Attendance Records	272					0	0%
	136 of 272 children will be developmentally ready to enter kindergarten	FNPI 2a	CORE Report	136					0	0%
	240 parents/caregivers will be engaged by HS/EHS staff through home visits.		Family worker notes	240					0	0%
	220 of 240 parents/caregivers will participate in HS/EHS family engagement services by completing a family strength assessment		Completion of Family Strength Assessment (FSA)	220					0	0%
	Of the 220, 200 will learn and exhibit improved family functioning	FNPI 5e	Documented achievement on a Family Strength Assessment	220					0	0%
	13 partnerships will support program, provide space, and in-kind paraprofessional services(4 school districts, 5 not-for-profit, 2 higher education, 2 faith based)	B.5.a-i	MOU's	13					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)Page 8 of 17FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:	<input checked="checked" type="checkbox"/>	Amendment	<input type="checkbox"/>
Work Plan	<input type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families lack essentials such as food, clothing household appliances, transportation assistance, utility assistance. (F)

Program that addresses the need described above:Community Action Angels (Services Supporting Multiple Domains (SRV 7)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Family Development Component provides low-income families with clothing (SRV 7n, Emergency Clothing Assistance), household appliances SRV 4q Housing Maintenance & Improvements), Medical Care (SRV 5f, Doctor Visit Payments), transportation assistance (SRV 7d) Transportation Services, utility assistance (SRV 4i Utility Payment Assistance), referrals (SRV 7c Referrals)etc.	Of 775 individuals seeking assistance:		Intake Form	775					0	0%
	775 of 775 will receive clothing.		Database	775					0	0%
	25 of 775 will receive emergency home improvements.	FNPI4g	Intake Form	25					0	0%
	10 of 775 will receive emergency food.	FNPI5b	Intake Form	10					0	0%
	17 of 775 will receive fuel or utility assistance	FNPI4g	Intake Form	17					0	0%
	10 of 775 will receive emergency transportation		Intake Form	10					0	0%
	2 of the 775 will receive Emergency Medical Care		Intake Form	2					0	0%
	150 of the 775 will be referred to other service providers.		Referral Tracking Form	150					0	0%
	100 of the 775 will be more prepared for Winter by attending our annual Coat Giveaway		Sign-In Sheets	100					0	0%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP)	B.5.a-i	MOU's	8					0	0%
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									0	#DIV/0!

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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018

Budget Period 10/1/17 to 9/30/18

Contract # C1000755

Check one:	<input checked="checked" type="checkbox"/>	Amendment	<input type="checkbox"/>
Work Plan	<input type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)

Program that addresses the need described above:

TASC Preparation/Tutoring (Domain Education and Cognitive Development (FNPI 2))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Through the High School Equivalency (HSE) Program, provide tutoring, preparation for TASC testing, transportation to TASC test sites, and higher education counseling will be provided to low income individuals (SRV 2u High School Equivalency Classes)	Of 70 enrolled in the HSE/Tutoring program:		Intake Application	70					0	0%
	15 will have at least 12 hours of attendance.		Attendance Records	15					0	0%
	10 will have a grade level improvement in math or reading.	FNPI 2f	Grade level improvement on math TABE test, case notes.	10					0	0%
	12 will take the TASC exam, and pass from 1-4 of the five test.		Grade level improvement on math TABE test, case notes.	12					0	0%
	20 will have individual math/literacy tutoring to meet education or employment goals.		Attendance Records	20					0	0%
	10 will receive their HSE diploma.	FNPI 2h	Case Notes	10					0	0%
									0	#DIV/0!
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 Work Plan ☒ Amendment ☐
 PPR #1 ☐ PPR #3 ☐
 PPR #2 ☐ PPR #4 ☐

ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2c 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018
 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.	Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)
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Program that addresses the need described above:	Safe Sitter Certification (Outcomes Across Multiple Domains (FNPI 7)
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Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Through the Safe Sitter Certification, provide youth the necessary skills to care for infants and children leading to employment opportunities.(SRV 1f Job Readiness Training , SRV 2t Basic Education Classes)	Of 40 enrolled:		Intake Form	40					0	0%
	30 will attend the 7 hour course.	FNPI 2h	Attendance Records	30					0	0%
	30 will obtain skills and competencies required for successful employment	FNPI 2h	Certificates	30					0	0%
	5 partnerships will be established to support services, provide space, and referrals (2 Schools, 1 Higher Learning, and 2 NFP)	B.5.a-i	MOU's	5					0	0%
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FFY 2018

Budget Period 10/1/17 to 9/30/18

Contract # C1000755

Check one:		Amendment	
Work Plan	<input checked="" type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of community facilities in the rural areas of the community (C)

Program that addresses the need described above:

Family Success Center (Domain Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency will operate a Family Success Center in the community of Marathon and in an effort to provide services and activities in the rural areas of the county. The center provides opportunities for people in the community to access resources including emergency assistance, application for food stamps, parent support and education, activities for children, support with household finances, health and nutrition through cooking classes, etc.(STR 3o Community Center/Community Facility Establishment)	Increase in the availability of community resources in the rural community of Marathon	CNPI 3b		1					0	0%
	100 families will receive services in rural areas of the community		Sign in sheets/Intake Forms	100					0	0%
	1 school district partnerships will be maintained to support the FSC's by providing space.	B.5.a-i	MOU's	1					0	0%
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Check one:	
Work Plan <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/>
PPR #1 <input type="checkbox"/>	PPR #3 <input type="checkbox"/>
PPR #2 <input type="checkbox"/>	PPR #4 <input type="checkbox"/>

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families lack the skills necessary for successful parenting. (F)

Program that addresses the need described above:

Parents with Hope and Focus on Fatherhood (Domain Health and Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Parent's with Hope and Focus on Fatherhood groups are a 10 week course designed to provide parents/caregivers with the skills necessary to effectively parent. Topics include a large variety of issues facing today's parents/caregivers which include: communication, step-parenting, addiction, discipline, bullying, child safety, and much more.(SRV 5mm Parenting Classes)	Of 40 parents/caregivers applying to participate in parenting classes:		Intake Forms	40					0	0%
	30 of the 40 will enroll in the course.		Intake Forms/Pre Surveys	30					0	0%
	25 of 30 will complete the training course.		attendance sheets/ certificate of completion	25					0	0%
	25 of the 40 will learn and exhibit improved parenting skills.	FNPI 5d	Post Survey	25					0	0%
	1 local government partnership will promote the program, 1 State government	B.5.a-i	e-mails, referrals	1					0	0%
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Work Plan	<input checked="checked" type="checkbox"/>
PPR #1	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>
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PPR #4	<input type="checkbox"/>

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Individuals with a disability maintaining their independence while living in the community (F)

Program that addresses the need described above:

Consumer Directed Personal Assistance Program (CDPAP) Health and Social/Behavioral Development (FNPI 5)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Consumer Directed Personal Assistance Program (CDPAP) provides services to allow individuals with disabilities and other medical conditions more control over their personal assistance services. This allows an individual the ability to manage his or her care and make decisions based upon his or her own individualized needs and to live in the community as independently as possible.	Of 85 individuals applying for CDPAP Services								0	#DIV/0!
	85 of 85 will maintain a independent living situation	FNPI 5g	Assessment Tool	85					0	0%
	Of the 85, 6 family caregivers will obtain/maintain employment		Assessment Tool	6					0	0%
	Partnerships with 1 local government and 3 partnerships with NFP will promote the program and refer clients	B.5.a-i	Contracts	4					0	0%
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Work Plan	<input type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families face challenges affording quality, safe, affordable housing

Program that addresses the need described above:

Energy Services (Domain Housing (FNPI 4))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Energy Services Department provides energy saving measures to include: Insulation, Heating systems, Hot Water Tank systems, Air Sealing, Inspecting Combustion appliances, Cooling, Testing Efficiency of Refrigerators, Installing CO Detectors & Smoke detectors, Bathroom & Kitchen ventilation, Energy Audits, and a Health & Safety check of the home. The goal of the program is to make homes energy efficient , safer and more affordable for low-income families. The department also addresses elderly households with emergency repairs. (SRV 4t Energy Efficiency Improvements, SRV 4q emergency Home Repairs , Referrals (SRV 7c))	Of 245 households applying for Energy Services programming		Application	245					0	0%
	194 of the 245 households will receive Energy Services		Energy Services work completion form and audit form	195					0	0%
	174 of the 245 households will show a reduction in energy usage relative to past usage	FNPI 4h	Pre/Post test, utility bills from past and present	174					0	0%
	27 of the 245 households applying but not receiving services will be placed on a waiting list		Waiting list	27					0	0%
	20 of the 24 applying but not receiving services will be referred to other services providers		Referral Notice	27					0	0%
	24 of the 35 applying will receive emergency services.	FNPI 4g	Work completion form and Property Maintenance Declaration	24					0	0%
	3 partnerships will promote program (1 business, 2 non-profit.)	B.5.a-i	Agreements	3					0	0%
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Work Plan	<input checked="checked" type="checkbox"/>
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Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of affordable child development placement opportunities for low income families (F/C)

Program that addresses the need described above:

Summer Day Camp (Domain Outcomes Across Multiple Domains (FNPI 7))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Summer Day Camp slots will be created and subsidized for low-income children (SRV 2m Summer Youth Recreational Activities)	12 low income children will be served through 1 initiative.		Agreement	1					0	0%
	12 low income children will improve social/emotional development.	FNPI 5z.1	Attendance	12					0	0%
	2 partnerships will promote and financially support the program (1 non-profit, 1 civic organization)	B.5.a-i	Agreements, in-kind report	2					0	0%
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Check one:	
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PPR #1	<input type="checkbox"/>
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PPR #3	<input type="checkbox"/>
PPR #4	<input type="checkbox"/>

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of reliable Medicaid transportation ©

Program that addresses the need described above:

Volunteer Driver Program (Domain Outcomes Across Multiple Domains (FNPI 7))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Increase the options for safe, reliable Medicaid transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	300 rides will be provided to medical appointments.	CNPI 3a.4	Driver Record	300					0	0%
	75 individuals will increase access to health services.	FNPI 5b	Surveys	75					0	0%
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Work Plan	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>
Amendment	<input type="checkbox"/>
PPR #3	<input type="checkbox"/>
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Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Individuals with low-incomes face challenges effectively planning and achieving family goals (F)

Program that addresses the need described above:

Family Development (Domain Health and Social/Behavioral Development (FNPI 5)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Modules 3& 4)	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) Subject to change	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
CAPCO's Family Development component will provide opportunities for low-income families to achieve their goals and improve family functioning through the following initiatives. CAPCO'S Holiday Giveaway, providing parenting education materials related to the importance of literacy. (SRV 2v Parenting Supports, and Back to School Supplies (School Supplies (SRV 2k)•	Of 150 families seeking assistance through the Family Development Component		Intake Form	150					0	0%
	75 families will be afforded the opportunity participate in Family Development initiatives in order to increase family stability		Intake Form	75					0	0%
	30 parents/caregivers will improve their interaction with their children by encouraging early literacy and reading to their children	FNPI 5e	Intake Form	30					0	0%
	50 Low-income children will receive school supplies, which will provide them the opportunity to increase their ability to fully participate in school related activities.	FNPI 2z.1	Intake Forms/application	50					0	0%
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	Module 3: Community Level
	Section A: Community Initiative Status (CIS) Form
CIS	Community Initiative Status (CIS) Form
1	Initiative Name
2	Initiative Year
3	Problem Identification
4	Goal/Agenda
5	Issue/CSBG Community Domains
6	Ultimate Expected Outcome
7	Identified Community
8	Expected Duration
9	Partnership Type
10	Partners
11	Strategy(ies)
12	Progress on Outcomes/Indicators
13	Impact of Outcomes
14	Outcomes/Indicators to Report
15	Final Status
16	Lessons Learned

	Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
CNPI 1	Counts of Change for Employment Indicators (CNPI 1)
CNPI 1a	Number of jobs created to increase opportunities for people with low incomes in the identified community.
CNPI 1b	Number of job opportunities maintained in the identified community.
CNPI 1c	Number of "living wage " jobs created in the identified community*.
CNPI 1d	Number of "living wage" jobs maintained in the identified community*.
CNPI 1e	Number of jobs created in the identified community with a benefit package.
CNPI 1z	Other Counts of Change for Employment Indicators - Please specify below (CNPI 1)
CNPI 1z.1	Other
CNPI 1z.2	Other
CNPI 1z.3	Other
CNPI 1	Rates of Change for Employment Indicators (CNPI 1)
CNPI 1f	Percent decrease of the unemployment rate.
CNPI 1g	Percent decrease of the youth unemployment rate.
CNPI 1h	Percent decrease of the underemployment rate.
CNPI 1z	Other Rates of Change for Employment Indicators (CNPI 1)
CNPI 1z.4	Other
CNPI 1z.5	Other
CNPI 1z.6	Other
CNPI 2	Counts of Change for Education and Cognitive Development Indicators (CNPI 2)
CNPI 2a	Number of accessible and affordable early childhood or pre-school education assets or resource added to the identified community.
CNPI 2b	Number of accredited or licensed affordable child care facilities added in the identified community.
CNPI 2c	Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.
CNPI 2d	Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)
CNPI 2e	Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)

CNPI 2f	Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)
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CNPI 2z	Other Counts of Change for Education and Cognitive Development Indicators - Please specify below. (CNPI 2)
CNPI 2z.1	Other
CNPI 2z.2	Other
CNPI 2z.3	Other
CNPI 2	Rates of Change for Education and Cognitive Development Indicators (CNPI 2)
CNPI 2g	Percent increase of children in the identified community who are kindergarten ready.
CNPI 2h	Percent increase of children in the identified community at (or above) the basic reading level.
CNPI 2i	Percent increase of children in the identified community at (or above) the basic math level.
CNPI 2j	Percent increase in high school (or high school equivalency) graduation rate in the identified community.
CNPI 2k	Percent increase of the rate of youth in the identified community who attend post-secondary education.
CNPI 2l	Percent increase of the rate of youth in the identified community who graduate from post-secondary education.
CNPI 2m	Percent increase of adults in the identified community who attend post-secondary education.
CNPI 2n	Percent increase of adults in the identified community who graduate from post-secondary education.
CNPI 2o	Percent increase in the adult literacy rate in the identified community.
CNPI 2z	Other Rates of Change for Education and Cognitive Development Indicators - Please specify below. (CNPI 2)
CNPI 2z.4	Other
CNPI 2z.5	Other
CNPI 2z.6	Other
CNPI 3	Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3)
CNPI 3a	Number of new accessible assets/resources created in the identified community:
CNPI 3a.1	Commercial
CNPI 3a.2	Financial
CNPI 3a.3	Technological/ Communications (e.g. broadband)
CNPI 3a.4	Transportation
CNPI 3a.5	Recreational (e.g. parks, gardens, libraries)
CNPI 3a.6	Other Public Assets/Physical Improvements
CNPI 3b	Number of existing assets/resources made accessible to the identified community:
CNPI 3b.1	Commercial
CNPI 3b.2	Financial
CNPI 3b.3	Technological/ Communications (e.g. broadband)

CNPI 3b.4	Transportation
CNPI 3c	Recreational (e.g. parks, gardens, libraries)
CNPI 3d	Other Public Assets/Physical Improvements

CNPI 3z	Other Counts of Change for Infrastructure and Asset Building Indicators - Please specify below. (CNPI 3)
CNPI 3z.1	Other
CNPI 3z.2	Other
CNPI 3z.3	Other
CNPI 3	Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3)
CNPI 3e	Percent decrease of abandoned or neglected buildings in the identified community.
CNPI 3f	Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).
CNPI 3g	Percent decrease of predatory lenders and/or lending practices in the identified community.
CNPI 3h	Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.
CNPI 3i	Percent increase of transportation services in the identified community.
CNPI 3z	Other Rates of Change for Infrastructure and Asset Building Indicators - Please specify below. (CNPI 3)
CNPI 3z.4	Other
CNPI 3z.5	Other
CNPI 3z.6	Other
CNPI 4	Counts of Change for Housing Indicators (CNPI 4)
CNPI 4a	Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
CNPI 4b	Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.
CNPI 4c	Number of shelter beds created in the identified community.
CNPI 4d	Number of shelter beds maintained in the identified community.
CNPI 4z	Other Counts of Change for Housing Indicators - Please specify below. (CNPI 4)
CNPI 4z.1	Other
CNPI 4z.2	Other
CNPI 4z.3	Other

CNPI 4	Rates of Change for Housing Indicators (CNPI 4)
CNPI 4e	Percent decrease in the rate of homelessness in the identified community.
CNPI 4f	Percent decrease in the foreclosure rate in the identified community.
CNPI 4g	Percent increase in the rate of home ownership of people with low incomes in the identified community.
CNPI 4h	Percent increase of affordable housing in the identified community.
CNPI 4i	Percent increase of shelter beds in the identified community.
CNPI 4z	Other Rates of Change for Housing Indicators - Please specify below. (CNPI 4)
CNPI 4z.4	Other
CNPI 4z.5	Other
CNPI 4z.6	Other
CNPI 5	Counts of Change for Health and Social/Behavioral Indicators (CNPI 5)
CNPI 5a	Number of accessible and affordable physical health assets or resources created in the identified community.
CNPI 5b	community.
CNPI 5c	Number of public safety assets and resources created in the identified community.
CNPI 5d	Number of accessible and affordable healthy food resources created in the identified community.
CNPI 5e	Number of activities designed to improve police and community relations within the identified community.
CNPI 5z	Other Counts of Change for Health and Social/Behavioral Indicators- Please specify below. (CNPI 5)
CNPI 5z.1	Other
CNPI 5z.2	Other
CNPI 5z.3	Other
CNPI 5	Rates of Change for Physical Health, Wellbeing, and Development Indicators (CNPI 5)
CNPI 5f	Percent decrease in infant mortality rate in the identified community.
CNPI 5g	Percent decrease in childhood obesity rate in the identified community.
CNPI 5h	Percent decrease in adult obesity rate in the identified community.
CNPI 5i	Percent increase in child immunization rate in the identified community.
CNPI 5j	Percent decrease in uninsured families in the identified community.

CNPI 5	Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators (CNPI 5)
CNPI 5k	Percent decrease in the teen pregnancy rate in the identified community.
CNPI 5l	Percent decrease in unplanned pregnancies in the identified community.
CNPI 5m	Percent decrease in substance abuse rate in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).
CNPI 5n	Percent decrease in domestic violence rate in the identified community.
CNPI 5o	Percent decrease in the child abuse rate in the identified community.
CNPI 5p	Percent decrease in the child neglect rate in the identified community.
CNPI 5q	Percent decrease in the elder abuse rate in the identified community.
CNPI 5r	Percent decrease in the elder neglect rate in the identified community.
CNPI 5	Rates of Change for Public Safety Indicators (CNPI 5)
CNPI 5s	Percent decrease in recidivism rate in the identified community.
CNPI 5t	Percent decrease in non-violent crime rate in the identified community.
CNPI 5u	Percent decrease in violent crime rate in the identified community.
CNPI 5v	Percent decrease in teens involved with the juvenile court system in the identified community.
CNPI 5	Other Rates of Change for Health and Social/Behavioral Indicators - Please specify below. (CNPI 5)
CNPI 5z.4	Other
CNPI 5z.5	Other
CNPI 5z.6	Other
CNPI 6	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6)
CNPI 6 G2a	Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.
CNPI 6 G2b	Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.
CNPI 6 G2c	Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address
CNPI 6z	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6)
CNPI 6 G2z.1	Other
CNPI 6 G2z.2	Other
CNPI 6 G2z.3	Other

CNPI 6	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6)
CNPI 6 G3a	Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.
CNPI 6 G3b	Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.
CNPI 63z	Other Rates of Change for Civic Engagement and Community Involvement Indicators
CNPI 6 G3z.1	Other
CNPI 6 G3z.2	Other
CNPI 6 G3z.3	Other

	Section C: Community Strategies List
STR 1	Employment Strategies (STR 1)
STR 1a	Minimum/Living Wage Campaign
STR 1b	Job Creation/Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)
STR 2	Education and Cognitive Development Strategies (STR 2)
STR 2a	Preschool for All Campaign
STR 2b	Charter School Development
STR 2c	After School Enrichment Activities Promotion
STR 2d	Pre K-College/Community College Support
STR 2e	Children's Trust Fund Creation
STR 2f	Scholarship Creation
STR 2g	Child Tax Credit (CTC) Promotion
STR 2h	Adoption Child Care Quality Rating
STR 2i	Adult Education Establishment
STR 2j	Education and Cognitive Development Policy Changes
STR 2k	Education and Cognitive Development Legislative Changes
STR 2l	Other Education and Cognitive Development Strategy: (please specify)
STR 3	Infrastructure and Asset Building Strategies (STR 3)
STR 3a	Cultural Asset Creation
STR 3b	Police/Community Relations Campaign
STR 3c	Neighborhood Safety Watch Programs
STR 3d	Anti-Predatory Lending Campaign
STR 3e	Asset Building and Savings Promotion
STR 3f	Develop/Build/Rehab Spaces
STR 3g	Maintain or Host Income Tax Preparation Sites
STR 3h	Community-Wide Data Collection Systems Development
STR 3i	Local 211 or Resource/Referral System Development

STR 3j	Water/Sewer System Development
STR 3k	Community Financial Institution Creation
STR 3l	Infrastructure Planning Coalition
STR 3m	Park or Recreation Creation and Maintenance
STR 3n	Rehabilitation/Weatherization of Housing Stock
STR 3o	Community Center/Community Facility Establishment
STR 3p	Asset Limit Barriers for Benefits Policy Changes
STR 3q	Infrastructure and Asset Building Policy Changes
STR 3r	Infrastructure and Asset Building Legislative Changes
STR 3s	Other Infrastructure and Asset Building Strategy: (please specify)
STR 4	Housing Strategies (STR 4)
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)

STR 5	Health and Social/Behavioral Strategies (STR 5)
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Gun Safety/Control Campaign
STR 5e	Healthy Food Campaign
STR 5f	Nutrition Education Collaborative
STR 5g	Food Bank Development
STR 5h	Domestic Violence Court Development
STR 5i	Drug Court Development
STR 5j	Alternative Energy Source Development
STR 5k	Develop or Maintain a Health Clinic
STR 5l	Health and Social/Behavioral Development Policy Changes
STR 5m	Health and Social/Behavioral Development Legislative Changes
STR 5n	Other Health and Social/Behavioral Development Strategy: (please specify)
STR 6 G2	Civic Engagement and Community Involvement Strategies- Goal 2 (STR 6 G2)
STR 6 G2a	Development of Health and Social Service Provider Partnerships
STR 6 G2b	Recruiting and Coordinating Community Volunteers
STR 6 G2c	Poverty Simulations
STR 6 G2d	Attract Capital Investments
STR 6 G2e	Build/Support Increased Equity
STR 6 G2f	Equity Awareness Campaign
STR 6 G2g	Coordinated Community-wide Needs Assessment
STR 6 G2h	Civic Engagement and Community Involvement in Advocacy Efforts
STR 6 G2i	Civic Engagement Policy Changes
STR 6 G2j	Civic Engagement Legislative Changes
STR 6 G2k	Other Civic Engagement and Community Involvement Strategy: (please specify)

STR 6 G3	Civic Engagement and Community Involvement Strategies — Goal 3 (STR 6 G3)
STR 6 G3a	Empowerment of Individuals/Families with Low-Incomes
STR 6 G3b	Campaign to Ensure Individuals with Low-Incomes are Represented on Local Governing Bodies
STR 6 G3c	Social Capital Building Campaign for Individuals/Families with Low-Incomes
STR 6 G3d	Campaign for Volunteer Placement and Coordination
STR 6 G3e	Civic Engagement Policy Changes
STR 6 G3f	Civic Engagement Legislative Changes
STR 6 G3g	Other Civic Engagement and Community Involvement Strategy: (please specify)
STR 7	Community Support Strategies (STR 7)
STR 7a	Off-Hours (Non-Traditional Hours) Child Care Development
STR 7b	Transportation System Development
STR 7c	Transportation Services Coordination and Support
STR 7d	Community Support Policy Changes
STR 7e	Community Support Legislative Changes
STR 7f	Other Community Support Strategy: (please specify)
STR 8	Emergency Management Strategies (STR 8)
STR 8a	State or Local Emergency Management Board Enhancement
STR 8b	Community wide Emergency Disaster Relief Service Creation
STR 8c	Disaster Preparation Planning
STR 8d	Emergency Management Policy Changes
STR 8e	Emergency Management Legislative Changes
STR 8f	Other Emergency Management Strategy: (please specify)

Module 4: Individual and Family Level	
Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form	
FNPI 1	Employment Indicators (FNPI 1)
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.
FNPI 1h.1	Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.
FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.
FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.
FNPI 1z	Other Employment Outcome Indicator (FNPI 1)
FNPI 1z.1	Other
FNPI 1z.2	Other

FNPI 1z.3	Other
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FNPI 2	Education and Cognitive Development (FNPI 2)
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).
FNPI 2c.1	Early Childhood Education (ages 0-5)
FNPI 2c.2	1st grade-8th grade
FNPI 2c.3	9th grade-12th grade
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)
FNPI 2d.1	Early Childhood Education (ages 0-5)
FNPI 2d.2	1st grade-8th grade
FNPI 2d.3	9th grade-12th grade
FNPI 2e	The number of parents/caregivers who improved their home environments.
FNPI 2f	The number of adults who demonstrated improved basic education.
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.
FNPI 2i	The number of individuals who obtained an Associate's degree.
FNPI 2j	The number of individuals who obtained a Bachelor's degree.
FNPI 2z	Other Education and Cognitive Development Outcome Indicator (FNPI 2)
FNPI 2z.1	Other
FNPI 2z.2	Other
FNPI 2z.3	Other

FNPI 3	Income and Asset Building (FNPI 3)
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.
FNPI 3c	The number of individuals who opened a savings account or IDA.
FNPI 3d	The number of individuals who increased their savings.
FNPI 3e	The number of individuals who used their savings to purchase an asset.
FNPI 3e.1	Of the above, the number of individuals who purchased a home.
FNPI 3f	The number of individuals who improved their credit scores.
FNPI 3g	The number of individuals who increased their net worth.
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.
FNPI 3z	Other Income and Asset Building Outcome Indicator (FNPI 3)
FNPI 3z.1	Other
FNPI 3z.2	Other
FNPI 3z.3	Other
FNPI 4	Housing (FNPI 4)
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.
FNPI 4b	The number of households who obtained safe and affordable housing.
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.
FNPI 4e	The number of households who avoided eviction.
FNPI 4f	The number of households who avoided foreclosure.
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.
FNPI 4z	Other Housing Outcome Indicator (FNPI 4)
FNPI 4z.1	Other
FNPI 4z.2	Other
FNPI 4z.3	Other

FNPI 5	Health and Social/Behavioral Development (FNPI 5)
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.
FNPI 5i	The number of individuals with no recidivating event for six months.
FNPI 5i.1	Youth (ages 14-17)
FNPI 5i.2	Adults (ages 18+)
FNPI 5z	Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5)
FNPI 5z.1	Other
FNPI 5z.2	Other
FNPI 5z.3	Other
FNPI 6	Civic Engagement and Community Involvement Indicators (FNPI 6)
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.
FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.
FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.
FNPI 6z	Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6)
FNPI 6z.1	Other
FNPI 6z.2	Other
FNPI 6z.3	Other
FNPI 7	Outcomes Across Multiple Domains (FNPI 7)

FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.
FNPI 7	Other Outcome Indicator (FNPI 7)
FNPI 7b	Other
FNPI 7c	Other
FNPI 7d	Other

	Section B: Individual and Family Services - Data Entry Form
SRV 1	Employment Services (SRV 1)
SRV 1a-f	Skills Training and Opportunities for Experience (SRV 1a-f)
SRV 1a	Vocational Training
SRV 1b	On-the-Job and other Work Experience
SRV 1c	Youth Summer Work Placements
SRV 1d	Apprenticeship/Internship
SRV 1e	Self-Employment Skills Training
SRV 1f	Job Readiness Training
SRV 1g-h	Career Counseling (SRV 1g-h)
SRV 1g	Workshops
SRV 1h	Coaching
SRV 1i-n	Job Search (SRV 1i-n)
SRV 1i	Coaching
SRV 1j	Resume Development
SRV 1k	Interview Skills Training
SRV 1l	Job Referrals
SRV 1m	Job Placements
SRV 1n	Pre-employment physicals, background checks, etc.
SRV 1o-p	Post Employment Supports (SRV 1o-p)
SRV 1o	Coaching
SRV 1p	Interactions with employers
SRV 1q	Employment Supplies (SRV 1q)
SRV 1q	Employment Supplies

SRV 2	Education and Cognitive Development Services (SRV 2)
SRV 2a-j	Child/Young Adult Education Programs (SRV 2a-j)
SRV 2a	Early Head Start
SRV 2b	Head Start
SRV 2c	Other Early-Childhood (0-5 yr. old) Education
SRV 2d	K-12 Education
SRV 2e	K-12 Support Services
SRV 2f	Financial Literacy Education
SRV 2g	Literacy/English Language Education
SRV 2h	College-Readiness Preparation/Support
SRV 2i	Other Post Secondary Preparation
SRV 2j	Other Post Secondary Support
SRV 2k	School Supplies (SRV 2k)
SRV 2k	School Supplies
SRV 2l-q	Extra-curricular Programs (SRV 2l-q)
SRV 2l	Before and After School Activities
SRV 2m	Summer Youth Recreational Activities
SRV 2n	Summer Education Programs
SRV 2o	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)
SRV 2p	Mentoring
SRV 2q	Leadership Training
SRV 2r-z	Adult Education Programs (SRV 2r-z)
SRV 2r	Adult Literacy Classes
SRV 2s	English Language Classes
SRV 2t	Basic Education Classes
SRV 2u	High School Equivalency Classes
SRV 2v	Leadership Training
SRV 2v	Parenting Supports (may be a part of the early childhood programs identified above)
SRV 2x	Applied Technology Classes
SRV 2y	Post-Secondary Education Preparation
SRV 2z	Financial Literacy Education
SRV 2aa	Post-Secondary Education Supports (SRV 2aa)
SRV 2aa	College applications, text books, computers, etc.

SRV 2bb	Financial Aid Assistance (SRV 2bb)
SRV 2bb	Scholarships
SRV 2cc	Home Visits (SRV 2cc)
SRV 2cc	Home Visits
SRV 3	Income and Asset Building Services (SRV 3)
SRV 3a-f	Training and Counseling Services
SRV 3a	Financial Capability Skills Training
SRV 3b	Financial Coaching/Counseling
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)
SRV 3d	First-time Homebuyer Counseling
SRV 3e	Foreclosure Prevention Counseling
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes
SRV 3g-l	Benefit Coordination and Advocacy (SRV 3g-l)
SRV 3g	Child Support Payments
SRV 3h	Health Insurance
SRV 3i	Social Security/SSI Payments
SRV 3j	Veteran's Benefits
SRV 3k	TANF Benefits
SRV 3l	SNAP Benefits
SRV 3m-r	Asset Building (SRV 3m-r)
SRV 3m	Saving Accounts/IDAs and other asset building accounts
SRV 3n	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)
SRV 3o	VITA, EITC, or Other Tax Preparation programs
SRV 3p	Loans And Grants
SRV 3q	Micro-loans
SRV 3r	Business incubator/business development loans
SRV 4	Housing Services (SRV 4)
SRV 4a-e	Housing Payment Assistance (SRV 4a-e)
SRV 4a	Financial Capability Skill Training
SRV 4b	Financial Coaching/Counseling
SRV 4c	Rent Payments (includes Emergency Rent Payments)
SRV 4d	Deposit Payments
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)

SRV 4f-h	Eviction Prevention Services (SRV 4f-h)
SRV 4f	Eviction Counseling
SRV 4g	Landlord/Tenant Mediations
SRV 4h	Landlord/Tenant Rights Education
SRV 4i-l	Utility Payment Assistance (SRV 4i-l)
SRV 4i	Utility Payments (LIHEAP-includes Emergency Utility Payments)
SRV 4j	Utility Deposits
SRV 4k	Utility Arrears Payments
SRV 4l	Level Billing Assistance
SRV 4m-p	Housing Placement/Rapid Re-housing (SRV 4m-p)
SRV 4m	Temporary Housing Placement (includes Emergency Shelters)
SRV 4n	Transitional Housing Placements
SRV 4o	Permanent Housing Placements
SRV 4p	Rental Counseling
SRV 4q	Housing Maintenance & Improvements (SRV 4q)
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)
SRV 4r-t	Weatherization Services (SRV 4r-t)
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)
SRV 4s	Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)
SRV 4t	Energy Efficiency Improvements (e.g. insullation, air sealing, furnace repair, etc.)

SRV 5	Health and Social/Behavioral Development Services (SRV 5)
SRV 5a-j	Health Services, Screening and Assessments
SRV 5a	Immunizations
SRV 5b	Physicals
SRV 5c	Developmental Delay Screening
SRV 5d	Vision Screening
SRV 5e	Prescription Payments
SRV 5f	Doctor Visit Payments
SRV 5g	Maternal/Child Health
SRV 5h	Nursing Care Sessions
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)
SRV 5j	Health Insurance Options Counseling
SRV 5k-o	Reproductive Health Services (SRV 5k-o)
SRV 5k	Coaching Sessions
SRV 5l	Family Planning Classes
SRV 5m	Contraceptives
SRV 5n	STI/HIV Prevention Counseling Sessions
SRV 5o	STI/HIV Screenings
SRV 5p-q	Wellness Education (SRV 5p-q)
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)
SRV 5q	Exercise/Fitness
SRV 5r-x	Mental/Behavioral Health (SRV 5r-x)
SRV 5r	Detoxification Sessions
SRV 5s	Substance Abuse Screenings
SRV 5t	Substance Abuse Counseling
SRV 5u	Mental Health Assessments
SRV 5v	Mental Health Counseling
SRV 5w	Crisis Response/Call-In Responses
SRV 5x	Domestic Violence Programs
SRV 5y-aa	Support Groups (SRV 5y-aa)
SRV 5y	Substance Abuse Support Group Meetings
SRV 5z	Domestic Violence Support Group Meetings
SRV 5aa	Mental Health Support Group Meeting

SRV 5bb-ee	Dental Services, Screenings and Exams (SRV 5bb-ee)
SRV 5bb	Adult Dental Screening/Exams
SRV 5cc	Adult Dental Services (including Emergency Dental Procedures)
SRV 5dd	Child Dental Screenings/Exams
SRV 5ee	Child Dental Services (including Emergency Dental Procedures)
SRV 5ff-jj	Nutrition and Food/Meals (SRV 5ff-jj)
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)
SRV 5gg	Community Gardening Activities
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)
SRV 5ii	Prepared Meals
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)
SRV 5kk-mm	Family Skills Development (SRV 5kk-mm)
SRV 5kk	Family Mentoring Sessions
SRV 5ll	Life Skills Coaching Sessions
SRV 5mm	Parenting Classes
SRV 5nn-oo	Emergency Hygiene Assistance (SRV 5nn-oo)
SRV 5nn	Kits/boxes
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)
SRV 6a-f	Civic Engagement and Community Involvement Services (SRV 6a-f)
SRV 6a	Voter Education and Access
SRV 6b	Leadership Training
SRV 6c	Tri-partite Board Membership
SRV 6d	Citizenship Classes
SRV 6e	Getting Ahead Classes
SRV 6f	Volunteer Training
SRV 7	Services Supporting Multiple Domains (SRV 7)
SRV 7a	Case Management
SRV 7a	Case Management
SRV 7b	Eligibility Determinations (SRV 7b)
SRV 7b	Eligibility Determinations
SRV 7c	Referrals (SRV 7c)
SRV 7c	Referrals

SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services) (SRV 7d)
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)
SRV 7e-f	Childcare (SRV 7e-f)
SRV 7e	Child Care subsidies
SRV 7f	Child Care payments
SRV 7g	Eldercare (SRV 7g)
SRV 7g	Day Centers
SRV 7h-j	Identification Documents (SRV 7h-j)
SRV 7h	Birth Certificate
SRV 7i	Social Security Card
SRV 7j	Driver's License
SRV 7k	Re-Entry Services (SRV 7k)
SRV 7k	Criminal Record Expungements
SRV 7l	Immigration Support Services (relocation, food, clothing) (SRV 7l)
SRV 7l	Immigration Support Services (relocation, food, clothing)
SRV 7m	Legal Assistance (includes emergency legal assistance) (SRV 7m)
SRV 7m	Legal Assistance
SRV 7n	Emergency Clothing Assistance (SRV 7n)
SRV 7n	Emergency Clothing Assistance
SRV 7o	Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)
SRV 7o	Mediation/Customer Advocacy Interventions

- We have received notification from the NYS Dept. of Health (NYS DOH) that our application to provide transportation services has been approved. We have met with our representative from Medical Answering Services (MAS). We have been set up in their system. We have communicated with the NYS DOH re: our rates for the Volunteer Driver Program. As soon as we receive that approval, we are ready to start recruiting and training volunteer drivers (August) and plan to go live with the program in September.
- Thank you to those Board members that were able to join the management team for the training on Development led by John Hoeschle on June 29. John provided a lot of good information and led us in some valuable discussions about our message, branding and development. We will be continuing to work on that and will be looking for Board support and involvement in the process.
- CAPCO presented written testimony for the Public Hearings and Public Comment Period currently available regarding the 2018 CSBG Management Plan. I am attaching a copy of that testimony for your information. Along with many other Community Action Agencies in the State, we asked that the limited resources available for discretionary programs (like the Getting Ahead program CAPCO had several years ago) be awarded to CSBG entities, not available to all non-profit agencies in the state. This used to be the case, but changed under the leadership of previous Secretary of State, Cesar Perales. We also asked for consideration of the MWBE mandates.
- Brandy Strauf and I will be led a class at LeMoyne College for 75 students in the Physicians Assistants program. We introduced them to the challenges and effects of poverty that included hands on and interactive learning opportunities. The professor has asked us to look at the possibility of facilitating poverty simulations at LeMoyne and Syracuse University.
- Thank you Eden, Marth and Brandy for work on preparing and submitting the 2017-18 CSBG contract. We were given a very short turnaround for this contract. And, there were a number of changes made to the process with little or no direction. Our staff worked to make sure that the forms, workplans and budgets were done correctly and submitted timely.



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Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

July 18, 2017

New York State Department of State
Division of Community Services
One Commerce Plaza, Suite 1020
99 Washington Street
Albany, NY 12231

Re: CSBG 2018-2019 State Plan

Thank you for the opportunity to provide feedback on the Draft 2018-19 State Plan for the Community Services Block Grant Program. I would also like to commend the Division of Community Services for their efforts in giving Agencies the opportunity to discuss and provide feedback through the Regional Meetings held across the State in preparation for this draft plan. I have always appreciated the partnership and collaborative relationships between the DOS Division of Community Services and Community Action Agencies like Cortland County Community Action Program, Inc. (CAPCO).

CAPCO is the Community Action Program designated to provide resources and supports to low income people in Cortland County since 1974. CSBG funds are critical to the resources and responses we are able to make for low income people in our community. The flexibility of these resources allow us to be proactive in identifying needs and creating the best response. These funds are vital in securing other funds and insuring the best possible return on investment. These CSBG funds work with other funding sources that allow us to offer Head Start/Early Head Start, WIC, Energy Services and Weatherization Assistance Program, Family Development that provides literacy, health and nutrition, parent support and education, Consumer Directed Personal Assistance Program and many other resources in our community.

There are several areas that, on behalf of our Board of Directors, staff and community, I would like to address in this State Plan.

First, we recommend that CSBG discretionary funds should be made available only to existing, eligible CSBG entities, in keeping with the legislation and enhancing the ability of the network to develop innovative programming targeting local needs. We would also recommend that these funds should be awarded for multiple years, subject to funding availability, to allow for the implementation, operation and measurement of outcomes over a sufficient period to demonstrate the efficacy of the program.

We would further recommend that, if these discretionary funds are going to be awarded to non-CSBG entities, that the commitment to always use CSBG funds to address locally identified needs be required. At a minimum, there should be language in all grant RFP's that requires applicants to demonstrate linkages to other programs within the community, including the local


Community Action Agency. This should also include that funded programs meet a need identified in the most current Community Action Agency Needs Assessment.

CAPCO supports continued funding for the NYS Community Action Association (NYSCAA). NYSCAA provides high quality technical assistance and training and serves as a vital networking support. NYSCAA serves as a hub for educating the broader community including elected officials, private organizations and businesses about the issues facing low-income people in our communities. We also strongly support the continued funding for Community Action Angels. CAPCO has found this to be an invaluable resource in our community. It has served as a means to engage many businesses, faith based organizations and individual members of our community in the work of Community Action.

CAPCO would also recommend relief from the administrative burden associated with MWBE requirements, especially in our rural area in Central New York with minimum access to MWBE vendors or suppliers. Compliance is extremely difficult in our rural area and the reporting associated with each state agency's reporting requirements is very time consuming and cumbersome. This is not an effective expenditure of limited administrative and program resources. We urge you to continue to advocate removing this mandate.

We would like to express our sincere appreciation to the Secretary of State and the Division of Community Services for their commitment to the CSBG program and Community Action which has such a vital and long standing community impact throughout New York State.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lindy Glennon', is written over a horizontal line.

Lindy Glennon
Executive Director

Kirsten Parker
WIC Monthly Report
July 19, 2017

- The budget has been submitted and Martha and I had a conference call with the regional office to discuss it. It was an unusual experience for WIC-We did not have enough funding for the EPC program to support the costs, they said not to worry about it, they would give us more. I asked about hiring someone to replace Janice before she leaves and they said “sure, just change the budget and we will move money up from the unallocated line”. I changed it to include a 3 month overlap and they said it was fine and they would send it on for approval. It hasn’t been approved yet, so we will see. I also included funding to attend the National WIC Association Conference, in 30 years, I have never been, because they said they would not approve out of state travel. They also said that was fine. It was a very different experience, should have probably asked for more.
- They have finally released the Direct Care COLA money. As you may remember, you approved a resolution to pay this last November and they are to reimburse for it above and beyond our budget. It will be 2% of the total salary for the period of April 1, 2017-March 31, 2018 for all WIC employees who do direct participant services. For us, this includes all WIC employees, the peer counselors, and Merwin, just for the couple hours per week that WIC pays him directly.
- Janice has given us a firm retirement of December 31, 2017. If we are able to hire someone and get them trained, she may go a little earlier. If we aren’t able to have someone in place and trained by then I will beg her to come in part-time to help with the Breastfeeding Coordinator portion of the position after that (as long as the additional funding is approved).
- I received permission to use money from this year’s budget to order some computers in anticipation of the new NYWIC system and to use money for advertising and marketing.

- CNY Health Bucks are available at both Farmers Markets giving an addition \$2.00 for every \$5.00 used in SNAP benefits at the markets (up to \$8.00).
- CSA program is in week 6 and we have 8 families participating.
- Brandy and Lindy presented Poverty information at Lemoyne on July 13.
- Everybody's Baby Shower was held on June 28 with 10 new and expectant moms participating.
- 7 Adult Education Students received their High School Equivalency Diploma this quarter.
- We were awarded \$6000.00 from the Cortland County Youth Bureau for our Adult Education Program.
- We were awarded \$6000.00 from United Way for our Literacy Volunteer Program.
- Our Community Health Worker continues to help at risk families gain access to health care and health insurance with 2 new individuals enrolled in health insurance this quarter and 7 this year.
- We are looking to train more tutors as our Literacy Volunteer Program grows. There will be a tutor training held in August.
- Marathon Success Center is closed for the summer as the school is being cleaned. Laurie is providing programming through summer recreation program in Marathon.



Energy Services Directors Report

July 2017

- WAP 17.18 - Our advance has been received and our current production is 11 units completed with 7 units in progress. Also we have a multifamily 24-unit senior bldg. in Harford and two 4 units in Cortland. Which will give us more units than we need, but with an amendment in late summer we will be at production level.
- EmPower NY- 2-ER's referrals received no completed work.
- HOME (City of Cortland) - No activity.
- RESTORE- 4 jobs completed. In Progress: 3- plumbing emergencies, 3- electrical, 7- roofing issues, 10- inquiries waiting for evaluation.
- HEAP- Cooling- 5 cooling units completed to date. Clean and Tune program started 7/1/17.
- Energy Savers- No activity.
- Training- N/A
- Meetings- N/A

Monthly Board Report
From: HS/EHS Management Team
Month: July 2017

- I. Enrollment
 - A. 2017-2018 Early Head Start is full for all centers, there are a few openings in Home Based. There are 24 income eligible infant and toddlers on the new wait list for next year.
 - B. Head Start completed program year 2016-2017 and are continuing to recruit and enroll Head Start children for next program year.

- II. Center/Office Updates/Policy Council
 - A. The new Education Coach has begun her position and is in the process of training and getting acquainted with her role.
 - B. We will have many new hires (mainly substitutes) who will be submitted to Policy Council for review and approval in August.
 - C. No Policy Council in July 2017, will resume in August. Will be recruiting new members beginning September 2017.

- III. Old Business
 - A. The COLA grant was submitted to the regional office. At this time, we are waiting for final approval.
 - B. Still looking for volunteers to assist with the Self-Assessment process. Please let me know if you are interested.

- IV. New Business
 - A. Bethann Wieder, Kristi Coye, Greg Richards, and Martha Allen all attended the Fiscal Institute in NYC which entailed program management operations, human resources, and fiscal. This was a two day training and ran July 19 and 20, 2017.
 - B. Interviews have been completed for Teachers/UPK Teachers/Mental Health Specialist. Still looking for Teacher Assistants and waiting on some acceptance replies.
 - C. In the process of pulling together all HS/EHS policies and procedures for board approval for the new program year. Will submit at a later date.
 - D. Diligently working on placements, agendas, and trainings for when staff returns on August 21, 2017.

- V. Executive Session
 - A. No Executive Session in July 2017.

CDPAP July 2017

Current case load is 85:

- 31 - Medicaid
- 36 – Fidelis
- 12 – Icircle
- 6 – VNA

I have at least 3 new referrals, and unfortunately, one of my consumers recently passed away. It has been a tough month. There have been some issues with a couple of my consumers, but at least one of them has been resolved and I will be addressing the other one next week at his assessment.

HUMAN RESOURCES REPORT

JULY 2017

HR Director: Greg Richards



HR Happenings:

- **Online Timekeeping:** Working with the Finance team and the Executive Director, HR has facilitated CAPCO officially signing the contract with our current payroll processing provider, Complete Payroll Processing, to provide online timekeeping. The online system is currently in development, and the HR/Fiscal department is working intricately with the setup team at Complete Payroll to build the system to meet our needs. The target rollout for the system is the payroll of 8/21/2017, to coincide with the return of the Head Start Program Year employees. The system will be tested prior to rollout with each Program utilizing the system to ensure it is capturing the fields it needs to and the process flow works for each Program structure.
- **Health Insurance Renewal and Open Enrollment:**
 - Excellus BlueCross BlueShield has offered CAPCO a renewal of all 3 health plans that we had for the 2016-2017 Plan Year. The renewal equated to a 9.67% increase. CAPCO has offered a high premium, mid-premium, and low-premium (high deductible) health plan to our employees over the past several years. The mid-premium plan remains our most utilized plan with 12 singles and 17 families. Working with our broker, Dan Goetzmann, the CAPCO Management team reviewed different plan designs/structures for the mid-premium plan. After a thorough review of options, the Management team decided on changing the plan design slightly that increase copays by \$10 and the deductible by \$250. With this, the option of Healthy Rewards was removed due to Excellus changing the format that no longer offers cash rewards to employees. With these changes, the overall increase for the mid-plan premiums reduced to 4.91%. In structuring the CAPCO contribution for the 2017-2018 Plan Year, CAPCO continues to have the commitment to focus on the employee with an effort to keep their contributions whole. With the premium cost savings from restructuring our mid-premium plan and the changes to the Healthy Rewards Program, CAPCO was able to keep the employee/single bi-weekly premium rate the same as the 2016-2017 Plan Year (no increase). The contributions to the single tier was then transferred to the Family tier resulting in a \$18 increase for the mid-plan and \$21 increase for the low-plan to the family premium. The high plan is a “Cadillac” style plan with a specialized prescription drug plan with minimal usage; this plan had slightly higher increases resulting in \$12 increase for the single tier and \$45 for the family

tier. The contribution results in a 5.06% increase for the Agency, and contracts have budgeted for a 10% increase (this is a 5% budget saving).

- CAPCO is in the process of signing contracts for renewal and have open enrollment meetings scheduled for August 9 and August 22, with the new plan year beginning September 1st (9/1/17-8/31/2018). Human Resources has run the eligibility lookback report to determine eligibility for the upcoming plan year (in accordance with the standing regulations of the Affordable Care Act), and communication regarding eligibility and plan information are being prepared.
- **Head Start Layoffs and Anticipated Return:** HR continues to work closely with the Head Start Program in the summer layoff period for our 45-week (10 month) employees. HR handles all of the summer layoff unemployment claims with our Unemployment Insurance carrier, First Choice Non-Profit, and has the primary responsibility of drafting and tracking communications for call backs to work. Head Start leadership is working closely with Fiscal and HR to determine finalized pay rates with the new anticipated COLA approvals as well as Education-staff classroom placements.
- **Head Start Conference→The Fiscal Institute:** HR attended the Fiscal Institute Head Start conference in New York City on July 19th and 20th. The main purpose of the workshops were to gain insights into the new Head Start Performance Standards, particularly HR's role in meeting these standards and looking at our systems of administrative integration. During this conference, the following trainings were attended:
 - Program Management and Quality Improvement Systems
 - Human Resources Management—Personnel Policies, Staff Qualifications, Background Checks, Training and Development
 - Federal Administrative Procedures—Monitoring Suspension, Termination of Funding, and Re-Competition
 - Affordable Care Act—2017 Update
 - Retirement Plans—Reporting Requirements and Plan Trustee Responsibilities
 - Best Practices—Reducing Risk of Wrongful Termination, Discrimination, Workplace Harassment, Whistleblower Claims, FMLA, and ADA

