

Cortland County Community Action Program Board of Directors Meeting
September 23, 2021
Meeting Agenda

- I. Call to Order
- II. 2020 401(k) Audit Presentation – Bettina Lipphardt
 - a) Resolution 21.37 – Accept the 202 401(k) audit
- III. Motion for Approval July 2021 minutes
- IV. Standing Committee Reports
 - 1) Executive Committee
 - 2) Board Development Committee: Board Assessment Process
 - 3) PPE Committee
 - 4) Finance/Audit Committee
 - a) Resolution 21.39 - 2020 WIC Incentive Pay
 - b) Resolution 21.40 – CAPCO Hero Incentive Pay
- V. Executive Director Report
- VI. Program Director Reports
 - a) Consumer Directed Services
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
 - f) Human Resources
- VII. Head Start Policy Council Update
- VIII. Old Business
- IX. New Business
 - a) CAPCO Infectious Disease Exposure Plan – Resolution 21.38
- X. Executive Session if needed
- XI. Adjournment

Employee Benefit Plan of Cortland County Community Action Program, Inc.

Board of Directors Presentation
September 16, 2021



September 16, 2021

Dear Board Members,

We are pleased to meet with you today for the purpose of discussing the results of the 2020 annual audit of the Employee Benefit Plan of Cortland County Community Action Program, Inc.

The purpose of this meeting is to assist the Board in meeting its governance and compliance responsibilities. Our discussion of these documents with you helps ensure that you understand the results of the audit procedures we performed and provides discussion regarding future considerations for CAPCO. We value and encourage your observations and input.

We are committed to providing you with the highest level of professional service.

Yours truly,

BONADIO & CO., LLP

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Required Communications

Matter to be Communicated	Auditor's Response
<p>Auditor's Responsibility</p>	<p>We have conducted a DOL limited-scope audit of the financial statements of Cortland County Community Action Program Employee Benefit Plan for the year ended December 31, 2019 and will issue our report thereon. As permitted by 29 CR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and will not, express an opinion on those financial statements and supplemental schedules as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the custodian, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our planning meeting with you. Professional standards also require that we communicate to you the following information related to our audit.</p> <p>With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.</p>

Required Communications

Matter to be Communicated	Auditor's Response
<p>Qualitative Aspects of Accounting Practices</p>	<p>Accounting Policies Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements.</p> <p>New Accounting Pronouncements There are no new accounting pronouncements.</p> <p>Accounting Transactions We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p> <p>Accounting Estimates Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. As described in Note 3 to the financial statements, the valuation of the Plan's investments was certified by Mutual of America. There are no other estimates that we consider particularly sensitive.</p> <p>Financial Statement Disclosures The financial statement disclosures are neutral, consistent, and clear.</p>

Required Communications

Matter to be Communicated	Auditor's Response
Difficulties Encountered in Performing the Audit	We encountered no difficulties in dealing with management in performing and completing our audit. We did encounter certain delays in obtaining information from third party service provider.
Corrected and Uncorrected Misstatements	Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements identified during the audit.
Disagreements with Management	For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.
Management Representations	We have requested certain representations from management that are included in the management representation letter.
Management Consultations with Other Independent Accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" in certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
Other Audit Findings or Issues	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our being hired.

Financial Highlights

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Net assets Available for Benefits	\$2,135,181	\$1,955,209	\$1,496,743

- Net assets available for benefits includes loans of \$65k in 2018; \$82k in 2019 and \$54k in 2020.
- Net assets available for benefits increased with contributions and investment earnings offset by withdrawals from the Plan in 2020.

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Employer contributions	\$99,600	\$87,285	\$74,541
Employee contributions	\$141,340	\$120,612	\$95,819
Rollover contributions	\$-	\$29,332	\$430
Investment income	\$222,670	\$298,497	\$(95,798)
Benefit payments	\$280,994	\$75,192	\$223,524
Change in net asset available for benefit	\$179,972	\$458,429	\$(150,200)

- Employee contributions increased with an increase in the number of employees contributing to the Plan. No rollover contributions in 2020.
- Investment income decreased from a gain of \$298k in 2019 to a gain of \$222k in 2020. Market conditions continued to be positive but not as positive as 2019.
- Benefit payments increased \$206k, which is based upon participant decisions as to when to withdraw funds.

**EMPLOYEE BENEFIT PLAN OF
CORTLAND COUNTY COMMUNITY
ACTION PROGRAM, INC.**

**Financial Statements
as of December 31, 2020 and 2019
Together with
Independent Auditor's Report**

INDEPENDENT AUDITOR'S REPORT

October 7, 2021

To the Plan Administrator of the
Employee Benefit Plan of Cortland County
Community Action Program, Inc.:

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan), which comprise the statements of net assets available for benefits as of December 31, 2020 and 2019, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by Mutual of America Life Insurance Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements and supplemental schedule. We have been informed by the plan administrator that the custodian holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the custodian as of and for the years ended December 31, 2020 and 2019, that the information provided to the plan administrator by the custodian is complete and accurate.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient, appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Report on Supplemental Information

The supplemental Schedule of Assets (Held at End of Year) as of December 31, 2020 is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

Report on Form and Content in Compliance With DOL Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the custodians, have been audited by us in accordance with auditing standards generally accepted in the United States and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

**EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION
PROGRAM, INC.**

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
DECEMBER 31, 2020 AND 2019**

	<u>2020</u>	<u>2019</u>
ASSETS		
INVESTMENTS, at fair value:		
Separate account funds	\$ 1,945,678	\$ 1,762,957
FULLY BENEFIT RESPONSIVE FIXED ANNUITY CONTRACTS, at contract value	<u>135,912</u>	<u>110,051</u>
Total investments	2,081,590	1,873,008
RECEIVABLES:		
Notes receivable from participants	<u>53,591</u>	<u>82,201</u>
Total receivables	<u>53,591</u>	<u>82,201</u>
NET ASSETS AVAILABLE FOR BENEFITS	<u>\$ 2,135,181</u>	<u>\$ 1,955,209</u>

The accompanying notes are an integral part of these statements.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

**STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

	<u>2020</u>	<u>2019</u>
ADDITIONS:		
Participant contributions	\$ 141,340	\$ 120,612
Employer contributions	99,600	87,285
Rollover contributions	<u>-</u>	<u>29,332</u>
Total contributions	240,940	237,229
Interest income on notes receivable from participants	4,064	3,083
Interest income	1,207	1,786
Net appreciation in fair value of investments	<u>217,399</u>	<u>293,628</u>
Total additions	<u>463,610</u>	<u>535,726</u>
DEDUCTIONS:		
Benefits paid to participants	280,994	75,192
Administrative fees	<u>2,644</u>	<u>2,105</u>
Total deductions	<u>283,638</u>	<u>77,297</u>
CHANGE IN NET ASSETS AVAILABLE FOR BENEFITS	179,972	458,429
NET ASSETS AVAILABLE FOR BENEFITS - beginning of year	<u>1,955,209</u>	<u>1,496,780</u>
NET ASSETS AVAILABLE FOR BENEFITS - end of year	<u>\$ 2,135,181</u>	<u>\$ 1,955,209</u>

The accompanying notes are an integral part of these statements.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2020 AND 2019

1. DESCRIPTION OF PLAN

The following brief description of the Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan) is provided for general information purposes only. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

General

The Plan is a defined contribution plan available to all employees of Cortland County Community Action Program, Inc. (the Organization) who meet certain eligibility requirements. The Plan is administered by the Organization. Mutual of America Life Insurance Company (Mutual of America) is the custodian and recordkeeper of the Plan's assets. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Eligibility

All employees are eligible to begin salary deferrals as soon as they begin employment with the Organization, pursuant to a properly completed and valid salary deferral agreement entered into by the employee and they have reached the age of 18.

Contributions

Active participants may make voluntary pre-tax contributions in the form of salary reductions up to 100% of annual compensation and any applicable rollovers from other qualified plans, subject to certain limitations of the Plan and the Internal Revenue Code (IRC) under Section 401(k). Eligible participants, who attain the age of 50 before the end of the Plan year, are eligible to make catch-up contributions, subject to certain limitations of the IRC.

The Organization contributes 2% for those participants who have attained one year of service with the Organization and have completed 1,000 hours of service. Additionally, the Organization contributes an additional 1% for those participants who contribute between 2% and 3%.

Participant Accounts

Each participant's account is credited with the participant's contribution, the employer's contribution, and Plan earnings/losses on all contributions. Allocations of earnings/losses and administrative expenses are based on account balances, according to specific terms provided by the Plan. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their account balances, which includes voluntary contributions, employer contributions, and actual earnings thereon.

1. DESCRIPTION OF PLAN (Continued)

Notes Receivable from Participants

Participants may borrow an amount up to the lesser of 50% of the amount of their vested balance or \$50,000. The loan amount cannot exceed the maximum amount imposed by the IRC. A participant may borrow a minimum of \$1,000. Loans are repayable over not more than five years, except in the case of a loan for the purchase of a primary residence. All loans must bear interest at a reasonable interest rate and commensurate with the current commercial rates charged in similar loans by persons in the business of lending money. Total notes receivable from participants outstanding at December 31, 2020 and 2019 were \$53,591 and \$82,201, respectively. All loans bear interest at 6.25% to 6.50% at December 31, 2020. Notes mature at various times through October 2025.

Payment of Benefits

Participants are eligible for retirement benefits upon reaching age 65. Upon termination of service due to death, disability, or retirement, a participant may elect to receive either a lump-sum amount equal to the value of the participant's vested interest in his or her account, or distributions based on various annuity options or fixed income payments. For termination of service for other reasons, a participant may receive the value of the vested interest in his or her account as a lump-sum distribution. Terminated participants also have the option of leaving their funds in their account, provided they are not required to take minimum distributions from their account according to the provisions of the IRC. Participants who have reached age 59½ may take in-service distributions.

Plan Changes

The Plan has implemented certain requirements of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) that was signed into law on March 27, 2020 and provided relief options for retirement plan sponsors and participants who met certain eligibility requirements. The optional features that the Plan has implemented include, among others, allowing Coronavirus related distributions and suspending required minimum distributions. Most of the provisions of the CARES Act expired on December 31, 2020. Written amendments to the Plan to reflect these operational changes will be adopted later in accordance with applicable law and Internal Revenue Service guidance.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements of the Plan are prepared in accordance with accounting principles generally accepted in the United States of America.

Investments

Investments are reported at fair value (except for fully benefit-responsive investment contracts, which are reported at contract value). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are reflected on a trade date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year.

All investments are participant directed.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes receivable from participants are reclassified as distributions based upon the terms of the plan document.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

General Account

All amounts allocated to the Interest Accumulation Account become part of Mutual of America's general account. The amount in the Interest Accumulation Account at any time will be equal to the sum of all amounts that have been allocated to such account, including interest credited to the account, less the sum of all amounts that have been withdrawn from such account. Participants' principal and previously credited interest are guaranteed. Mutual of America assumes the investment risk of the underlying investments of the Interest Accumulation Account. This guarantee is subject to Mutual of America's financial strength and claims-paying ability. Mutual of America's general account investment strategy is to maintain high-quality assets with excellent liquidity, strong capital adequacy and a proper matching of assets and liabilities.

The general account is credited with interest at a rate determined by Mutual of America from time to time, and Mutual of America reserves the right to change the interest rates applicable to amounts held in this account at their discretion, but not below the minimum guaranteed interest rate (1.0% for 2020).

The interest rate credited to amounts in the general account is a current rate and is not dependent upon the length of time the assets are invested with Mutual of America. Further, requests for withdrawal (subject to Plan provisions) can be made at any time and are processed on the day that they are received; they are not dependent on Mutual of America having to liquidate securities in order to generate a payment. The contract value is the redeemable value of the fund; there are no deferred sales charges, load assessments, interest rate adjustments, or surrender charges that would affect the value as a result of a withdrawal request. Therefore, the amounts held in the general account have been determined to be cash equivalents and are considered fully benefit-responsive.

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include the following: (1) amendments to the Plan documents, including complete or partial Plan termination or merger with another plan or (2) bankruptcy of the Plan Sponsor. The Plan Administrator does not believe that the occurrence of any such event, which would limit the Plan's ability to transact at contract value with participants, is probable.

Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amount reported in the financial statements.

Payment of Benefits

Benefit payments to participants are recorded when paid.

Administrative Expenses

Substantially all administrative expenses associated with the Plan are paid by Plan participants as a reduction of investment income.

Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the plan administrator to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

3. INVESTMENT INFORMATION

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified as to complete and accurate by the custodian:

	<u>2020</u>	<u>2019</u>
Investments	\$ <u>2,081,590</u>	\$ <u>1,873,008</u>
Notes receivable from participants	\$ <u>53,591</u>	\$ <u>82,201</u>
Interest on notes receivable from participants	\$ <u>4,064</u>	\$ <u>3,083</u>
Interest income	\$ <u>1,207</u>	\$ <u>1,786</u>
Net appreciation in fair value of investments	\$ <u>217,399</u>	\$ <u>293,628</u>
Schedule of Assets (Held at End of Year)	Schedule I	

4. SEPARATE ACCOUNT FUNDS

The separate account funds are invested in domestic stocks, international stocks, and fixed securities, such as asset or mortgage-backed securities and corporate bonds, and in mutual funds that hold such investments. The net asset value of the separate account fund is not publicly quoted. The values of the underlying investments are used in determining the net asset value of the separate account fund. Underlying equity securities have observable quoted pricing inputs. Underlying fixed securities have observable pricing inputs, including quoted prices for similar assets in the active or non-active markets. Underlying mutual funds are valued at publicly quoted pricing inputs.

There are no restrictions in connection with the transfer among or withdrawal from any of the investment alternatives in the separate account, other than that excessively frequent transfers or redemptions might be rejected. Each underlying fund has reserved the right to reject any aggregate purchase of fund shares that it determines to be inconsistent with their fund's policies and procedures relating to market timing.

The separate account funds currently invest in underlying funds, which have different investment objectives, investments policies, and risks. The investment strategies of these funds will vary based on the participant's chosen risk preferences. The separate account fund does not have any unfunded commitments.

5. PARTY-IN-INTEREST TRANSACTIONS

Mutual of America is the custodian of the Plan's assets. As such, transactions between Mutual of America and the Plan qualify as party-in-interest transactions. Additionally, notes receivable from participants are party-in-interest transactions.

6. TAX STATUS

Mutual of America obtained a determination letter for the Plan prototype on March 31, 2014 in which the Internal Revenue Service stated that the Plan prototype and related trust were, at that time, designed in accordance with the applicable requirements of the Internal Revenue Code. However, the Plan Administrator believes that the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, no provision for income taxes has been included in the Plan's financial statements.

7. PLAN TERMINATION

Although it has not expressed any intent to do so, the Organization has the right, under the Plan document, to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

8. RECONCILIATION TO FORM 5500

The classification of changes in net assets available for benefits for the periods ended December 31, 2020 and 2019 differs between these financial statements and Form 5500. However, the total change in net assets available for benefits for the periods then ended agrees between these financial statements and Form 5500.

9. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 7, 2021, which is the date the financial statements were available to be issued.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
EMPLOYER IDENTIFICATION NUMBER 16-1004653
PLAN #001
SCHEDULE H LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
DECEMBER 31, 2020

(a)	(b) Identity of Issue, Borrower, Lessor, or Similar Party	(c) Description of Investment Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
SEPARATE ACCOUNT FUND:			
	American Century VP Capital Appreciation	Pooled Separate Account	\$ 29,221
	Calvert SRI VP Balanced Portfolio	Pooled Separate Account	88,946
	Fidelity VIP Asset Manager Portfolio	Pooled Separate Account	180,326
	Fidelity VIP Contrafund	Pooled Separate Account	26,256
	Fidelity VIP Equity Income	Pooled Separate Account	956
	Fidelity VIP Mid-Cap	Pooled Separate Account	3,997
*	Mutual of America 2020 Retirement Fund	Pooled Separate Account	53,034
*	Mutual of America 2025 Retirement Fund	Pooled Separate Account	226,145
*	Mutual of America 2030 Retirement Fund	Pooled Separate Account	361,598
*	Mutual of America 2035 Retirement Fund	Pooled Separate Account	175,791
*	Mutual of America 2040 Retirement Fund	Pooled Separate Account	198,532
*	Mutual of America 2045 Retirement Fund	Pooled Separate Account	281,348
*	Mutual of America 2050 Retirement Fund	Pooled Separate Account	104,849
*	Mutual of America 2055 Retirement Fund	Pooled Separate Account	50,611
*	Mutual of America 2060 Retirement Fund	Pooled Separate Account	13,391
*	Mutual of America 2065 Retirement Fund	Pooled Separate Account	406
*	Mutual of America Aggressive Allocation	Pooled Separate Account	17,731
*	Mutual of America All America Fund	Pooled Separate Account	17,759
*	Mutual of America Bond Fund	Pooled Separate Account	10,971
*	Mutual of America Composite Fund	Pooled Separate Account	418
*	Mutual of America Conservative Allocation	Pooled Separate Account	26,019
*	Mutual of America Equity Index Fund	Pooled Separate Account	6,662
*	Mutual of America International Fund	Pooled Separate Account	819
*	Mutual of America Mid-Cap Equity Index	Pooled Separate Account	8,858
*	Mutual of America Moderate Allocation	Pooled Separate Account	17,115
*	Mutual of America Money Market Fund	Pooled Separate Account	640
*	Mutual of America Retirement Income Fund	Pooled Separate Account	4,969
*	Mutual of America Small Cap Growth Fund	Pooled Separate Account	10,569
*	Mutual of America Small Cap Value Fund	Pooled Separate Account	2,109
	Oppenheimer Main Street VA	Pooled Separate Account	9,893
	T. Rowe Blue Chip Growth Portfolio	Pooled Separate Account	1,056
	Vanguard VIF Diversified Value	Pooled Separate Account	4,195
	Vanguard VIF International	Pooled Separate Account	10,488
			1,945,678
GENERAL ACCOUNT FUND:			
*	Mutual of America Interest Accumulation Account	Fixed Investment Contract	135,912
PARTICIPANT LOANS:			
*	Notes receivable from participants	Interest at 4.25%-6.50%, various monthly payments through October 2025	53,591
			<u>\$ 2,135,181</u>

* Denotes party-in-interest

The accompanying notes are an integral part of these schedules.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21-37

WHEREAS, the Finance Committee of the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2020 401(k) Audit as presented by Bettina Lipphardt (Bonadio),

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2020 401(k) Audit as presented by Bettina Lipphardt (Bonadio),

IT IS HEREBY RESOLVED that on September 23, 2021, the CAPCO Board of Directors approves the 2020 401(k) Audit as presented by Bettina Lipphardt (Bonadio).

Shelley Warnow
Board President

9/23/2021
Date

Cortland County Community Action Program Board of Directors Meeting July 22, 2021
Meeting Agenda

I. Call to Order – Meeting called to order at 12:02

Members Present: Shelley Warnow, Mary Bliss, Ella DiIorio, Jeanette Dippo, Patty Schaap, Helen Spaulding, Lynne Sypher, Larry Woolheater, April Dennison, Doug Bentley, Billie MacNabb, Liz Haskins, Mary Beth Mathey, Penny Prignon, Sarah Beshers.

Staff: Lindy Glennon, Kirsten Parker, Greg Richards, Denise Peroulakis, Brandy Strauf, Bethann Wieder, Martha Allen, Danielle Treacy

II. Motion for Approval June 2021 minutes made by Lynne Sypher, 2nd by Doug Bentley

III. Standing Committee Reports

- 1) Executive Committee-met July 6th to continue planning for the Executive Director Search including MOU with NYSCAA, posting, interview questions. Lindy shared information about the agency summary to be provided to applicants. It has been emailed to board members for suggestions and edits.
 - a) **Resolution 21.29** – Motion to approve Memorandum of Understanding with New York State Community Action Association for support in the Executive Director Search made by Lynne Sypher, 2nd by Doug Bentley. Motion carried.
- 2) Board Development Committee-met July 20 to review the Board self-assessment survey. 14 Board members completed the survey, they will still accept the one missing survey. The committee will decide how to share the information with the full board at an upcoming meeting. A copy of the completed survey will be added to the Board Only section of the website.
- 3) PPE Committee - Did not meet
- 4) Finance/Audit Committee met July 15th, discussed CSBG amendment, HS/EHS COVID fund carryover, updated on the WAP contract, reviewed several leases. Motion to receive and file financial statements made by Mary Bliss, 2nd Doug Bentley, motion carried.
 - a) **Resolution 21.30** – motion to approve HS/EHS lease with Badjad Property Management for the HS/EHS space at Cosimo's made by Lynne Sypher, 2nd Jeanette Dippo. Motion carried.
 - b) **Resolution 21.31** – motion to approve 2020-21 CSBG Amendment #2 in the amount of \$275,846 with a carryover of \$33,841 made by Jeanette Dippo, 2nd by Billie MacNabb. Motion carried.
 - c) **Resolution 21.32** – motion to approve lease with Cortland City Schools for HS/EHS space at Smith Elementary School for 2021-22 made by Helen Spaulding, 2nd by Jeanette Dippo. Motion carried.
 - d) **Resolution 21.33** – motion to approve lease with Cortland City Schools for HS/EHS space at Randall Elementary School for 2021-22 made by Helen Spaulding, 2nd by Mary Beth Mathey. Motion carried.
 - e) **Resolution 21.35** – motion to approve HS/EHS lease with the Cortland YWCA for the HS/EHS space at the YWCA made by Jeanette Dippo, 2nd Helen Spaulding. Motion carried.
 - f) **Resolution 21-36**- motion to approve the carry-over of HS/EHS COVID funding in the amount of \$81,816 made by Billie MacNabb, 2nd Liz Haskins. Motion carried.

- IV. Executive Director Report-in addition to her written report, Lindy shared information from the Management Retreat.
- V. Program Director Reports
 - a) Consumer Directed Services- in addition to the written report, Lindy explained the rationale behind hiring a part-time temporary HR data clerk.
 - b) Energy Services-Denise provided an update on the move and shared that WAP finally has an approved contract and may receive their advance tomorrow.
 - c) Family Development-Brandy's written report was inadvertently left out of the board packet. She shared information on the recent graduation, the upcoming baby shower, upcoming Getting Ahead sessions, NOEP outreach and that Healthy Families has reached 60% capacity and is looking for advisory board members.
 - d) Head Start/Early Head Start-in addition to her written report, Bethann and Lindy shared information about leasing the former Learning Adventure daycare center from the YWCA, the lease will be emailed to the board for approval. Per our by-laws, we will need a response from all board members.
 - e) WIC-in addition to her written report, Kirsten shared that there will be a statewide conference call with DOH next week. WIC will make decisions about continuing our soft reopening after that call.
 - f) Human Resources-in addition to his written report, Greg shared that our candidate for the HR Generalist position has accepted the position and her projected start date is August 14th.
- VI. Head Start Policy Council Update-April shared that there was no meeting held this month.
- VII. Old Business-none at this time.
- VIII. New Business-Lindy shared that she just received an email from our insurance broker and that our insurance rates may be slightly better than the resolution we are presenting. Greg reviewed the increases. Overall insurance will be increasing by 9.5% (or less), the breakdown was provided to the board. The board agreed that CAPCO should proceed with the insurance renewal at the rates to be approved or lower and we can do a new resolution, if necessary, in September.
 - a) **Resolution 21.34** – motion to approve the 2021-22 Health/Dental Insurance Renewals made by Doug Bentley, 2nd by Jeanette Dippo. Motion carried.
- IX. Executive Session-none needed
- X. Adjournment-motion to adjourn the meeting at 1:00 made by Jeanette Dippo, 2nd Mary Beth Mathey. Motion carried.

CAPCO Board of Directors Self Assessment Process

- June 2021 – The Board Development Committee presented information regarding the CAPCO Board Assessment process and survey. Surveys were completed by July 16 –
 - 14 Board members responded
- July 2021 – Board Development Committee met to review the responses. Discussed a plan for involving CAPCO Board Committees in review and planning for feedback from the Assessment.
- September 2021 – Board Development Committee presenting initial information to CAPCO Board of Directors. Discussed plans for identifying priorities from this survey, value of this for the Strategic Planning process the Agency will be doing in 2022 and timing of having new Executive Director involved. Provided breakdown of the 8 categories and questions specific to each committee (attached) with plan for moving forward to include:
- October-January – during committee meetings, committees are asked to review the questions assigned to that specific committee. Begin to identify priority areas.
- January – CAPCO Annual Board Meeting – each committee will have the opportunity to share information about the priority areas identified and planning process for moving this forward.
 - A process will be developed and presented by the Board Development Committee for stating goals and objectives to help with consistent presentation of information and to provide support.
 - A binder will be created for each committee with documents specific to compliance, responsibilities, requirements to include:
 - Full Board Assessment Survey responses
 - CAPCO Fiscal Policies and Procedures
 - CAPCO Board of Directors By-laws
 - Organization Standards - Governance
- January-April – encouraging Committees to use some time during monthly committee meetings to work on plan for achieving the priorities set. This information will be gathered by the Board Development Committee, compiled and presented to the Board in May. This information will also be used in the Strategic Planning process.

<i>Numbers Applied to each Committee</i>	<i>Questions</i>	<i>Category</i>	<i>Final Standing Committee Assigned</i>
Executive (22)	12, 18, 25 30, 31, 33, 34, 35, 36, 38, 39, 40, 41, 42, 49, 54, 55, 56, 57, 58, 59, 60	2-BOD Membership 3-Planning 4- Monitoring and Evaluation 5-Board as Policy Maker 6-Board/Exec. Dir. Relationship 7-Board Meetings 8-Committees of the Board	Executive
Finance/Audit (4)	6, 20, 21, 22,	2-Membership 4-Board Monitoring & Evaluation	Finance/Aud
Program Planning and Evaluation (10)	4, 5, 7, 13, 14, 15, 16, 17, 23, 24,	1-BOD prepares to do its job better 3-Planning 4-Monitoring & Evaluation	PP&E
Board Development (24)	1, 2, 3, 8, 9, 10, 11, 19, 26, 27, 28, 29, 32, 37,43, 44, 45, 46, 47, 48, 50, 51, 52, 53,	1-BOD prepares to do its job better 2-BOD Membership 3-BOD Planning 4-Board Monitoring & Evaluation 5-Board as Policy Maker 6-Board/Exec. Dir. Relationship 6-Board/Exec. Dir. Relationship 8-Committees of the Board	Board Development

CAPCO used the survey materials from FHN to develop our survey – we added questions and deleted some from the FHN work. Below is a list (for comparison if you’re looking at both documents) for the survey.

Category	Original Question Numbers (FHN Survey)	CAPCO’s Questions
1. BOD prepares to do its job better	1.1-1.7	Q1-Q7
2. BOD membership	2.1-2.5	Q8-Q12
3. Planning	3.1-3.7	Q13-Q19
4. Monitoring and evaluation	4.1-4.7	Q20-Q26
5. BOD as policy maker	5.1-5.9	Q27-Q32
6. BOD/Executive Director relationship	6.1-6.4	Q33-Q36
7. Board meetings	7.1-7.19	Q37-Q52
8. Committees of the Board	8.1-8.8	Q52-Q60

Program Planning and Evaluation, PP&E Committee

September 9, 2021

In attendance: Billie McNabb, Liz Haskins, Doug Bentley, Lynne Sypher. **Excused:** Patricia Schaap.

Staff Present: Greg Richards, Deputy Director; Brandy Strauf, Family Development Director; Bethann Wieder, HS/EHS Director

Meeting called to order at 12:02pm

CSBG Quarter 3 PPR

Brandy presented to the Committee for review the 3rd Quarter PPR for CSBG. Brandy explained how the projections work at the beginning of the contract period and the Program's ability to make amendments mid-year to target numbers. Final numbers need to be within 80%-120% of the projections. The Department of State reviews CAPCO's ability to project service impact and provide narratives when targets are not meant.

Brandy explained that some of the numbers are low in Quarter 3 because events do not take place until Quarter 4. For example, SNAP benefits being used at the Farmers Market is only 30% as of Quarter 3, but this is projected to increase for Quarter 4. Numbers have also been impacted by COVID-19 with Family Essentials closed or offering modified hours during the Quarter and Head Start/Early Head Start enrollment and classroom structure modified.

During the Quarter 3 PPR presentation, Brandy gave an update on the Marathon Success Center. A new Family Advocate to coordinate the Success Center in Marathon has been hired and the room is currently being set-up in the Marathon High School. CAPCO is excited to be back in the High School for this school year opposed to the Elementary School last year. The High School has more centrally located access and better serves students who may be serving as the adult in their households.

Motion to approve 3rd Quarter CSBG PPR was made by Lynne Sypher, 2nd Billie McNabb—motion carried.

CSBG Workplan, 2022

Brandy presented for review the CSBG Workplan for 2022, which is largely based on the previous year's projections for the PPR/APR and analysis of community needs for the upcoming contract year. Committee reviewed the workplan and discussed the continued build-up of the Volunteer Driver Program following the COVID-19 impact. CAPCO is working with the Volunteer Transportation Center to evaluate the program and attain additional resources as we continue to work towards growing the Program. Liz Haskins noted that there may be funding available through the Office for the Aging for specific rides. Liz will work with Lindy and Greg to explore this opportunity.

Motion to approve the CSBG 2022 Workplan was made by Doug Bentley, 2nd Liz Haskins—motion carried.

Head Start/Early Head Start Management Reports

Bethann presented for review the Management reports for Early Head Start for July 2021. The reports are only for Early Head Start due to Head Start classrooms being closed for the summer months.

Motion to approve Early Head Start reports made by Doug Bentley, 2nd Liz Haskins—motion carried.

Bethann discussed further with the Committee the successful impact of the Head Start Extended Summer Program that took place summer of 2021. Due to the success of the Summer Program, there are discussions around a 2nd Summer Program for 2022 given the availability of funding to extend this for another Summer.

The committee discussed the status of Parker School and CAPCO's partnership with the Cortland YWCA. Impressions from the Council meeting that took place on Tuesday, September 7, 2021 is that members of the Council are looking to table decisions on this until the next elected Council meets. This is not the outcome we were looking for considering the nearly 3 years we have been working with the current Council and Parker Task Force to move this forward. The next Council meeting is on September 21, 2021, and CAPCO and the YWCA will look at strategies for this meeting to advocate for decisions to be made before the current Council turns-over.

Bethann updated the Committee that 11 staff members graduated from CAPCO's CDA class last year and have now moved into permanent positions. This is positive for our staffing and the upcoming collaboration with the YWCA for CDA courses through the AEI grant.

Head Start/Early Head Start Enrollment Report

Committee reviewed the current Enrollment Report presented by Bethann for the start of Program Year 2021-2022. Bethann presented that CAPCO's HS/EHS Program currently has 27 EHS openings (18 of which are Home-Based openings) and 18 HS openings. Bethann is intending to look at the Home-Based model for next Program Year (22-23) as it relates to CAPCO's Healthy Families Program and duplication of services. There remains a waitlist of approximately 60 children, of which 47 are over-income for the Program. The waitlist for eligible children is expected to reduce once our Early Learning Center (ELC) sites can open at the YWCA Learning Adventure location.

Bethann updated the Committee that the Program has closed the Johnson 3 classroom to start Program Year 2021-2022 due to unexpected staffing. The classroom had 12 students who have been re-assigned to other classrooms that were not at capacity. Staff who were placed in Johnson 3 have been re-dispersed to the max capacity classrooms for coverage. This impacts each of the 3-year-old classrooms that are now at or close to maximum class sizes of 17 children.

Bethann updated the Committee on the status of moving into the previous YWCA Learning Adventure childcare space. We have a signed lease and are working with the YWCA to get the building ready to move in. Classrooms in this building will be labeled as ELC 1, 2, and 3 (Early Learning Center). The building has sat stagnant for nearly 2 years and there is flood damage from this past Summer. Once the building is ready, we will be moving classrooms into this space from our current Elm Tree facility.

Motion to approve HS/EHS Enrollment Report made by Lynne Sypher, 2nd Billie McNabb—motion carried

Meeting adjourned at 12:49pm

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

Page 4 of 17
(Total Number of Pages should include C-2a, C-2b and C-2c)

Contractor Cortland County Community Action Program, Inc FFY 2022
Budget Period 10/1/21 to 9/30/22 Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of access to nutrition education and food. ©
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Program that addresses the need described above:	Women, Infants, and Children (WIC) (DOMAIN: Health & Social/Behavioral Development)	Location (List Name of County):	Cortland
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Interventions Very 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) or Service/Capacity Codes	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.	Of 1560 individuals seeking WIC assistance:		Intake form/caseload reports	1560					0	0%
	1560 of 1560 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5B	Case files, food voucher records	1560					0	0%
	120 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5B	Peer Counselor Documentation	120					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 association)	b.5A-I	MOU's, meeting minutes, association membership	6					0	0%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 5 of 17

Contractor Cortland County Community Action Program, Inc. FFY 2021

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

Budget Period 10/1/20 to 9/30/21Contract # C1001460
☐ PPR #2
 ☐ PPR #4
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 Demonstrated Needs and Attachment C-1c Strategic Plan.

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) or Service/Capacity Codes	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))	115 children will be referred to the program:		Referrals from schools documenting need	115					0	0%
	115 of 115 children will be enrolled in the program		Referral form	115					0	0%
	115 of 115 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5b	Backpack Allocations	115					0	0%
	Of the children receiving backpacks, 5400 backpacks will be distributed		Backpack Allocations	5400					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, 1 collaboration)	B.5.a-i	MOU's, in-kind report	8					0	0%
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ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2c Work Plan and Program Progress Report (PPR)
Page 6 of 17Contractor Cortland County Community Action Program, IncFFY 2021Budget Period 10/1/20 to 9/30/21Contract # C1001460**Check One:**
☒ Work Plan
 ☐ Amendment
☐ PPR #1
 ☐ PPR #3
☐ PPR #2
 ☐ PPR #4
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 Demonstrated Needs and Attachment C-1c Strategic Plan.

Low income families who are at nutritional and health risk (F)

Program that addresses the need described above: Nutrition Outreach and Education Program (NOEP) /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) or Service/Capacity Codes	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 provides low income participants access to food through SNAP enrollment as well as 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)	140 individuals seeking health and nutrition services:		Intake Form	140					0	0%
	20 will participate in nutrition education and exhibit improved family functioning.	FNPI 5a	Pre/Post Survey	20					0	0%
	80 eligible households will receive SNAP benefits in order to increase healthy lifestyle		Intake Form/Case Worker notes.	80					0	0%
	40 Families will receive fruits and vegetables using SNAP benefits at the local farmers markets.		EBT Transactions	40					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	8					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

Check One:

- ☒ Work Plan
 ☐ Amendment
☐ PPR #1
 ☐ PPR #3
☐ PPR #2
 ☐ PPR #4

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 Demonstrated Needs and Attachment C-1c Strategic Plan.

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) or Service/ Capacity Codes	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).	240 children will apply for the Head Start/Early Head Start Program		HS/EHS Intake Form	240					0	0%
	175 of 240 children will participant in Head Start/Early Head		HS/EHS Attendance Records	175					0	0%
	175 of 240 children will be up to date on age appropriate immunizations, medical and/or dental care		Child's files	175					0	0%
	175 of 240 children's health will be improved as a result of adequate nutrition.		CACFP Meal count documentation	175					0	0%
	175 of 240 children will be developmentally ready to enter kindergarten		CORE report	75					0	0%
	125 of 240 parents/caregivers will be engaged by HS/EHS staff through home visits.		Family worker notes	125					0	0%
	100 of 240 will learn and exhibit improved family functioning.		Family Strengths assessment (FSA)	100					0	0%
	50 of the 240 children will receive dental exam and/or follow-up for improved dental health.		CORE report	50					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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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	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)
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Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome.	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	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
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the outcome: (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	Capacity Codes	verify progress on the outcome or milestone.	Annu	PPR #1	PPR #2	PPR #3	PPR #4	YTD	YT
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.	500 individuals seeking assistance:		Intake Form	500					0	0%
	400 of the 500 will receive clothing.		Database	300					0	0%
	5 of the 500 will receive emergency home repairs.	FNPI4g	Intake Form	5					0	0%
	20 of the 500 will receive emergency food.	FNPI5b	Intake Form	20					0	0%
	10 of the 500 will receive fuel or utility assistance	FNPI4g	Intake Form	2					0	0%
	10 of the 500 will receive emergency transportation		Intake Form	10					0	0%
	2 of the 500 will receive Emergency Medical Care		Intake Form	2					0	0%
	5 of 450 participants will receive workforce development support to be better prepared to enter the workforce .		Referral Tracking Form	5					0	0%
	150 individuals will be more prepared for Winter by providing winter wear		Sign-In Sheets	150					0	0%
	800 individuals will be referred to other service providers to better meet their needs.		Intake Application	800					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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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

Page 9 of 17

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

Check One:

- ☒ Work Plan
 ☐ Amendment
☐ PPR #1
 ☐ PPR #3
☐ PPR #2
 ☐ PPR #4

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)
--	---

Program that addresses the need described above:	Adult Education/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) or Service/ Capacity Codes	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 %
Individuals will gain competencies and resources										

for achieving academic and employment goals through the Adult Education Program, on to one tutoring, preparation for TASC testing and Safe Sitter Certification (SRV 2u High School Equivalency Classes)	100 students will enroll in our Adult Education Program		Intake Application	100					0	0%
	15 of the 100 will have at least 12 hours of attendance.		Attendance Record	15					0	0%
	5 of the 110 will have a grade level improvement in math or reading.	FNPI 2f	Grade level improvement on math TABE test, case notes.	5					0	0%
	15 of the 100 will take the TASC exam, and pass from 1-4 of the five test.		Grade level improvement on math TABE test, case notes.	15					0	0%
	10 of the 100 will have individual math/literacy tutoring to meet education or employment goals.		Attendance Record	10					0	0%
	20 of the 100 will receive their HSE diploma.	FNPI 2h	Case Notes	20					0	0%
	10 students will obtain their Safe Sitter certification required for successful employment.	FNPI 2h	Certificates	10					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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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

Page 10 of 17

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of community facilities in the rural areas of the community (C)
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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) or Service/Capacity Codes	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	1 Family Success Center will be maintained to increase in the availability of community resources in the rural community areas of the community.	CNPI 3b		1					0	0%
	50 families will receive services in rural areas of the community		Sign in Sheets	50					0	0%

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack the skills necessary for successful parenting. (F)
--	--

Program that addresses the need described above:	Parent Education/Support (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) or Service/ Capacity Codes	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 Education/Support is 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: child safety, breastfeeding, soothing your baby, nutrition, community resources and much more.(SRV 5mm Parenting Classes)	35 parents/caregivers will enroll in parenting education.		Intake Forms	35					0	0%
	25 of 35 will complete the training course.		Intake Forms	25					0	0%
	25 of the 25 will learn improved parenting skills.	FNPI 5d	Attendance sheets	25					0	0%
	1 local government partnership will promote the program, 1 State									

government	B.5.a-i	MOU's	1					0	0%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Individuals with a disability maintaining their independence while living in the community (F)
--	---

Program that addresses the need described above:	Consumer Directed Personal Services/ 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) or Service/Capacity Codes	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 Services 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.	160 individuals will be referred for CDPAP Services			160					0	0%
	160 of the 160 will maintain an independent living situation	FNPI 5g	Assessment Tool	160					0	0%
	250 family caregivers will obtain/maintain employment.		Assessment Tool	250					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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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	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) or Service/Capacity Codes	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)	110 households applying for Energy Services programming		Application	110					0	0%
	100 of the 110 will experience improved health and safety due to improvements within their home.	FNPI 4g	Energy Audit Form	100					0	0%
	102 of the 110 households will demonstrate improved energy efficiency and/or energy burden reduction in their homes.	FNPI 4h	Pre/Post test, utility bills from past and present	100					0	0%
	100 of the 110 will receive home repairs to improve and maintain their housing	SRV 4q	Energy Audit Form	100					0	0%
	4 partnerships will promote program (2 business, 2 non-profit.)	B.5.a-i		4					0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

Check One:

- ☒ Work Plan
 ☐ Amendment
☐ PPR #1
 ☐ PPR #3
☐ PPR #2
 ☐ PPR #4

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of long term supports for expectant mothers and new moms (F/C)
--	--

Program that addresses the need described above:	Healthy Families (Domain Outcomes Health and Social/Behavior Development FNPI5E)
---	---

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) or Service/Capacity Codes	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 Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	65 new or expectant moms will complete the pre-screening process.		Pre screening forms	65					0	0%
	35 of the 65 will enroll in the program and assigned a Family Support Specialist		Intake and KEMP assessments	35					0	0%
	35 of the 65 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Case notes	35					0	0%
	750 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive and physical Development, etc.		Home visit log	750					0	0%
	7 partnerships will promote program and serve on the advisory Board (3 health care institutions and 4 non-profit.)	B.5.a-i	MOU's	7					0	0%
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ATTACHMENT C

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of reliable Medicaid transportation ©
--	--

Program that addresses the need described above:	Volunteer Transportation 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) or Service/Capacity Codes	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).	200 rides will be provided to medical appointments.	CNPI 3a.4	Driver's Record	200					0	0%
	100 individuals will increase access to health services.	FNPI 5b	Surveys	100					0	0%
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C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low-income people own a stake in their community (C.)
--	--

Program that addresses the need described above: Project Getting Ahead (Civic Engagement and Community Involvement Indicators (FNPI 6))

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) or Service/ Capacity Codes	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 %
Project Getting Ahead" training workshops will be provided to youth and adults. Workshops will focus on investigating the impact of poverty, understanding the rules of success in education and employment, developing the knowhow for breaking the cycle of poverty and creating a personal resource plan for success. As part of the Getting Ahead workshops, youth/young adults will work in teams, select, solve and present solutions to civic community issues to a panel of business leaders. In addition participants will attend the Opportunity Conference as part of Communication Across Barriers Opportunity Community (SRV 6e)	12 low income participants enrolled in workshops:		Intake Form	12					0	0%
	12 participants will improve social/emotional development by working in teams to recommend solutions to a community need.	FNPI 6a	Workshop Attendance	12					0	0%
	12 Community Action program participants who improved their leadership skills.	FNPI 6a1	Workshop Attendance	12					0	0%
	12 participants who improved their social networks.	FNPI 6a2	Workshop Attendance	12					0	0%
	12 participants will gained other skills, knowledge and abilities.	FNPI 6a3	Workshop Attendance	12					0	0%
	1 partnership will refer participants to the program (local Government)	B.5.a-i	Agreement	1					0	0%
									0	#DIV/0!
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-1a Needs Assessment

Contractor Cortland County Community Action Program, Inc **FFY** 2022
Budget Period 10/1/21 **to** 9/30/22 **Contract #** C1001460

The CSBG statute 42 U.S.C. 9901 et seq., Section 676, (b), (11) and Public Law 105-285 states that " . . . the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs;"

In compliance with the above, please provide the information below:

1. Date of most recent needs assessment: Mar-19
2. Describe the process used to conduct the assessment, including the involvement of low-income persons, the community served, agency staff members and the board of directors. If the community needs assessment process was conducted in collaboration with other community partners, fully identify those partners and their roles.

Cortland County Community Action Program (CAPCO) worked with Pro Action of Steuben and Yates, Inc. (Pro Action), a fellow Community Action Agency, to conduct a full Community Assessment, encompassing the overall agency community needs assessment and the Head Start grantee community assessment. The report summarizes a quantitative and qualitative exploration of the causes and conditions of poverty in Cortland County, New York. The research analyzes input from customers and community stakeholders representing the following sectors: education, public, private, community-based and faith-based. The report also analyzes secondary, observable data about conditions in the service area and among customers in the organization's programs

The primary data gathering phase included surveys distributed to clients of CAPCO's programs, as well as community stakeholders representing community-based, faith-based, private sector, public sector and educational organizations. In addition, a focus groups was organized for CAPCO customers and Head Start parents, which was attended by two individuals. Through these methods, the study explored stakeholder perceptions about the health of the community, the performance of its institutions, and the conditions most affecting its residents of all ages. In addition, the study probed both through surveys and focus groups to produce insight about community assets and protective factors that can be brought to bear on community challenges. The insight from these surveys and focus groups is presented in this report's section entitled Needs of Low-income Individuals, Children and Families: Perceived. The secondary data gathering phase included updating "observed" data from sources such as the U.S. Census Bureau, Bureau of Labor Statistics, New York State Department of Health, New York State Department of Temporary and Disability Assistance and others. Most of this data was compiled using the Community Commons, while some was gathered directly from the source. Most of the secondary data is presented in the Service Area Data section of this assessment. In addition, data from CAPCO Head Start's PIR Summary Reports from 2017-2018 and 2014-2015 is compiled within the report as observed data in the sections entitled Early Education Need and Capacity and Needs of Head Start Eligible Children and their Families: Observed in Program Data.

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-1b Programs and Services to Address the Demonstrated Community NeedsContractor Cortland County Community Action Program, IncFFY 2022Budget Period 10/1/21 to 9/30/22Contract # C1001460

Below, summarize the greatest needs of the community (and each sub-community) served, as demonstrated by the most recent community needs assessment. "Sub-community" means a city or other area of distinct and unique needs within the greater service area.

ADD ADDITIONAL ROWS AS NEEDED IN ORDER TO INCLUDE ALL PROGRAMS OPERATED BY THE AGENCY

1. Name of Community Served:	Cortland County
Location (List Name of County):	Cortland County

Greatest Demonstrated Need(s):**Programs/Services that help address the need:**

A. Low income individuals are at nutritional and health risk (F)	A. (1) Women, Infants, and Children; (2) Snack Packs for Kids
B. Low income families face challenges affording quality, safe, affordable housing (F)	B. (1) Energy Services
C. Individuals with a disability maintaining their independence while living in the community (F)	C. (1) Consumer Directed Personal Assistance Program
D. Children from low-income families face barriers to success in school. (F)	D. (1) Head Start/Early Head Start
E. Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)	E. (1) Adult Education (2) Safe Sitter Certification
F. Low income families lack essentials such as food, clothing household goods, transportation assistance, etc. (F)	F. (1) Community Action Angels
G. Low income individuals lack the skills necessary for successful parenting. (F)	G. (1) Parent Education
H. Lack of community facilities in the rural areas of the community. (C.)	H. (1) Family Success Center
I. Lack of long term supports for expectant mothers and new moms (C.)	I. (1) Healthy Families
J. Individuals with low-incomes face challenges effectively planning and achieving family goals (F)	J. (1) Family Development
K. Lack of access to nutrition education and food. (C.)	K. (1) Nutrition Outreach and Education Program (NOEP)

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-1b Programs and Services to Address the Demonstrated Community Needs

Contractor Cortland County Community Action Program, Inc

FFY 2022

Budget Period 10/1/21 to 9/30/22

Contract # C1001460

L. Lack of reliable Medicaid Transportation (c)

L. (1) Volunteer Driver Program

M. Low-income people own a stake in their community (C.)

M. (1) Project Getting Ahead Program

N.

N.

Where applicable, summarize the greatest needs of the sub-community served, as demonstrated by the most recent community needs assessment. "Sub-community" means a city or other area of distinct and unique needs within the greater service area.

ADD ADDITIONAL ROWS AS NEEDED IN ORDER TO INCLUDE ALL PROGRAMS OPERATED BY THE AGENCY

2-a. Name of Sub-Community Served:

Location (List Name of County):

Greatest Demonstrated Need(s):

Programs/Services that help address the need:

A.

A.

B.

B.

C.

C.

2-b. Name of Sub-Community Served:

Location (List Name of County):

Greatest Demonstrated Need(s):

Programs/Services that help address the need:

A.

A.

B.

B.

C.

C.

2-c. Name of Sub-Community Served:

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-1b Programs and Services to Address the Demonstrated Community Needs

Contractor Cortland County Community Action Program, Inc

FFY 2022

Budget Period 10/1/21 **to** 9/30/22

Contract # C1001460

Location (List Name of County):

--

Greatest Demonstrated Need(s):

Programs/Services that help address the need:

A.	
B.	
C.	

A.	
B.	
C.	

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-1c Strategic Plan Goals and Objectives

Contractor Cortland County Community Action Program, Inc FFY 2022

Budget Period 10/1/21 to 9/30/22 Contract # C1001460

Time frame of current Strategic Plan:

Briefly list the major goal and corresponding objectives contained in the plan that drive capacity building activities.

Goal: People with low incomes are stable and have economic security.

Check One: ☒ CSBG Funds will be used to support this goal.
☐ CSBG Funds will not be used to support this goal.

Objectives:

- a) Increase access to healthy food
- b) Improve family health and stability
- c) Improve adult literacy and education levels to support employability and effective family advocacy
- d) Decrease the adverse effects on children of families impacted by traumatic events.

Goal: The communities that people with low incomes live in are healthy & offer economic opportunities.

Check One: ☒ CSBG Funds will be used to support this goal.
☐ CSBG Funds will not be used to support this goal.

Objectives:

- a) Expand access to safe and secure housing
- b) Expand access to services and resources in rural communities.
- c) 3. Expand access to employment opportunities.
- d)

Goal: People with low incomes are active in building opportunities for themselves & others in the community.

Check One: ☒ CSBG Funds will be used to support this goal.
☐ CSBG Funds will not be used to support this goal.

Objectives:

- a) Engage people with low incomes and community leaders in identifying and addressing barriers to moving out of poverty
- b) Develop ongoing support groups and learning opportunities that help CAPCO customers build networks and overcome barriers to moving out of poverty
- c) Recruit CAPCO customers/former customers for volunteer and paid positions w/in CAPCO's programs
- d)

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-1c Strategic Plan Goals and Objectives

Contractor Cortland County Community Action Program, Inc **FFY** 2022

Budget Period 10/1/21 **to** 9/30/22 **Contract #** C1001460

Time frame of current Strategic Plan:

Briefly list the major goal and corresponding objectives contained in the plan that drive capacity building activities.

Goal:	CAPCO has the human and financial resources, partnerships and influence to assure positive individual, family & community outcomes
--------------	--

Check One: ☒ CSBG Funds will be used to support this goal.
☐ CSBG Funds will not be used to support this goal.

Objectives:

- | | |
|----|--|
| a) | Coordinate and promote professional development and leadership skill-building for all CAPCO staff |
| b) | Emphasize leadership succession |
| c) | Support employee well-being and personal growth |
| d) | Establish a secure central intake system to streamline customer experience, drive coordinated internal/external referrals and improve service responsiveness |

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

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of access to nutrition education and food. (C.)
--	---

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) or Service/ Capacity Codes	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.	Of 1560 individuals seeking WIC assistance:		Intake form/caseload reports	1560	1159	160	101		1420	91%
	1560 of 1560 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5b	Case files, food voucher records	1560	1159	160	101		1420	91%
	100 120 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5b	Peer Counselor Documentation	120	72	18	28		118	98%
	6 partnerships will promote the program, provide space, and funding (1 State Government, 1 Local Government, 1 faith based, 1 not-for-profit, 1	B.5.a-i	MOU's, meeting minutes, association membership	6	6	0	0		6	100%
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Check One:	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Amendment
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families who are at nutritional and health risk (F)
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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) or Service/Capacity Codes	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)	150 115 children will be referred to the program:		Referrals from schools documenting need	115	105	7	0		112	97%
	150 of 150 115 of 115 children will be enrolled in the program		Referral form	115	105	7	0		112	97%
	150 of 150 115 of 115 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5b	Backpack Allocations	115	105	7	0		112	97%
	Of the 150 children receiving backpacks, 5400 backpacks will be distributed		Backpack Allocations	5400	822	1523	1971		4316	80%
	8 partnerships, will support the program by donating funds, referring eligible children, and providing space. (5 school districts, 1 higher education, 1	B.5.a-i	MOU's, in-kind report	8	8	0	0		8	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families who are at nutritional and health risk (F)
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Program that addresses the need described above: Nutrition Outreach and Education Program (NOEP) /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) or Service/ Capacity Codes	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 provides low income participants access to food through SNAP enrollment as well as 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 165 175 individuals seeking health and nutrition services:		Intake Form	175	53	42	33		128	73%
	20 will participate in nutrition education and exhibit improved family functioning.	FNPI 5a	Pre/Post Survey	20	0	11	0		11	55%
	140 80 eligible households will receive SNAP benefits in order to increase healthy lifestyle		Intake Form/Case Worker notes.	80	34	19	28		81	101%
	5 families will have access to fresh fruits and vegetables through participation in Community Supported Agriculture (CSA) Shares with local		Intake Form	0	0	0	0		0	#DIV/0!
	Families will receive 75 40 boxes of fresh fruits and vegetables using SNAP benefits		EBT Transactions	40	7	0	5		12	30%
	7 partnerships will support the goals of the health and nutrition program, through referrals, funding, space (2 school districts, 1 business, 1 NFP, 3	B.5.a-i	Partnership Agreements/MOU's	8	8	0	0		8	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Children face barriers to school readiness (F)
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Program that addresses the need described above:	Head Start/Early Head Start (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) or Service/ Capacity Codes	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 2aEarly 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 325 240 children deemed eligible will apply for the Head Start/Early Head Start Program		HS/EHS Intake Form	240	174	61	51		286	119%
	272 175 of 240 children will participant in Head Start/Early Head		HS/EHS Attendance Records	175	158	12	4		174	99%
	272 of 272 175 of 240 children will be up to date on age appropriate immunizations, medical and/or dental care		Child's files	175	158	12	4		174	99%
	272 of 272 175 of 240 children's health will be improved as a result of adequate nutrition.		CACFP Meal count documentation	175	158	12	4		174	99%
	136 of 272 75 of 240 children will be developmentally ready to enter kindergarten		CORE report	75	38	0	52		90	120%
	240- 125 of 240 parents/caregivers will be engaged by HS/EHS staff through home visits.		Family worker notes	125	101	15	8		124	99%
	200- 40 of 175 will learn and exhibit improved family functioning.		Family Strengths assessment (FSA)	40	0	0	29		29	73%
	160- 50 of the 240 children will receive dental exam and/or follow-up for improved dental health.		CORE report	50	33	13	4		50	100%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP) B.5.a-i		MOU's	8	8	0	0		8	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack essentials such as food, clothing household appliances, transportation assistance, utility assistance. (F)
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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) or Service/ Capacity Codes	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 825 450 individuals seeking assistance:		Intake Form	450	186	68	121		375	83%
	768 of 825 250 of 450 will receive clothing.		Database	250	52	51	111		214	86%
	5 of 825 5 of 450 will receive emergency home repairs.	FNPI4g	Intake Form	5	0	4	1		5	100%
	10 of 825 20 of 450 will receive emergency food.	FNPI5b	Intake Form	20	3	9	6		18	90%
	10 of 825 2 of 450 will receive fuel or utility assistance	FNPI4g	Intake Form	2	0	1	0		1	50%
	10 of 825 8 of 450 will receive emergency transportation		Intake Form	8	0	3	3		6	75%
	2 of the 825 will receive Emergency Medical Care		Intake Form	2	1	0	0		1	50%
	20 of the 825 2 of 450 participants will receive workforce development support to be better prepared to enter the workforce .		Referral Tracking Form	2	0	0	0		0	0%
	220 130 individuals will be more prepared for Winter by providing winter wear		Sign-In Sheets	130	130	0	0		130	100%
	400 of the 725 800 individuals will be referred to other service providers.		Intake Application	800	177	157	231		565	71%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP)	B.5.a-i	MOU's	8	8	0	0		8	100%

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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	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: Adult Education/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) or Service/Capacity Codes	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 %
Individuals will gain competencies and resources for achieving academic and employment goals through the Adult Education Program, on to one tutoring, preparation for TASC testing and Safe Sitter Certification (SRV 2u High School Equivalency Classes)	Of 145 enrolled 100 students will enroll in the HSE/Tutoring program our Adult Education Program		Intake Application	100	31	17	15		63	63%
	30 15 of the 110 will have at least 12 hours of attendance.		Attendance Record	15	0	6	4		10	67%
	10 6 of the 110 will have a grade level improvement in math or reading.	FNPI 2f	Grade level improvement on math TABE test, case notes.	6	0	2	3		5	83%
	30 15 of the 110 will take the TASC exam, and pass from 1-4 of the five test.		Grade level improvement on math TABE test, case notes.	15	7	3	1		11	73%
	20 10 of the 110 will have individual math/literacy tutoring to meet education or employment goals.		Attendance Record	10	8	0	0		8	80%
	30 20 of the 110 will receive their HSE diploma.	FNPI 2h	Case Notes	20	6	4	1		11	55%
	10 25 students will obtain their Safe Sitter certification required for successful employment.	FNPI 2h	Certificates	10	0	0	9		9	90%
	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	5	0	0		5	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of community facilities in the rural areas of the community (C)
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Program that addresses the need described above:	Family Success Center (Domain Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3)
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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) or Service/ Capacity Codes	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)	1 Family Success Center will be maintained to increase in the availability of community resources in the rural community areas of the community.	CNPI 3b		1	1	0	0		1	100%
	200 60 families will receive services in rural areas of the community		Sign in Sheets	60	33	14	9		56	93%
	1 school district partnerships will be maintained to support the FSC's by providing space.	B.5.a-i	MOU's	1	1	0	0		1	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack the skills necessary for successful parenting. (F)
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Program that addresses the need described above: Parent Education/Support (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) or Service/ Capacity Codes	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 Education/Support is 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: child safety, breastfeeding, soothing your baby, nutrition, community resources and much more.(SRV 5mm Parenting Classes)	35 parents/caregivers will enroll in parenting education.		Intake Forms	35	0	0	0		0	0%
	25 of 35 will complete the training course.		Intake Forms	25	0	0	0		0	0%
	25 of the 25 will learn improved parenting skills.	FNPI 5d	Attendance sheets	25	0	0	0		0	0%
	1 local government partnership will promote the program, 1 State government	B.5.a-i	MOU's	1	1	0	0		1	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Individuals with a disability maintaining their independence while living in the community (F)
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Program that addresses the need described above: Consumer Directed Personal Services/ 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) or Service/ Capacity Codes	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 Services 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 180 160 individuals will be referred for CDPAP Services			160	141	8	10		159	99%
	180 of 180 160 of the 160 will maintain a independent living situation	FNPI 5g	Assessment Tool	160	141	8	10		159	99%
	Of the 180, 250 family caregivers will obtain/maintain employment.		Assessment Tool	250	242	0	12		254	102%
	Partnerships with 1 local government and 3 partnerships with NFP will promote the program and refer clients	B.5.a-i	Contracts	4	4	0	0		4	100%
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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families face challenges affording quality, safe, affordable housing
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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) or Service/ Capacity Codes	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)	160 110 households applying for Energy Services programming		Application	110	49	12	14		75	68%
	Of 160 households 145 102 of the 110 will experience improved health and safety due to improvements within their home.	FNPI 4g	Energy Audit Form	102	31	26	28		85	83%
	145 102 of the 110 households will demonstrate improved energy efficiency and/or energy burden reduction in their homes.	FNPI 4h	Pre/Post test, utility bills from past and present	102	31	26	28		85	83%
	195 102 of the 110 will receive home repairs to improve and maintain their housing	SRV 4q	Energy Audit Form	102	31	26	28		85	83%
	4 partnerships will promote program (2 business, 2 non-profit.)	B.5.a-i		4	4	0	0		4	100%
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ATTACHMENT C

Page 14 of 18

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

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of long term supports for expectant mothers and new moms (F/C)
--	--

Program that addresses the need described above: Healthy Families (Domain Outcomes Health and Social/Behavior Development FNPI5E)

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) or Service/ Capacity Codes	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 Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	50 65 new or expectant moms will complete the pre-screening process.		Pre screening forms	65	17	21	11		49	75%
	30 of the 50 35 of the 65 will enroll in the program and assigned a Family Support Specialist		Intake and KEMP assessments	35	12	8	9		29	83%
	30 35 of the 65 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Case notes	35	4	5	5		14	40%
	250 750 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive		Home visit log	750	176	201	251		628	84%
	7 partnerships will promote program and serve on the advisory Board (3 health care institutions and 4 non-profit.)	B.5.a-i	MOU's	7	7	0	0		7	100%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 15 of 18

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

Check One:	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Amendment
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<input type="checkbox"/> PPR #2	<input type="checkbox"/> PPR #4

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of reliable Medicaid transportation ©
--	--

Program that addresses the need described above: Volunteer Transportation 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) or Service/Capacity Codes	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).	500 200 rides will be provided to medical appointments.	CNPI 3a.4	Driver's Record	200	55	29	46		130	65%
	250 100 individuals will increase access to health services.	FNPI 5b	Surveys	100	37	15	35		87	87%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 16 of 18

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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<input type="checkbox"/> PPR #1	<input checked="" type="checkbox"/> PPR #3		
<input type="checkbox"/> PPR #2	<input type="checkbox"/> PPR #4		

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 Demonstrated Needs and Attachment C-1c Strategic Plan.	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 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) or Service/Capacity Codes	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 improve family functioning , face challenges, and achieve their goals through the following initiatives CAPCO"S Holiday Giveaway, Pajama Party, and school supply giveaway.(SRV 2v Parenting Supports, and Back to School Supplies (School Supplies (SRV 2k)	250 210 families will seek assistance through the Family Development Component		Intake Form	210	127	61	0		188	90%
	200 130 of the 210 will participate in the Holiday Giveaway in order to increase family stability.		Intake Form	130	127	0	0		127	98%
	30 60 of the 210 will attend the Pajama Party to improve their interaction with their children by encouraging early literacy and reading to their	FNPI 5e	Intake Form	60	0	61	0		61	102%
	20 Low-income children will receive school supplies, which will provide them the opportunity to increase their ability to fully participate in school related	FNPI 2z.1	Intake Form	20	0	0	0		0	0%
									0	#DIV/0!
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

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Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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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 Demonstrated Needs and Attachment C-1c Strategic Plan.	Low-income people own a stake in their community (C.)
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Program that addresses the need described above: Project Getting Ahead (Civic Engagement and Community Involvement Indicators (FNPI 6))

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) or Service/ Capacity Codes	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 %
Project Getting Ahead" training workshops will be provided to youth and adults. Workshops will focus on investigating the impact of poverty, understanding the rules of success in education and employment, developing the knowhow for breaking the cycle of poverty and creating a personal resource plan for success. As part of the Getting Ahead workshops, youth/young adults will work in teams, select, solve and present solutions to civic community issues to a panel of business leaders. In addition participants will attend the Opportunity Conference as part of Communication Across Barriers Opportunity Community (SRV 6e)	25 10 low income participants enrolled in workshops:		Intake Form	10	0	5	0		5	50%
	25 10 participants will improve social/emotional development by working in teams to recommend solutions to a community need.	FNPI 6a	Workshop Attendance	10	0	5	0		5	50%
	25 10 Community Action program participants who improved their leadership skills.	FNPI 6a1	Workshop Attendance	10	0	5	0		5	50%
	25 10 participants who improved their social networks.	FNPI 6a2	Workshop Attendance	10	0	5	0		5	50%
	25 10 participants will gained other skills, knowledge and abilities.	FNPI 6a3	Workshop Attendance	10	0	5	0		5	50%
	75 45 low income community members will participate in the opportunity conference	B.5.a-i	sign in sheets	45	0	0	0		0	0%
	1 partnership will refer participants to the program (local Government)	B.5.a-i	Agreement	1	1	0	0		1	100%
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HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
...a service of the Cortland County
Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: July 2021

	# 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
Elm Tree	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo I	4	2	2	2	1	3	0	0	1	1	0	0
Cosimo II												
Cosimo III	3	1	3	0	1	1	0	0	0	2	0	0
South Main I	0	0	0	0	0	0	0	0	0	0	0	0
South Main II	3	2	3	1	0	2	0	0	1	1	0	0
Home Based I												
Home Based II												
TOTALS	10	5	8	3	2	6	0	0	2	4	0	0

Cos 1- 1 child did not qualify for CPSE services. Will continue to receive EI services until end of August.

No children enrolled in Home Based I and II and Cosimo II

29% of 34 enrolled EHS children receiving services

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 Hoppel Month: **July 2021**

Center	Enrolled	Accepted (but not enrolled)	In Person	Virtual	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1	8	0	8	0	0	88	0	0	0	0	13	6	0
Cosimo 2	8												
Cosimo 3	7	0	7	0	0	83	0	0	0	0	5	2	0
South Main 1	7	0	7	0	0	75	0	0	0	0	8	1	0
South Main 2	7	0	7	0	0	81	0	0	0	0	2	1	0
Elm Tree 1	8						0	0	0	0	4	0	0
Elm Tree 2	8												
New 1	8												
Home Based 1	12	5	5	0	0	60							
Home Based 2	12	0	0	0	0								
TOTAL	34	0	34	0	0	82%	0	0	0	0	32	10	0

of Children on the Waiting List:

Children	
Over Income	24
Under 130%	15
Under 100%	44

Comments: _____
TH:monitoring:monthlyreports:1718:ehs:master



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 Services ❖ Family Development

To: Policy Council and Board

From: Jennifer Geibel, HS/EHS education/special needs coordinator

Date: August 11, 2021

Re: July/August Head Start Summer Program Special Needs Report

Recognizing Head Start is in session this summer, I wanted to provide a brief summary of Head Start special needs activities. This information is not typically reported over the summer, as a Head Start summer program is not usually offered.

Two children enrolled in the summer program received occupational therapy services in the classroom twice a week.

The special needs assistant also attended two evaluations in July for Head Start children (1-Smith 2, 1-Randall 1) Three CPSE meetings were held in July for Head Start children as well (1-Smith 1, 2-Randall 1).

EARLY HEAD START

CLASSROOM HAPPENINGS

JULY 2021

Cosimos 1

- The month of July had us playing in the water table.
- We went for many walks around the neighborhood.
- With the weather being so good, we got to play outside most days.
- The children had fun drawing with chalk on the sidewalk out in our play area.
- The children got to draw many pictures using crayons.
- As well as using markers on boxes.
- The children learn to use glue to glue small pieces of paper to larger sheet of paper.
- We had fun playing with balloons.
- Building with blocks was another fun activity the children enjoyed doing.
- Our class worked on many different colors in class.
- We read many books this month to our children.

Cosimo 3

- This month we sent home scavenger hunts for things to look for while in the car or out for a walk.
- We were give a new outdoor chair.
- We played with playdough, the doctor kit and the stacking blocks.
- Outside we learned to ride tricycles, played with ribbons and in colored rice. We also did a lot of water play.
- We made bead bracelets and necklaces.
- We relearned about cows and their utters, then retired to “milk” a cow.
- We painted with ice on a few really hot days.
- Played red light, green light.

South Main 1

- This month we went “camping”, We had a tent with sleeping bags the kids used.
- We “roasted marshmallows” in our “camp fire”, along with grilling, having a picnic with our cooler.

- We went on a bug hunt, did some bird watching, listened to outdoor CD's guessing what kind of animals we were hearing.
- We started water play this month as well.
- Our class ran through sprinklers and put water in the sensory table with measuring cups, drinking cups, strainers, suction tubes, etc...
- We also did other outside activities, such as playing in the big field with balls, riding bikes, walking and water painting outside.
- Some other inside activities we did were playing frozen orbies, making our own campfire, making butterflies out of coffee filters and played sea animal rescue from slime.

South Main 2

- This month in South Main 2 we got to enjoy a lot of outside time, such as playing on the playground, going for walks and even got to play outside in the water.
- The children also played with moon sand and bugs in the sensory table.
- We made puppy paper bag puppets.
- Made paper plate suns too.
- We made fizzy art with baking soda and vinegar.
- We had our last parent/teacher conferences on July 23rd.
- The children enjoyed searing around the room with flashlights for bugs.
- The children learned new songs and we did lots of silly dancing as well this month.

Accepted Children

Wk of 6/28	Week of 7/5	Week of 7/12	Week of 7/19	Week of 7/26	Week of 8/2	Week of 8/9	Week of 8/16	Week of 8/23	Week of 8/30	Week of 9/6	Week of 9/13	Max				
												TOTAL	Capacity	Open slots		
Randall 1	13	0	0	1	2	0	0	0	0			16	16	0	SW, GM	
Randall 2	15	0	0	0	0	1	0	0	0			16	16	0		
Smith 1	9	0	1	1	0	0	0	2	1	0	-1	13	16	3	L F-S	
Smith 2	7	2	1	0	0	0	1	2	-1	0		12	16	4	RB, FW	
Johnson 1	9	0	1	0	0	2	-1	2	0	4		17	14	-3	HW	
Johnson 2	8	1	1	1	0	0	0	2	-1	5		17	14	-3	KB, FD	
ELC 4/J3	2	1	6	1	2	0	0	0	0	-12		0	14	14		
YMCA 1	3	0	1	0	0	0	0	4	1	4		13	14	1		
YMCA 2	12	0	0	0	0	0	0	2	1	-1		14	16	2		
YMCA 3	13	0	1	0	0	0	0	0	0	0		14	14	0	GK	
HS TOTAL												132	150	18		
South Main 1	6	0	2	0	0	0	0	0	0	0		8	8	0		
South Main 2	6	0	1	1	0	0	0	0	0	0		8	8	0		
Cosimo 1	4	0	1	2	0	-1	0	1	0	1		8	8	0		
Cosimo 2	0	0	7	0	0	0	0	0	0	1		8	8	0		
Cosimo 3	5	0	1	0	-1	0	0	2	0	0		7	8	1	NH, BJ	
ELC 1	0	0	0	0	0	0	0	0	0	0		0	8	8		
ELC 2/ET 1	2	0	4	1	0	-1	0	0	0	2		8	8	0		
ELC 3/ET 2	8	0	0	0	0	0	0	1	0	-1		8	8	0		
Home Based 1	0	0	0	0	1	1	0	1	0	0		3	12	9		
Home Based 2	1	0	0	0	0	1	0	1	0	0		3	12	9		
EHS TOTAL												61	88	27		
OVERALL TOTAL		123	4	28	8	4	3	0	20	1	3	-1	0	193	238	45

Wk of 6/28	Week of 7/5	Week of 7/12	Week of 7/19	Week of 7/26	Week of 8/2	Week of 8/9	Week of 8/16	Week of 8/23	Week of 8/30	Week of 9/6	Week of 9/13	Total
New Applications Received	15	5	5	17	12	16	9	7	3			96

Waitlist Numbers

		Wk of 6/28	Week of 7/5	Week of 7/12	Week of 7/19	Week of 7/26	Week of 8/2	Week of 8/9	Week of 8/16	Week of 8/23	Week of 8/30	Total
4 Year Olds	Over Income	0	0	1	1	0	0	1	0	0		3
	Under 130%	0	0	0	0	0	0	0	0	0		0
	Under 100%	0	0	0	0	0	0	0	0	0		0
3 Year Olds	Over Income	0	0	13	1	0	3	1	2	0		20
	Under 130%	0	0	0	0	1	0	1	-2	0		0
	Under 100%	0	0	0	0	0	0	0	0	0		0
EHS	Over Income	0	0	14	2	0	3	2	1	0	2	24
	Under 130%	0	0	0	0	0	3	1	-4	0	2	2
	Under 100%	0	0	1	0	0	4	0	4	0	2	11

Meeting called to order at 8:30 a.m. Members present: Shelley Warnow, Helen Spaulding, Penny Prignon, Ella DiIorio, Sarah Beshar. Guest: Bettina Lipphardt, Bonadio (Auditor). Staff: Martha Allen, Greg Richards, Lindy Glennon.

Bettina presented the annual 401(k) audit for 2020 (see attached). This was a clean audit. 2020 was a good year for investments and the market so our plan ended the year with a \$180k increase. The plan, as of 12/31/20 is valued at \$2,135,181. CAPCO made \$99,600 in contributions. Employees contributions were \$141,340. This is very positive that employees, given the challenges of 2020 were able to continue to make contributions. Regulations last year allowed employees to take withdrawals from their 401(k) plans without penalty. No CAPCO employees did this. There were also different options without penalties for employees to take loans on their 401(k) plans. There were no additional loans for the CAPCO plan. Employee contributions increased with an increase in the number of employees contributing to the Plan. No rollover contributions in 2020. Investment income decreased from a gain of \$298k in 2019 to a gain of \$222k in 2020. Market conditions continued to be positive but not as positive as 2019. Benefit payments increased \$206k, which is based upon participant decisions as to when to withdraw funds. Bettina shared that there are new regulations for 401(k) audits effective with audits for period ending 12/31/21. Up to this time, audits have reported on compliance. Effective with the next audit, auditors will be required to give a fuller opinion re: audit information. There were no questions from the committee. A motion to receive the audit as presented was made by Shelley Warnow, 2nd Penny Prignon. Motion carried.

The committee reviewed the financials as presented. (See attached). Lindy shared that we are working on a proposal for incentive payment for all CAPCO staff for recognition of work done through COVID. This has been a particularly challenging time and we have the opportunity to recognize staff for extraordinary efforts. We have approval to use HS/EHS and CSBG COVID CARES funds for this purpose. We have also identified resources in the current WIC contract that ends 9/30/21 and the Healthy Families contract that can support this effort. We are working to get the proposal done to be presented and considered by the Board at the meeting Sept. 23.

AGENCY - Accounts Payable and Accounts Receivable are current except for Medicaid receivables.

CONSUMER DIRECTED SERVICES - CDPAP billing submitted for payment through the payroll ending 08/13/2021. There is still no word on when the new FI's will have contracts in place. We are continuing discussions with 2 new FI's re: opportunities to subcontract with them to support consumers in Cortland County with CDPAP. We are continuing efforts to grow and expand the Volunteer Transportation Program. Recruiting drivers continues to be a big obstacle with ongoing COVID concerns for volunteers and participants.

EARLY CHILDHOOD DEVELOPMENT - We requested to roll over the unspent funds of the first HS/EHS COVID funds, we are waiting approval. We are planning to sign a 3 year lease with the YWCA for the space at Learning Adventures for 3 EHS classrooms. This has been delayed due to the water damage done to the property. It is being repaired and we are working

with the YWCA to determine next steps. The collaboration with the YWCA for the Alliance for Economic Inclusion grant was approved effective August 1. We are working to start the first phase of that grant – providing a Child Development Associate certification training.

ENERGY SERVICES DEPARTMENT - The WAP 2021-22 contract was approved in August. The program is fully staffed. Denise is working to get bid packages together for purchase of the vehicles as approved in the contract. The new Energy Services space is working well.

FAMILY DEVELOPMENT DEPARTMENT - Work continues steadily for the CSBG and CSBG CARES contracts. Amendment was submitted for current contract. The contract package for the grant period 10/1/2021 was also submitted in August. We have hired a new Coordinator for the Family Success Center in Marathon. The FSC will be relocating back to the High School/District Office. We are working on the COVID CARES amendment. Brandy and Martha are also working on preparing the new 5 year contract package for Healthy Families for contract to start 12/1/2021. We did get approval for the amendment for the current contract to include wage increases for staff, amendment is attached.

WIC - Kirsten is working on spending out and closing the current WIC contract (period ending 9/30/21). We received approval for a one-time payment to staff of 5% of wages Jan 1st to Sep 30, 2021, total cost with fringe is \$9,690. We are still waiting on the release of the RFA for WIC. Last notification was it would be released in the Fall. Contract and vouchers are on schedule.

Reviewed the full financials. Discussed the strong financial position of the Agency with anticipated revenue from Medicaid for year ending 12/31. Also have strong unrestricted funds from DSRIP work over the past 2 years. This allows us a strong cushion for the coming period, support through transition out of CDPAP.

Motion to receive Financials as presented made by Shelley Warnow, 2nd Ella DiIorio. Motion carried.

Lindy shared with committee plans to contact our current MLTC partners to discuss continuing to serve current CDPAP consumers but not take new referrals pending transition out of CDPAP FI role in the coming months. We think this would help us control current program and work to insure smoothest possible transition. There are other current contracts that can serve any new CAPAP consumers. Lindy will pursue this option with Fidellis and see how it will go and can be done.

Lindy also shared current discussions regarding the COVID vaccine mandate that Pres. Biden announced last week. We know that HS/EHS is requiring all staff to be vaccinated and employers with 100+ will need to require vaccines. We are waiting on guidance from DOL and OSHA to make decisions and propose a plan. There are questions about whether a test option will be required, what test will be accepted, who will pay for that and what exemptions will be required for vaccines. We are hoping to get this guidance within 30 days and will propose a plan for the Board's consideration as soon as possible.

No further business – meeting adjourned at 9:35 a.m.

FINANCE COMMITTEE REPORT
SUMMARY of July 2021 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
September 16, 2021

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables. Bettina Lipphardt (Bonadio) will meet with the Finance Committee to review the draft Employee Benefit Plan 2020 Audit.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 08/13/2021.

There is still no word on when the new FI's will have contracts in place. We are continuing discussions with 2 new FI's re: opportunities to subcontract with them to support consumers in Cortland County with CDPAP. We are continuing efforts to grow and expand the Volunteer Transportation Program. Recruiting drivers continues to be a big obstacle with ongoing COVID concerns for volunteers and participants.

EARLY CHILDHOOD DEVELOPMENT

We requested to roll over the unspent funds of the first HS/EHS COVID funds, we are waiting approval. We are planning to sign a 3 year lease with the YWCA for the space at Learning Adventures for 3 EHS classrooms. This has been delayed due to the water damage done to the property. It is being repaired and we are working with the YWCA to determine next steps. The collaboration with the YWCA for the Alliance for Economic Inclusion grant was approved effective August 1. We are working to start the first phase of that grant – providing a Child Development Associate certification training.

ENERGY SERVICES DEPARTMENT

The WAP 2021-22 contract was approved in August. The program is fully staffed. Denise is working to get bid packages together for purchase of the vehicles as approved in the contract. The new Energy Services space is working well.

FAMILY DEVELOPMENT DEPARTMENT

Work continues steadily for the CSBG and CSBG CARES contracts. Amendment was submitted for current contract. The contract package for the grant period 10/1/2021 was also submitted in August. We have hired a new Coordinator for the Family Success Center in Marathon. The FSC will be relocating back to the High School/District Office. We are working on the COVID CARES amendment. Brandy and Martha are also working on preparing the new 5 year contract package for Healthy Families for contract to start 12/1/2021. We did get approval for the amendment for the current contract to include wage increases for staff, amendment is attached.

WIC

Kirsten is working on spending out and closing the current WIC contract (period ending 9/30/21). We received approval for a one-time payment to staff of 5% of wages Jan 1st to Sep 30, 2021, total cost with fringe is \$9,690. We are still waiting on the release of the RFA for WIC. Last notification was it would be released in the Fall. Contract and vouchers are on schedule.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH JULY 2021

Submitted by Martha Allen on September 16, 2021

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	July
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	3/22/2021	3/8/2021
NYS Vendor Responsibility NFP Form	expires 6 months	9/14/2021
U.S. Government's System for Award Management (SAM).	Annually	9/13/2021
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Federal Audit Clearinghouse	3/31/2022	
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	11/15/2021	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2021	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	7/31/2021
Form 1099's	2/1/2021	2/1/2021
Program Reports		
CSBG 2020 -2021 py		
20% Expenditure report		7/23/2021
45% Expenditure report		7/23/2021
70% Expenditure report		8/30/2021
1st QTR Program/Fiscal Attestation Forms	1/31/2021	1/31/2021
2nd QTR Program/Fiscal Attestation Forms	4/30/2021	4/29/2021
3rd Qtr Program/Fiscal Attestation Forms	7/31/2021	7/26/2021
4th Qtr Program/Fiscal Attestation Forms	10/31/2021	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2021	1/10/2021
4th QTR (Jan-Mar)	4/10/2021	4/9/2021
1st qtr MWBE Reports (Apr-Jun)	7/10/2021	7/9/2021
2nd qtr MWBE Reports (Jul-Sep)	10/10/2021	
Unaudited Financial Statements - 19.20 Contract	11/30/2020	11/30/2020
Energy Services		
WAP 21-22 PY		
Monthly Voucher to Energy Services for presentation to DHCR	May	6/16/2021
1st qtr MWBE Reports (April-June)	7/10/2021	7/9/2021
2nd qtr MWBE Reports (July-September)	10/10/2021	
3rd qtr MWBE Reports (October-December)	1/10/2022	
4th qtr MWBE Reports (January-March)	4/10/2022	
Unaudited Financial Statements - 20.21WAP	5/31/2022	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2021	4/30/2021
2ND QTR (April-June)	7/30/2021	7/30/2021
3RD QTR (July-September)	10/30/2021	
4TH QTR (October-December)	1/30/2021	1/30/2021
Form 425 due: Upload to GRANT SOLUTIONS - 20-21 py		
semi-annual (June-November)	1/30/2021	1/30/2021
annual (June-May)	7/30/2021	7/30/2021
final (June-May)	10/30/2021	
WIC 20-210py		
Monthly Voucher (due 45 days after month end)	July	9/8/2021
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2021	4/9/2021
2nd qtr MWBE Reports (April to June)	7/10/2021	7/1/2021
3rd qtr MWBE Reports (July to September)	10/10/2021	
4th qtr MWBE Reports (October to December)	1/10/2021	1/10/2021
Final Voucher 20-21PY	11/16/2021	

9/15/2021

CAPCO Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
4IMPRINT, INC	\$2,197.86	\$0.00	\$0.00	\$0.00	\$2,197.86
AT&T MOBILITY	\$954.28	\$0.00	\$0.00	\$0.00	\$954.28
BENJAMIN BEAMS	\$51.85	\$0.00	\$0.00	\$0.00	\$51.85
BILL BROTHERS	\$289.86	\$0.00	\$0.00	\$0.00	\$289.86
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$40.61	\$0.00	\$0.00	\$0.00	\$40.61
CAYUGA EMERGENCY PHYS LLP	\$234.00	\$0.00	\$0.00	\$0.00	\$234.00
GRAINGER	\$8,673.83	\$0.00	\$0.00	\$0.00	\$8,673.83
HEP SALES	\$3.22	\$0.00	\$0.00	\$5.31	\$8.53
LINDY GLENNON	\$198.00	\$0.00	\$0.00	\$0.00	\$198.00
M&T BANK	\$4,196.16	\$0.00	\$0.00	\$0.00	\$4,196.16
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
PETTY CASH	\$75.99	\$0.00	\$0.00	\$0.00	\$75.99
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
GRAND TOTALS:	\$16,915.66	\$0.00	\$0.00	\$127.77	\$17,043.43

A total of 14 vendor(s) listed

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
CATHOLIC CHARITIES OF CORTLAND	8/13/2021	\$687	\$0	\$0	\$0	\$687
Child and Adult Care Food Program	7/8/2021	\$0	\$0	\$0	\$1	\$1
CORTLAND COUNTY AREA AGENCY O	8/6/2021	\$0	\$3,731	\$3,383	\$1,738	\$8,851
Cortland County	7/30/2021	\$0	\$0	\$0	\$35	\$35
HEAP DEPARTMENT	9/2/2021	\$4,390	\$985	\$0	\$0	\$5,375
Medicaid	8/1/2917	\$0	\$139,120	\$162,835	\$1,246,267	\$1,548,222
VTP-MEDICAID	8/19/2021	\$1,241	\$2,145	\$0	\$10	\$3,395
YMCA	7/31/2020	\$0	\$0	\$0	\$1	\$1
Grand Totals:		\$6,318	\$145,980	\$166,218	\$1,248,852	\$1,567,367

CAPCO

Income Statement

1/1/21-12/31/21 CAPCO ADMINISTRATION

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2021 7/31/2021	7/1/2021 7/31/2021	1/1/2021 7/31/2021	1/1/2021 7/31/2021						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	348,270	29,023	39,250	203,158	208,151	147,623	355,774	-7,504			
NEW ACCRUED BENEFIT TIME	29,430	2,453	3,564	17,168	18,448	13,531	31,979	-2,549			
Total SALARIES/WAGES	377,700	31,475	42,815	220,325	226,599	161,154	387,753	-10,053			
FRINGES											
FICA EXPENSE	28,444	2,370	2,929	16,592	15,510	11,000	26,509	1,935			
UNEMPLOYMENT INSURANCE EXPENSE	8,124	677	1,451	4,739	8,018	2,638	10,656	-2,532			
WORKERS COMP EXPENSE	392	33	36	229	199	141	341	51			
DISABILITY INSURANCE EXPENSE	593	49	49	346	330	263	593	0			
GROUP INSURANCE EXPENSE	34,230	2,853	1,952	19,968	13,403	9,759	23,163	11,067			
401-K EXPENSE	9,653	804	1,006	5,631	5,320	3,784	9,104	549			
Fringes on Accrued Leave Earned	3,747	312	499	2,186	2,583	1,894	4,477	-730			
Total FRINGES	85,183	7,099	7,922	49,690	45,363	29,479	74,843	10,340			
Total PERSONNEL	462,883	38,574	50,737	270,015	271,962	190,634	462,596	287			
OTHER THAN PERSONNEL											
PROGRAM MATERIALS							0	0			
PROGRAM SUPPLIES	0	0	0	0	84		84	-84			
OFFICE SUPPLIES	8,000	667	508	4,667	4,558	2,540	7,098	902			
FOOD & FOOD SUPPLIES	400	33	0	233	18	100	118	282			
COMMERCIAL INSURANCE	11,981	998	1,098	6,989	7,686	5,490	13,176	-1,195			
PARKING LOT RENTAL	869	72	69	507	329	343	672	197			
POSTAGE	1,000	83	96	583	740	260	1,000	0			
DUPLICATING & PRINTING	1,500	125	227	875	979	1,133	2,112	-612			
INTERNET SERVICE	900	75	80	525	533	400	933	-33			
TELEPHONE	300	25	14	175	163	137	300	0			
Computer & Software Expense	31,416	2,618	3,499	18,326	26,505	4,911	31,416	0			
MEETING EXPENSE	1,100	92	0	642	178	700	878	222			
CONFERENCE EXPENSE	1,400	117	0	817	25	1,375	1,400	0			
TRAINING & TECHNICAL AST	1,600	133	457	933	457	1,143	1,600	0			
Staff Development	0	0	41	0	99		99	-99			
LOCAL TRAVEL	400	33	0	233	0	50	50	350			
OUT OF TOWN TRAVEL	300	25	101	175	351	250	601	-301			
DUES & SUBSCRIPTIONS	400	33	1,132	233	2,458	0	2,458	-2,058			
BACKGROUND CHECKS	2,500	208		1,458		300	300	2,200			
PERMITS, FEES, & RENTALS	500	42	0	292	50	450	500	0			
ADVERTISING	500	42	146	292	409	150	559	-59			
BUILDING ALLOCATION	14,430	1,203	1,244	8,418	9,740	4,690	14,430	0			
	79,496	6,625	8,711	46,373	55,360	24,422	79,783	-287			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	0	1,167	0	2,000	2,000	0			
Total CONTRACTUAL	2,000	167	0	1,167	0	2,000	2,000	0			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	3,000	250	178	1,750	1,166	1,834	3,000	0			
EAP SERVICES	10,480	873	777	6,113	5,442	5,038	10,480	0			
EQUIPMENT DEPRECIATION	1,515	126		884		1,515	1,515	0			
ADMINISTRATIVE ALLOCATION	-559,374	-46,615	-60,403	-326,302	-333,947	-225,427	-559,374	0			
Total ADMINISTRATION	-544,379	-45,365	-59,448	-317,554	-327,339	-217,040	-544,379	0			
Total EXPENSES	0	0	0	0	-16	16	0	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	-16	-16	0				

CAPCO

Income Statement

1/1/21-12/31/21 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			7/1/2021 7/31/2021	YTD BUDGET	1/1/2021 7/31/2021				
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	50	0	165	0	\$	165	(165)
COMMERCIAL INSURANCE	14,064	1,172	915	8,204	4,575	4,575	\$	9,150	4,915
PARKING LOT RENTAL	0	0	0	0	0	0	\$	-	0
OFFICE UTILITIES	24,825	2,069	1,524	14,481	10,054	14,771	\$	24,825	0
JANITORIAL MAINTENANCE	28,004	2,334	36	16,336	1,354	1,000	\$	2,354	25,650
BUILDING MAINTENANCE	40,328	3,361	1,534	23,525	4,689	30,534	\$	35,223	5,105
TRASH REMOVAL	2,528	211	186	1,475	930	1,598	\$	2,528	0
Computer & Software Expense	0	0	150	0	2,006	750	\$	2,756	(2,756)
BUILDING ALLOCATION	(117,496)	(9,791)	-6,717	(68,539)	-38,000	(65,841)	\$	(103,841)	(13,655)
MAINTENANCE ALLOCATION	5,097	425	2,323	2,973	14,111	10,079	\$	24,190	(19,093)
Total OTHER THAN PERSONNEL	(2,650)	(221)	0	(1,546)	-116	(2,534)		(2,650)	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	1,546	0	2,650		2,650	0
Total CONTRACTUAL	2,650	221	0	1,546	0	2,650		2,650	0
Total EXPENSES	0	0	0	0	(116)	116		0	0
NET SURPLUS/(DEFICIT)	(0)	(0)	0	(0)	116	(116)		(0)	(0)

CAPCO

Income Statement

1/1/21-12/31/21 CDPAP-MEDICAID

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
			7/1/2021 7/31/2021	YTD BUDGET	1/1/2021 7/31/2021				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$ 4,025,893	335,491	429,357	2,348,438	2,447,428	1,581,272	4,028,700	(2,807)	
OTHER INCOME	\$ -	0	0	0	0	0	0	0	0
Total OTHER REVENUE	\$ 4,025,893	335,491	429,357	2,348,438	2,447,428	1,581,272	4,028,700	(2,807)	
Total REVENUE	\$ 4,025,893	335,491	429,357	2,348,438	2,447,428	1,581,272	4,028,700	(2,807)	
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$ 2,863,976	238,665	318,841	1,670,653	1,609,956	1,169,085	2,779,042	84,934	
NEW ACCRUED BENEFIT TIME	\$ 4,408	367	653	2,571	3,266	2,393	5,659	(1,251)	
Total SALARIES/WAGES	2,868,384	239,032	319,494	1,673,224	1,613,222	1,171,478	2,784,701	83,683	
FRINGES									
FICA EXPENSE	\$ 211,699	17,642	24,365	123,491	122,804	89,435	212,239	(540)	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 60,032	5,003	11,788	35,019	63,568	43,221	106,789	(46,757)	
WORKERS COMP EXPENSE	\$ 78,599	6,550	7,395	45,849	40,191	26,859	67,051	11,548	
DISABILITY INSURANCE EXPENSE	\$ 12,467	1,039	1,094	7,272	7,411	5,056	12,467	0	
GROUP INSURANCE EXPENSE	\$ 57,075	4,756	4,673	33,294	34,419	23,831	58,251	(1,176)	
401-K EXPENSE	\$ 30,274	2,523	3,285	17,660	16,622	12,045	28,667	1,607	
Fringes on Accrued Leave Earned	\$ 617	51	91	360	457	335	792	(175)	
Total FRINGES	450,763	37,564	52,690	262,945	285,471	200,783	486,255	(35,492)	
Total PERSONNEL	3,319,147	276,596	372,184	1,936,169	1,898,694	1,372,262	3,270,956	48,191	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$ 914	76	0	533	327	587	914	0	
PARKING LOT RENTAL	\$ 107	9	18	62	59	88	147	(40)	
POSTAGE	\$ 4,819	402	401	2,811	3,120	2,229	5,349	(530)	
DUPLICATING & PRINTING	\$ 2,957	246	216	1,725	1,235	1,722	2,957	0	
INTERNET SERVICE	\$ 183	15	20	107	95	88	183	0	
TELEPHONE	\$ 454	38	3	265	19	14	33	421	
Computer & Software Expense	\$ 1,710	143	1,151	998	7,511	0	7,511	(5,801)	
MEETING EXPENSE	\$ 2,225	185	0	1,298	67	2,158	2,225	0	
CONFERENCE EXPENSE	\$ 655	55		382		655	655	0	
TRAINING & TECHNICAL AST	\$ -	0	0	0	50	0	50	(50)	
LOCAL TRAVEL	\$ 26,413	2,201	1,502	15,408	8,429	17,984	26,413	0	
OUT OF TOWN TRAVEL	\$ 484	40		282		484	484	0	
STAFF IMMUNIZATIONS	\$ 1,841	153	1,385	1,074	1,946	8,000	9,946	(8,105)	
DUES & SUBSCRIPTIONS	\$ 201	17	0	117	0	201	201	0	
BACKGROUND CHECKS	\$ 5,297	441	141	3,090	2,460	1,757	4,218	1,079	
PERMITS, FEES, & RENTALS	\$ 13,203	1,100	1,391	7,702	8,127	5,805	13,932	(729)	
ADVERTISING	\$ 378	32	122	221	721	1,100	1,821	(1,443)	
BUILDING ALLOCATION	\$ 6,000	500	525	3,500	4,111	2,937	7,048	(1,048)	
Total OTHER THAN PERSONNEL	67,841	5,653	6,873	39,574	38,283	45,809	84,087	(16,246)	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$ 14,500	1,208	222	8,459	2,006	12,494	14,500	0	
Total INKIND	14,500	1,208	222	8,459	2,006	12,494	14,500	0	
ADMINISTRATION									
FINANCIAL AUDIT	\$ 13,000	1,083	0	7,583	570	12,430	13,000	0	
PAYROLL PROCESSING	\$ 18,790	1,566	1,849	10,961	12,543	8,959	21,502	(2,712)	
ADMINISTRATIVE ALLOCATION	\$ 215,026	17,919	26,884	125,432	134,134	99,767	233,901	(18,875)	
Total ADMINISTRATION	246,816	20,568	28,733	143,976	147,246	121,157	268,403	(21,587)	
Total EXPENSES	3,648,305	304,025	408,012	2,128,178	2,086,230	1,551,722	3,637,946	10,359	
NET SURPLUS/(DEFICIT)	377,588	31,466	21,345	220,260	361,198	29,550	390,754	(13,165)	

CAPCO

Income Statement

4/1/21 to 3/31/22 WAP

PROPOSED BUDGET

LINE ITEM	PROPOSED TOTAL BUDGET	BUDGET 7/1/2021 7/31/2021	ACTUAL 7/1/2021 7/31/2021	YTD BUDGET 7/31/2021	YTD ACTUAL 7/31/2021	FORECAST	TOTAL CONTRACT	REMAINING
21.22WAP - 2021-2022 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	942,818	78,568	81,671	314,273	184,222	758,596	942,818	0
Total Grants	942,818	78,568	81,671	314,273	184,222	758,596	942,818	0
Total Revenue	942,818	78,568	81,671	314,273	184,222	758,596	942,818	0
EXPENSES								
Materials								
PROGRAM MATERIALS	91,500	7,625	7,665	30,500	18,463	73,037	91,500	0
SUBCONTRACT MATERIALS	8,500	708	66	2,833	1,466	7,034	8,500	0
Total	100,000	8,333	7,731	33,333	19,929	80,071	100,000	0
	100,000	8,333	7,731	33,333	19,929	80,071	100,000	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	380,726	31,727	26,938	126,909	69,077	311,649	380,726	0
NEW ACCRUED BENEFIT TIME	8,951	746	2,223	2,984	5,482	3,469	8,951	0
Total Agency Salaries	389,677	32,473	29,160	129,892	74,559	315,118	389,677	0
FICA EXPENSE	29,126	2,427	2,061	9,709	5,255	23,871	29,126	0
UNEMPLOYMENT INSURANCE EXPENSE	14,075	1,173	1,033	4,692	2,645	11,430	14,075	0
WORKERS COMP EXPENSE	20,051	1,671	1,262	6,684	2,713	17,338	20,051	0
DISABILITY INSURANCE EXPENSE	932	78	40	311	123	809	932	0
GROUP INSURANCE EXPENSE	34,994	2,916	1,509	11,665	5,236	29,758	34,994	0
401-K EXPENSE	9,518	793	800	3,173	2,038	7,481	9,518	0
Fringes on Accrued Leave Earned	4,186	349	311	1,395	767	3,419	4,186	0
	112,882	9,407	7,017	37,627	18,776	94,106	112,882	0
Total Agency Labor	502,559	41,880	36,177	167,520	93,335	409,224	502,559	0
Subcontracted Labor								
SUBCONTRACT LABOR	4,444	370	25	1,481	1,425	3,019	4,444	0
Total Subcontracted Labor	4,444	370	25	1,481	1,425	3,019	4,444	0
Total Personnel	507,003	42,250	36,202	169,001	94,760	412,243	507,003	0
Program Support								
PROGRAM SUPPLIES	5,000	417	426	1,667	1,216	3,784	5,000	0
OFFICE SUPPLIES	20,500	1,708	4,550	6,833	7,441	13,059	20,500	0
VEHICLE INSURANCE	6,500	542	320	2,167	1,279	5,221	6,500	0
VEHICLE MAINTENANCE	3,350	279	146	1,117	7,033	0	7,033	-3,683
VEHICLE FUEL	8,500	708	313	2,833	1,740	6,760	8,500	0
VEHICLE REGISTRATION	0	0	0	0	150	0	150	-150

LINE ITEM	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021			
PROGRAM RENT	29,500	2,458	1,235	9,833	2,295	9,880	12,175	17,325
PARKING LOT RENTAL	100	8	0	33	86	14	100	0
PROGRAM UTILITIES			78		78	2,616	2,694	-2,694
JANITORIAL MAINTENANCE			115		115	919	1,033	-1,033
BUILDING MAINTENANCE	0	0	0	0	176	0	176	-176
TRASH REMOVAL			166		166	1,325	1,491	-1,491
POSTAGE	1,200	100	61	400	207	993	1,200	0
DUPLICATING & PRINTING	450	38	0	150	2	448	450	0
INTERNET SERVICE	25,000	2,083	67	8,333	223	535	759	24,241
TELEPHONE	0	0	10,465	0	10,797	0	10,797	-10,797
Computer & Software Expense	0	0	7,045	0	7,930	0	7,930	-7,930
Staff Development	1,100	92	85	367	204	896	1,100	0
LOCAL TRAVEL	1,500	125	52	500	154	1,346	1,500	0
OUT OF TOWN TRAVEL	0	0		0		0	0	0
TOOLS EXPENSE	12,500	1,042	783	4,167	2,848	9,652	12,500	0
DUES & SUBSCRIPTIONS	1,500	125	400	500	430	1,070	1,500	0
BACKGROUND CHECKS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS	0	0	0	0	634	0	634	-634
ADVERTISING	1,500	125	255	500	255	1,245	1,500	0
EQUIPMENT MAINTENANCE	0	0	420	0	420		420	-420
EQUIPMENT EXPENSE	8,500	708		2,833		8,500	8,500	0
BUILDING ALLOCATION	1,500	125	0	500	1,427	73	1,500	0
MAINTENANCE ALLOCATION	0	0	1,218	0	2,817	9,741	12,558	-12,558
Total Program Support	128,200	10,683	28,198	42,733	50,123	78,076	128,200	0
Audit								
FINANCIAL AUDIT	1,804	150	0	601	215	1,589	1,804	0
Total Audit	1,804	150	0	601	215	1,589	1,804	0
T & TA								
TRAINING & TECHNICAL AST	10,000	833	1,940	3,333	1,940	8,060	10,000	0
Total T & TA	10,000	833	1,940	3,333	1,940	8,060	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	1,016	0	2,467		2,467	-2,467
HEALTH AND SAFETY	40,000	3,333	1,259	13,333	3,057	34,477	37,533	2,467
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0
Total Health and Safety	40,000	3,333	2,275	13,333	5,523	34,477	40,000	0
LIABILITY INSURANCE	100	8	0	33	0	100	100	0
EQUIPMENT PURCHASE	85,000	7,083	0	28,333	0	85,000	85,000	0
Administration								
PAYROLL PROCESSING	1,000	83	82	333	205	795	1,000	0
ADMINISTRATIVE ALLOCATION	69,711	5,809	5,243	23,237	11,526	58,185	69,711	0
Total Administration	70,711	5,893	5,325	23,570	11,731	58,980	70,711	0
Total Expenses	942,818	78,568	81,671	314,273	184,222	758,596	942,818	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

4/1/21 to 3/31/22 PI

LINE ITEM		ACTUAL	YTD ACTUAL		FORECAST	TOTAL
		7/1/2021 7/31/2021	7/1/2021	7/31/2021		CONTRACT
21.22PI - 2021-2022 Program Income						
REVENUE						
GRANTS						
Current PY Program Income						0
	Total Grants	0	0	0	0	0
Other Revenue						
Prior Year Revenue		10,731	10,731	0	10,731	
	Total Other Revenue	10,731	10,731	0	10,731	
	Total Revenue	10,731	10,731	0	10,731	
EXPENSES						
Materials						
PROGRAM MATERIALS						
						0
SUBCONTRACT MATERIALS						
	Total	0	0	0	0	0
	Total	0	0	0	0	0
Personnel						
Agency Labor						
Agency Salaries						
SALARY/WAGE EXPENSE		0	0			0
NEW ACCRUED BENEFIT TIME		0	0			0
	Total Agency Salaries	0	0	0	0	0
Fringes						
FICA EXPENSE		0	0			0
UNEMPLOYMENT INSURANCE EXPENSE		0	0			0
WORKERS COMP EXPENSE		0	0			0
DISABILITY INSURANCE EXPENSE		0	0			0
GROUP INSURANCE EXPENSE		0	0			0
401-K EXPENSE		0	0			0
Fringes on Accrued Leave Earned		0	0			0
	Total Fringes	0	0	0	0	0
	Total Agency Labor	0	0	0	0	0
Subcontracted Labor						
SUBCONTRACT LABOR						
	Total Subcontracted Labor	0	0	0	0	0
	Total Personnel	0	0	0	0	0
Program Support						
PROGRAM SUPPLIES		0	0			0
VEHICLE MAINTENANCE		0	0			0
	Total Program Support	0	0	0	0	0
HEALTH AND SAFETY						
HEALTH AND SAFETY		0	0	0	0	0
	Total Expenses	0	0	0	0	0
NET SURPLUS/(DEFICIT)		10,731	10,731	0	10,731	

CAPCO

Income Statement

10/1/20-9/30/21 FAMILY DEVELOPMENT CSBG GRANTS

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOT BUDGET	7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021	FORECAST	TOTAL CONTRACT	REMAINING
20.21CSBG - 2020 -2021 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	239,940	19,995	29,169	199,950	189,975	49,965	239,940	0
Prior Year Revenue	33,481	2,790	0	27,901	33,481	0	33,481	0
Total GRANT REVENUE	273,421	22,785	29,169	227,851	223,456	49,965	273,421	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	68,355	5,696	21,415	56,963	104,584	0	104,584	-36,229
Total OTHER REVENUE	68,355	5,696	21,415	56,963	104,584	0	104,584	-36,229
Total REVENUE	341,776	28,481	50,583	284,813	328,039	49,965	378,005	-36,229
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	127,030	10,586	15,437	105,858	116,130	22,641	138,771	-11,741
NEW ACCRUED BENEFIT TIME	9,339	778	1,465	7,783	9,949	2,149	12,098	-2,759
Total SALARIES/WAGES	136,369	11,364	16,902	113,641	126,079	24,790	150,869	-14,500
FRINGES								
FICA EXPENSE	10,363	864	1,164	8,636	9,308	1,707	11,015	-652
UNEMPLOYMENT INSURANCE EXPENSE	5,008	417	571	4,173	4,195	837	5,032	-24
WORKERS COMP EXPENSE	340	28	35	283	308	52	360	-20
DISABILITY INSURANCE EXPENSE	297	25	30	248	307	61	368	-71
GROUP INSURANCE EXPENSE	8,340	695	624	6,950	6,430	1,249	7,679	661
401-K EXPENSE	3,606	301	398	3,005	3,198	584	3,782	-176
Fringes on Accrued Leave Earned	908	76	205	757	1,393	301	1,694	-786
Total FRINGES	28,862	2,405	3,028	24,052	25,139	4,790	29,929	-1,067
Total PERSONNEL	165,231	13,769	19,930	137,693	151,218	29,580	180,798	-15,567
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,100	258	0	2,583	177	700	877	2,223
PROGRAM SUPPLIES	0	0	328	0	1,641	0	1,641	-1,641
OFFICE SUPPLIES	1,200	100	156	1,000	1,068	132	1,200	0
Direct Beneficiary Costs	2,000	167	16	1,667	1,579	421	2,000	0
FOOD & FOOD SUPPLIES	300	25	46	250	129	171	300	0
COMMERCIAL INSURANCE	0	0	4	0	38	8	46	-46
VEHICLE INSURANCE	2,064	172	140	1,720	1,412	280	1,692	372
VEHICLE MAINTENANCE	2,500	208	21	2,083	1,833	667	2,500	0
VEHICLE FUEL	90	8	0	75	130		130	-40
VEHICLE REGISTRATION	261	22		218		261	261	0
PARKING LOT RENTAL	900	75	53	750	344	196	540	360
BOARD EXPENDITURES	1,000	83	0	833	708	292	1,000	0
LEGAL FEES	1,352	113	0	1,127	1,352	0	1,352	1
POSTAGE	1,100	92	52	917	607	150	757	343
DUPLICATING & PRINTING	1,825	152	173	1,521	1,261	0	1,261	564
INTERNET SERVICE	1,000	83	113	833	746	226	973	27
TELEPHONE	1,000	83	10	833	286	21	307	693
Computer & Software Expense	12,000	1,000	615	10,000	10,622	0	10,622	1,378

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOT BUDGET	7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021	7/31/2021	7/31/2021	7/31/2021			
MEETING EXPENSE	1,000	83	0	833	466	534	1,000	0			
CONFERENCE EXPENSE	4,000	333	2,380	3,333	5,225	0	5,225	-1,225			
TRAINING & TECHNICAL AST	2,500	208	818	2,083	2,854	0	2,854	-354			
Staff Development	500	42	0	417	288	212	500	0			
LOCAL TRAVEL	1,400	117	39	1,167	1,088	0	1,088	312			
OUT OF TOWN TRAVEL	5,000	417	85	4,167	410	600	1,010	3,990			
DUES & SUBSCRIPTIONS	2,250	188	0	1,875	3,803	0	3,803	-1,553			
BACKGROUND CHECKS	0	0		0		0	0	0			
PERMITS, FEES, & RENTALS	0		0		8	-8	0	0			
ADVERTISING	200	17	0	167	144	0	144	56			
EQUIPMENT PURCHASE	0	0		0		0	0	0			
BUILDING ALLOCATION	28,554	2,380	1,992	23,795	15,573	4,615	20,188	8,366			
MAINTENANCE ALLOCATION	0		40		259	0	259	-259			
	77,096	6,425	7,080	64,247	54,052	9,477	63,529	13,567			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	3,000	250	0	2,500	0	1,000	1,000	2,000			
Total CONTRACTUAL	3,000	250	0	2,500	0	1,000	1,000	2,000			
INKIND											
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0			
VOLUNTEERS/INTERNS	0	0	3,495	0	11,062		11,062	-11,062			
INKIND DONATIONS	68,355	5,696	17,920	56,963	93,522		93,522	-25,167			
Total INKIND	68,355	5,696	21,415	56,963	104,584	0	104,584	-36,229			
ADMINISTRATION											
FINANCIAL AUDIT	1,400	117	0	1,167	448	952	1,400	0			
PAYROLL PROCESSING	1,100	92	65	917	555	545	1,100	0			
ADMINISTRATIVE ALLOCATION	25,594	2,133	2,094	21,328	17,184	8,410	25,594	0			
Total ADMINISTRATION	28,094	2,341	2,159	23,412	18,186	9,908	28,094	0			
Total EXPENSES	341,776	28,481	50,583	284,813	328,039	49,965	378,005	-36,229			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

Income Statement

10/1/20-9/30/21 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	34,559	313,173	265,076	110,732	375,808	0
Total Grants	375,808	31,317	34,559	313,173	265,076	110,732	375,808	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0		0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	375,808	31,317	34,559	313,173	265,076	110,732	375,808	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,477	18,540	21,947	185,398	163,160	46,316	209,476	13,001
NEW ACCRUED BENEFIT TIME	14,918	1,243	1,885	12,432	12,541	3,140	15,681	-763
Total Agency Salaries	237,395	19,783	23,832	197,829	175,701	49,456	225,157	12,238
Fringes								
FICA EXPENSE	17,094	1,425	1,644	14,245	12,125	3,516	15,641	1,453
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	811	4,052	5,567	1,712	7,279	-2,417
WORKERS COMP EXPENSE	756	63	73	630	561	153	714	42
DISABILITY INSURANCE EXPENSE	340	28	28	283	264	83	347	-7
GROUP INSURANCE EXPENSE	28,705	2,392	1,492	23,921	13,983	2,985	16,968	11,737
401-K EXPENSE	5,904	492	448	4,920	3,547	961	4,508	1,396
Fringes on Accrued Leave Earned	0	0	264	0	1,756	440	2,196	-2,196
Total Fringes	57,661	4,805	4,761	48,051	37,803	9,850	47,653	10,008
Total Personnel	295,056	24,588	28,593	245,880	213,504	59,306	272,810	22,246
OTPS								
Space								
PROGRAM RENT	1,020	85	0	850	0	1,020	1,020	0
PARKING LOT RENTAL		0	53	0	375	0	375	-375
BUILDING ALLOCATION	32,668	2,722	1,857	27,223	21,315	6,447	27,762	4,906
Total	33,688	2,807	1,910	28,073	21,690	7,467	29,157	4,531
Program Operations								
PROGRAM MATERIALS	2,600	217		2,167			0	2,600
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	3,100	258	597	2,583	787	250	1,037	2,063
MEDICAL SUPPLIES	2,500	208		2,083			0	2,500
EDUCATIONAL SUPPLIES	1,075	90		896	198		198	877
POSTAGE	1,700	142	172	1,417	2,944	391	3,335	-1,635
DUPLICATING & PRINTING	250	21	189	208	338	198	536	-286
INTERNET SERVICE	2,160	180	50	1,800	478	96	574	1,586
TELEPHONE	2,120	177	193	1,767	2,541	368	2,909	-789
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	300	0	300	-300
PERMITS, FEES, & RENTALS		0	0	0	66	0	66	-66
WIC VOUCHER EXPENSE	0	0		0		0	0	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	15,505	1,292	1,201	12,921	7,653	1,303	8,956	6,549
Total OTPS	49,193	4,099	3,111	40,994	29,343	8,770	38,113	11,080
Travel								
VEHICLE INSURANCE	900	75	71	750	708	142	850	50
VEHICLE MAINTENANCE		0	81	0	119	200	319	-319
VEHICLE FUEL	200	17	0	167	34	58	92	108
VEHICLE REGISTRATION		0	0	0		99	99	-99
CONFERENCE EXPENSE		0	0	0	565	200	765	-765
LOCAL TRAVEL	400	33	0	333	0	0	0	400
OUT OF TOWN TRAVEL	625	52	0	521	0	0	0	625
Total Travel	2,125	177	152	1,771	1,426	699	2,125	0
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	1,419	118	0	1,183	882	537	1,419	0
Total Audit	1,419	118	0	1,183	882	537	1,419	0
Other								
CONTRACTUAL SERVICES-OTHER	1,100	92	305	917	1,137	7,879	9,016	-7,916
Computer & Software Expense	700	58	28	583	1,072	785	1,857	-1,157
TRAINING & TECHNICAL AST		0		0	30		30	-30
PAYROLL PROCESSING	960	80	97	800	701	150	851	109
Memberships	350	29		292			0	350
ADVERTISING	1,500	125	0	1,250	107	5,000	5,107	-3,607
Total Other	4,610	384	431	3,842	3,047	13,814	16,861	-12,251
Administration								
ADMINISTRATIVE ALLOCATION	23,405	1,950	2,273	19,504	16,874	6,531	23,405	0
Total Administration	23,405	1,950	2,273	19,504	16,874	6,531	23,405	0
Total Expenses	375,808	31,317	34,559	313,173	265,076	89,657	354,733	21,075
NET SURPLUS/(DEFICIT)	0	0	0	0	0	21,075	21,075	-21,075

CAPCO

Income Statement

10/1/20-9/30/21 WIC GRANT

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	7/1/2021 7/31/2021	7/1/2021 7/31/2021	7/31/2021	7/31/2021			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	16,000	1,333	1,740	13,333	11,718	4,282	16,000	0
Total Grants	16,000	1,333	1,740	13,333	11,718	4,282	16,000	0
Total Revenue	16,000	1,333	1,740	13,333	11,718	4,282	16,000	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	13,000	1,083	1,439	10,833	9,508	2,825	12,333	667
Total Agency Salaries	13,000	1,083	1,439	10,833	9,508	2,825	12,333	667
Fringes								
FICA EXPENSE	995	83	110	829	727	216	943	51
UNEMPLOYMENT INSURANCE EXPENSE	284	24	53	237	326	104	430	-146
WORKERS COMP EXPENSE	62	5	5	52	34	9	43	19
DISABILITY INSURANCE EXPENSE	135	11	22	112	121	33	154	-19
Total Fringes	1,475	123	190	1,230	1,208	363	1,571	-96
Total Personnel	14,475	1,206	1,630	12,063	10,716	3,188	13,904	571
OTPS								
Program Operations								
Computers	0	0	0	0	0	0	0	0
DUPLICATING & PRINTING	0	0	0	0	14	0	14	-14
INTERNET SERVICE	240	20	10	200	96	20	116	124
TELEPHONE	1,248	104	100	1,040	892	265	1,157	91
Total Program Operations	1,488	124	110	1,240	1,002	285	1,287	201
Total OTPS	1,488	124	110	1,240	1,002	285	1,287	201
Travel								
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	37	3	0	31	0	0	0	37
Total Travel	37	3	0	31	0	0	0	37
Other								
PAYROLL PROCESSING	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Total Expenses	16,000	1,333	1,740	13,334	11,718	3,473	15,191	809
NET SURPLUS/(DEFICIT)	0	0	0	0	0	809	809	-809

Budget Spending Adjustment Form

Request Date	8/1/2021	Adjustment Number	1
OCFS Contract #	C028139	Contract Term	12/01/2016-11/30/2021
Agency Name	Corland County Community Action Program Inc.	Contract Period	12/01/2020-11/30/2021
Agency Contact	Lindy Glennon	Contact Phone	6077536781
OCFS Program Contact	Brandy Strauf	Program Phone	6078447327

Budget	Approved Budget Amount	Requested Spending Adjustment Revision + or -	Previously Approved Spending Adjustments	Cumulative Spending Adjustments	Revised Total Spending	Variation From Approved Budget (*)
COST CATEGORIES						
A. Personal Services						
1. Program Staff	251,602.00			-	251,602.00	0.00%
2. Fringe Benefits	87,455.00			-	87,455.00	0.00%
3. Sub-Total of lines (1 + 2)	339,057.00	-	-	-	339,057.00	0.00%
B. Non-Personal Services						
4. Consultants/Contractual	33,738.00			-	33,738.00	0.00%
5. Travel/Per Diem	14,762.00			-	14,762.00	0.00%
6. Equipment	-			-	-	0.00%
7. Supplies	9,565.00			-	9,565.00	0.00%
8. Other expenses	25,762.00			-	25,762.00	0.00%
9. Sub-Total (Sum of lines 4 to 9)	83,827.00	-	-	-	83,827.00	0.00%
C. Project Total (Lines 3 & 9)	422,884.00	-	-	-	422,884.00	0.00%

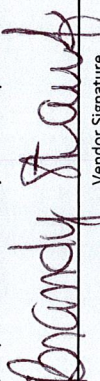
Administrative Expenses: Not to exceed 15% of budget funds if State funded.**						
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IMPORTANT

- 1) All spending Adjustments must be submitted and approved **prior** to the effective date. For changes affecting operational adjustments please see paragraph 3 of the guidelines.
- 2) Written Justification must be attached for all proposed changes. Attach any supporting documentation with the justification.
Justification must explain how the proposed change(s) will affect the project, including completion of services or the performance targets and milestones.
- 3) This form, justification and any additional supporting documentation must be submitted to your OCFS Program Manager for review prior to the requested effective date.
- 4) This Budget Spending adjustment **IS NOT** approved until reviewed and signed by your OCFS Program Manager and the OCFS Bureau of Contract Management.

* A Budget Modification is a separate document and requires OSC approval once over-spending of any combination of budget categories exceeds a total of 10% of the contract value for contracts up to \$5 million (or 5% for those over \$5 million).

**5) If you are federally funded please consult with your OCFS Program Manager to determine if you have a different cap for administrative expenses.


9/2/21
 Vendor Signature Date

OCFS Bureau of Contract Management Date

OCFS Program Manager Signature Date

Budget Spending Adjustment Justification Narrative

Agency Name: Cortland County Community Action Program Inc.

Contract #: C028139

Contract Term: 12/01/2016-11/30/2021

Contract Period: 12/01/2020-11/30/2021

Request Period from: 12 /01/2020 to: 11/30/2021

Adjustment Number: 1

JUSTIFICATION/REASON FOR REQUEST:

We are requesting to increase salaries of staff in the program to offer a more competitive compensation that helps to maintain positive retention rates. Staff in the program have not received an increase since 2019. We are able to make salary adjustments this year due to staffing vacancies that have left accruals in the personnel line. We will be able to sustain these salary adjustments in next years contract due to the ending of our vehicle leases and reduction in travel costs.

We are updating Admin to include changes in administrative staff at the agency. Due to agency growth and staffing needs our Human Resource Director has transitioned into a Deputy Director and our Human Resource Assistant has transitioned into an Executive Assistant. This transition created a need to add a HR Generalist position.

REQUESTED SPENDING ADJUSTMENT Revision + or -:

Personnel: Original Budget \$251,602 (No change needed due to accrual)

- Program Manager: Original Budget \$39,000 (+\$3,706) = New Budget \$42,706- to offer a more competitive compensation that helps to maintain positive retention rates
- Program Supervisor: Original Budget \$35,100 (+\$3,880) = New Budget \$38,980- to offer a more competitive compensation that helps to maintain positive retention rates
- Family Support Specialist 1: Original Budget \$29,250 (+\$2,777) = New Budget \$32,027- to offer a more competitive compensation that helps to maintain positive retention rates
- Family Support Specialist 2: Original Budget \$29,250 (-\$1,867 accrual due to vacancy) = New Budget \$27,383- to offer a more competitive compensation that helps to maintain positive retention rates
- Family Support Specialist 3: Original Budget \$29,250 (+\$2,131) = New Budget \$31,381- to offer a more competitive compensation that helps to maintain positive retention rates
- Family Support Specialist 4: Original Budget \$29,250 (-\$13,181 accrual due to vacancy) = New Budget \$16,069- to offer a more competitive compensation that helps to maintain positive retention rates
- Family Resource Specialist: Original Budget \$29,250 (+\$2,218) = New Budget \$31,468- to offer a more competitive compensation that helps to maintain positive retention rates
- FDD Director: Original Budget \$11,248 (+336) = New Budget \$11,584- to offer a more competitive compensation that helps to maintain positive retention rates
- Executive Director (A): Original Budget \$3,919 (-\$269) = New Budget \$3,650- to offer a more competitive compensation that helps to maintain positive retention rates
- Human Resource Director (A): Original Budget \$2,946 (-\$600) = New Budget \$2,346 – this position is transitioning into the Deputy Director Position.

Budget Spending Adjustment Justification Narrative

- Fiscal Director (A): Original Budget \$3,127 (+\$366) = New Budget \$3,493- to offer a more competitive compensation that helps to maintain positive retention rates
- Accountant Original Budget (A): \$2,033 (+\$80) = New Budget \$2,113- to offer a more competitive compensation that helps to maintain positive retention rates
- Transactional Accountant (A): Original Budget \$1,715 (+\$54) = New Budget \$1,769- to offer a more competitive compensation that helps to maintain positive retention rates
- Transactional Accountant II (A): Original Budget \$1,666 (\$69) = New Budget \$1,735- to offer a more competitive compensation that helps to maintain positive retention rates
- HR Assistant Original (A): Budget \$1,715 (-\$587) = New Budget \$1,128- this position is transitioning into the HR Generalist position.
- Receptionist Original (A): Budget \$1,298 (+82) = New Budget \$1,380- to offer a more competitive compensation that helps to maintain positive retention rates
- Executive Assistant (A): Original Budget \$1,585 (-\$921) = New Budget \$664- to offer a more competitive compensation that helps to maintain positive retention rates
- Deputy Director (A): Original Budget \$0 (+\$1,040) = New Budget \$1,040 – this position replaces the HR Director position.
- HR Generalist (A): Original Budget \$0 (+\$686) = New Budget \$686 – this position replaces the HR Assistant position.

Fringe: Original Budget \$87,455 (No change in this category)

Contractual/Consultant: Original Budget \$33,738 (No change in this category)

Travel/Per Diem: Original Budget \$14,762 (No change in this category)

Equipment: Original Budget \$0 (No change in this category)

Supplies: Original Budget \$9,565 (No change in this category)

Other Expenses: Original Budget \$25,762 (No change in this category)

Resolution of the Board of Directors

Of

Cortland County Community Action Program,

Inc. Resolution No. 21-39

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC Incentive pay for the 2020-21 contract,

IT IS HEREBY RESOLVED that on September 23, 2021, the CAPCO Board of Directors approves the WIC Incentive pay for the 2020-21 contract.

Shelley Warnow
Board President

9/23/2021
Date

Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 21-40

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed CAPCO employee Hero Incentive pay,

IT IS HEREBY RESOLVED that on September 23, 2021, the CAPCO Board of Directors approves the CAPCO employee Hero Incentive pay.

Board President

Date

PROPOSED INCENTIVE PAY

Department	Program	Funding Source	Pay 06.06.2020 to 09.10.2021	2%		13%		TOTAL Incentive Pay/Fringe
				Incentive Pay		Fringe		
CDC	MAG	MEDICAID	\$ 48,130	\$ 963		\$ 125		\$ 1,088
CDC	VTP	VTPMEDICAID	\$ 38,506	\$ 770		\$ 100		\$ 870
ECD	EHS	21.22HSEHS	\$ 602,514	\$ 12,050		\$ 1,567		\$ 13,617
ECD	HSP	21.22HSEHS	\$ 1,506,344	\$ 30,127		\$ 3,916		\$ 34,043
ESD	MAG	NONE	\$ 374,245	\$ 7,485		\$ 973		\$ 8,458
FDD	FLP	20.21CSBG	\$ 44,743	\$ 895		\$ 116		\$ 1,011
FDD	FRC	20.21CSBG	\$ 132	\$ 3		\$ 0		\$ 3
FDD	GAP	20.21CSBG	\$ 51,024	\$ 1,020		\$ 133		\$ 1,153
FDD	HAN	20.21CSBG	\$ 37,545	\$ 751		\$ 98		\$ 849
FDD	MAG	20.21CSBG	\$ 70,950	\$ 1,419		\$ 184		\$ 1,603
FDD	HFP	20.21HFNY	\$ 159,115	\$ 3,182		\$ 414		\$ 3,596
FDD	CCC	20.22C-CARES	\$ 6,692	\$ 134		\$ 17		\$ 151
FDD	HAN	21.22NOEP	\$ 42,872	\$ 857		\$ 111		\$ 969
MAG	MAG	ADM	\$ 511,255	\$ 10,225		\$ 1,329		\$ 11,554
MAG	MAG	MAINT	\$ 59,458	\$ 1,189		\$ 155		\$ 1,344
WIC	EPC	20.21WIC	\$ 8,302	\$ 166		\$ 22		\$ 188
WIC	WIC	20.21WIC	\$ 262,475	\$ 5,249		\$ 682		\$ 5,932
TOTAL INCENTIVE			\$ 3,824,302	\$ 76,486		\$ 9,943		\$ 86,429

September Highlights

- As we have been reporting for months, there's very little change in the status of the new FI contracts for the CDPA program. We are still in discussions regarding subcontracting with two Agencies that will be FI's serving Cortland County – Western NY Living Center and Venture Forthe. As far as we know, the plan is still for those new FI's to have contracts starting on or after Nov. 1. We are planning to work with our current contracts to suggest that, in preparation for the transition, that we continue to serve current consumers but not accept any new referrals. This will help us as we prepare for the transition. We are continuing to look at opportunities to expand the Volunteer Driver program. We are pursuing collaborative opportunities in the community to build this option, identify funding and partners. The biggest challenge right now is recruiting drivers.
- The efforts to move the Parker project forward has been reinvigorated. In collaboration with the YWCA, we have submitted a proposal to Cortland County requesting American Recovery Program funding to hire Project and Contract Managers to take on the responsibility to move this project forward. The effort to have the Cortland Common Council approve the purchase of the Parker building from the Cortland City School District is also being considered. We have secured more than \$1.3m in funding for the project to date. There is a proposal being supported by Sen. Schumer for \$1.5m for the project. We have asked Cortland County for \$500k. The Common Council has to move to purchase the property (as has been the plan from the beginning) to allow us to do anything else. The Task Force is working with the Mayor to move that forward.
- My transition on Dec. 31 is feeling very real! I am working with management to identify outstanding issues and to make sure we are planning for a very smooth transition. I am confident in our process. The work of the Executive Committee and the Board is keeping us on track. We are right where we planned to be. I have asked the Management team and am asking the Board to work with me on identifying any areas/concerns that we need to make sure we are addressing. This is a group process!
- We are following closely the discussions and mandates from the local, state and federal levels regarding COVID vaccine requirements. As you are aware, the President has indicated that HS/EHS programs and employers with 100+ employees will be required to have all staff vaccinated. There are many questions that need to be addressed as we determine what our response will be. At this point, we are leaning towards requiring vaccines across the agency. But, we need guidance that is forthcoming from the Department of Labor and OSHA regarding whether options for weekly COVID testing will be required, what medical and religious exemptions will look like and whether they will have to be considered, if weekly testing has to be an option what tests will be accepted, and who will pay for these weekly tests, etc. It is our hope to get this guidance very soon and be able to present a proposal to the Board for approval as quickly as possible. Right now, the only deadline we have seen is the requirement from HS that all employees be vaccinated by 1/2022.

- Billing is up-to-date through pay period ending 8/27/2021.
- CAPCO HR is continuing to work closely with the CDS Department to update health records for our Personal Assistants. As part of emerging requirements, Fiscal Intermediaries must have on file for every Personal Assistant (Home Health Aide) an annual TB/PPD Test and physical examination along with 1-time proof of MMR vaccination. The addition of the Temporary HR Data Clerk specific to CDPAP is assisting in the administrative tracking of this.
- We are continuing discussions with two FI's that will be serving Cortland County – Western NY Living Center and Venture Forth regarding subcontracting to support CDPAP consumers when new FI's begin. There is no further word from the Department of Health about the status of these new contracts. The last information we have is they will begin on or after Nov. 1, 2021. We will be discussing options with our current MLTC contracts regarding not accepting new consumers and continuing to serve current consumers as we begin to plan for this transition. We are currently serving more than 150 consumers. Our focus would be best spent dealing with those consumers and working to make sure we are ready for the transition.
- We are continuing to work to expand the Volunteer Driver Program. It is a significant challenge to recruit drivers still due to COVID concerns. We met with Melissa Potter from Cortland County to discuss opportunities to collaborate with their efforts re: transportation and supporting the growth and development of the volunteer transportation program. Nikki has met with providers in Tompkins County working to develop and expand the same type of network.



Energy Services Update September 2021

Weatherization Assistance Program- PY2021- 2022

- **Cortland -Tompkins County-**
 - Hired a Heat Tech- Jayson, Crew Worker- Joshua, Material Inventory Clerk- Tim (changed positions), and an Account Clerk- Michelle. We are done hiring for awhile.
 - Applications have been coming in fast since we put our return address on the application and include postage on the return envelope.
 - 11 WAP jobs completed and production is on schedule.
 - Our contract has been approved, the advance has been received and all vouchers have been paid to date.
 - ALL Vehicles have been repaired numerous times this past year and with high cost repairs. These vehicles are 2006, 2008, 2009, and 2010.

EmPower NY

- 2- jobs have been completed and 6 jobs remain open.

HEAP

- We are getting busier with Clean & Tunes, Cooling- 4 units, and one replacement of a heating system.

CAPCO Building Maintenance-

- We recently hired a part time Building Maintenance Worker- Matthew and a custodial worker- Kimberly.
- All requests for Head Start and EHS were completed before the opening of school. Ben worked at sprucing things up at each site outside and inside.
- South Main plumbing has been addressed and has been *&%\$#.

Family Development Board Report

August/September 2021

Adult Education

- We are recruiting for the next round of Getting Ahead students. The class runs for 12 weeks, and participants are compensated with a gift card for their participation. The class takes a closer look at community issues and allows the students to be a part of the solution.
- We completed and submitted a request for funding to the County Youth Bureau. This funding helps up to serve students between the ages of 16-22 looking to get their High School Diploma.

Emergency Assistance

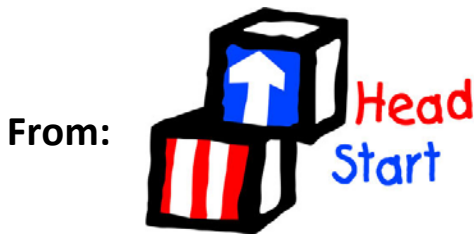
- We welcome Lydia Philipp to the Family Development Staff. She will be our newest Family Development Advocate working out of the Marathon Family Success Center.
- Our Marathon Family Success Center has moved from the Elementary School back to the High School. This new central location will be easier to access for those in need in rural parts of the community.
- Family Essentials is moved and settled in the back of the building. This move has provided a more private shopping experience for those looking for clothing.
- Sara has recruited some new volunteers to help out in Family Essentials. She has partnered with Catholic Charities, Probations, and JM Murray to identify new volunteers.
- We have started planning our 2021 Coat Giveaway. More information to come.

NOEP

- Jessica continued outreach in the parks and at other summer events sharing information about the program throughout the summer.
- Jessica has saw an increase in SNAP applicants in the month of September.

Healthy Families

- We welcome Kristen Case our newest Family Support Specialist.
- We currently have 52 families enrolled!
- Family Support Specialist have achieved their goal of 100% of families completing a family goal plan.
- We continue to recruit new and expectant moms to the program.
- We received 28 applications for the open position of Family Support Specialist. We are reviewing applications now and plan to interview beginning next week.



From:

Directors Monthly Board Report
HS/EHS Management Team
Month: August 2021

I. Enrollment.

- A. We are in full swing of our 2021-2022 program year.
- B. We have 18 HS openings (132/150) and 30 EHS openings (58/88)

II. Staffing

- A. We continue to actively recruit new staff for multiple positions.
- B. Currently we have had some people leave our program for other opportunities. Due to this we had to close one HS classroom and reassign those children to other classrooms (no child lost services). We will not be able to open that room until we can hire and train new applicants. We are also short two EHS teachers leaving one EHS classroom unable to open.

III. Center/Office Updates/Policy Council/ Professional Development

- A. We are still awaiting the YWCA Learning Adventure property to be renovated. We were set to sign a lease and move in August 1, unfortunately with the very wet weather conditions we had at the end of July, their building flooded and extensive work is being done to the center.
- B. Health Services has moved into the “Annex” building next to the main office.

IV. Old Business

- A. Parker conversation is still on the table.
- B. Our extended summer program for 4 year olds entering kindergarten was very successful

V. New Business

- A. COVID update, no sooner did classes begin on September 8th so did COVID make it's rounds to staff and kiddos. To date we have had 3 staff test positive and one 2 year old. We have 4 classroom shut down until September 20th

WIC Board Report
September 2021
Kirsten Parker

- There is still no official word on when the RFA will be released. The latest we heard was probably October. This week they sent out an updated policy on applying to sponsor a WIC program, hopefully this means they are making progress.

I have been discussing plans for the application with Lindy and I am strongly considering applying for an increased coverage area to include Chenango County. In the last several RFA's there has been a strong push to eliminate small agencies. In our region, the smallest agencies are ours, Chenango and Tioga. There are three WIC programs that cover multiple counties: Tri-County WIC is sponsored by Madison County Community Action and covers Madison, Herkimer and Oneida counties, North Country Family Health covers Jefferson and Lewis and Community Health Center of the North Country covers St. Lawrence and Franklin Counties. I expect there to be a push to consolidate agencies again and I would like to control our destiny. Also, the timing is right for us to apply, the long-time WIC Director in Chenango County is retiring on September 30th and there are some anticipated changes there. It is important that Chenango County not hear that we are considering applying for their area, so I am not sharing this information with our staff at this time. If we decide to pursue this and it is approved, it would not begin until Fall 2022, so there is no need for them to know now. I have mentioned it to the WIC Regional Office and they are encouraging us to include Chenango in our application.

- We will stop issuing Farmers Market coupons on September 30th. There is a push federally to extend the increase in the fruit and vegetable benefit, but as of right now that is also scheduled to end on September 30th.
- We are working on spending some accruals from this year's budget. We will be doing some billboards again, have purchased some incentives for participants and I am stocking up on supplies we use regularly, and we hope to give staff a one time payment.

Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2020	1,200	1,039	974	81.17%	93.74%	✓
NOV	1,200	1,039	986	82.17%	94.90%	✓
DEC	1,200	1,060	1,015	84.58%	95.75%	✓
JAN 2021	1,200	1,055	1,013	84.42%	96.02%	✓
FEB	1,200	1,053	996	83.00%	94.59%	✓
MAR	1,200	1,064	1,025	85.42%	96.33%	✓
APR	1,200	1,062	1,016	84.67%	95.67%	✓
MAY	1,200	1,059	991	82.58%	93.58%	✓
JUN	1,200	1,043	989	82.42%	94.82%	✓
JUL	1,200	1,052	977	81.42%	92.87%	✓
AUG	1,200	1,052	983	81.92%	93.44%	✗
YTD Average:	1,200	1,053	998	83.18%	94.83%	

September 2021: Deputy Director/Human Resources Board Report



- The HR Department hired our new HR Generalist, Julie Phelps, in the month of August. Julie began amid the new Head Start/Early Head Start Program Year and Agency Open Enrollment period. Julie's exposure and added efforts during this time were very beneficial. Julie started her tenure with CAPCO assisting with timely projects and helping the HR department catch-up in areas that were needed for the department. Julie has been training with our HR Assistant, Danielle Treacy, and has started to take over the onboarding and payroll changes processes. Danielle and Julie will continue to work together with the Deputy Director to cover the HR functions of the Agency. As Julie continues take over more areas in the department and as we plan for the transition with CDPAP, Danielle will begin to take on her role as our Agency's new Executive Assistant.
- CAPCO's new Health Insurance Plan Year is officially underway as of 9/1/2021. As always, the build-up to Open Enrollment and the process itself is extensive as we had multiple socially distanced Open Enrollment meetings across all our Program-areas and individual meetings with eligible Personal Assistants in the CDPA Program. With the new Plan Year, we have 47 employees on CAPCO's medical insurance and 53 employees on our dental insurance. Employees received the Open Enrollment meetings well with no changes to the plan designs themselves and minimal increases to premiums with the efforts of our broker, Goetzmann and Associates, to keep rates down and the Board's approval of CAPCO's absorption of 70% of the overall rate increase.
- The 2021-2022 Head Start/Early Head Start Program Year is underway! The HR Department has an extensive role in the lead-up to our HS/EHS staff returning and a significant role when all staff return for Pre-Service Training. While the Program has faced some COVID challenges to begin the new Program Year, the HR department was able to successfully work with the HS/EHS Program to have adequate staffing in place to begin the new year in light of the Program's new structure under the reduction/conversion model. Currently, we are continuing to recruit for additional Classroom Floater/Assistants, Substitutes, and Kitchen Aides.
- To help support the ongoing efforts with the CDPAP EVV system and bi-weekly payroll corrections, we have hired a Temporary HR Data Clerk for 25 hours, minimally through the end of the calendar year as we anticipate the transition with CDPAP. So far, this has been very advantageous for the Program and Agency with corrections flowing to the HR Data Clerk and alleviating HR staff time as well as time for Merwin, who is overseeing the CDPA Program. The position will assist in the transition with CDPAP when we are able to begin moving in that direction.
- The HR Department has filed our annual EEO-1 report through the Equal Employment Opportunity Commission (EEOC) that tracks the demographics of our employees. We file this report as an entity receiving federal funding. This report has been cumbersome to complete in the past, but with newly developed processes and reports from our payroll

company, Complete Payroll Processing, the process has been streamlined and the report was filed before the scheduled deadline in August.

- The issues, challenges, and uncertainties surrounding the surging COVID-19 pandemic and delta-variant continues to be an area of significant focus, particularly as the majority of CAPCO's Agency staff in the HS/EHS returned to work on August 23, 2021 at the time that the situation with the delta-variant was beginning to take hold in our community.
 - We received official guidance from the Associate Commissioner of Worker Protection at the NYS Department of Labor that indeed staff receive up to 3 instances of COVID-19 leave. The first instance remains the same instance from the beginning of the pandemic in April 2020, but now under the NYS regulation is only for a quarantine order for the employee themselves. The 2nd and 3rd instances are only for the employee's positive test result.
 - We are continuing to await official guidance from the federal DOL and OSHA regarding vaccination mandates that President Biden announced on September 9, 2021. Currently, we are hearing from the Office of Head Starts that vaccines will be mandatory for HS/EHS staff without a testing option unless under a qualifying exemption. However, other associations have weighed in, and we are still waiting on the official guidance on this. Questions that remain on this include whether we must give staff the option to test or if we can make this a mandate. If we do make it a mandate, what are the parameters for an employee claiming a medical or religious exemption? These questions are anticipated to be answered with the forthcoming guidance from DOL and OSHA. Until we receive this, we are continuing to encourage staff to receive the vaccine but are not moving to implement a mandated policy with Board approval until we have this awaited guidance.

NY HERO ACT

Model Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of _____, and [all]/[the following work sites]:

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
- “Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curb-side pickup;
- _____
- _____
- _____

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. Mechanical Ventilation:
 - a. Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - b. General Ventilation, for example:
 - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
 - ii. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
 - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more “clean air” into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building’s fresh air intake ports. Consult your ventilation system’s manufacturer or service company to determine if improvements are possible for your system.

3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include:
 - Increasing the space between workers;
 - Slowing production speed to accommodate fewer workers at a time;
 - Disinfecting procedures for specific operations;
 - Not shaking out soiled laundry;
 - Employee training;
 - Identify and prioritize job functions that are essential for continuous operations;
 - Cross-train employees to ensure critical operations can continue during worker absence;
 - Limit the use of shared workstations;
 - Post signs reminding employees of respiratory etiquette, masks, handwashing;
 - Rearrange traffic flow to allow for one-way walking paths;
 - Provide clearly designated entrance and exits;
 - Provide additional short breaks for handwashing and cleaning;
 - Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:

1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

- C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.
- D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

- A. _____ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

- B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
- 1. The infectious agent and the disease(s) it can cause;
 - 2. The signs and symptoms of the disease;
 - 3. How the disease can be spread;
 - 4. An explanation of this Exposure Prevention Plan;
 - 5. The activities and locations at our worksite that may involve exposure to the infectious agent;
 - 6. The use and limitations of exposure controls
 - 7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.
- C. The training will be
- 1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
 - 2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
 - 3. Verbally provided in person or through telephonic, electronic, or other means.

VI. **PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK**

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

Plan Revision History			
Date	Participants	Major Changes	Approved By

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

WE ARE YOUR DOL



Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 21-38

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Airborne Infectious Disease NYS HERO Act policy,

IT IS HEREBY RESOLVED that on September 23, 2021, the CAPCO Board of Directors approves the Airborne Infectious Disease NYS HERO Act policy.

Shelley Warnow
Board President

9/23/2021
Date