



Cortland County Community Action Program, Inc.
(CAPCO)
Board of Directors Meeting
September 26, 2024
Meeting Agenda

- I. Call to Order
- II. Reciting of the Community Action Promise
- III. Motion for Approval of July 2024 minutes
- IV. Motion for Approval of Special August 2024 meeting minutes
- V. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, September 12, 2024.
 - a) **Resolution 24.35**—HS/EHS Attendance Policy Update
 - b) **Resolution 24.36**—WIC Breastfeeding Education Policy Update
 - c) **Resolution 24.37**—23-24 CSBG 3rd Quarter PPR
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee—met on Thursday, September 19, 2024.
 - a) **Resolution 24.38**—23-24 CSBG Amendment
 - b) **Resolution 24.39**—2024 Golf Tournament Financials
 - 4) Executive Committee—did not meet.
- VI. Executive Director Report
- VII. Program Director Reports
 - a) Deputy Director
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VIII. Head Start Policy Council Update
- IX. Old Business
- X. New Business
 - a) **Greg on vacation the week of the next Finance Committee & Board meeting (10/17 & 10/24)—Kirsten to run meetings.**
 - b) **Executive Director Annual Performance review survey to be issued early October—be on the lookout!**
 - c) **Reminder: Annual Meeting scheduled for December 5th, 11:30am-1:30pm.**
- XI. Executive Session, if needed.
- XII. Adjournment



CAPCO Mission

CAPCO is dedicated to providing and advocating for community-wide actions and programs that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.



Community Action Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



**Cortland County Community Action Program, Inc.
(CAPCO)
Board of Directors Meeting
July 25, 2024
Meeting Minutes**

I. Call to Order-meeting called to order at 12:02 pm.

Members Present: Sandy Aloï, Melissa Alvord, Doug Bentley, Terry Coon, Ella Dilorio, Jeanette Dippo, April Dennison, Kellie Givens, Billie MacNabb, Patty Schaap, Shelley Warnow

Excused: Mary Beth Mathey, Lynne Sypher **Absent:** Larry Woolheater, Penny Prignon

II. Community Action Promise

III. Motion for Approval of June 2024 Minutes made by Doug Bentley, 2nd April Dennison. Motion carried.

IV. Standing Committee Reports

- 1. PP&E Committee**- met June 18, 2024. The committee reviewed and approved the Head Start/Early Head Start Management Reports, the Head Start School Readiness Goal Report and the 2024 CLASS Report. The children are showing growth in all areas and the CLASS areas were all above the level that would put us back into a competitive grant process. Shelley had questions about the Math scores, Jenn was in a meeting with the Office of Head Start and unavailable for this meeting, but Greg will follow up. We received approval for the DRS application but there is an issue with the letter-it gives us an 11-month funding cycle and reduces the budget by 1/12. Jenn is following up. Deanna reviewed the Healthy Families site visit information and the Quarterly Progress numbers.

Resolution 24.29 – Approval of the PY2023-2024 HS/EHS Spring School Readiness Goals. **Motion to approve made by Doug Bentley. Second by Terry Coon. Motion carried.**

Resolution 24.30 – Approval of the CSBG Quarter 2 Program Progress Report. **Motion to approve made by April Dennison. Second by Doug Bentley. Motion carried.**

2. Board Development-did not meet.

- 3. Finance/Audit Committee** – met on June 20, 2024. Committee reviewed financial statements. Our audit is near completion. Martha is working on final documents. We will hold a special board meeting August 15 at noon to approve the audit with no other business planned at this time. Discussed health insurance renewals. Committee reviewed Quarter 2 Medicaid Compliance Billing Audit and Review. Discussed the HS/EHS DRS Grant award and the issues with the award letter. HS/EHS will be receiving another round of childcare stabilization staff incentives. Energy Services is still waiting for their budget. We can keep the staff employed working through other funding sources. Family Development has not received their executed contract package. ProNexus is catching up on NOEP vouchers. Lori Spatola-Davis started as the new Directo and is quickly taking on all of the WIC administrative duties. Kirsten and Martha completed a line-item change to the budget necessary because of all the staff changes this year. The new WIC budget for FFY25 was submitted. Reviewed and accepted Financial Statements.

Motion to accept April 2024 financial statements made by Doug Bentley. Second by April Dennison. Motion carried.

Resolution 24.32 – Motion to approve the Quarter 2 Medicaid Compliance Billing Audit and Review made by Sandy Aloji. Second by Jeanett. Motion carried.

Resolution 24.33 – Approval of the WIC FFY25 Grant and Budget Submission. Motion to approve made by Ella Dilorio. Second by Jeanette Dippo. Motion carried.

4. Executive Committee-did not meet

V. Executive Director Report – Greg recapped the Field Days event happening this afternoon, updated the board on the baby shower earlier this week.

VI. Program Director Reports – Most of the directors were at the facility at South Main St. getting ready for the event this afternoon.

Deputy Director/WIC-Kirsten did not have anything to add to her written report.

Energy Services-Greg updated the board that Energy Service has now received their contract and has only a few weeks to return it.

Family Development – Brandy also has received her grant and had three weeks to submit it,

Head Start/Early Head Start- Jenn referred to her written report.

VII. Head Start Policy Council Updates – April provided updates from the last meeting.

VIII. Old Business- None

IX. New Business –

- The increase to both dental and health insurance is 6% the Executive Management team is proposing passing along the 6% increase to dental (there has been no increase in over 10 years) and taking on about half of the increase to medical insurance.
 - **Resolution 24.34 –** Approval of the 2024-2025 Health Insurance Renewals. **Motion to approve made by Kellie Givens. Second by April Dennison. Motion carried.**
- Board agreed to hold a Special Meeting to approve the 2023 Audit. Greg will check with Betina and board member schedules.

XI. Executive Session – None

X. Adjournment –*Motion to adjourn made Sandra Aloji, Second by April Dennison. Motion carried.*

The meeting adjourned at 1:05 pm.

Cortland County Community Action Program, Inc.
Board of Directors Meeting
August 12, 2024
Special Meeting to Approve the Audit Minutes

I. **Call to Order**-the meeting was called to order at 12:01 pm.

Members Present: Sandra Aloï, Terry Coon, April Dennison, Ella Dilorio, Jeanette Dippo, Ella Dilorio, April Dennison, Kellie Givens, Billie MacNabb, Penny Prignon, Patty Schaap, Lynne Sypher, Shelley Warnow, Larry Woolheater. Excused: Melissa Alvord, Doug Bentley, Terry Coon, MaryBeth Mathey

Guest: Bettina Lipphardt, Bonadio Group

II. **Presentation of Audit-Bettina Lipphardt, Bonadio Group**-Bettina reported that Bonadio will be issuing a clean, unmodified opinion. There was one finding identified to the financial statements related to the timely closing of books and records. We knew this was going to be the case due to the late filing last year. There was no non-compliance issues identified; no findings related to programming. The Agency ended 2023 with a surplus of just under \$600,000 due to CDPAP income and the one-time payment we received from Medicaid of almost \$200,000. Bettina shared that this is a very strong balance sheet for an organization this size. The Agency has net assets totaling \$4,627,289, which represents an increase of about \$600,000 from last year. The amount we needed to write off in uncollectable Medicaid costs decreased and is now below industry standards. We continue to have a low administrative rate. The rate decreased slightly this year with accruals from the Finance Director position, but the agency has plans to fill the Administrative Assistant position and has contracted with ProNexus. Bonadio recommends an administrative rate of 10-12%. Bettina also presented the agency draft 990. The 5500 will be presented after we get a draft from Mutual of America.

Resolution 24.35 – Accept the 2023 CAPCO Agency Audit, 990, and CHAR 500 as presented by Bettina Lipphardt from the Bonadio Group. ***Motion to accept made by Jeanette Dippo, Second by Lynne Sypher. Motion carried.***

III. **Adjournment** – motion to adjourn made by Ella Dilorio, 2nd by Larry Woolheater. The meeting was adjourned at 12:50.

Members present: Lynne Sypher, Melissa Alvord, Patty Schaap, Terry Coon, Billie MacNabb

Staff: Kirsten Parker, Greg Richards, Loriann Spatola-Davis, Jenn Geibel, Brandy Strauf

Meeting called to order at 12:01 pm.

Head Start and Early Head Start Management Reports

Jenn reviewed the June Head Start and Early Head Start reports and the July Early Head Start Reports. There was nothing out of the ordinary, they included reports on graduation celebrations.

Hs/EHS Attendance Policy Update

Jenn reviewed the revised Attendance Policy. It was changed to include language on tracking extended absences. Because we typically have a waiting list, they wanted to include information on tracking extended absences for vacations, etc. which would allow us to make decisions about enrollment.

Motion to accept revisions to Eligibility Policy made by Lynne Sypher, 2nd by Melissa Alvord. Motion carried.

WIC Breastfeeding Education Policy Update

Lori explained that often when NYS DOH updates WIC policies, the local agency is required to update and submit their corresponding local agency policy. The Breastfeeding Education policy is one of those policies. It has been rewritten using Tioga County's policy and the existing Cortland policy to incorporate both counties. Lori reviewed the highlights of the policy.

Motion to accept the WIC Breastfeeding Education Policy made by Billie MacNabb, 2nd by Terry Coon. Motion carried.

CSBG 3rd Quarter PPR

Brandy reviewed the 3rd Quarter PPR. Most indicators are on track, she reviewed areas we are either over or under our projected numbers.

Motion to accept the CSBG 3rd Quarter PPR made by Terry Coon, 2nd by Melissa Alvord. Motion carried.

Agency/Program Updates-Gregg

ProNexus transition continues to go well. August 30th was Martha's last day in the office, but she continues to do some work for us from home. We received quite a few applications for the Executive Assistant. We narrowed it down to 5 applicants we wanted to interview, 2 did not call back, 1 was not interested because of the pay, we scheduled 2 interviews. One of the scheduled interviews was a no show/no call. We were happy with the woman we interviewed, so Danielle is checking references. Denise plans to transition from her role as Energy Services Director by the end of September. We will be interviewing two internal candidates this afternoon and tomorrow morning.

We have been working with an “off shoot” of the Housing and Homelessness Coalition to try to plan for a day center for the homeless. The group involved included CAPCO, Catholica Charities, the Rural Health Institute, and Grace and Holy Spirit Church. The tentative plan is to open a day center in the basement of the church open from 11 am -6 pm Monday-Friday. The Salvation Army would extend their hours for the warming center. The Day Center would primarily be staffed by Salvation Army Staff with support from community organizations who would have temporary offices in the space.

Cortland County Mental Health has been awarded the SAMSA grant which will bring significant mental health resources to families in the community. CAPCO will hire a Lived Experience Counselor who will be housed here as part of the grant.

There being no further business meeting was adjourned at 1:06 pm.

Resolution of the Board of Directors

Of

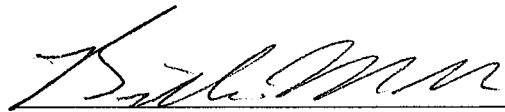
Cortland County Community Action Program, Inc.

Resolution No. 24-36

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed updates to the HS/EHS Attendance Policy and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed updates to the HS/EHS Attendance Policy,

IT IS HEREBY RESOLVED that on September 26, 2024, the CAPCO Board of Directors approves the updates to the HS/EHS Attendance Policy.



Board President

9/26/24

Date

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 06

Subject: Attendance

Performance Objective: To give children the best possible experience & education, regular attendance is mandatory to ensure consistency. CAPCO Head Start / Early Head Start will analyze the causes of absenteeism when the monthly average daily attendance rate falls below 85%. This analysis will include a study of the pattern of absences for each enrollee, including the reasons for absences as well as the number of absences which occur on consecutive days.

Operational Procedures:

1. Classroom staff will emphasize the importance of attendance & being on time at the initial home visit at the same time they share their classroom schedule with the family. It is also in the family handbook that the teachers share with the family at this time.
2. At every team conferencing meeting any attendance concerns should be discussed. The Family Advocate will be responsible for follow-up.
3. Daily attendance is taken in each classroom and entered in ChildPlus by classroom staff.
4. If a child is **unexpectedly** absent and a parent has not contacted the program within one hour of start time, the program will attempt to contact the parent to ensure the child's well-being. This includes all children that are **unexpectedly** absent in the event of a two-hour delay. The attempted contact should occur as soon as possible after the one-hour start time, but no later than 2 hours after start time.

If the Family Advocate is on site at the classroom where the child is absent, they will attempt to contact the family. However, if the Family Advocate is not at the classroom where the child is absent, the Teacher or Teacher Assistant will attempt to contact the family.

All attempted contact with the family will be completed using the primary phone number listed in ChildPlus. If the family does not answer and staff are able to leave a voice mail, they should state the reason for calling and ask for the family to return the phone call. If no voice mail is available, no more attempts are necessary. Attempting to contact the family one time is sufficient in order to comply with the Performance Standard, as long as it is documented.

Family Advocates will document contact/attempted contact in the Family Services tab and attendance notes section of ChildPlus. Teachers will document contact/attempted contact in the attendance notes section. All documentation should be entered within 24 hours of attempted contact.

Education staff will update any attendance records, as necessary.

5. Families will be expected to contact a staff member via phone, text or Brightwheel if their child cannot attend the program on a school day. Families are required to provide a reason for the absence.
6. When a family contacts the center to inform them of an absence, the classroom staff should document the phone call in the attendance notes section in ChildPlus.
7. When a family contacts the Family Advocate to inform them of the reason for the absence, the Family Advocate should call the classroom immediately to inform them. The phone call will be documented in ChildPlus by the Family Advocate.
8. If the program has received no contact from the family after 3 consecutive absences from the classroom, the Family Advocate is responsible for follow-up. They must attempt to contact the family to determine the reason the child is absent. All attempts/contact will be documented in ChildPlus.
9. To ensure proper tracking of absence reasons, the enrollment office MUST be notified when a family plans to be absent for more than (10) school days. The family should notify their classroom teacher(s) or Family Advocate who will then contact the enrollment office to have an Extended Absence Request Form created. This form will document the reason for the absence, the leave dates, and the child's expected date of return. Signatures from both the parent/guardian and Enrollment Specialist are required on the form. Note: this extended absence is not for medical reasons and is used for attendance documentation purposes only.
10. If the absences result from temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contact with the family, as well as special family support service activities must be documented in ChildPlus.
11. The Enrollment Specialist will analyze individual child attendance within 60 days of program operation. This analysis will identify children with patterns of absence that put them at risk of missing ten percent of program days per year. Strategies will be put in place to improve individual attendance. These strategies will include the family, family services staff, and classroom staff.
12. The Enrollment Specialist will continue to monitor each child's absences using ChildPlus on a weekly and monthly basis. The results of this monitoring will be utilized to document absences (reasons, patterns & percentages) and, if needed, a plan of action will be put into place. Plan of Action includes the following: no action, continue to monitor, Family Advocate contact with family, or attendance letter.
13. In the event of sporadic attendance or low monthly attendance percentages, the Family Advocate will contact the family to discuss the situation and problem solve solutions. If the child's attendance does not improve, an attendance letter will be sent to the family stating the reasons for concern and encouraging regular attendance. The letter also states

that if attendance does not improve, the child may be removed from the program and placed on a waiting list.

14. If attendance still does not improve the Family Advocate will discuss the situation with the Enrollment Specialist to determine if the family needs additional support services.
15. If the attendance percentage falls below 85% in any month after the second attendance letter has been sent, the child will be withdrawn from the program. The Enrollment Specialist will then send the family a withdrawal letter.
16. If an enrolled child is experiencing homelessness and is unable to attend due to transportation issues, program staff will reach out to community resources that may be able to assist the family.

Related Regulations: 1302.16

Policy Council Approval Date: 3/26/19:

Updated: 7/17/24

HEAD START / EARLY HEAD START PROGRAM OF CORTLAND COUNTY
...a service of the Cortland County
Community Action Program, Inc.



Extended Absence Request Form

This form must be completed by the parent/guardian prior to a child being absent from the program for a period of more than ten (10) class days.

Child's Name: _____	Center: _____
The child will be absent from the program:	
Beginning: _____	Returning: _____
Reason (Please describe below)	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

I understand that the HS/EHS Program is required to track daily attendance for every enrolled child. I agree that my child will return on the date documented above, unless there are extenuating circumstances. I will contact the classroom if extenuating circumstances occur.

Parent/Guardian Signature _____ Date _____

Staff Signature _____ Date _____

Resolution of the Board of Directors

Of

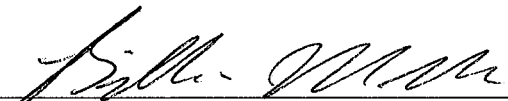
Cortland County Community Action Program, Inc.

Resolution No. 24-37

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed updates to the WIC Breastfeeding Education Policy and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed updates to the WIC Breastfeeding Education Policy,

IT IS HEREBY RESOLVED that on September 26, 2024, the CAPCO Board of Directors approves the updates to the WIC Breastfeeding Education Policy.



Board President

9/26/24

Date

WPM CAPCO – WIC Program Local Policy and Procedure Manual		Page: One
Breastfeeding Education, Promotion, and Support		Updated/reviewed: 5/21, 8/24
State Policy: 1224	Updated: 5/2024	Date Submitted to Regional: 5/21, 8/24
Federal Regulation: 7 CFR 246.11(c). 7 CFR 246.11(d)(2)		Dates Approved by RO: 7/21, 8/24

Purpose:

To establish a positive environment that supports and facilitates breastfeeding as the normal and preferred method to feed infants and children.

Policy:

1. CAPCO WIC Program follows the policy guidelines as established in the New York State Department of Health WIC Program Manual #1224 Breastfeeding Education, Promotion and Support.

Procedure:

Staffing:

1. WIC Coordinator will ensure that the program will have a WIC Breastfeeding Coordinator (BFC) on staff who meets the requirements outlined in WPM 1460, to manage the program’s breastfeeding promotion, education, and support activities.
2. The WIC Coordinator will ensure the BFC has adequate time allotted out of clinic to manage the Breastfeeding Peer Counseling Program and complete breastfeeding promotion and support activities, following guidance provided in WPM 1460 Local Agency Staff Policy Supplement.
3. All staff must have a basic knowledge of breastfeeding and understand their unique role to effectively promote and support breastfeeding as the standard method of infant feeding and respect a mother’s informed decision as to her infant feeding method of choice.

Staffing/Roles:

- **Breastfeeding Coordinator:** In addition to the required USDA Breastfeeding Curriculum trainings, provides breastfeeding-related training during staff meetings as needed to keep staff abreast of current breastfeeding practices and recommendations. The BFC, in conjunction with the WIC Coordinator, will submit the quarterly Breastfeeding Promotion and Support Summary form and the annual Peer Counselor Program Assessment form, in the management information system, describing the LA’s breastfeeding promotion and support efforts, policies, and procedures.

CAPCO – WIC Program Local Policy and Procedure Manual		Page: Two
Breastfeeding Education, Promotion, and Support		Updated/reviewed: 5/21, 8/24
State Policy: 1224	Updated: 5/2024	State Policy: 1224
Federal Regulation: 7 CFR 246.11(c). 7 CFR 246.11(d)(2)		Dates Approved by RO: 7/21, 8/24

- **QN:** Will perform breastfeeding assessments via phone, video call, and/or in-person and provide education and counseling that promotes and supports breastfeeding exclusivity. Will also provide participants with breast pumps and referrals for peer counseling services or outside breastfeeding resources as applicable and provide information on breastfeeding food packages and the length of the certification periods.
- **CPA:** Will perform breastfeeding assessments and provide education and counseling via phone, video call, and/or in-person that promotes and supports breastfeeding exclusivity. Will also provide participants with breast pumps and referrals for peer counseling services or outside breastfeeding resources as applicable and provide information on breastfeeding food packages and the length of the certification periods.
- **Support Staff:** Will inform participants via phone, video call, and/or in-person about the breastfeeding services WIC provides including certification period available to breastfeeding women. Support staff also provide participant-centered communication and make referrals to the Breastfeeding Coordinator and/ or DBE as needed and/or inform the participant a Peer Counselor is available.
- **Peer Counselor:** Working within their scope of practice, provide basic breastfeeding support via phone, video call, and/or in-person keeping in mind the participants goals related to breastfeeding. Peer counselors follow the WPM 1221 Breastfeeding Peer Counselor Program Policy and Procedure and work towards the recommended contacts to ensure participants are contacted within those critical time frames.
- **DBE (Designated Breastfeeding Expert):** – The DBE is available to provide support to mothers experiencing complex breastfeeding issues, including but not limited to latch issues, that are beyond the scope of the PC and/or Nutrition staff. Support is provided via phone, video call, and/or in-person, as needed.

Training:

1. All WIC staff must be trained using the USDA WIC BF Curriculum and platform. New staff must complete the appropriate breastfeeding training within 6 months of hire, as required per role.
2. WIC Coordinator reviews all NYS WIC Training Center’s virtual and in-person classroom trainings, computer-based trainings and/or webinars as well as any outside training opportunities, as budget allows and registers appropriate staff and obtains Regional Office Approval as necessary, to ensure the following:
 - All staff are trained and use participant-centered counseling and evidence-based information to support participants.

CAPCO – WIC Program Local Policy and Procedure Manual		Page: Three
Breastfeeding Education, Promotion, and Support		Updated/reviewed: 5/21, 8/24
State Policy: 1224	Updated: 5/2024	State Policy: 1224
Federal Regulation: 7 CFR 246.11(c). 7 CFR 246.11(d)(2)		Dates Approved by RO: 7/21, 8/24

- Appropriate staff provide guidance to mothers through critical periods and support sustained breastfeeding beyond 6 months with appropriate guidance on the introduction of complimentary foods.
 - The program promotes and supports breastfeeding for the first 12 months and beyond as mutually desired by mother and infant, while respecting the participant’s infant feeding method.
 - The WIC Coordinator will document all staff training in individual staff training logs.
3. Ongoing staff training on breastfeeding promotion and support includes but is not limited to the following:
- WIC program goals, philosophy, policies and procedures on breastfeeding education, promotion and support staff roles and responsibilities related to promoting and supporting breastfeeding.
 - Breastfeeding assessment strategies.
 - Appropriate food package assignment and tailoring to ensure minimal amounts of formula are provided to breastfeeding infants.
 - Culturally appropriate breastfeeding promotion and support strategies.
 - Current breastfeeding management techniques.
 - Breastfeeding counseling and education strategies.
 - Breast pump assessment, education, issuance, and inventory.
 - Referral procedures when a breastfeeding issue arises outside of a staff person’s scope of practice.

Clinic Environment:

1. Breastfeeding, WIC, and/or Breastfeeding Peer Counselor Coordinator monitors the clinic environment to ensure that it conveys a positive breastfeeding message/image.
 - Staff and participants are provided with a lactation room or comparable space to express milk or breastfeed.
 - Breastfeeding openly in the clinic is encouraged.

CAPCO – WIC Program Local Policy and Procedure Manual		Page: Four
Breastfeeding Education, Promotion, and Support		Updated/reviewed: 5/21, 8/24
State Policy: 1224	Updated: 5/2024	State Policy: 1224
Federal Regulation: 7 CFR 246.11(c). 7 CFR 246.11(d)(2)		Dates Approved by RO: 7/21, 8/24

- For those mothers who prefer, a private area must be available in the clinic setting.
 - Allowing moms to come in and weigh their babies with no appointment needed when the clinic is open.
2. Breastfeeding, WIC, and/or Breastfeeding Peer Counselor Coordinator ensures that all display materials and educational handouts that are current, accurate, culturally, and linguistically appropriate, and free of infant formula or other inappropriate commercial influence, including infant formula product names and images.
 - Have no advertisements of bottle-fed babies in clinic sites and LA produced educational materials.
 - Have signs and posters that welcome breastfeeding mothers, infants, and children.
 - Do not have magazines or other materials containing formula ads on public display.
 - Breastfeeding friendly clinic sign is displayed on the outside door leading into the LA main clinic site, as well as brought to non-main site clinics.
 3. Unless contraindicated, local agency staff will provide culturally appropriate breastfeeding education and support, starting in the prenatal period, to encourage parents to exclusively breastfeed their infant for the first six months and to continue breastfeeding, with the addition of complementary foods, for the first 2 years of life and thereafter for as long as mutually desired by the breastfeeding dyad.
 4. WIC Coordinator ensures the program provides a supportive environment to staff who return to work and are breastfeeding.

Community Partnerships:

1. Breastfeeding, WIC, and/or Breastfeeding Peer Counselor Coordinator will work with the Outreach Coordinator to coordinate breastfeeding information, support, and promotion activities with other programs in the sponsoring agency, community, breastfeeding coalitions, and health care organizations such as Head Start, hospitals, day cares, and/or health clinics.
 - The agency collaborates with community partners and participates in local coalitions to promote and support breastfeeding. LA must receive approval from the New York State Department of Health (DOH) prior to implementation or involvement with an external mother support group that includes non-WIC attendees.

CAPCO – WIC Program Local Policy and Procedure Manual		Page: Five
Breastfeeding Education, Promotion, and Support		Updated/reviewed: 5/21, 8/24
State Policy: 1224	Updated: 5/2024	State Policy: 1224
Federal Regulation: 7 CFR 246.11(c). 7 CFR 246.11(d)(2)		Dates Approved by RO: 7/21, 8/24

2. The BFC conducts, at least quarterly, Public Health Detailing/outreach to help establish positive relationships with local health care providers and/or other community organizations who refer their patients/participants to the WIC Program by providing information and breastfeeding support as well as information about the WIC Program itself.
3. BFC confers with the WIC Coordinator and the Director of Program Operations to plan, implement, and participate in breastfeeding related activities and events throughout the year, including but not limited to, World Breastfeeding Week.

Mother Support Groups:

1. Prior to WIC staff involvement or implementation of a mother support group that includes non-WIC attendees, a Memorandum of Understanding (MOU) must be in place between the non-WIC organization (grantee or other party) and the WIC Local Agency (LA). MOU approval must be received from the sponsoring agency and the New York State Department of Health (DOH). The MOU must be consistent with WIC Program Manual Section 1044, Guidelines for JPISA, MOU, Research and Data Requests.
 - A clear definition of cost-sharing between the parties involved, as needed.
 - The frequency of operation and expected schedule.
 - A definition of what data or personal health information will be shared between the parties involved, and if any research will be conducted.
 - A statement describing that only WIC staff may provide breastfeeding support and counseling to WIC participants.
2. A description of how LA staff will report their time to ensure a clear separation of WIC duties and mother support group duties must be established. Additionally, time records must be available to DOH staff upon their request.
3. The LA and the DOH must work together to agree upon a reporting schedule for the LA to provide updates on the LAs involvement in the mother support group.
4. The LA and DOH must have a plan in place on how WIC staff, including peer counselors, will document contacts with participants.
5. Support, guidance, and educational materials provided by non-WIC staff must be consistent with United States Department of Agriculture (USDA) Peer Counselor Training Curriculum, WIC Federal Regulations, and NYS WIC policy and guidance.

Definitions:

- Refer to Acronyms and Definitions in Section 1011

Resolution of the Board of Directors

Of


Cortland County Community Action Program, Inc.

Resolution No. 24-38

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed Program Year 23-24 CSBG 3rd Quarter PPR and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Program Year 23-24 CSBG 3rd Quarter PPR,

IT IS HEREBY RESOLVED that on September 26, 2024, the CAPCO Board of Directors approves the Program Year 23-24 CSBG 3rd Quarter PPR.


Board President

9/26/24
Date

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

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

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 of access to nutrition education and food
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Program that addresses the need described above:	Women, Infants, and Children Program (WIC)	Location (List Name of County):	Cortland/Chenango
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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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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	2200 individuals will be screened for eligibility and enroll in the WIC program.	SRV 7b	Intake form/caseload reports	2200	1388	208	231		1827	83%
	2200 of 2200 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5 B	Case files, food voucher records	2200	1388	208	231		1827	83%
	300 Infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5 B	Peer Counselor Documentation	300	214	23	44		281	94%
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ATTACHMENT C
 COMMUNITY SERVICES BLOCK GRANT
 C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

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 are at nutritional and health risk

Program that addresses the need described above: Snack Packs for Kids Program Location (List Name of County): Cortland

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		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 %
	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).										
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)	100 120 children will be screened for eligibility and enroll in the program		SRV 7b	Referral form/Intake	120	84	51	0		135	113%
	120-of the 120 children's health and physical development will be improved as a result of adequate nutrition.		FNPI 5 b	Customer Satisfaction Surveys	120	84	51	0		135	113%
	200 1500 Snack pack will be distributed throughout the school year.		FNPI 5	Snack pack tracking form	1500	408	576	416		1400	93%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

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 are at nutritional and health risk
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Program that addresses the need described above:	Nutrition Outreach and Education Program (NOEP) /Farmers Market EBT Program	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 and access to local produce using their SNAP benefit at the local farmers market.	250-175 individuals will be screened for eligibility in the NOEP and EBT Farmers Market Program.	SRV 7b		250	58	70	35		163	65%
	125 of the 250 will complete a SNAP application in order to increase healthy lifestyles.	SRV 3I	Application	125	25	32	32		89	71%
	400 50 of the 175 will use their SNAP benefit at the local farmers market to access fresh produce.	FNPI 5	EBT Transactions	50	5	0	3		8	16%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

	Children experiencing poverty lack opportunities to prepare them for success in school.
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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.

Program that addresses the need described above: Head Start/Early Head Start **Location (List Name of County):** Cortland

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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 %
	168 of 275 children will be enrolled in the program	SRV 2b	enrollment reports, attendance records	168	172	10	6		188	112%
	of the 168 children enrolled, parenting supports will be provided to all 168 caregivers	SRV 2w	case management notes; class attendance	168	172	10	6		188	112%
	of the 168 children enrolled, 168 will receive home visits	SRV 2cc	case notes of home visit	168	172	10	6		188	112%
	168 of 168 children will obtain age-appropriate medical care	SRV 5b	medical documentation in child's file	168	172	10	6		188	112%
	168 of 168 children will obtain age-appropriate immunizations	SRV 5a	medical documentation in child's file	168	172	10	6		188	112%
	168 of 168 children will receive Developmental Delay screening	SRV 5c	Ages and Stages report	168	34	10	18		62	37%
	168 of 168 children will receive vision screening	SRV 5d	vision documentation in child's file	168	166	9	4		179	107%
	143 90 of 168 children will obtain age-appropriate dental care	SRV 5dd	dental documentation in child's file	90	67	3	3		73	81%
	168 of 168 children attending center-based programming will be provided meals/snacks to meet their nutritional needs	SRV 5ii	menus, CACFP Meal Counts	168	172	10	6		188	112%
	168 of 168 children will demonstrate improved emergent literacy skills	FNPI 2a	child assessments and progress reports	168	47	34	29		110	65%

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ATTACHMENT C

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

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Work Plan

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 experiencing poverty lack opportunities to prepare them for success in school.

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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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).	143 of the 168 children will demonstrate skills for school readiness	FNPI 2b	child assessments, progress reports, school district assessments	143	49	47	44		140	98%
	143 of the 168 children will demonstrate improved positive approaches to learning	FNPI 2c	child assessments, progress reports, school district assessments	143	27	17	64		108	76%
	143 of the 168 children will demonstrate improved mental and behavioral health and well-being.	FNPI 5c	child screening and assessment data, mental health observations	143	63	51	18		132	92%
	50 of the 168 parents/caregivers will improve their home environments	FNPI 2e	family matrix scale, case notes	50	0	0	39		39	78%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO) **FFY** 2024
Budget Period 10/1/23 to 9/30/24 **Contract #** C1001460

Type (Work Plan, Amendment, PPR):
Work Plan

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 needs, transportation assistance, utility assistance, and work supports
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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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRBs).	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 Emergency Assistance Component provides low-income individuals and families with clothing assistance, household needs, medical assistance, transportation assistance, utility assistance, and appropriate referrals as needed.	950 1500 individuals will be screened for eligibility through Family Development's Emergency Assistance Program to meet essential needs.	SRV 7b	Intake Forms	1500	745	308	356		1409	94%
	700 1250 of the 1500 will receive clothing assistance	SRV 7n	Intake Forms	1250	660	258	285		1203	96%
	75 of the 1500 will receive emergency assistance in rural areas of the community.	SRV 5	Intake Forms	75	38	27	16		81	108%
	60 of the 1500 will receive CAPCO Cares hygiene kits.	SRV 5nn	Intake Forms	60	27	0	28		55	92%
	40 of the 1500 will receive emergency food.	SRV 5jj	Intake Forms	40	8	3	0		11	28%
	40 of the 1500 will receive emergency household needs or utility assistance.	SRV 4i	Intake Forms	40	8	14	19		41	103%
	20 of the 1500 will receive emergency transportation assistance.	SRV 7d	Intake Forms	20	4	5	1		10	50%
	10 of the 1500 will receive emergency work supports.	FNPI 1b	Intake Forms	10	0	0	5		5	50%
	5 of the 1500 will receive emergency medical assistance.	FNPI 5b	Intake Forms	5	0	1	2		3	60%
	3500 5000 individuals will be referred to other service providers to better meet their needs.	SRV 7c	Referral Tracking form	5000	1332	1329	1421	1300	5382	108%
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ATTACHMENT C

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

Page 10 of 17

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

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

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
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Program that addresses the need described above:	Adult Education Program	Location (List Name of County):	Cortland
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Interventions Very briefly describe the services, activities, and	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	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification	Target	Achieved	Achieved	Achieved	Achieved	Total	%
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advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 Ta	PPR #1 Ach	PPR #2 Ach	PPR #3 Ach	PPR #4 Ach	YTD Tot	YTD %
Individuals will gain competencies and resources for achieving academic and employment goals through the Adult Education Program. (SRV 2u High School Equivalency Classes)	100 students will be screened for eligibility and enroll in our Adult Education Program	SRV 7b SVR 2r	Intake/Student file	100	62	25	15		102	102%
	20 of the 100 will have at least 12 hours of attendance.	FNPI 2f	Attendance records	20	4	9	10		23	115%
	10 of the 100 will have a grade level improvement in math or reading.	FNPI 2f	Practice tests/case notes	10	1	8	1		10	100%
	15-10 of the 100 will take the GED exam, and pass from 1-3 of the four test.	SRV 2u	GED Report/case notes	10	1	0	5		6	60%
	15 of the 100 will receive their HSE diploma.	FNPI 2g	GED report/case notes	15	5	1	4		10	67%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 11 of 17
(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO) FFY 2024
Budget Period 10/1/23 to 9/30/24 Contract # C1001460

Type (Work Plan, Amendment, PPR):
Work Plan

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
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Program that addresses the need described above:	Community Action Angels Program	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	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services	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 %
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CSBG Annual Report Module 3 & Module 4).	(SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).				PF	PF	PF	PF		
CAPCO's Family Development component will provide opportunities for low-income families to improve family functioning and achieve their goals through the Community Action Angels initiatives.	625 individuals will be screened for eligibility for assistance through Community Action Angels initiatives.	SRV 7b	Intakes	625	516	20	18		554	89%
	200 of the 500 individuals and families will participate in the Holiday Giveaway in order to increase family stability.		Sign-in Sheet	200	234	0	0		234	117%
	350 of the 400 individuals and families will participate in the Coat Giveaway in order to increase family stability.		Sign-in Sheet	350	282	0	0		282	81%
	50 of the 400 will attend the Pajama Party to improve their interaction with their children by encouraging early literacy and reading to their children.		Sign-in Sheet	50	0	20	18		38	76%
	25 of the 400 individuals and families will participate in the Everyonebody's Baby Shower and gain skills to improve parenting.	FNPI 5d	Sign-in Sheet	25	0	0	0		0	0%
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ATTACHMENT C

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

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Work Plan

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
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Program that addresses the need described above:	Consumer Directed Care Program	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 screened for eligibility and enroll in the program and maintain an independent living situation.	SRV 7b FNPI 5g	Assessment Tool	160	150	8	8		166	104%
	250 family caregivers will obtain/maintain employment.	FNPI 1b	Assessment Tool	250	171	20	27		218	87%
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ATTACHMENT C

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

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(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Work Plan

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 Program	Location (List Name of County):	Cortland/Tompkins
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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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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)	460 households will be screened for eligibility and enroll in the Energy Services program.	SRV 7b	Application	460	113	130	178		421	92%
	240 of the 460 will experience improved health and safety due to improvements within their home though the Weatherization Assistance Program (WAP)	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	240	46	81	78		205	85%
	50 of the 460 will experience improved health and safety due to improvements within their home though the Empower Program	SRV 4q, 4s, 4t FNPI 4g, 4h	Pre/Post test/Utility bills	50	20	13	18		51	102%
	80 of the 460 will experience improved health and safety due to improvements within their home though HEAP assistance	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	80	21	14	51		86	108%
	4 of the 460 will experience improved health and safety due to improvements within their home though the ARPA Program	SRV 4q, 4s, 4t FNPI 4g, 4h	MOU's/ Partnership agreements	4	0	0	0		0	0%
	6 of the 460 will experience improved health and safety due to improvements within their home though the Energy Savers Program	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	6	5	0	0		5	83%
	80 of the 460 will experience improved health and safety due to improvements within their home though the bipartisan infrastructure law (BIL)	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	80	21	22	31		74	93%

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ATTACHMENT C

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

Page 14 of 17

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

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):

Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

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 low-income, high-risk expectant mothers and new moms
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Program that addresses the need described above:	Healthy Families Program	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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)	80 new or expectant moms will be screened for eligibility through the pre-screening process.	SRV 7b	Prescreening	80	45	7	2		54	68%
	65 of the 80 will enroll in the program and assigned a Family Support Specialist	SRV 7a	Intake	65	45	7	2		54	83%
	20 of the 65 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Case notes	20	4	3	7		14	70%
	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.	SRV 2cc	Home Visit Log	750	166	198	200		564	75%
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ATTACHMENT C

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

Page 15 of 17

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor 0 _____

FFY 0 _____

Type (Work Plan, Amendment, PPR):

Budget Period 10/1/23 to _____

Contract # C1001460 _____

Work Plan

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 reliable transportation
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Program that addresses the need described above:	Volunteer Driver Program	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 %
We will increase the options for safe, reliable transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	150 rides will be provided to medical appointments.	SRV 7d	Drivers Log	150	35	36	37		108	72%
	100 individuals will increase access to health services.	SRV 5	Customer Surveys	100	31	23	23		77	77%
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ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

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

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 1/0/00

Contract # C1001460

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 lack resources to obtain affordable internet connection vital to access to employment, community services, and other supports.
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Program that addresses the need described above:	Affordable Connectivity Program	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 %
	125 individuals meet program eligibility and will enroll in the Affordable Connectivity Program increasing access to employment, community services, and other supports.	CNPI 3b-3	ACP application, Income verification	125	18	0	0	0	18	14%
	125 individuals enrolled in the Affordable Connectivity Program will report improved financial well-being.	FNPI 3h STR 3e	ACP enrollment verification, Program satisfaction Survey	125	18	0	0	0	18	14%
	15 public enrollment events will be held in the community to facilitate increased participation in the Affordable Connectivity Program.		Outreach tracking forms	15	4	0	0	0	4	27%
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ATTACHMENT C

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

Page 16 of 17

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

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 resources to obtain diapers and diapering supplies on a consistent basis
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Program that addresses the need described above:	Diaper Distribution Demonstration and Research Pilot (DDDRP)	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 service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	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 Diaper Distribution Demonstration and Research Pilot (DDDRP) will provide diapers and diapering supplies on a consistent basis to low-income families helping to reduce chronic health issues and absences from childcare due to a lack of diapers.	80 - 100 families will seek assistance and be screened for eligibility in the Diaper Distribution Demonstration and Research Pilot (DDDRP)	SRV 7b	DDDRP application, Income verification	100	0	75	22		97	97%
	100 - 120 children will meet program eligibility and will enroll in the Diaper Distribution Demonstration and Research Pilot (DDDRP).	CNPI 3b.3	DDDRP application, Income verification	120	0	94	23		117	98%
	100 - 120 children will receive diapers on a monthly basis reducing health issues and absences from childcare due to lack of diapers.	SRV 7n	DDDRP application, Monthly Questionnaires	120	0	94	23		117	98%
	80 - 100 families enrolled in the Diaper Distribution Demonstration and Research Pilot (DDDRP) will report improved financial well-being.	FNPI 3h STR 3e	DDDRP enrollment verification, Program satisfaction Survey.	100	0	75	22		97	97%
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Members present: Shelley Warnow, Doug Bentley, Ella Dilorio, Kelly Givens. Excused: Penny Prignon

Staff: Greg Richards, Kirsten Parker ProNexus Team- Matt Begin, Kim Schmitt

Meeting called to order at 8:33 a.m.

Agency

Accounts payable and receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule. Accounts Payable this month appear to be large because we are cutting checks this week. ProNexus prepared the financial statements this month. Martha is still working on some projects from home but her last day in the office was August 30th.

Consumer Directed Services

We are on schedule for billing. There is no update on CDPAP and the future of fiscal intermediaries with the current expectation of a transition by April 2025. Greg will be meeting with Senator Lea Webb and some other agencies to discuss the issue on Friday. Shelley suggested he also bring up the delay in NOEP payments. The agency is in the process of switching to a new EVV system to ensure compliance with the NYS Aggregator and alleviate some of the billing issues we have with the current system.

Early Childhood Development

The new program year is underway. All classrooms are fully enrolled, and we are almost fully staffed. We have decided not to accept a 4th round of NYS OCFS Childcare Stabilization forms. We were unable to meet the timeframes required due to the way it is structured.

Energy Services Department

We received and completed our 24-25 WAP contract but we are still waiting for it to be executed. We have been able to move forward with staff increases and select jobs with BIL, NYSERDA, HEAP and other work. We have partnered with Cortland County Health Department on a Healthy Home Production Grant to be a subrecipient for radon detection and to hire subcontractors for work remediation. Stacey Henry, our current Energy Services Assistant Director, has been promoted to Energy Services Director starting 9/30/2024. Denise will remain on as Assistant Director as she transitions to retirement.

Family Development Department

We submitted our CSBG amendment for the 23-24 contract before the grant ended 9/30/24. We had some overspends in salaries with supplemental grants ending. Overall, we had a slight underspend that we have worked to spend out. This amendment also includes recalculation of Admin/indirect costs under the de minimis method. Cortland County Mental Health has been awarded the SAMSA grant which includes CAPCO as a sub-recipient for the next four years. Line-item changes were submitted for the Healthy Families Grant. We have received inquiries from the Mother Cabrini Foundation regarding our grant application. Hopefully, this bodes well for approval.

WIC

Lori Spatola-Davis is working with ProNexus to spend out the current grant and prepare for the new cycle beginning on October 1st. All vouchers are up-to date.

Reviewed Financial Statements

All financials up to date. Greg pointed out some changes in the way the Financial Statements were done. We hope to continue to make some changes to the format to make them easier to read.

Motion to accept Financial Statements made by Shelley Warnow, 2nd by Doug Bentley. Motion accepted.

CSBG Amendment

Amendment to reflect de minimis rate and spend out contract.

Motion to accept CSBG Amendment made by Shelley Warnow, 2nd by Ella Dilorio. Motion accepted.

Golf Tournament

Kirsten presented draft golf tournament financial statements. We made a little less the day of the tournament because of the weather, but still ended up profiting \$11,943.19

Motion to accept 2024 Golf tournament Financial Statements made by Kelly Givens, 2nd by Doug Bentley. Motion accepted.

Meeting adjourned at 9:12 a.m.



FINANCE COMMITTEE REPORT

SUMMARY of July 2024 FINANCIAL STATEMENTS

September 19, 2024

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule.

ProNexus prepared our Financial Statements this month and Matt & Kim were back at our agency for some in-person time with our Program Directors and our Fiscal staff this past week. Martha's last day of having daily office hours was 8/30/2024, and the transition with ProNexus is going very well for the many moving pieces both in the department and programmatically.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 8/23/2024, which is in line with our billing schedule.

There remains no further update on the CDPAP and the future process for the state to move to 1 single statewide Fiscal Intermediary, which would essentially end CAPCO's involvement in the program, anticipated in April 2025. However, Greg is meeting with Senator Lea Webb on Friday, 9/20/2024 to discuss the issue and continue our advocacy in this critical area.

We have made a significant commitment to move our EVV clock-in/out system and subsequent billing system to HHAeXchange. As the Board is aware, we have struggled with our current PayChex system and its capabilities, resulting in billing process challenges and our inability to meet our obligation to upload claims to the NYS Aggregator through NYS DOH. As reported last month, NYS DOH's compliance unit in this area has been in contact with CAPCO, and we continue to keep them apprised of our progress. It is our intention to roll out the new system in early October and begin billing using the new system, which will simultaneously upload to the NYS Aggregator. We are assessing our ability to upload past files as we implement the new system.

EARLY CHILDHOOD DEVELOPMENT

The new Program Year 2024-2025 is officially underway under our new structure, including 11 EHS classrooms, 2 HS classrooms, and 2 standalone UPK rooms through Cortland City School District. The new year is off to a great start, and we will be working with ProNexus to complete closeout reports and requirements for our previous contract(s).

We were in receipt of a 4th round of NYS OCFS Childcare Stabilization funds, but we have elected to return to the funds based on the requirements and our inability to meet the timeframes based on how the HS/EHS calendar works. Also, we felt confident in the first 3 rounds issued in addition to the 2 additional rounds of incentive payments out of the HS/EHS contract the past year.

ENERGY SERVICES DEPARTMENT

We received and completed our 24-25WAP contract and are now waiting for the contract to be executed. However, with BIL, NYSERDA, HEAP and other work lined up, we moved forward with staff increases and select WAP jobs with the executed package expected any day.

We have partnered with the Cortland County Health Department on a Healthy Homes Production Grant to be a subrecipient through our ES department for radon detection and mitigation. If awarded, CAPCO would hire a staff member and work to hire subcontractors for work remediation.

We have worked the recruitment process and officially hired our next Energy Services Director. We are excited to announce Stacey Henry as our next Director. Stacey will move from her current Assistant Director position as of 9/30/2024. As a reminder, Denise will remain on in an Assistant Director capacity for the transition while maintaining director-level oversight of the Buildings/Maintenance functions before they eventually transition to Stacey.

FAMILY DEVELOPMENT DEPARTMENT

We submitted our CSBG amendment for the 23-24 contract before the contract ended at the end of this month. We had some overspends in salaries with supplemental grant cycles ending. Overall, we had a slight underspend that we have worked to spend-out in this 5th and final year of our 5-year period. The amendment also includes the re-calculation of Admin/indirect expenses under the de minimis method, which shakes out in-line for Admin charges under our prior cost allocation plan. An amendment is included with the finance package this month for review and approval.

We heard news from the Office of Mental Health that the County was awarded the SAMSHA Grant, which included CAPCO as subrecipient for the next 4 years to hire an advocate to connect at-risk youth to mental health services. As the planning for implementation of the funding begins to roll out, we will keep the Board apprised.

Line-item changes were submitted for our Health Families grant to the Office of Children and Family Services ahead of our closeout in December. We were able to build in incentive payments for staff to close out the contract, and we are hearing that there may be an increase to our next contract that would again go primarily to staff salaries.

We have received inquiries from Mother Cabrini on our \$80,000 grant submitted to support micro-credentials for continuing education in our Adult Education unit with wraparound support. While we have not yet heard anything official, the inquiries are a good sign as we wait for a final decision on the grant application.

WIC

Lori Spatola-Davis hit the ground running! We are current with our vouchers, and Lori is working with our ProNexus team to send out the rest of the 23-4WIC grant in preparation for the new cycle beginning on October 1st.

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Credits	NetDue
AT&T MOBILITY	\$519.68	\$0.00	\$0.00	\$0.00	\$0.00	\$519.68
BADJAD PROPERTY MANAGEMENT,LLC	\$7,385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,385.00
BEARD ELECTRIC, LLC	\$15,670.15	\$0.00	\$0.00	\$0.00	\$0.00	\$15,670.15
BLEVINS INC	\$1,474.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,474.85
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$0.00	\$87.38
BRANDY STRAUF	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
BUILDERS BEST	\$873.73	\$0.00	\$0.00	\$0.00	\$0.00	\$873.73
CAPCO	\$246,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,000.00
CITY OF CORTLAND	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
CORTLAND CITY SCHOOL DISTRICT	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
CORTLAND HOUSING ASSISTANCE COUNCIL INC.	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
CORTLAND STANDARD	\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390.00
D. YAMAN PROPERTIES LLC.	\$1,965.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,965.00
DEANNA PACE	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
FIRST NIAGARA BANK, N.A	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
FIRSTLIGHT FIBER	\$1,019.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,019.80
GRAINGER	\$14.42	\$0.00	\$0.00	\$0.00	\$0.00	\$14.42
HEALTH FACILITY ASSESSMENT FUND	\$1,120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.00
HEP SALES	\$1,037.12	\$0.00	\$0.00	\$5.31	(\$5.31)	\$1,037.12
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$484.76	\$0.00	\$0.00	\$0.00	\$0.00	\$484.76
ID BOOTH INC.	\$5.65	\$0.00	\$0.00	\$0.00	\$0.00	\$5.65
INTERFLEX PAYMENTS, LLC	\$508.40	\$0.00	\$0.00	\$0.00	\$0.00	\$508.40
INTIVITY INC.	\$1,567.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,567.85
JESSICA STEPHENS	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00
KIRSTEN PARKER	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.00
LANGUAGELINE SOLUTIONS	\$115.56	\$0.00	\$0.00	\$0.00	\$0.00	\$115.56
LOWE'S	\$3,413.06	\$0.00	\$0.00	\$0.00	\$0.00	\$3,413.06
M&T BANK	\$25,893.26	\$0.00	\$0.00	\$0.00	\$0.00	\$25,893.26
M&T MORTGAGE	\$1,604.71	\$0.00	\$0.00	\$0.00	\$0.00	\$1,604.71
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$0.00	\$5.08
MELDRIM'S	\$88.91	\$0.00	\$0.00	\$0.00	\$0.00	\$88.91
MICHAEL J SWEENEY	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
MUTUAL OF AMERICA	\$10,877.71	\$0.00	\$0.00	\$0.00	\$0.00	\$10,877.71
NATIONAL GRID	\$3,050.22	\$0.00	\$0.00	\$0.00	\$0.00	\$3,050.22
NOODLE SOUP OF WEINGART DESIGN	\$1,562.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,562.20
NYS INSURANCE FUND	\$7,360.84	\$0.00	\$0.00	\$0.00	\$0.00	\$7,360.84
NYSEG	\$146.95	\$0.00	\$0.00	\$0.00	\$0.00	\$146.95
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$346.11	\$0.00	\$0.00	\$0.00	\$0.00	\$346.11

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Credits	NetDue
PLAN FIRST COMPUTER SERVICES	\$10,773.54	\$0.00	\$0.00	\$0.00	\$0.00	\$10,773.54
R.E. MICHEL COMPANY, INC.	\$0.00	\$0.00	\$0.00	\$0.00	(\$200.15)	(\$200.15)
RICHARD R BORRA HOLDINGS LLC	\$1,545.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,545.00
SANDRA ALOI	\$239.19	\$0.00	\$0.00	\$0.00	\$0.00	\$239.19
SKYLINE ELECTRIC	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00	\$22.03
SPECTRUM	\$94.97	\$0.00	\$0.00	\$0.00	\$0.00	\$94.97
SUPERFLEET MASTERCARD	\$1,145.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,145.32
TALLMADGE TIRE	\$443.75	\$0.00	\$0.00	\$0.00	\$0.00	\$443.75
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
TELETASK INC.	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,800.00
THE GLASS SMITH INC.	\$352.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00
TOSHIBA FINANCIAL SERVICES	\$1,627.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,627.98
UNITED WAY	\$60.76	\$0.00	\$0.00	\$0.00	\$0.00	\$60.76
WALMART, INC.	\$1,884.31	\$0.00	\$0.00	\$0.00	\$0.00	\$1,884.31
WHO'S WE? LLC	\$2,671.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2,671.50
YWCA OF CORTLAND	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
GRAND TOTALS	\$365,225.29	\$0.00	\$0.00	\$127.77	(\$345.46)	\$365,007.60

A total of 54 vendors(s) listed

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
BENNETTP		(\$31)	\$0	\$0	\$0	(\$31)
RUVIM BUSHMICH	04/30/2021	\$0	\$0	\$0	\$0	\$0
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
Child and Adult Care Food Program	08/22/2024	\$0	\$0	\$0	\$1	\$1
CORTLAND CITY SCHOOL DISTRICT	07/05/2024	(\$300)	\$0	\$0	\$0	(\$300)
CORTLAND COUNTY AREA AGENCY	09/06/2024	(\$160)	\$0	\$0	\$2,147	\$1,987
Cortland County	09/13/2024	\$0	\$0	\$0	\$35	\$35
YWCA CORTLAND	08/30/2024	(\$3,425)	\$0	\$0	\$0	(\$3,425)
DEPARTMENT OF HEALTH	06/02/2016	\$0	\$0	\$0	\$0	\$0
HEAP DEPARTMENT	08/22/2024	\$550	\$675	\$0	\$745	\$1,970
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$154,929)	\$76,612	\$36,045	\$1,408,873	\$1,366,601
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
NYSERDA-EMPOWER NEW YORK	08/28/2024	(\$4,964)	\$0	\$0	\$0	(\$4,964)
OCM BOCES	06/21/2024	\$0	\$0	\$0	\$0	\$0
HUNGER SOLUTIONS		\$0	\$0	\$0	\$47,813	\$47,813
VTP-MEDICAID	09/05/2024	\$0	\$426	\$0	\$705	\$1,132
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
Grand Totals:		(\$163,258)	\$77,713	\$36,045	\$1,461,120	\$1,411,620

CAPCO

Income Statement

1/1/24-12/31/24 CAPCO ADMINISTRATION

LINE ITEM	Monthly Budget (Total /12)		Month Actual		YTD BUDGET	YTD ACTUAL	Forecast YTD	Projected	REMAINING
	Total Budget	07/01/2024	07/01/2024	07/31/2024	01/01/2024	01/01/2024 07/31/2024	(YTD Actual /Months in contract*Months remaining)	(Actual + Forecast)	(Total Budget - Projected)
ADM - ADMINISTRATIVE CHARGES									
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	464,304	38,692	25,919	270,844	202,330	150,953	353,284	111,020	
SALARY INCENTIVES			0		150		150	-150	
NEW ACCRUED BENEFIT TIME	40,033	3,336	2,017	23,353	14,856	11,294	26,150	13,883	
Total SALARIES/WAGES	504,337	42,028	27,936	294,197	217,336	162,248	379,584	124,753	
FRINGES									
FICA EXPENSE	38,582	3,215	1,956	22,506	15,033	11,390	26,423	12,159	
UNEMPLOYMENT INSURANCE EXPENSE	8,842	737	719	5,158	5,667	4,185	9,852	-1,010	
WORKERS COMP EXPENSE	604	50	34	352	255	195	451	153	
DISABILITY INSURANCE EXPENSE	579	48	44	338	304	275	579	0	
GROUP INSURANCE EXPENSE	38,573	3,214	1,605	22,501	11,722	12,038	23,760	14,813	
401-K EXPENSE	12,891	1,074	736	7,520	5,549	4,288	9,837	3,054	
Fringes on Accrued Leave Earned	5,392	449	268	3,145	2,065	1,500	3,565	1,827	
Total FRINGES	105,463	8,789	5,361	61,520	40,596	33,871	74,467	30,996	
Total PERSONNEL	609,800	50,817	33,297	355,717	257,933	196,119	454,051	155,749	
OTHER THAN PERSONNEL									
PROGRAM MATERIALS	0		0		114	0	114	-114	
OUTREACH SUPPLIES	500	42	0	292	0	386	386	114	
OFFICE SUPPLIES	9,000	750	814	5,250	5,644	4,031	9,675	-675	
COMMERCIAL INSURANCE	14,500	1,208	1,358	8,458	9,505	6,789	16,294	-1,794	
LEGAL FEES	0	0	0	0	0	0	0	0	
PARKING LOT RENTAL	900	75	50	525	406	248	654	246	
BOARD EXPENDITURES	500	42	28	292	258	542	800	-300	
POSTAGE	1,500	125	66	875	695	1,105	1,800	-300	
DUPLICATING & PRINTING	2,100	175	78	1,225	836	1,264	2,100	0	
INTERNET SERVICE	1,100	92	150	642	452	648	1,100	0	
TELEPHONE	500	42	12	292	267	233	500	0	
Computer & Software Expense	48,286	4,024	3,945	28,167	29,253	19,725	48,978	-692	
MEETING EXPENSE	1,300	108	261	758	878	1,381	2,259	-959	
CONFERENCE EXPENSE	1,800	150	0	1,050	1,530	270	1,800	0	
TRAINING & TECHNICAL AST	1,000	83	0	583	55	945	1,000	0	
Staff Development	1,200	100	0	700	154	1,046	1,200	0	
LOCAL TRAVEL	400	33	41	233	108	292	400	0	
OUT OF TOWN TRAVEL	3,936	328	152	2,296	1,294	6,142	7,436	-3,500	
DUES & SUBSCRIPTIONS	4,000	333	544	2,333	3,078	922	4,000	0	
BACKGROUND CHECKS	300	25	0	175	0	300	300	0	
PERMITS, FEES, & RENTALS	500	42	0	292	286	214	500	0	
ADVERTISING	500	42	472	292	5,802	1,000	6,802	-6,302	
BUILDING ALLOCATION	23,600	1,967	1,394	13,767	14,883	8,717	23,600	0	
Total OTHER THAN PERSONNEL	117,422	9,785	9,366	68,496	75,498	56,200	131,698	-14,276	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,500	208	15,750	1,458	43,275	100,525	143,800	-141,300	
Total CONTRACTUAL	2,500	208	15,750	1,458	43,275	100,525	143,800	-141,300	
ADMINISTRATION									
FINANCIAL AUDIT	0	0	0	0	0	0	0	0	
PAYROLL PROCESSING	2,000	167	187	1,167	805	1,195	2,000	0	
EAP SERVICES	8,340	695	695	4,865	4,864	3,476	8,340	0	
FINANCE & SERVICE CHARGES	700	58	0	408	312	388	700	0	
EQUIPMENT PURCHASE	17,000	1,417	0	9,917	17,000	0	17,000	0	
ADMINISTRATIVE ALLOCATION	-757,762	-63,147	(56,810)	-442,028	(397,010)	-360,579	-757,589	-173	
Total ADMINISTRATION	-729,722	-60,810	(55,928)	-425,671	(374,030)	-355,519	-729,549	-173	
Total EXPENSES	0	0	2,485	0	2,676	-2,676	0	0	
NET SURPLUS/(DEFICIT)	0	0	2,485	0	2,676	2,676	0	0	

CAPCO

Income Statement

1/1/24-12/31/24 CAPCO FACILITY

This report should 0 out every month as it's a journal entry to allocate out costs to programs. See each category then the Building Allocation entry to allocate out all expenses

LINE ITEM	TOTAL BUDGET	Monthly Budget	Monthly Actual		YTD ACTUAL		Forecast YTD (YTD ACT/Months in contract*Months left)	Projected (Actual + Forecasted)	REMAINING (Total budget- Projected)
			07/01/2024 07/31/2024	YTD BUDGET	01/01/2024 07/31/2024				
EXPENSES									
OTHER THAN PERSONNEL									
COMMERCIAL INSURANCE	12,000	1,000	1,097	7,000	7,682		5,487 \$	13,169	(1,169)
OFFICE UTILITIES	30,113	2,509	1,882	17,566	18,711		13,365 \$	32,076	(1,963)
JANITORIAL MAINTENANCE	3,994	333	40	2,330	1,220		872 \$	2,092	1,902
BUILDING MAINTENANCE	45,541	3,795	1,131	26,566	11,113		7,938 \$	19,052	26,489
TRASH REMOVAL	2,533	211	209	1,478	1,518		1,084 \$	2,603	(70)
BUILDING ALLOCATION	(129,765)	(10,814)	(6,795)	(75,696)	(72,536)		(51,811) \$	(124,347)	(5,418)
MAINTENANCE ALLOCATION	35,584	2,965	2,436	20,757	32,290		23,065 \$	55,355	(19,771)
Total OTHER THAN PERSONNEL	0	0	0	0	0		0	0	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0		0	0	0
Total CONTRACTUAL	0	0	0	0	0		0	0	0
Total EXPENSES	0	0	0	0	0		0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0		0	0	0

CAPCO

Income Statement

10/1/2023-9/30/2024 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024						
23.24CSBG - 2023 - 2024 CSBG											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	254,627	21,219	17,562	212,189	207,038	47,589	254,627	0			
Prior Year Revenue	0	0	0	0	0	0	0	0			
Total GRANT REVENUE	254,627	21,219	17,562	212,189	207,038	47,589	254,627	0			
OTHER REVENUE											
OTHER INCOME											
OTHER INCOME	0	0	0	0	0	0	0	0			
CASH DONATIONS											
CASH DONATIONS	0	0	0	0	0	0	0	0			
INKIND DONATIONS											
INKIND DONATIONS	60,591	5,049	0	50,493	404,681	0	404,681	-344,090			
Total OTHER REVENUE	60,591	5,049	0	50,493	404,681	0	404,681	-344,090			
Total REVENUE	315,218	26,268	17,562	262,682	611,719	47,589	659,308	-344,090			
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	128,943	10,745	7,201	107,453	94,002	17,391	111,393	17,551			
SALARY INCENTIVES	0	0	0	0	250	100	350	-350			
NEW ACCRUED BENEFIT TIME	10,335	861	790	8,612	7,693	2,153	9,846	489			
Total SALARIES/WAGES	139,278	11,607	7,990	116,065	101,945	19,643	121,588	17,690			
FRINGES											
FICA EXPENSE	10,415	868	547	8,679	7,665	2,086	9,751	664			
UNEMPLOYMENT INSURANCE EXPENSE	3,070	256	210	2,558	2,414	1,108	3,522	-452			
WORKERS COMP EXPENSE	917	76	23	764	399	81	480	437			
DISABILITY INSURANCE EXPENSE	282	24	18	235	248	209	457	-175			
GROUP INSURANCE EXPENSE	7,641	637	379	6,368	4,301	3,005	7,307	334			
401-K EXPENSE	3,061	255	165	2,551	2,165	1,663	3,828	-767			
Fringes on Accrued Leave Earned	1,240	103	114	1,033	965	363	1,328	-88			
Total FRINGES	26,626	2,219	1,456	22,188	18,158	8,517	26,675	-49			
Total PERSONNEL	165,904	13,825	9,446	138,253	120,103	28,160	148,263	17,641			
OTHER THAN PERSONNEL											
PROGRAM MATERIALS	0	0	0	0	0	0	0	0			
OUTREACH SUPPLIES	300	25	0	250	0	0	0	300			
PROGRAM SUPPLIES	500	42	450	417	1,288	274	1,562	-1,062			
OFFICE SUPPLIES	807	67	0	673	168	287	455	352			
Direct Beneficiary Costs	5,000	417	2,952	4,167	7,037	1,563	8,600	-3,600			
FOOD & FOOD SUPPLIES	0	0	24	0	545	54	599	-599			
COMMERCIAL INSURANCE	100	8	8	83	76	16	92	8			
VEHICLE INSURANCE	4,616	385	388	3,847	3,868	775	4,644	-28			
VEHICLE MAINTENANCE	500	42	21	417	523	50	573	-73			
VEHICLE FUEL	200	17	(401)	167	(1,845)	0	-1,845	2,045			
VEHICLE REGISTRATION	80	7	0	67	0	0	0	80			
PROGRAM RENT	0	0	0	0	9,225	0	9,225	-9,225			
PARKING LOT RENTAL	840	70	70	700	694	140	834	6			
BOARD EXPENDITURES	500	42	0	417	75	0	75	425			
POSTAGE	650	54	29	542	391	60	451	199			
DUPLICATING & PRINTING	1,500	125	138	1,250	1,455	150	1,604	-104			
INTERNET SERVICE	600	50	136	500	556	271	827	-227			
TELEPHONE	180	15	10	150	122	21	143	37			
Computer & Software Expense	1,446	121	530	1,205	5,200	-4,040	1,160	286			
MEETING EXPENSE	400	33	0	333	349	0	349	51			
CONFERENCE EXPENSE	5,880	490	0	4,900	7,904	2,696	10,600	-4,720			
TRAINING & TECHNICAL AST	0	0	125	0	1,050	0	1,050	-1,050			
Staff Development	1,000	83	0	833	77	294	371	629			
LOCAL TRAVEL	0	0	0	0	98	0	98	-98			
OUT OF TOWN TRAVEL	3,639	303	304	3,033	1,030	1,430	2,460	1,179			
DUES & SUBSCRIPTIONS	3,329	277	0	2,774	1,194	0	1,194	2,135			
BACKGROUND CHECKS	100	8	0	83	0	0	0	100			
PERMITS, FEES, & RENTALS	0	0	0	0	17	0	17	-17			
ADVERTISING	150	13	85	125	85	0	85	65			
EQUIPMENT PURCHASE	0	0	0	0	0	0	0	0			
BUILDING ALLOCATION	28,000	2,333	1,741	23,333	25,827	4,947	30,774	-2,774			

LINE ITEM	TOTAL BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024							
MAINTENANCE ALLOCATION	200	17	86	167	1,336			1,336				-1,136
Total OTHER THAN PERSONNEL	60,517	5,043	6,697	50,431	68,343	8,990		77,333				-16,816
CONTRACTUAL												
CONTRACTUAL SERVICES-OTHER	5,700	475	0	4,750	0	5,100		5,100				600
Total CONTRACTUAL	5,700	475	0	4,750	0	5,100		5,100				600
INKIND												
FARMERS MARKET EBT EXPENSE	0	0	0	0		0		0			0	0
VOLUNTEERS/INTERNS	0	0	0	0	40,095	0		40,095				-40,095
VOLUNTEERS-PROFESSIONALS	0	0	0	0	4,293	0		4,293				-4,293
INKIND DONATIONS	60,591	5,049	0	50,493	360,293	0		360,293				-299,702
Total INKIND	60,591	5,049	0	50,493	404,681	0		404,681				-344,090
ADMINISTRATION												
FINANCIAL AUDIT	1,623	135	0	1,353	718	905		1,623				0
PAYROLL PROCESSING	780	65	91	650	531	250		780				0
ADMINISTRATIVE ALLOCATION	20,103	1,675	1,328	16,753	17,343	4,184		21,527				-1,424
Total ADMINISTRATION	22,506	1,876	1,419	18,755	18,592	5,339		23,931				-1,425
Total EXPENSES	315,218	26,268	17,562	262,682	611,719	47,589		659,307				-344,089
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0		0				0

FORECAST SUMMARY
24.25 HSEHS Contract July 2024 to May 2025
July 31, 2024

	TOTAL BUDGET	Actuals July 2024					YTD Actuals	FORECAST	TOTAL ACTUAL & FORECAST	Total Actual July 2024
		HSP	TTA	EHS	ETA	MAG				
REVENUE										
TOTAL GRANT REVENUE	\$ 3,288,305	\$ 34,909	\$ 1,092	\$ 135,707	\$ 2,771	\$ -	\$ 174,479	\$ 3,113,826	\$ 3,288,305	\$ 4,968
TOTAL OTHER REVENUE	\$ 778,399	\$ 867	\$ -	\$ 12,845			\$ 13,712	\$ 764,687	\$ 778,399	-
Total REVENUE	\$ 4,066,704	\$ 35,776	\$ 1,092	\$ 148,552	\$ 2,771	\$ -	\$ 188,191	\$ 3,878,513	\$ 4,066,704	4,968
EXPENSES ACTUAL										
Total PERSONELL	\$ 2,390,203	\$ 23,992.0		\$ 106,180.0			\$ 130,172	\$ 2,260,031	\$ 2,390,203	3,855
Total MATERIALS	\$ 116,145	\$ 1,648.0		\$ 4,021.0			\$ 5,669	\$ 110,476	\$ 116,145	150
Total OTHER THAN PERSONELL	\$ 246,847	\$ 5,335.3	\$ 1,092.0	\$ 9,566.2	\$ 2,771.0		\$ 18,764	\$ 228,083	\$ 246,847	-
Total CONTRACTUAL	\$ 25,988	\$ -		\$ 313.0			\$ 313	\$ 25,675	\$ 25,988	-
Total INKIND	\$ 778,399	\$ 867.0		\$ 12,845.0			\$ 13,712	\$ 764,687	\$ 778,399	-
Total SPACE	\$ 197,268	\$ 2,616.0		\$ 11,672.0			\$ 14,288	\$ 182,980	\$ 197,268	875
Total ADMINISTRATION	\$ 311,853	\$ 1,318.0		\$ 3,954.8		\$ -	\$ 5,273	\$ 306,581	\$ 311,853	0
Total EXPENSES	\$ 4,066,704	\$ 35,776	\$ 1,092	\$ 148,552	\$ 2,771	\$ -	\$ 188,191	\$ 3,878,513	\$ 4,066,704	4,880
NET SURPLUS/(DEFICIT)	\$ 0	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 88

*Revenue is projected + actual. Actual voucher of Revenues are done after month end

2024-2025 YTD HSEHS	TOTAL BUDGET (less in-kind)	24.25 HSEHS Contract July 2024 to May 2025			Expenses (less In-kind)		Other Income		Underspent / (Overspent)
		Actual	Forecast	Total	Reduces Wages	TOTAL			
HSP	\$ 689,336	\$ 34,909	\$ 654,427	\$ 689,336	\$ -	\$ 689,336	\$ -	\$ -	
TTA	\$ 4,794	\$ 1,092	\$ 3,702	\$ 4,794		\$ 4,794		\$ -	
EHS	\$ 2,556,435	\$ 135,707	\$ 2,420,728	\$ 2,556,435		\$ 2,556,435		\$ -	
ETA	\$ 37,739	\$ 2,771	\$ 34,968	\$ 37,739		\$ 37,739		\$ -	
MAG	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
TOTAL	\$ 3,288,304	\$ 174,479	\$ 3,113,825	\$ 3,288,304	\$ -	\$ 3,288,304	\$ -	\$ -	
% of Contract Spent		5%							

CAPCO

Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Variance (YTD Budget- YTD Actual)	BUDGETED REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024		
HSP - Head Start							
REVENUE							
GRANT REVENUE							
GRANT REVENUE	689,336	57,445	34,909	57,445	34,909	22,536	654,427
TOTAL GRANT REVENUE	689,336	57,445	34,909	57,445	34,909	22,536	654,427
OTHER REVENUE							
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	0	0	0
OTHER INCOME	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0
INKIND DONATIONS	217,952	18,163	867	18,163	867	17,296	217,085
TOTAL OTHER REVENUE	217,952	18,163	867	18,163	867	17,296	217,085
Total REVENUE	907,288	75,607	35,776	75,607	35,776	39,831	871,512
EXPENSES							
PERSONELL							
WAGES/SALARIES							
SALARY/WAGE EXPENSE	391,322	32,610	15,479	32,610	15,479	17,131	375,843
SALARY INCENTIVES			0		0	0	0
NEW ACCRUED BENEFIT TIME	0	0	0	0	0	0	0
Total WAGES/SALARIES	391,322	32,610	15,479	32,610	15,479	17,131	375,843
FRINGES							
FRINGE BENEFITS	54,785	4,565	8,513	4,565	8,513	-3,948	46,272
\$	54,785	4,565	8,513	4,565	8,513	-3,948	46,272
Total PERSONELL	446,107	37,176	23,992	37,176	23,992	13,184	422,115
PROGRAM MATERIALS							
MATERIALS							
OUTREACH SUPPLIES			0		0	0	0
PROGRAM SUPPLIES	5,308	442	1,011	442	1,011	-569	4,297
MEDICAL SUPPLIES	1,647	137	0	137	0	137	1,647
DISABILITY SUPPLIES	121	10	0	10	0	10	121
EDUCATIONAL SUPPLIES	10,999	917	637	917	637	280	10,362
Total MATERIALS	18,075	1,506	1,648	1,506	1,648	-142	16,427
OTHER THAN PERSONELL							
FOOD & FOOD SUPPLIES	13,163	1,097	0	1,097	0	1,097	13,163
SPEECH SERVICES	128	11	0	11	0	11	128
DENTAL SERVICES	128	11	0	11	0	11	128
MENTAL HEALTH SERVICES	2,800	233	0	233	0	233	2,800
PARENT SERVICES	2,534	211	0	211	0	211	2,534
FAMILY EMPOWERMENT	0	0	0	0	0	0	0
CHILD ACCIDENT INSURANCE	779	65	0	65	0	65	779
VEHICLE INSURANCE	677	56	534	56	534	-478	143
VEHICLE MAINTENANCE	796	66	0	66	0	66	796
VEHICLE FUEL	740	62	0	62	0	62	740
VEHICLE REGISTRATION	654	55	0	55	0	55	654
INTERNET SERVICE	2,160	180	19	180	19	161	2,141
CENTER TELEPHONE	1,500	125	0	125	0	125	1,500

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		Variance (YTD Budget- YTD Actual)	BUDGETED REMAINING
	TOTAL BUDGET	07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024	7/31/2024	7/31/2024			
HSP - Head Start										
Computer & Software Expense	3,256	271	851	271	851	-580	2,405			
MEETING EXPENSE	500	42	0	42	0	42	500			
CONFERENCE EXPENSE	0	0	0	0	0	0	0			
TRAINING & TECHNICAL AST	2,800	233	0	233	0	233	2,800			
TEACHER TRAININGS	0	0	0	0	0	0	0			
Staff Development	4,138	345	0	345	0	345	4,138			
LOCAL TRAVEL	165	14	0	14	0	14	165			
OUT OF TOWN TRAVEL	5,000	417	0	417	0	417	5,000			
POLICY COUNCIL EXPENSE	2,240	187	53	187	53	134	2,187			
STAFF IMMUNIZATIONS	2,154	180	0	180	0	180	2,154			
DUES & SUBSCRIPTIONS	4,673	389	3,246	389	3,246	-2,857	1,427			
BACKGROUND CHECKS	420	35	0	35	0	35	420			
PERMITS, FEES, & RENTALS	3,529	294	632	294	632	-338	2,897			
EQUIPMENT MAINTENANCE	1,141	95	0	95	0	95	1,141			
Center Improvements	0	0	0	0	0	0	0			
EQUIPMENT PURCHASE	0	0	0	0	0	0	0			
Total OTHER THAN PERSONELL	56,075	4,673	5,335	4,673	5,335	-662	50,740			
CONTRACTUAL										
CONTRACTUAL SERVICES-OTHER	7,276	606	0	606	0	606	7,276			
Total CONTRACTUAL	7,276	606	0	606	0	606	7,276			
INKIND										
VOLUNTEERS/INTERNS	0	0	0	0	0	0	0			
VOLUNTEERS-PROFESSIONALS	0	0	0	0	0	0	0			
INKIND DONATIONS	217,952	18,163	867	18,163	867	17,296	217,085			
INKIND TRANSPORTATION	0	0	0	0	0	0	0			
INKIND DONATED SPACE	0	0	0	0	0	0	0			
Total INKIND	217,952	18,163	867	18,163	867	17,296	217,085			
SPACE										
PROGRAM RENT	20,850	1,738	2,068	1,738	2,068	-331	18,782			
PROGRAM UTILITIES	3,412	284	0	284	0	284	3,412			
SMAIN DEPRECIATION	2,053	171	0	171	0	171	2,053			
SMAIN BLG ALLOCATION	39,818	3,318	0	3,318	0	3,318	39,818			
MAINTENANCE ALLOCATION	8,412	701	548	701	548	153	7,864			
Total Space	74,545	6,212	2,616	6,212	2,616	3,596	71,929			
ADMINISTRATION										
OFFICE SUPPLIES	960	80	102	80	102	-22	858.00			
COMMERCIAL INSURANCE	244	20	31	20	31	-11	213.00			
PARKING LOT RENTAL	97	8	20	8	20	-12	77.00			
JANITORIAL MAINTENANCE	236	20	0	20	0	20	236.00			
BUILDING MAINTENANCE	0	0	0	0	0	0	0.00			
TRASH REMOVAL	329	27	0	27	0	27	329.00			
FINANCIAL AUDIT	1,078	90	0	90	0	90	1,078			
PAYROLL PROCESSING	1,412	118	190	118	190	-72	1,222			
POSTAGE	223	19	58	19	58	-39	165			
DUPLICATING & PRINTING	1,176	98	165	98	165	-67	1,011			
TELEPHONE	1,353	113	42	113	42	71	1,311			
ADVERTISING	857	71	244	71	244	-173	613			
OTHER EXPENDITURES	0	0	0	0	0	0	0			
ADMINISTRATIVE ALLOCATION	76,916	6,410	0	6,410	0	6,410	76,917			
BUILDING ALLOCATION	2,376	198	466	198	466	-268	1,910			
Total ADMINISTRATION	87,258	7,271	1,318	7,271	1,318	5,953	85,940			
Total EXPENSES	907,288	75,607	35,776	75,607	35,776	39,831	871,512			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0			

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Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Variance (YTD Budget- YTD Actual)	BUDGETED REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024		
TTA - HEAD START TRAINING & TECH ASST							
REVENUE							
GRANT REVENUE							
GRANT REVENUE	4,794	400	1,092	400	1,092	-693	3,702
TOTAL GRANT REVENUE	4,794	400	1,092	400	1,092	-693	3,702
Total REVENUE	4,794	400	1,092	400	1,092	-693	3,702
EXPENSES							
MATERIALS							
PROGRAM SUPPLIES	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0
OTHER THAN PERSONELL							
MEETING EXPENSE	0	0	350	0	350	-350	-350
CONFERENCE EXPENSE	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	4,794	400	380	400	380	20	4,414
OUT OF TOWN TRAVEL	0	0	362	0	362	-362	-362
Total OTHER THAN PERSONELL	4,794	400	1,092	400	1,092	-693	3,702
CONTRACTUAL							
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0
Total EXPENSES	4,794	400	1,092	400	1,092	-693	3,702
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0

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Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		Variance (YTD Budget- YTD Actual)	BUDGETED REMAINING
	TOTAL BUDGET	07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024					
EHS - Early Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	2,556,435	213,036	135,707	213,036	135,707			77,329		2,420,728
TOTAL GRANT REVENUE	2,556,435	213,036	135,707	213,036	135,707			77,329		2,420,728
OTHER REVENUE										
OTHER INCOME										
OTHER INCOME	\$ -	0	0	0	0			0		0
INKIND DONATIONS	560,447	46,704	12,845	46,704	12,845			33,859		547,602
TOTAL OTHER REVENUE	560,447	46,704	12,845	46,704	12,845			33,859		547,602
Total REVENUE	3,116,882	259,740	148,552	259,740	148,552			111,188		2,968,330
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	\$ 1,705,347	142,112	88,855	142,112	88,855			53,257		1,616,492
SALARY INCENTIVES			0		0			0		0
NEW ACCRUED BENEFIT TIME	\$ -	0	0	0	0			0		0
Total WAGES/SALARIES	1,705,347	142,112	88,855	142,112	88,855			53,257		1,616,492
FRINGES										
FRINGE BENEFITS	\$ 238,749	19,896	17,325	19,896	17,325			2,571		221,424
Total FRINGES	238,749	19,896	17,325	19,896	17,325			2,571		221,424
Total PERSONELL	1,944,096	162,008	106,180	162,008	106,180			55,828		1,837,916
MATERIALS										
PROGRAM MATERIALS										
OUTREACH SUPPLIES								0		0
PROGRAM SUPPLIES	\$ 16,183	1,349	2,382	1,349	2,382			-1,033		13,801
MEDICAL SUPPLIES	\$ 570	48	0	48	0			48		570
DISABILITY SUPPLIES	\$ 393	33	0	33	0			33		393
EDUCATIONAL SUPPLIES	\$ 80,924	6,744	1,639	6,744	1,639			5,105		79,285
Total MATERIALS	98,070	8,173	4,021	8,173	4,021			4,152		94,049
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	\$ 52,003	4,334	0	4,334	0			4,334		52,003
SPEECH SERVICES	\$ 330	28	0	28	0			28		330
DENTAL SERVICES	\$ 330	28	0	28	0			28		330
MENTAL HEALTH SERVICES	\$ 7,200	600	0	600	0			600		7,200
PARENT SERVICES	\$ 6,516	543	0	543	0			543		6,516
FAMILY EMPOWERMENT	\$ -	0	0	0	0			0		0
CHILD ACCIDENT INSURANCE	\$ 2,002	167	27	167	27			140		1,975
VEHICLE INSURANCE	\$ 4,465	372	0	372	0			372		4,465
VEHICLE MAINTENANCE	\$ 2,045	170	0	170	0			170		2,045
VEHICLE FUEL	\$ 1,902	159	16	159	16			143		1,886
VEHICLE REGISTRATION	\$ 1,682	140	0	140	0			140		1,682
INTERNET SERVICE	\$ 5,554	463	229	463	229			234		5,325
CENTER TELEPHONE	\$ 3,000	250	110	250	110			140		2,890
Computer & Software Expense	\$ 10,643	887	410	887	410			477		10,233
MEETING EXPENSE	\$ 750	63	0	63	0			63		750
CONFERENCE EXPENSE	\$ -	0	0	0	0			0		0
TRAINING & TECHNICAL AST	\$ 7,200	600	0	600	0			600		7,200
TEACHER TRAININGS	\$ 2,550	213	0	213	0			213		2,550

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		Variance (YTD Budget- YTD Actual)	BUDGETED REMAINING
	TOTAL BUDGET	07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024	7/31/2024	7/31/2024			
EHS - Early Head Start										
Staff Development	\$ 8,934	745	0	745	0	745	0	745	8,934	
LOCAL TRAVEL	\$ 495	41	0	41	0	41	0	41	495	
OUT OF TOWN TRAVEL	\$ 5,000	417	0	417	0	417	0	417	5,000	
POLICY COUNCIL EXPENSE	\$ 2,760	230	136	230	136	230	136	94	2,624	
STAFF IMMUNIZATIONS	\$ 2,396	200	0	200	0	200	0	200	2,396	
DUES & SUBSCRIPTIONS	\$ 12,016	1,001	8,349	1,001	8,349	1,001	8,349	-7,348	3,667	
BACKGROUND CHECKS	\$ 1,170	98	25	98	25	98	25	73	1,145	
PERMITS, FEES, & RENTALS	\$ 5,933	494	264	494	264	494	264	230	5,669	
Center Improvements	\$ -	0	0	0	0	0	0	0	0	
EQUIPMENT MAINTENANCE	\$ 1,363	114	0	114	0	114	0	114	1,363	
EQUIPMENT PURCHASE	\$ -	0	0	0	0	0	0	0	0	
Total OTHER THAN PERSONELL	148,239	12,353	9,566	12,353	9,566	12,353	9,566	2,787	138,673	
CONTRACTUAL										
CONTRACTUAL SERVICES-OTHER	\$ 18,712	1,559	313	1,559	313	1,559	313	0	18,399	
Total CONTRACTUAL	18,712	1,559	313	1,559	313	1,559	313	0	18,399	
INKIND										
VOLUNTEERS/INTERNS	\$ -	0	0	0	0	0	0	0	0	
VOLUNTEERS-PROFESSIONALS	\$ -	0	0	0	0	0	0	0	0	
INKIND DONATIONS	\$ 560,447	46,704	12,845	46,704	12,845	46,704	12,845	33,859	547,602	
INKIND TRANSPORTATION	\$ -	0	0	0	0	0	0	0	0	
INKIND DONATED SPACE	\$ -	0	0	0	0	0	0	0	0	
Total INKIND	560,447	46,704	12,845	46,704	12,845	46,704	12,845	33,859	547,602	
SPACE										
PROGRAM RENT	\$ 78,823	6,569	9,267	6,569	9,267	6,569	9,267	-2,698	69,556	
PROGRAM UTILITIES	\$ 8,773	731	217	731	217	731	217	514	8,556	
SMAIN DEPRECIATION	\$ 5,280	440	0	440	0	440	0	440	5,280	
SMAIN BLG ALLOCATION	\$ 8,217	685	0	685	0	685	0	685	8,217	
MAINTENANCE ALLOCATION	\$ 21,630	1,803	2,188	1,803	2,188	1,803	2,188	-386	19,442	
Total SPACE	122,723	10,227	11,672	10,227	11,672	10,227	11,672	-1,445	111,051	
ADMINISTRATION										
OFFICE SUPPLIES	\$ 3,040	253	262	253	262	253	262	-9	2,778	
COMMERCIAL INSURANCE	\$ 627	52	116	52	116	52	116	-64	511	
PARKING LOT RENTAL	\$ 251	21	16	21	16	21	16	5	235	
JANITORIAL MAINTENANCE	\$ 605	50	120	50	120	50	120	-70	485	
BUILDING MAINTENANCE	\$ -	0	1,633	0	1,633	0	1,633	-1,633	-1,633	
TRASH REMOVAL	\$ 847	71	324	71	324	71	324	-253	523	
FINANCIAL AUDIT	\$ 2,772	231	0	231	0	231	0	231	2,772	
PAYROLL PROCESSING	\$ 3,630	303	376	303	376	303	376	-74	3,254	
POSTAGE	\$ 572	48	60	48	60	48	60	-12	512	
DUPLICATING & PRINTING	\$ 3,025	252	131	252	131	252	131	121	2,894	
TELEPHONE	\$ 2,772	231	109	231	109	231	109	122	2,663	
ADVERTISING	\$ 2,560	213	627	213	627	213	627	-414	1,933	
OTHER EXPENDITURES	\$ -	0	0	0	0	0	0	0	0	
ADMINISTRATIVE ALLOCATION	\$ 197,785	16,482	0	0	0	0	0	0	197,785	
BUILDING ALLOCATION	\$ 6,109	509	181	509	181	509	181	328	5,928	
Total ADMINISTRATION	224,595	18,716	3,955	2,234	3,955	2,234	3,955	-1,721	220,641	
Total EXPENSES	3,116,882	259,740	148,552	243,258	148,552	243,258	148,552	93,460	2,968,330	
NET SURPLUS/(DEFICIT)	0	0	0	16,482	0	16,482	0	17,728	0	

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Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Variance (YTD Budget-	BUDGETED REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024		
ETA - EARLY HS TRAINING & TECH. ASST							
REVENUE							
GRANT REVENUE							
GRANT REVENUE	37,739	3,145	2,771	3,145	2,771	374	34,594
TOTAL GRANT REVENUE	37,739	3,145	2,771	3,145	2,771	374	34,594
Total REVENUE	37,739	3,145	2,771	3,145	2,771	374	34,594
EXPENSES							
MATERIALS							
PROGRAM SUPPLIES	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0
OTHER THAN PERSONELL							
MEETING EXPENSE	0	0	900	0	900	-900	0
CONFERENCE EXPENSE	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	37,739	3,145	940	3,145	940	2,205	34,594
OUT OF TOWN TRAVEL	0	0	931	0	931	-931	0
Total OTHER THAN PERSONELL	37,739	3,145	2,771	3,145	2,771	374	34,594
Total EXPENSES	37,739	3,145	2,771	3,145	2,771	374	34,594
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0

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Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		Variance (YTD Budget- YTD Actual)	TOTAL CONTRACT	BUDGETED REMAINING
	TOTAL BUDGET	07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024	7/31/2024	7/31/2024				
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	302,120	25,177	4,968	25,177	4,968	20,209	25,177	281,911			
TOTAL GRANT REVENUE	302,120	25,177	4,968	25,177	4,968	20,209	25,177	281,911			
OTHER REVENUE											
SERVICE FEES	0	0	0	0	0	0	0	0			
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0			
OTHER INCOME	0	0	0	0	0	0	0	0			
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0			
Total REVENUE	302,120	25,177	4,968	25,177	4,968	20,209	25,177	281,911			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	196,006	19,601	2,304	19,601	2,304	17,297	19,601	178,709			
NEW ACCRUED BENEFIT TIME	0	0	0	0	0	0	0	0			
Total WAGES/SALARIES	196,006	19,601	2,304	19,601	2,304	17,297	19,601	178,709			
FRINGES											
FICA EXPENSE	30,221	3,022	1,551	3,022	1,551	1,471	3,022	28,750			
UNEMPLOYMENT INSURANCE EXPENSE	0	0	0	0	0	0	0	0			
WORKERS COMP EXPENSE	0	0	0	0	0	0	0	0			
DISABILITY INSURANCE EXPENSE	0	0	0	0	0	0	0	0			
GROUP INSURANCE EXPENSE	0	0	0	0	0	0	0	0			
401-K EXPENSE	0	0	0	0	0	0	0	0			
Fringes on Accrued Leave Earned	0	0	0	0	0	0	0	0			
Total FRINGES	30,221	3,022	1,551	3,022	1,551	1,471	3,022	28,750			
Total PERSONELL	226,227	22,623	3,855	22,623	3,855	18,768	22,623	207,459			
MATERIALS											
PROGRAM MATERIALS	5,000	417	0	417	0	417	417	4,583			
EDUCATIONAL SUPPLIES	3,000	250	150	250	150	100	250	2,900			
Total MATERIALS	8,000	667	150	667	150	517	667	7,483			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	9000	750	0	0	0	0	0	9,000			
INTERNET SERVICE	0	0	0	0	0	0	0	0			
CENTER TELEPHONE	50	4	0	4	0	4	4	46			
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0			
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0			
TEACHER TRAININGS	2,000	167	0	167	0	167	167	1,833			
Staff Development	0	0	0	0	0	0	0	0			
LOCAL TRAVEL	0	0	0	0	0	0	0	0			
Out of Town Travel	2,000	167	0	167	0	167	167	1,833			
DUES & SUBSCRIPTIONS	950	79	0	79	0	79	79	871			
Total OTHER THAN PERSONELL	14,000	1,167	0	417	0	417	417	13,583			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0			
Total CONTRACTUAL	0	0	0	0	0	0	0	0			
SPACE											
PROGRAM RENT	7,000	700	875	700	875	-175	700	6,825			
BUILDING DEPRECIATION	0	0	0	0	0	0	0	0			
SMAIN BLG ALLOCATION	0	0	0	0	0	0	0	0			

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Variance (YTD Budget-YTD Actual)	TOTAL CONTRACT	BUDGETED REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024			
UPK - Universal Pre-K								
Total SPACE	7,000	700	875	700	875	-175	700	6,825
ADMINISTRATION								
OFFICE SUPPLIES	0	0	0	0	0	0	0	0
COMMERCIAL INSURANCE	140	14	6	14	6	8	14	132
FINANCIAL AUDIT	500	50	0	50	0	50	50	450
PAYROLL PROCESSING	964	96	32	96	32	64	96	900
TELEPHONE		0	0	0	0	0	0	0
ADMINISTRATIVE ALLOCATION	21,865	2,187	0	2,187	0	2,187	2,187	19,679
BUILDING ALLOCATION		0	50	0	50	-50	0	50
Total ADMINISTRATION	23,469	2,347	88	2,347	88	2,259	2,347	21,210
Total EXPENSES	278,696	27,503	4,968	26,753	4,968	21,785	26,753	256,561
NET SURPLUS/(DEFICIT)	23,424	-2,326	0	-1,576	0	-1,576	-1,576	25,350

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Income Statement

7/1/2024 - 5/31/2025 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		07/01/2024 07/31/2024	07/01/2024 07/31/2024	7/31/2024	7/31/2024			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	0	0	0	0	226,655	-23,381	203,274	-203,274
TOTAL GRANT REVENUE	0	0	0	0	226,655	-23,381	203,274	-203,274
Total REVENUE	0	0	0	0	226,655	-23,381	203,274	-203,274
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	0	0	0	0	226,625	-23,381	203,244	-203,244
Total ADMINISTRATION	0	0	0	0	226,625	-23,381	203,244	-203,244
Total EXPENSES	0	0	30	0	226,655	-23,381	203,274	-203,274
NET SURPLUS/(DEFICIT)	0	0	-30	0	0	0	0	0

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Income Statement

07/01/2024 to 06/30/2025 WAP

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECASTED	Projected (Actual + Forecasted)	UNDER/ (OVER) Budget
		7/31/2024	7/31/2024	7/31/2024	7/31/2024			
24.25WAP - 2024-2025 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	1,128,071	94,006	450	94,006	450	1,127,621	1,128,071	0
Total Grants	1,128,071	94,006	450	94,006	450	1,127,621	1,128,071	0
Total Revenue	1,128,071	94,006	450	94,006	450	1,127,621	1,128,071	0
EXPENSES								
Materials								
PROGRAM MATERIALS	155,196	12,933	0	12,933	0	155,196	155,196	0
SUBCONTRACT MATERIALS	0	0	0	0	0	0	0	0
Total	155,196	12,933	0	12,933	0	155,196	155,196	0
	155,196	12,933	0	12,933	0	155,196	155,196	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	364,964	30,414	0	30,414	0	364,964	364,964	0
NEW ACCRUED BENEFIT TIME	0	0	0	0	0	0	0	0
Total Agency Salaries	364,964	30,414	0	30,414	0	364,964	364,964	0
FRINGE Expense	114,491	9,541	0	9,541	0	114,491	114,491	0
Fringes on Accrued Leave Earned	1,099	92	0	92	0	1,099	1,099	0
Total Fringes	115,590	9,632	0	9,632	0	115,590	115,590	0
Total Agency Labor	480,554	40,046	0	40,046	0	480,554	480,554	0
Subcontracted Labor								
SUBCONTRACT LABOR	7,000	583	0	583	0	7,000	7,000	0
Total Subcontracted Labor	7,000	583	0	583	0	7,000	7,000	0
Total Personnel	487,554	40,629	0	40,629	0	487,554	487,554	0
Program Support								
PROGRAM SUPPLIES	6,500	542	0	542	0	6,500	6,500	0
Damaged Inventory Expense	0	0	0	0	0	0	0	0
OFFICE SUPPLIES	7,800	650	0	650	0	7,800	7,800	0
VEHICLE INSURANCE	6,500	542	0	542	0	6,500	6,500	0
VEHICLE MAINTENANCE	2,400	200	0	200	0	2,400	2,400	0
VEHICLE FUEL	6,500	542	124	542	124	6,376	6,500	0
VEHICLE REGISTRATION	0	0	0	0	0	0	0	0
PROGRAM RENT	16,500	1,375	0	1,375	0	16,500	16,500	0
PROGRAM UTILITIES	5,500	458	0	458	0	5,500	5,500	0
TRASH REMOVAL	0	0	176	0	176	-176	0	0
POSTAGE	1,000	83	0	83	0	1,000	1,000	0
DUPLICATING & PRINTING	359	30	0	30	0	359	359	0

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECASTED	Projected (Actual + Forecasted)	UNDER/ (OVER) Budget
		7/31/2024	7/31/2024	7/31/2024	7/31/2024			
INTERNET SERVICE	1,100	92	0	92	0	1,100	1,100	0
TELEPHONE	5,400	450	0	450	0	5,400	5,400	0
Computer & Software Expense	0	0	0	0	0	0	0	0
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0		0	0	0	0
Staff Development	2,500	208	0	208	0	2,500	2,500	0
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	800	67	0	67	0	800	800	0
TOOLS EXPENSE	6,500	542	0	542	0	6,500	6,500	0
DUES & SUBSCRIPTIONS	1,000	83	0	83	0	1,000	1,000	0
BACKGROUND CHECKS	0	0	0	0	0	0	0	0
PERMITS, FEES, & RENTALS	0	0	0	0	0	0	0	0
ADVERTISING	1,200	100	0	100	0	1,200	1,200	0
EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0
EQUIPMENT EXPENSE	0	0	0	0	0	0	0	0
EQUIPMENT PURCHASE	65,000	5,417	0	5,417	0	65,000	65,000	0
MAINTENANCE ALLOCATION	4,500	375	0	375	0	4,500	4,500	0
Total Program Support	141,059	11,755	300	11,755	300	140,759	141,059	0
Audit								
FINANCIAL AUDIT	3,658	305	0	305	0	3,658	3,658	0
Total Audit	3,658	305	0	305	0	3,658	3,658	0
T & TA								
TRAINING & TECHNICAL AST	10,500	875	0	875	0	10,500	10,500	0
Total T & TA	10,500	875	0	875	0	10,500	10,500	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	7,399	617	0	617	0	7,399	7,399	0
HEALTH AND SAFETY	53,000	4,417	0	4,417	0	53,000	53,000	0
HEALTH & SAFETY-SUBMATERIAL	185,000	15,417	0	15,417	0	185,000	185,000	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0
Total Health and Safety	245,399	20,450	0	20,450	0	245,399	245,399	0
LIABILITY INSURANCE	100	8	0	8	0	100	100	0
EQUIPMENT PURCHASE	0	0	0	0	0	0	0	0
Administration								
PAYROLL PROCESSING	0	0	0	0	0	0	0	0
ADMINISTRATIVE ALLOCATION	84,605	7,050	27	7,050	27	84,578	84,605	0
Total Administration	84,605	7,050	27	7,050	27	84,578	84,605	0
Total Expenses	1,128,071	94,006	327	94,006	327	1,127,744	1,128,071	0
NET SURPLUS/(DEFICIT)	0	0	123	0	123	-123	0	0

CAPCO

Income Statement

1/1/24-12/31/24 CDPAP-MEDICAID

LINE ITEM	BUDGET		MONTH ACTUAL	YTD	YTD ACTUAL		Actual + Forecasted	(Over) / Under budget
	TOTAL BUDGET	Monthly	07/31/2024	BUDGET	01/01/2024	07/31/2024		
MEDICAID - MEDICAID								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	3,890,828	324,236	300,121	2,269,650	2,153,209	1,607,730	3,760,939	129,889
Prior Years Medicaid Revenue		0	0	0	211,088	0	211,088	(211,088)
Allowance	-56,630	(4,719)	0	(33,034)	0	(56,630)	(56,630)	0
Total OTHER REVENUE	3,834,198	319,517	300,121	2,236,616	2,364,298	1,551,100	3,915,397	-81,199
Total REVENUE	3,834,198	319,517	300,121	2,236,616	2,364,298	1,551,100	3,915,397	-81,199
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	2,898,003	241,500	219,923	1,690,502	1,637,742	1,222,848	2,860,590	37,413
SALARY INCENTIVES						0	0	0
NEW ACCRUED BENEFIT TIME	9,246	771	605	5,394	5,144	3,390	8,534	712
Total SALARIES/WAGES	2,907,249	242,271	220,528	1,695,895	1,642,886	1,226,238	2,869,124	38,125
FRINGES								
FICA EXPENSE	222,315	18,526	16,800	129,684	124,981	93,411	218,392	3,923
UNEMPLOYMENT INSURANCE EXPENSE	84,916	7,076	6,169	49,534	45,939	34,301	80,240	4,676
WORKERS COMP EXPENSE	65,710	5,476	4,059	38,331	30,066	22,570	52,636	13,075
DISABILITY INSURANCE EXPENSE	10,909	909	787	6,364	5,708	5,201	10,909	0
GROUP INSURANCE EXPENSE	25,853	2,154	1,506	15,081	9,444	7,528	16,971	8,882
401-K EXPENSE	36,153	3,013	3,156	21,089	22,995	17,551	40,546	(4,393)
Fringes on Accrued Leave Earned	1,294	108	84	755	720	472	1,191	103
Total FRINGES	447,151	37,263	32,561	260,838	239,852	181,033	420,885	26,266
Total PERSONNEL	3,354,400	279,533	253,089	1,956,733	1,882,738	1,407,271	3,290,009	64,391
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	1,200	100	0	700	43	1,157	1,200	0
PARKING LOT RENTAL	500	42	41	292	294	206	500	0
POSTAGE	3,800	317	292	2,217	2,148	1,652	3,800	0
DUPLICATING & PRINTING	2,500	208	256	1,458	1,595	905	2,500	0
INTERNET SERVICE	500	42	96	292	292	208	500	0
TELEPHONE	200	17	8	117	71	129	200	0
Computer & Software Expense	15,120	1,260	1,201	8,820	8,320	5,943	14,264	856
MEETING EXPENSE	200	17	0	117	0	200	200	0
CONFERENCE EXPENSE	500	42	0	292	0	500	500	0
TRAINING & TECHNICAL AST	500	42	0	292	0	500	500	0
Staff Development	500	42	0	292	0	500	500	0
LOCAL TRAVEL	260	22	2	152	365	10	376	(116)
OUT OF TOWN TRAVEL	500	42	0	292	17	483	500	0
STAFF IMMUNIZATIONS	14,000	1,167	266	8,167	3,369	2,407	5,776	8,224
DUES & SUBSCRIPTIONS	500	42	0	292	0	500	500	0
BACKGROUND CHECKS	3,500	292	223	2,042	1,151	822	1,973	1,527
PERMITS, FEES, & RENTALS	14,000	1,167	886	8,167	8,580	5,420	14,000	0
ADVERTISING	500	42	48	292	82	418	500	0
BUILDING ALLOCATION	10,000	833	583	5,833	6,227	3,773	10,000	0
Total OTHER THAN PERSONNEL	68,780	5,732	3,902	40,122	32,556	25,732	58,288	10,492
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	3,500	292	0	2,042	502	2,998	3,500	0
Total INKIND	3,500	292	0	2,042	502	2,998	3,500	0
ADMINISTRATION								
FINANCIAL AUDIT	14,000	1,167	0	8,167	0	14,000	14,000	0
PAYROLL PROCESSING	16,000	1,333	1,905	9,333	9,973	6,027	16,000	0
ADMINISTRATIVE ALLOCATION	283,492	23,624	23,012	165,370	139,657	105,592	245,249	38,243
Total ADMINISTRATION	313,492	26,124	24,917	182,870	149,630	125,619	275,249	38,243
Total EXPENSES	3,740,172	311,681	281,908	2,181,767	2,065,426	1,561,620	3,627,046	113,125
NET SURPLUS/(DEFICIT)	94,026	7,836	18,213	54,849	298,872	(10,521)	288,351	(194,325)
NET SURPLUS/(DEFICIT) - LESS PRIOR YEAR INCOME		\$	18,213	\$	87,783	\$	77,263	

Income Statement

10/1/2023 - 9/30/2024 WIC GRANT

LINE ITEM	TOT BUDGET	Monthly	Monthly	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL PROJECTED (Actual + Forecasted)	Under Budget / (OVER Budget)
		Budget	Actual	7/31/2024	7/31/2024			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	813,800	67,817	57,500	678,167	534,807	278,993	813,800	0
Total Grants	813,800	67,817	57,500	678,167	534,807	278,993	813,800	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	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	813,800	67,817	57,500	678,167	534,807	278,993	813,800	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	406,403	33,867	26,687	338,669	292,682	130,779	423,461	-17,058
SALARY INCENTIVES		0	0	0		0	0	0
NEW ACCRUED BENEFIT TIME	21,971	1,831	1,829	18,309	18,418	4,207	22,624	-653
Total Agency Salaries	428,374	35,698	28,516	356,978	311,099	134,986	446,085	-17,711
Fringes								
FICA EXPENSE	32,771	2,731	2,018	27,309	21,585	9,887	31,472	1,299
UNEMPLOYMENT INSURANCE EXPENSE	12,509	1,042	749	10,424	7,743	3,668	11,411	1,097
WORKERS COMP EXPENSE	1,842	154	84	1,535	1,011	411	1,421	421
DISABILITY INSURANCE EXPENSE	666	56	45	555	454	219	672	-6
GROUP INSURANCE EXPENSE	48,380	4,032	2,146	40,317	21,421	5,795	27,217	21,163
401-K EXPENSE	9,219	768	176	7,683	3,119	863	3,983	5,236
Fringes on Accrued Leave Eamed	3,113	259	264	2,594	2,431	607	3,038	76
Total Fringes	108,500	9,042	5,481	90,416	57,764	21,450	79,214	29,285
Total Personnel	536,874	44,739	33,997	447,395	368,864	156,436	525,300	11,574
OTPS								
Space								
COMMERCIAL INSURANCE			0		3	13	16	-16
PROGRAM RENT	63,060	5,255	2,672	52,550	31,781	5,344	37,125	25,936
PARKING LOT RENTAL	0	0	54	0	479	108	587	-587
PROGRAM UTILITIES	3,500	292	0	2,917	7,029	1,406	8,435	-4,935
JANITORIAL MAINTENANCE		0	150	0	1,350	300	1,650	-1,650
BUILDING ALLOCATION	34,403	2,867	2,252	28,669	33,395	4,503	37,898	-3,495
MAINTENANCE ALLOCATION		0	0	0	758	758	1,516	-1,516
Total	100,963	8,414	5,128	84,136	74,794	12,431	87,225	13,738
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES	7,362	614	0	6,135	0	0	0	7,362
OFFICE SUPPLIES	2,500	208	91	2,083	2,552	0	2,552	-52
MEDICAL SUPPLIES	5,800	483	0	4,833	0	0	0	5,800
EDUCATIONAL SUPPLIES	4,000	333	0	3,333	0	0	0	4,000
POSTAGE	8,660	722	647	7,217	5,438	1,443	6,881	1,779
DUPLICATING & PRINTING	2,630	219	309	2,192	2,873	0	2,873	-243
INTERNET SERVICE	4,152	346	158	3,460	1,430	692	2,122	2,030
TELEPHONE	19,776	1,648	368	16,480	5,709	3,296	9,005	10,771

LINE ITEM	TOT BUDGET	Monthly	Monthly	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL PROJECTED (Actual + Forecasted)	Under Budget / (OVER Budget)
		Budget	Actual	7/31/2024	7/31/2024			
WIC - WOMEN, INFANTS & CHILDREN								
DUES & SUBSCRIPTIONS	400	33	0	333	400	67	467	-67
PERMITS, FEES, & RENTALS	0	0	0	0	168	0	168	-168
EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0
WIC VOUCHER EXPENSE	0	0	0	0	0	0	0	0
INKIND DONATIONS	0	0	0	0	0	0	0	0
Total Program Operations	55,280	4,607	1,572	46,067	18,570	5,498	24,068	31,213
Total OTPS	156,243	13,020	6,700	130,203	93,363	17,929	111,293	44,950
Travel								
VEHICLE INSURANCE	2,340	195	162	1,950	1,682	336	2,018	322
VEHICLE MAINTENANCE	1,400	117	0	1,167	1,279	4,120	5,398	-3,998
VEHICLE FUEL	853	71	64	711	431	86	517	336
VEHICLE REGISTRATION	300	25	0	250	329	66	395	-95
CONFERENCE EXPENSE	1,900	158	0	1,583	467	93	560	1,340
LOCAL TRAVEL	3,500	292	105	2,917	1,266	253	1,519	1,981
OUT OF TOWN TRAVEL	5,491	458	623	4,576	695	139	834	4,657
Total Travel	15,784	1,315	954	13,153	6,148	5,093	11,241	4,543
Equipment								
BREAST PUMPS EXPENSE	3,900	325	0	3,250	0	0	0	3,900
Total Equipment	3,900	325	0	3,250	0	0	0	3,900
Audit								
FINANCIAL AUDIT	4,928	411	0	4,107	904	4,024	4,928	0
Total Audit	4,928	411	0	4,107	904	4,024	4,928	0
Other								
CONTRACTUAL SERVICES-OTHER	13,900	1,158	383	11,583	3,133	2,317	5,450	8,450
Computer & Software Expense	5,860	488	9,867	4,883	11,324	977	12,300	-6,440
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0
PAYROLL PROCESSING	1,440	120	255	1,200	1,490	240	1,730	-290
Memberships	0	0	0	0	0	0	0	0
ADVERTISING	12,000	1,000	116	10,000	357	2,000	2,357	9,643
Total Other	33,200	2,767	10,621	27,667	16,304	5,533	21,837	11,363
Administration								
ADMINISTRATIVE ALLOCATION	62,871	5,239	5,227	52,393	49,225	9,845	59,070	3,801
Total Administration	62,871	5,239	5,227	52,393	49,225	9,845	59,070	3,801
Total Expenses	813,800	67,817	57,500	678,167	534,807	198,861	733,669	80,131
NET SURPLUS/(DEFICIT)	0	0	0	0	0	80,131	80,131	80,131

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-39

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2023-2024 CSBG Contract Amendment and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2023-2024 CSBG Contract Amendment,

IT IS HEREBY RESOLVED that on September 26, 2024, the CAPCO Board of Directors approves the 2023-2024 CSBG Contract Amendment.



Board President

9/26/24

Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
BUDGET AMENDMENT JUSTIFICATION

Contractor Cortland County Community Action Program Inc.

FFY 2024

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Cost Category	PRESENT BUDGET AMOUNTS (Based on the most recent approved budget)		CHANGES (Indicate + or -)		REVISED BUDGET AMOUNTS	
	Federal Funds	Prior Year	Federal Funds	Prior Year	Federal Funds	Prior Year
1	182,258		-27,978		\$154,280	\$0
2					\$0	\$0
3	8,473		-970		\$7,503	\$0
4					\$0	\$0
5	63,896		7,421		\$71,317	\$0
6			21,527		\$21,527	\$0
TOTAL	\$254,627	\$0	\$0	\$0	\$254,627	\$0

Description or reason for Budget Amendment:
 Amend Contract for change in Administrative Costs allocation to De Minimis Rate and align budget to actual expenses.

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-1 Budget Summary

Contractor Cortland County Community Action Program Inc. FFY 2024

Budget Period 10/1/23 to 9/30/24 Contract # C1001460

Location (Enter Name of County or Counties Served): CORTLAND

(a) TOTAL CSBG ALLOCATION OF GRANT FUNDS (FEDERAL)	\$ 254,627
(b) PRIOR YEAR UNEXPENDED CSBG GRANT FUNDS	\$ 0
(c) TOTAL PROJECT COST	\$ 254,627

Cost Categories	CSBG Grant Funds	Prior Year Unexpended CSBG Grant Funds	Total Project Cost
1. Personnel Services (from Attachment B-2)	\$ 154,280	\$ 0	\$ 154,280
2. Delegate Agencies (Subcontractors)	\$	\$	\$ 0
3. Contractual Services/Audit	\$ 7,503	\$ 0	\$ 7,503
4. Equipment Purchase/Lease	\$ 0	\$ 0	\$ 0
5. Other Costs (from Attachment B-3)	\$ 71,317	\$ 0	\$ 71,317
6. Administrative Costs			
Indirect Rate _____ %	\$	\$	\$ 0
De Minimis Rate <u>10</u> %	\$ 21,527	\$	\$ 21,527
Admin. Cost/Rate _____ %	\$	\$	\$ 0
<i>Indirect Cost Rate Base (place "X" in Direct or Personnel Services cell)</i>			
<input type="checkbox"/> DIRECT		<input type="checkbox"/> PERSONNEL SERVICES	
TOTAL	\$ 254,627	\$ 0	\$ 254,627

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

3. Contractual Services/Audit		
CSBG Grant Funds this FY		
DIRECT:	\$ 5,100	Item \$ amount
Description:	CAP Systems DataBase Maintenance/Support	\$ 5,100
ADMIN:	\$ 2,403	Item \$ amount
Description:	Financial Audit	\$ 1,623
	Payroll Processing	\$ 780

Prior Year Unexpended CSBG Grant Funds		
DIRECT:	\$ -	Item \$ amount
Description:		
ADMIN:	\$ -	Item \$ amount
Description:		

4. Equipment Purchase/Lease		
CSBG Grant Funds this FY		
DIRECT:	\$ -	Item \$ amount
Description:		
ADMIN:	\$ -	Item \$ amount
Description:		

Prior Year Unexpended CSBG Grant Funds		
DIRECT:	\$ -	Item \$ amount
Description:		
ADMIN:	\$ -	Item \$ amount
Description:		

TO AVOID ROUNDING ERRORS ON THESE DOCUMENTS, PLEASE ROUND UP. ENTER WHOLE NUMBERS ONLY.
DO NOT INCLUDE DECIMALS OR ANY CALCULATIONS!

<i>[These figures should auto-fill from the MWBE Goals Calculation page; please verify accuracy of the numbers.]</i>					
MWBE Goal %	30%	MBE Goal Amount \$	4408	MBE Goal %	15%
MWBE Goal Amt \$	8,816	WBE Goal Amount \$	4408	WBE Goal %	15%

CSBG funds must be used in accordance with the cost principles of 2 CFR Part 200, codified by HHS at 45 CFR Part 75. Grantees must comply with the limitations and prohibitions as stated in federal CSBG statute (42 U.S.C. 9901 et seq.) Public Law 105-285, Section 678F and any subsequent amendments.

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-3 Budget Support Data
For Category 5 - Other Costs on Attachment B-1

Contractor Cortland County Community Action Program Inc.

FFY 2024

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Location (Enter Name of County or Counties Served): CORTLAND

COST CATEGORY	CURRENT BUDGET PERIOD			UNEXPENDED PRIOR YEAR			TOTAL CHARGES
	DETAILED DESCRIPTION OF EXPENDITURES <small>Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs</small>	CSBG Grant Funds DIRECT	CSBG Grant Funds ADMIN	DETAILED DESCRIPTION OF EXPENDITURES <small>Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs</small>	Prior Year Unexpended CSBG Grant Funds DIRECT	Prior Year Unexpended CSBG Grant Funds ADMIN	
5.a	Bank Charges	XXXXXXXX	\$ 0	Bank Charges	XXXXXXXX	\$ 0	\$ 0
	Admin costs - must enter Description of Costs:			Admin costs - must enter Description of Costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.b	Beneficiary Client Costs	\$ 8,600	XXXXXXXX	Beneficiary Client Costs	\$ 0	XXXXXXXX	\$ 8,600
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Consumable Supplies - Clothing, Toiletries		\$ 300			\$	
	Snack Pack Program - weekend feeding		\$ 3,300			\$	
	Emergency Assistance - Food, Household expenses, work supports, transportation, medical		\$ 5,000			\$	
			\$			\$	
5.c	Board Allowance and Development	\$ 0	\$ 75	Board Allowance and Development	\$ 0	\$ 0	\$ 75
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
	Board Trainings and Meetings: Light refreshments at meetings and lunch at the Annual Board Meeting		\$ 75			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.d	Consumable Supplies	\$ 3,632	\$ 0	Consumable Supplies	\$ 0	\$ 0	\$ 3,632
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Office Supplies		\$ 1,000			\$	
	Program Supplies		\$ 1,007			\$	
	Janitorial Supplies - building allocation		\$ 1,625			\$	
			\$			\$	
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.e	Employee Training, Development, and Recruitment	\$ 9,459	\$ 0	Employee Development and Recruitment	\$ 0	\$ 0	\$ 9,459
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	New York State Community Action Association (NYSCAA) Membership		\$ 1,484			\$	
	National Community Action Foundation (NCAF) Membership		1,645				
	New York State Community Action Association (NYSCAA) Conference 3 staff at \$250 each		750				
	National Community Action Foundation (NCAF) NCAP Conference 2 staff at \$ 800 each		1,600				
	Other (enter provider to the right) COABE 3 Staff at \$650 each		1,950				
	Other (enter provider to the right) University of Connecticut - FDC Fees (2 staff)		500				
	Other (enter provider to the right) ProLiterac Dues		100				
	Other (enter provider to the right) Kiwanis Dues		100				
	Results Oriented Management and Accountability (ROMA) ROMA Recertification		80				
	Other (enter provider to the right) ProAction - ACE Suposium 5 Staff at \$100 each		500				
	Other (enter provider to the right) 2 All Staff Day Trainings (Presentors to be determined)		\$ 500			\$	
	Other (enter provider to the right) Job Postings and Background Checks		\$ 250			\$	
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.f	Insurance and Bonding	\$ 4,646	\$ 3,200	Insurance and Bonding	\$ 0	\$ 0	\$ 7,846
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Vehicle Insurance on 3 CSBG vehicles		\$ 4,646			\$	
			\$			\$	

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-3 Budget Support Data
For Category 5 - Other Costs on Attachment B-1

Contractor Cortland County Community Action Program Inc.

FFY 2024

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Location (Enter Name of County or Counties Served): CORTLAND

COST CATEGORY	CURRENT BUDGET PERIOD			UNEXPENDED PRIOR YEAR			TOTAL CHARGES
	DETAILED DESCRIPTION OF EXPENDITURES Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs	CSBG Grant Funds DIRECT	CSBG Grant Funds ADMIN	DETAILED DESCRIPTION OF EXPENDITURES Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs	Prior Year Unexpended CSBG Grant Funds DIRECT	Prior Year Unexpended CSBG Grant Funds ADMIN	
		\$			\$		
		\$			\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
	Property Commercial/Liability Insurance - Program Space Main Office	\$	3,200		\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.g	Postage, Freight and Express	\$	650	Postage, Freight and Express	\$	0	\$ 650
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Postage	\$	650		\$		
		\$			\$		
		\$			\$		
		\$			\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.h	Publications, Printing, and Subscriptions	\$	1,500	Publications, Printing, and Subscriptions	\$	0	\$ 1,500
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Printing	\$	1,500		\$		
		\$			\$		
		\$			\$		
		\$			\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.i	Repairs and Services	\$	0	Repairs and Services	\$	0	\$ 0
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.j	Space Costs	\$	32,810	Space Costs	\$	0	\$ 32,810
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Maintenance, Janitorial, Pest Control, Snow Removal, Refuse for program space	\$	8,700		\$		
	Roof repair for program space	\$	5,000		\$		
	Utilities - water, gas, electric for program space	\$	9,375		\$		
	Other - Security, for program space	\$	510		\$		
	Literacy Program Space - 28 N Main Street - Oct 2023 to June 2024 - \$1025 per month	\$	9,225		\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.k	Telephone and Electronic Communications	\$	880	Telephone and Electronic Communications	\$	0	\$ 880
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Internet - office	\$	700		\$		
	Telephone - office	\$	180		\$		
		\$			\$		

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-3 Budget Support Data
For Category 5 - Other Costs on Attachment B-1

Contractor Cortland County Community Action Program Inc.

FFY 2024

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Location (Enter Name of County or Counties Served): CORTLAND

COST CATEGORY	CURRENT BUDGET PERIOD			UNEXPENDED PRIOR YEAR			TOTAL CHARGES
	DETAILED DESCRIPTION OF EXPENDITURES <small>Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs</small>	CSBG Grant Funds DIRECT	CSBG Grant Funds ADMIN	DETAILED DESCRIPTION OF EXPENDITURES <small>Include estimated amounts for each category of costs in the description Ensure there is information to support all Direct Classifications of budgeted costs</small>	Prior Year Unexpended CSBG Grant Funds DIRECT	Prior Year Unexpended CSBG Grant Funds ADMIN	
		\$			\$		
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
		\$			\$		
		\$			\$		
		\$			\$		
		\$			\$		
5.l	Travel	\$ 4,419	\$ 0	Travel	\$ 0	\$ 0	\$ 4,419
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Vehicle Maintenance, Fuel, Registration		\$ 780			\$	
	Out of Town Travel - NYSCAA (3 staff) Hotel, Per-Diem		\$ 1,159			\$	
	Out of Town Travel - NCAP (2 staff) (out of state) Airfare, Hotel, Per-Diem		\$ 2,480			\$	
			\$			\$	
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.m	Program Outreach and Public Relations	\$ 0	XXXXXXXX	Program Outreach and Public Relations	\$ 0	XXXXXXXX	\$ 0
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
5.n	Technology	\$ 1,446	\$ 0	Technology	\$ 0	\$ 0	\$ 1,446
	Direct costs - must enter Description of costs:			Direct costs - must enter Description of costs:			
	Computer support for 6 computers		\$ 1,080			\$	
	Office 365 software licenses		\$ 216			\$	
	Annual Zoom Account		\$ 150			\$	
			\$			\$	
	Admin costs - must enter Description of costs:			Admin costs - must enter Description of costs:			
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	
	TOTAL	\$ 68,042	\$ 3,275	TOTAL	\$ 0	\$ 0	\$ 71,317
	GRAND TOTAL	\$ 71,317		GRAND TOTAL	\$ 0		\$ 71,317
	<i>Amounts reported on Attachment B-1, Line 5 (auto-filled):</i>	\$ 71,317		<i>Amounts reported on Attachment B-1, Line 5 (auto-filled):</i>	\$ 0		\$ 71,317
	<i>Budget Check (should be \$0)</i>	\$ 0		<i>Budget Check (should be \$0)</i>	\$ 0		\$ 0

COMMUNITY SERVICES BLOCK GRANT
MWBE Goals Calculation

Contractor Cortland County Community Action Program Inc.

FFY 2024

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

Location (Enter Name of County or Counties Served): CORTLAND

Items	Total Amounts from B-1 and B-3	Exemptions	MWBE Applicable Amt	Comments & Exemption Reasons
PERSONNEL SERVICES (Attachment B-1, Line 1)				
Salaries & Fringe Benefits	\$ 154,280	\$ 154,280	\$ -	
DELEGATE AGENCIES (Attachment B-1, Line 2)				
Total Exemptions	\$ -	\$ -	\$ -	
Total MWBE Applicable Amounts	\$ -	\$ -	\$ -	
<i>Note: A separate goal calculation template must be filled out for each delegate agency. Grantee must enter its delegate agencies' totals exemptions and MWBE applicable amounts on its own goal calculation template</i>				
SUBTOTAL	\$ -	\$ -	\$ -	
CONTRACTURAL SERVICES/AUDIT (Attachment B-1, Line 3)				
Contractual Services	\$ 5,100	\$ 5,100	\$ -	
Audit	\$ 1,623	\$ 1,623	\$ -	
Payroll Fees	\$ 780	\$ 780	\$ -	
SUBTOTAL	\$ 7,503	\$ 7,503	\$ -	
EQUIPMENT (Attachment B-1, Line 4)				
Purchase	\$ -	\$ -	\$ -	
Lease	\$ -	\$ -	\$ -	
SUBTOTAL	\$ -	\$ -	\$ -	
NON-PERSONNEL SERVICES (Attachment B-3)				
Bank Charges	\$ -	\$ -	\$ -	
Combine Amounts and enter on Attachment B-3, Line 5b	\$ 8,600		\$ 8,600	
Beneficiary Client Costs (Advertising program availability, consumable supplies & food)				
Beneficiary Client Costs (Tuition, educational fees, etc.)	\$ -	\$ -	\$ -	
Board Allowance & Development	\$ 75	\$ 75	\$ -	
Consumable Supplies/Materials	\$ 3,632		\$ 3,632	
Employee Dev. & Recruitment	\$ 9,459	\$ 9,459	\$ -	
Insurance & Bonding	\$ 7,846	\$ 7,846	\$ -	
Postage, Freight and Express	\$ 650	\$ 650	\$ -	
Publications & Printing	\$ 1,500		\$ 1,500	
Subscriptions	\$ -	\$ -	\$ -	
Repairs & Services	\$ -		\$ -	
Combine Amounts and enter on Attachment B-3, Line 5j	\$ 13,700		\$ 13,700	
Space Costs (Maintenance, janitorial, pest extermination, snow removal & refuse collection)				
Space Costs (Security and alarms)	\$ 510		\$ 510	
Space Costs (Rent, utilities, etc.)	\$ 18,600	\$ 18,600	\$ -	
Telephones	\$ 880	\$ 880	\$ -	
Travel	\$ 4,419	\$ 4,419	\$ -	
Program Outreach and Public Relations	\$ -		\$ -	
Technology	\$ 1,446		\$ 1,446	
SUBTOTAL	\$ 71,317	\$ 41,929	\$ 29,388	
ADMINISTRATIVE COSTS	\$ 21,527	\$ 21,527	\$ -	
TOTAL	\$ 254,627	\$ 225,239	\$ 29,388	

MWBE Goal % **30%** Please enter the contract's MWBE Goal %
MWBE Goal Amount 8,816.00

MBE Goal % 15% MBE Goal Amount \$ 4,408.00
WBE Goal % 15% WBE Goal Amount \$ 4,408.00

Contact the DOS MWBE Unit at 518-474-2754 for assistance.

Resolution of the Board of Directors

Of

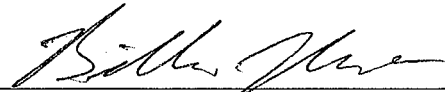
Cortland County Community Action Program, Inc.

Resolution No. 24-40

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2024 Golf Tournament Financials and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2024 Golf Tournament Financials,

IT IS HEREBY RESOLVED that on September 26, 2024, the CAPCO Board of Directors approves the 2024 Golf Tournament Financials.



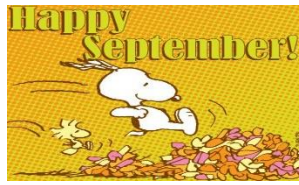
Board President

9/26/24

Date

4th Annual CAPCO Golf Tournament, 2024

		Actual		
Revenue				
Sponsorship				
		#	Amount	Total
	Major Sponsors	5	\$ 1,000.00	\$ 5,000.00
	Associate Sponsors	1	\$ 750.00	\$ 750.00
		2	\$ 500.00	\$ 1,000.00
		1	\$ 450.00	\$ 450.00
		1	\$ 300.00	\$ 300.00
		1	\$ 250.00	\$ 250.00
		1	\$ 150.00	\$ 150.00
		4	\$ 150.00	\$ 600.00
	Hole Sponsors	21	\$ 50.00	\$ 1,050.00
	In-Kind Donations		\$ 500.00	\$ 500.00
				\$ 10,050.00
Registration				
		#	Amount	Total
	Teams	19	\$ 300.00	\$ 5,700.00
	Lunch Only	1	\$ 15.00	\$ 15.00
				\$ 5,715.00
Raffles/Contests				
		#	Amount	Total
	50/50	38	\$ 10.00	\$ 380.00
	RAFFLE TICKETS	189	\$ 10.00	\$ 1,890.00
	Putting 50/50	44	\$ 5.00	\$ 220.00
				\$ 2,490.00
Total Rev.				\$ 18,255.00
Expenses				
		#	Amount	Total
	Golf Course Fees	76	\$ 32.00	\$ 2,432.00
	Lunch	86	\$ 20.00	\$ 1,720.00
	Golf Course Linen Charge	1	\$ 75.00	\$ 75.00
	Credit Card Charge Walden Oaks	1	147.94	147.94
	Giveaways		\$ 500.00	\$ 500.00
	supplies and prizes		\$ 1,047.82	\$ 1,047.82
	postage and copies		\$ 89.05	\$ 89.05
	50/50 payout		\$ 190.00	\$ 190.00
	Putting Contest 50/50 payout		\$ 110.00	\$ 110.00
Total Expense				\$ 6,311.81
				Net \$ 11,943.19



Executive Director Report Board of Directors Meeting

Greg Richards
September 26, 2024

- The transition to ProNexus continues to go well with 8/30/2024 being Martha's last day with a daily presence in the office. Martha is set up to work remotely and available as a resource to our ProNexus team (Matt Begin & Kim Schmitt) during set hours of the week as they take on the entirety of the Controller and CFO fiscal functions. As we work into our 4th month working with ProNexus, I am pleased with the progression of the transition, and I am very proud of our director team and broader leadership team for their immense efforts as each department deepens their fiscal knowledge and role in fiscal operations.
- 10 staff across departments attended the annual NYSCAA/NYSWDA Conference in Lake Placid, NY the week of September 17th. I was re-elected to the board of NYSCAA, our state association (New York State Community Action Association), earlier in the year, and this year's annual conference brought back the fiscal/HR learning tracks in addition to the program tracks and weatherization special sessions through NYWDA (New York State Weatherization Directors Association). CAPCO was honored in front of 385 of our statewide peers with our longstanding Energy Services crew worker & current Material Inventory Clerk, Tim Birdsall, being honored with the Weatherization Program Service Award, presented by our next Energy Services Director, Stacey Henry. A former CAPCO volunteer, participant, and employee, Cody Abbatoy, was honored with the Community Action Personal Achievement Award, following a nomination and presentation by Brandy Strauf. Both Tim and Cody received standing ovations for their achievements at the conference dinner and banquet!
- We have completed the recruitment process for our next Energy Services Director, naming Stacey Henry as Director starting 9/30/2024. Thank you to our Board member Melissa Alvord for participating in the interview process. Stacey is our current Assistant Director, and she will work closely with Denise to transition leadership. Denise remains on in a temporary role to assist with the directorship transition and maintain director-level oversight of Building/Maintenance before its eventual transition to Stacey. Denise and I will be assessing her role every 6 months with no set timeline at this time as she gradually transitions to retirement. We cannot thank Denise enough for her longstanding leadership and legacy that has shaped the Energy Services Department and our agency for the past 30+ years, and her commitment to this transition is more than we could ask for as an agency. We will honor Denise and her retirement as we work forward into 2025.
- Following our last meeting, we were hosting the CAPCO Field Day at South Main on July 25, 2024. What a day and success it was! We had OVER 400 community members in attendance with Achoo the Camel, Mighty Molar, a bounce house, face painting, playgrounds, lawn games, music, free ice cream & snacks, music, and an array of community resources! Each event we have hosted has left us with a feeling of incredible pride, and this was no exception. Our staff at all levels of the organization stepped up in big ways with several new and familiar faces in our community attending and learning more

about who we are and what we offer to our community. A major thank you to all of our staff, the 50 year planning committee led by Kirsten, and our entire director and leadership team.

- Next up for 50-year initiatives is the screening of the film *Resilience: The Biology of Stress & and the Science of Hope* followed by a N.E.A.R Science Training at the Living History Center on Wednesday, 9/25/2024. We are also advertising for the Community Poverty Simulation at Grace Christian Fellowship on Wednesday, 10/16/2024. Our 50-year efforts have been robust and ambitious and have far exceeded our expectations. We continue to have increased recognition from diverse community groups, some of which have become more familiar with our work and overall mission in the community because of our initiatives and celebrations this year.
- CAPCO is continuing to play a very vital role in the County Housing/Homelessness Coalition. We are part of a smaller working group with Catholic Charities, Grace & Holy Spirit, the Salvation Army as well as the Rural Health Institute (formerly CACTC), making a reality the temporary day center for the upcoming 2024-2025 winter months in the basement of Grace & Holy Spirit. The daytime center will be open from 11am-6pm Monday through Friday with the Salvation Army expanding overnight warming center hours to begin at 6:30pm and extend to 10:30am prior to the daytime center opening. The Salvation Army will continue to cover weekends, and the County was able to authorize *Code Blue* funding every night between November 1st and April 1st, regardless of temperature. CAPCO will have office space at the daytime center with consistent staff hours to help support the center's operations and connect directly with individuals. We also intend on implementing a "pop-up" Family Essentials at the center.
 - CAPCO remains involved in the long-term center planning with Catholic Charities and the smaller working group. We are looking at a space in the south-end of town on 9/23/2024 as a potential option for a permanent day center for which CAPCO's Family Essentials would look to relocate and potentially partner with Catholic Charities on the space, or a similar space, and other agencies to open a more permanent and long-term solution. We remain in the assessment phase, and I will continue to keep the Board apprised as details come more into focus. Details thus far remain confidential with the Coalition remaining diligent to protect the integrity of our efforts.

CAPCO Field Day, 7/25/24!





Award Winners & Recognition at NYSCAA/NYSWDA Conference, September 2024!







Deputy Director/WIC Report

Kirsten Parker

September 20, 2024

- **Volunteer Driver-** Nothing has changed, we are still operating with one driver. We still have another driver who filled out all the information and is one step away from being able to drive but his phone seems to be disconnected, and we have not been able to contact him. We have started the 5310 grant rides, and we need to do our first quarter voucher and reporting.
- **Consumer Directed-** We currently have 122 consumers. We have no word on the changes to the program. Billing is up to date; Greg and I have decided to switch to a new EVV system even though we will most likely be losing the program. The new system will eliminate some of the issues we have with billing and will take care of uploading current billing to the NYS aggregator. We will still need to figure out how to upload files from 1/1/23-current on the aggregator. We are making a little progress but have not been successful. The target date for the new system is October 5th.
- **Corporate Compliance-** We will be completing another audit soon.
- **Wellness Committee-**the committee has decided to do Super Bowl Walk. We will be tracking miles to NFL stadiums with a plan to end at the Super Bowl in New Orleans. The goal is to begin October 1st.
- **S.A.F.E Committee-**The SAFE committee does not meet in the summer because of all the changes that happen to buildings during the summer. Denise led the meeting in September as I was tied up in Energy Services Director Interviews.
- **Golf Committee-**I have completed a draft financial statement for 2024. We profited almost \$12,000. I am scheduling a meeting to inform the committee and start planning for next year.
- **The 50th Anniversary Committee-**The Opportunity Field Day was a huge success. Over 400 people attended, which way exceeded what we hoped for. Registration for the Resilience movie is a little slow. I think a lot of people in the field may have seen it, and other people are not as tuned in. I am sure Greg will discuss registrations for the Poverty Simulation.
- **WIC-** We have received the new vehicle from the WIC Vendor Management Program. Lori will do all future WIC reports, as I no longer have the same involvement.



Energy Services / Building Maintenance September 2024

Energy Services

Weatherization Assistance Program- PY23.24 (7/1 to 6/30)

- ProNexus and Martha have completed and submitted the UFS for WAP PY23.24.

Weatherization Assistance Prq.- PY24.25

- The budget has been approved by HCR and submitted to Grants Gateway/NYS SFS for the release of the advance.
- The budget was approved for \$1,128,071.
 - WAP portion is \$908,071- increase from 23.24
 - WRF portion is \$220,000
- New Director- Stacey Henry Effective: 9/30/24!
- Procurement in progress for a new Cube truck

BIL- PY23.24 (4/1/23 to 3/31/25)

- Production on schedule with current production goals.

EmPower NY (Cortland & Tompkins Counties)

- 3 - Completed
- 5 - In-Progress

HEAP- (Cortland & Tompkins Counties)

- 3 – Clean and Tunes completed.
- 0 – Heating Repair/Replacements completed.
- 1 - Cooling – air conditioners installed since April.

Fee For Service –

- 1 – completed insulation in a crawl space.

***We have been asked by the Cortland County Dept. of Health to participate and support a Healthy Homes Production Grant through the Dept. of Housing and Urban Development. This is a 3-year grant for 100 homes, and we will leverage funds with WAP and BIL funding. CAPCO is not fully committed at this point, but if awarded the grant more serious discussions will take place.

***I was also asked to write a MOU/Letter of Support to the Ithaca Neighborhood Housing Services to send referrals for the Access to Home and RESTORE programs for Cortland and Tompkins Counties.

CAPCO Building Maintenance

- Ben has **miraculously** kept up with the Musical Offices at the North Main Facility, Literacy, and Head Start/ Early Head Start sites.
- Completion of one Exterior Emergency Fire Exit (second form of egress) door has received a Certificate of Occupancy. I have applied for another building permit and site review for the other 2 Egress doors. This work will be done before May 30th, 2025. Boiler work, inside and outside work need to be done for this project to be completed.
- All moving and maintenance tickets were completed before Ben went on vacation.
 - Ben works tirelessly during our breaks and time off to make completion of projects happen to accommodate a Head Start schedule, so classrooms do not have to close. We are forever grateful.
- In-progress...
 - Working on who will respond to a fire alarm at 236 Main Street site (back bldg.). This building is in Cortlandville. The front building is in the City of Cortland, however there is only one tax map ID. I have been in touch with City of Cortland Fire Dept., Cortlandville Fire Dept., Emergency Response Center and City of Cortland Codes. No one had an answer and will get back to me when they have an answer.



Family Development Board Report August/September 2024

Adult Education

- There have been twelve new students enrolled into our program.
- Two students have passed their GED test and received their diploma.
- We have nine students testing in September.
- Our mid-year graduation is scheduled for November 14 at the Main Office.

Emergency Assistance

- Our annual Coat Giveaway is scheduled for October 19. We are collecting coats and other winter gear.
- We have spots available in our Diaper Distribution Program for children needing diapers.
- We are collecting applications for the Snack Pack Program. We are planning on beginning sending food home the first week of October.
- We were about to bring 124 children back to school shopping in our Back-to-School Clothing Program.
- Family Essentials has been very busy in September with many families looking for school clothing.

NOEP

- Jessica will be helping at the Fresh Food Giveaway on September 30.
- We have started a new campaign targeting students "Go to School without Going Hungry". Jessica plans to do outreach at SUNY Cortland.

Healthy Families

- We enrolled 2 new families in August and September.
- We are discharging some families due to starting school.
- Our program has maintained a retention rate of 91%.
- We continue to recruit expectant moms and families with infants up to 3 months old.
- We have submitted a budget amendment that would allow for a retention incentive for staff.



Early Childhood Development Director's Report September 2024



Enrollment:

- EHS Enrollment: 88/88 Accepted, 82/88 Enrolled (93%)
- HS Enrollment: 34/34 Accepted, 33/34 Enrolled (97%)
- UPK Enrollment: 31/32 Accepted and 31/32 Enrolled (97%)
- Note on Accepted vs. Enrolled: A child that has been accepted to the program but is still completing enrollment requirements (Screening, Medical Documentation, Initial Home Visit) cannot be counted as enrolled until they attend class. Most of the children not yet enrolled are still waiting for Medical Paperwork to be cleared to start. Kudos to the Enrollment and Health Offices this year for working tirelessly to get as many children processed as possible-we still had over 100 children cleared to start on Day 1 even though we were months behind our enrollment process due to the DRS "limbo."
- Waitlist: EHS: 14 Income Eligible; 3 130% and 15 Over Income
HS: 11 Income Eligible; 6 130%; 5 Over Income
UPK: 4

Staffing:

- Vacancies include three Classroom Floater openings and a 1:1 Aide for UPK. Two classroom floater positions have been offered and those prospective employees are currently onboarding.
- A few sporadic half day classroom closures have occurred due to staffing shortages.

Old Business:

- We received a Notice of Award for our COLA and One Time Funds on 8/22/2024. COLA will be paid out in this pay period and will be retroactive to July 1. We have also begun renovations and purchasing with our one-time funds.
- OHS Monitoring for Full Enrollment of at least 97% will begin this month for the next 6 months. We successfully completed our under-enrollment plan in April by achieving 97% attendance in Early Head Start. However, there still remains some confusion with the Regional office because we only received a completion letter for Early Head Start. It is believed that we did not receive a letter for Head Start because we reduced enrollment with our DRS application, although we are still awaiting that confirmation. Regardless, we are well on track for reporting at least 97% enrollment for both Early Head Start and Head Start.

New Business:

- Staff returned on August 19, 2024, for two weeks of pre-service. The first day of classes was September 4 for all classrooms.

- A self-report was made to OCFS on September 16 due to an accidental fall in one of our Cosimo's classrooms. A 16-month-old child tripped and hit his head on the corner of a shelf. The nurse requested the child to be picked up by his caregiver and medically evaluated. He was seen at the ER, was determined to not have sustained any significant injury and returned to the program the following day.
- Policy Council met on September 22, 2024. The next Policy Council meeting is scheduled for October 22, 2024.
- The YWCA has been granted permission to carry-over unspent funds from Year 3 of their AEI grant. We anticipated ending joint CDA classes with the YWCA this past program year, but we will be able to continue the classes on a smaller scale for an additional year. Jenn will be meeting with YWCA staff to determine the budget, number of students and start date for classes.
- We are seeing an uptick of respiratory illness in classrooms. This is expected at the start of a new program year.

**September 2024
WIC Board Report
Reported by: Loriann Spatola-Davis**

- Farmers' Market Coupons distribution started June 1st, and the last date to issue is 9/30/2024.

Site	#Coupons Issued	Remaining as of 9/17/24	Issuance Error	Total
Norwich	452			452
Greene	18			18
Bainbridge	10			10
New Berlin	20			20
Cortland	682	4	1	687
Total	1,182	4	1	1, 187

- John Sostarich and Melissa Brangan are completing the CLC (Certified Lacion Consultant) training.
- WIC Job Descriptions were developed and reviewed by G. Richards and K. Parker. They were sent to the WIC Regional Office for review.
- As of October 1, 2024, Roland Shea was promoted to Site Manager for the Chenango County Site.
- Miranda Anderson recently received her IBCLC (Internal Board Certified Lacion Consultant) and as of October 1, 2024, was promoted to the Breastfeeding Peer Counselor Coordinator position. She will work closely with Melissa Brangan, Breastfeeding Coordinator in managing the Breastfeeding segment of our program and will oversee the Peer Counselors working at the Chenango County Site. Miranda is also the program's Designated Breastfeeding Expert (DBE).
- Melissa Brangan was accepted into the Leadership Cortland 2024-2025 Program.
- A joint staff meeting schedule was developed (see below for dates) so Cortland and Chenango County Staff can meet in person. One step to increase the feeling that we are one program.
 - January 29th: at Cortland
 - April 30th: at Norwich
 - July 30th: at Cortland
 - October 29th: at Norwich
- The WIC Director, L. Spatola-Davis, designed a spread sheet that will allow her to report unduplicated participant data. The data collected will be crossed reference with data in the CAPTAIN database. The spread sheet also tracks new participants, lead sources (Facebook, Health Care Provider, etc.), and breastfeeding initiation/duration rates. The report can be tweaked at any time to collect/track different data.
- The WIC Director, L. Spatola-Davis received a proposal from Tipping Point Communications located in Western New York to develop a new WIC Facebook Page along with a Peer Support Page. The proposal is pending approval from the WIC Regional Office. Accruals in FFY2024 Budget will support this initiative. This is a 12-month campaign to run from 10/1/2024 -9/30/25 totaling \$25,750.

The marketing objectives

- ✓ Generate awareness of WIC services
- ✓ Increase participation in the program.
- ✓ Create a semi-private method for WIC Breastfeeding support team to communicate with participants.

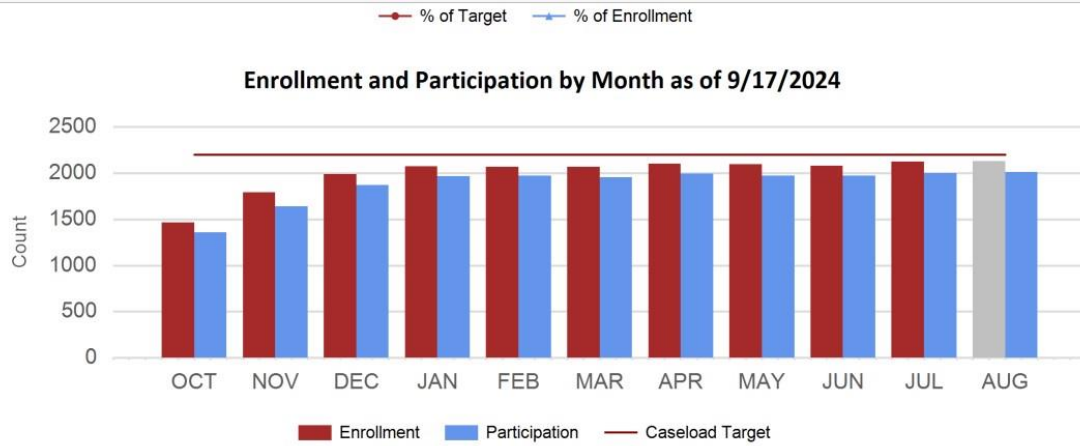
Marketing Recommendations:

- ✓ Paid Facebook campaign using lead forms.
- ✓ Create a new CAPCO WIC Facebook (business) Account
- ✓ Create a semi-private method for WIC Breastfeeding support team to communicate with participants.

- The WIC Program is starting to “re-brand” itself.
 - New sandwich boards were designed (see below)
 - An event tablecloth was designed for Chenango County and is currently in production.



- **Caseload has increased. As you can see by the Caseload Utilization Report data below that in July the program’s enrollment was at the highest since October 2023.**



Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2023	2,200	1,463	1,360	61.82%	92.96%	✓
NOV	2,200	1,792	1,642	74.64%	91.63%	✓
DEC	2,200	1,990	1,871	85.05%	94.02%	✓
JAN 2024	2,200	2,070	1,964	89.27%	94.88%	✓
FEB	2,200	2,066	1,969	89.50%	95.30%	✓
MAR	2,200	2,069	1,956	88.91%	94.54%	✓
APR	2,200	2,101	1,996	90.73%	95.00%	✓
MAY	2,200	2,097	1,971	89.59%	93.99%	✓
JUN	2,200	2,077	1,972	89.64%	94.94%	✓
JUL	2,200	2,124	2,002	91.00%	94.26%	✓
AUG	2,200	2,127	2,013	91.50%	94.64%	✗
YTD Average:	2,200	1,985	1,870	85.01%	94.23%	

WIC Participation Per Site (July closeout data)

Site	Enrollment	Participation	% of Target
Cortland			
Cortland	1,147	1,090	49.55%
Cincinnati	15	13	0.59%
Marathon	11	11	0.50%
Total	1,173	1,114	50.64%
Norwich			
Norwich	840	790	36.59%
Greene	49	47	2.14%
Bainbridge	24	19	0.86%
Sherburne	13	9	0.41%
New Berlin	25	23	1.05%
Total	951	888	41.05%