

April 17, 2020

Dear Board Member:

The board is scheduled to meet at 6:00 pm on Thursday April 23, 2020 by Zoom meeting.

The Zoom meeting information has been emailed to you and sent by a calendar invitation. If you need to enter the information manually, please use:

Topic: CMCA Board Meeting

Time: Apr 23, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98493458211>

Meeting ID: 984 9345 8211

If you just want to call in you may dial:

+1 312 626 6799

Meeting ID: 984 9345 8211

Please note that this is NOT a toll free number but CMCA will reimburse you for any cost you incur.

I'm looking forward to meeting with you virtually on Thursday.



Darin Preis, CCAP
Executive Director

Enc.



NOTICE OF MEETING

Notice is hereby given that the CMCA Board of Directors will conduct a meeting at **6:00 p.m.** Thursday April 23, 2020 by Zoom meeting.

Topic: CMCA Board Meeting
<https://zoom.us/j/98493458211>
Meeting ID: 984 9345 8211

AGENDA

- I. Call to Order – Welcome
- II. Consent Agenda Items
 - a. Approval of Agenda
 - b. Minutes from February
 - c. Head Start Report
 - d. Fiscal Reports
 - e. Credit Card Statement
 - f. Remove Kris Scheperle
 - g. United Way Grant
 - h. Boone Community Trust grant
 - i. MHDC COVID grant
 - j. CTF License Plate Partner Renewal
 - k. Fulton/Callaway County Supportive Housing grant
 - l. Executive Committee
 - i. Emergency Leave policy
 - ii. Request for non-federal waiver
- III. Program Updates
 - a. HS Child Outcomes
- IV. Action Items
 - a. Audit
- V. Board Discussion
 - a. COVID Discussion
 - i. CARES Act funding
 1. CSBG
 2. WBC
 3. Head Start
 4. LIHEAP
- VI. Executive Directors Report
 - a. IM-Head Start Modular Units
 - b. PI-FY 2020 Supplemental Fund in Response to the Coronavirus Disease 2019 (COVID 19)
- VII. Adjourn

CMCA Mission: To empower individuals and families to achieve self-reliance

CMCA is committed to equal opportunity. If you are disabled and need an accommodation such as an interpreter for the hearing-impaired, please contact our office. A three-day notice is required for scheduling. Representatives of the news media may obtain copies of this notice by contacting:

Shonda White, Executive Assistant
CMCA 807-B North Providence Road, Columbia, MO 65203
Phone: (573) 443-8706, Ext. 1026

CENTRAL MISSOURI COMMUNITY ACTION
Board of Directors Meeting
Minutes from February 26, 2020

Board Members Present

Charles Melkersman	Mark Brinkman	Susan Hart	Heather Berkemeyer
Carolyn Lewis	Charles Roll	Jean Ispa	Alice Brandt
Janet Thompson	Jodi McSwain	Karen Digh-Allen	Michelle Barg

Board Members Absent

Aland Winders	Amanda Grellner	Cynthia Jones	Don Decker
Jeremiah Johnmeyer	Kris Scheperle	Yolanda Galbreath	
James Steele	Ann Anderson		

Conference Call

Donna Ward

Staff Present

Darin Preis	Beth Vossler	Shonda White	Christine Lindsey
Julie Aitkens	Jessie Yankee	Angela Hirsch	Kelley Lucero

A Quorum of the CMCA Board of Directors is present.

- I. Call to Order-Welcome
Charlie Melkersman, Board President called the meeting to order at 6pm.
- II. Consent Agenda Items
 - a. Approval of Agenda
 - b. Minutes from January
 - c. Head Start Report
 - d. Fiscal Reports
 - e. Credit Card Statement
Motion to approve Consent Agenda: Susan Hart
Second: Carolyn Lewis
Motion approved
- III. Program Updates
 - a. Women's Business Center
A check for \$1000 was presented to Jessie Yankee, Director of The Women's Business Center to help focus on minority and women, from the Community Foundation of Central Missouri. Jessie reviewed the programs it currently offers and outcomes. She informed the board she would be applying for tax credits for the ASPIRE program to help fund next 3 years in more prisons. She also plans to partner

with AARP to help people over 55 years old to work on starting a new business in retirement.

b. Development-

Cheryl Unterschutz, Public Relations Manager, reported to the board. Website has been refreshed. Private donations are up 61% from last year and the COMO Gives total was increased this year by 106%. Direct mail donations and the average amount of donations also increased. The Promise Gala is scheduled for May 14, 2020 and the website for it is Gala.showmeaction.org. Each county will have a basket at the gala with items from its area to action off.

c. Boone County Community Organizer

Kelley Lucero, Boone County Community Organizer, reported to the board. Volunteer hours valued at minimum wage since 2011 surpassed \$1 million this year. Kelley described the wide variety of meetings and groups in Boone County that she is involved in and how these groups work together to help our clients. She also informed the board of the online resource guide that she made that has resources in all counties. It can be found at resource@showmeaction.com. She also informed the board about the USDA Home Loan program currently offered through the agency and the ROC (Re-entry Opportunity Center) program she is involved in that helps people being released from prison connect to resources.

d. CSBG Contract Updates

Darin Preis, Executive Director, informed the board that approximately \$4.3M of CSBG discretionary funding will be distributed to CAAs across the state. CMCA has been allotted approximately \$284,000. These funds have traditionally been used to start up CSBG contracts in October regardless of the federal appropriation of subsequent year's funding level. Auditors of the State CSBG unit determined that this is not an allowable practice. The board discussed options for these funds and determined that they should be used to implement the current plan. This will create a budget cushion in the fall of 2020 while Congress finalizes a budget and the State implements that budget in the form of agency contracts. The State will be processing exact funding levels and preparing amended contracts in the next few weeks.

Motion to approve Susan Barg

Second: Janet Thompson

Motion approved

IV. Action Items

a. Head Start Selection Criteria

Beth Vossler, Head Start Director, reported on the Selection Criteria for Head Start enrollment. Our criteria is based on Performance Standards, community data and need. Additions to the criteria included consideration of participation in other agency programs. The Policy Council also added weight on the selection criteria for children with disabilities. The board discussed all recommendations.

Motion to approve Head Start Selection Criteria: Susan Hart

Second: Alice Brandt

Approved

b. Bylaw Revision

Darin Preis asked the board to reflect on the email he sent out 5 days ago regarding a revision to the bylaws. The revision reflected the Board Governance Review and added a statement that the Office of Head Start would be notified when certain committees were formed.

Motion to add Bylaw Revision-Mark Brinkman
Second-Charlie Roll
Approved

c. Three County HS/EHS grant

Beth Vossler indicated that she is getting ready to submit CMCA's Year 2 continuation grant for our three new counties (Benton, Hickory, and Morgan) that is due April 1 for approximately \$1.6 million. She will align our goals across the agency by using the same 5-year goals and enrollment targets that we used in our traditional grant. Head Start enrollment will be 60 and Early Head Start will be 44. Recommended for approval.

Motion to approve grant: Alice Brandt
Second: Mark Brinkman
Approved

Beth also reported on progress to date with no action necessary:

Hermitage center is open with HS and EHS. Ribbon cutting will be scheduled in the Spring. Outdoor equipment will be installed in early spring.

Warsaw- A lease for a building should be signed by Monday. The facility was most recently a church and is half a mile from the high school. There will be two phases of renovation. The upstairs will be modified to accommodate two big classrooms. The second phase will include renovation of a walk out first floor to accommodate a Early Head Start room. We intend to sign the lease with the intent to buy the building after getting federal approval.

Morgan- We are completing the federal 1303 process that would allow us to purchase the building. The start up funding we received will be used to purchase the building. Once we have approval to proceed, we will need to make some modifications to the building to meet our needs.

d. Request for non-federal match waiver for three counties

Beth Vossler described the challenges associated with meeting non-federal matching requirements. These are even more challenging when facilities are not yet fully operational. We are required to generate approximately \$400K of non-fed match in our three-county grant. To date we have earned approximately \$18K. Once we are fully operational we will be able to meet the matching requirement but we do not

believe it is possible to earn the match this year. Beth asked the board for approval to request a non-federal matching waiver for the current fiscal year.

Motion to submit a non-federal waiver request for 3 counties service area:

Mark Brinkman

Second: Carolyn Lewis

Approved

- e. 1303 Supplement for Benton County (Warsaw) potential building purchase

Motion to start the 1303 process to purchase the building in Warsaw:

Susan Hart

Second: Mark Brinkman

Approved

- f. Social Emotional Learning Environment grant

CMCA applied for this grant last year and was invited to apply again this year. The grant is for \$25K to support the social and emotional development of Head Start children..

Motion to approve the grant:

Alice Brandt

Second: Charlie Roll

Approved

V. Executive Directors Report

- a. PI- The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

- b. IM-Inclusion of Children with Disabilities

- c. Board agreed to have April 23 meeting in Boonville with a ribbon cutting and to view the new building.

VI. Adjourn

Motion to adjourn: Alice Brandt

Second: Carolyn Lewis

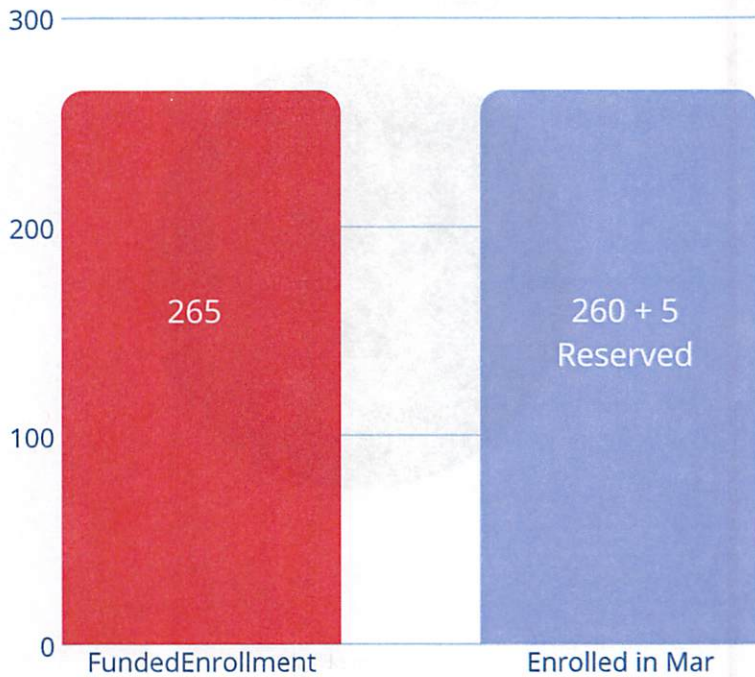
Motion approved

X

Board President

HEAD START REQUIRED REPORTS

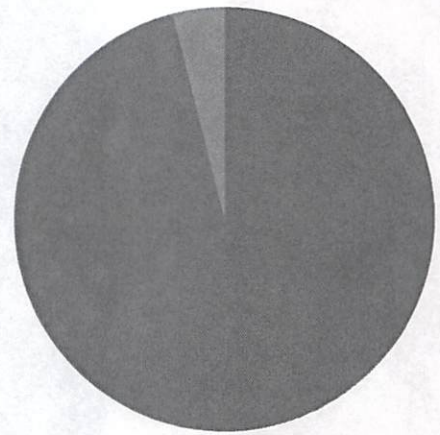
ENROLLMENT



INCOME ELIGIBILITY

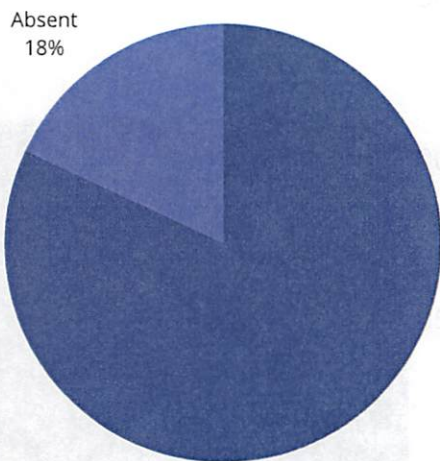
Over Income Elig. Mar

4%



Income Eligible Mar
96%

AVERAGE DAILY ATTENDANCE



Absent
18%

ADA Mar
82%

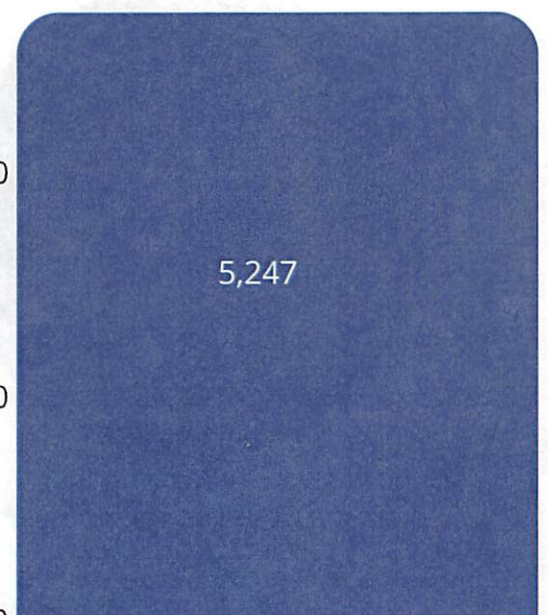
MEALS PROVIDED

7,500

5,000

2,500

0

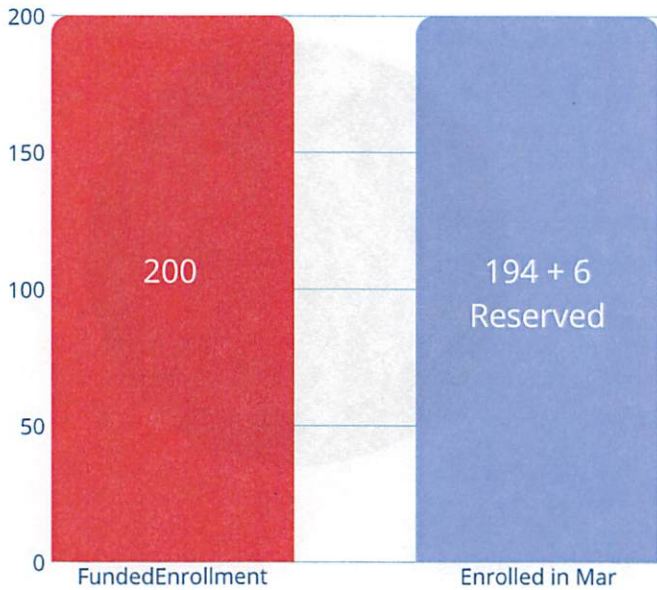


5,247

Meals for Mar

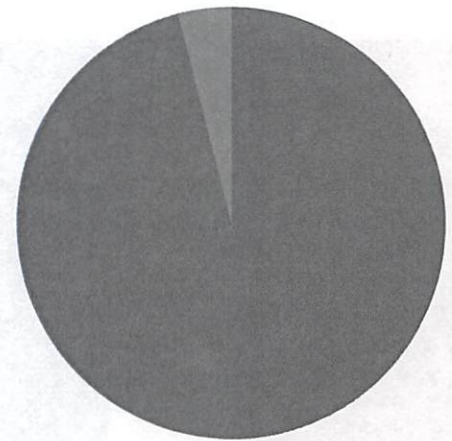
EARLY HEAD START REQUIRED REPORTS

ENROLLMENT



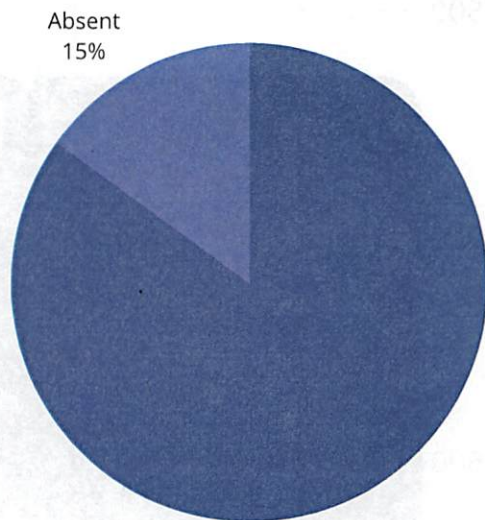
INCOME ELIGIBILITY

Over Income Elig Mar
4%



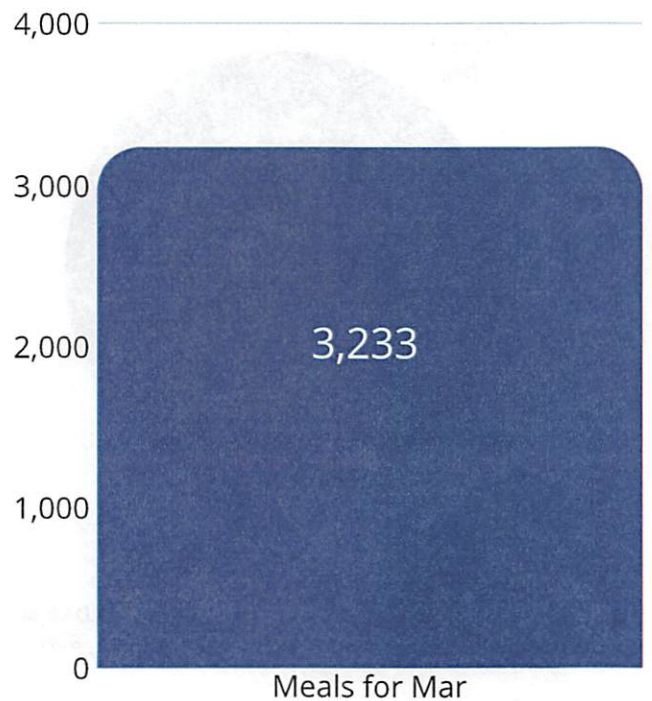
Income Eligible Mar
96%

AVERAGE DAILY ATTENDANCE



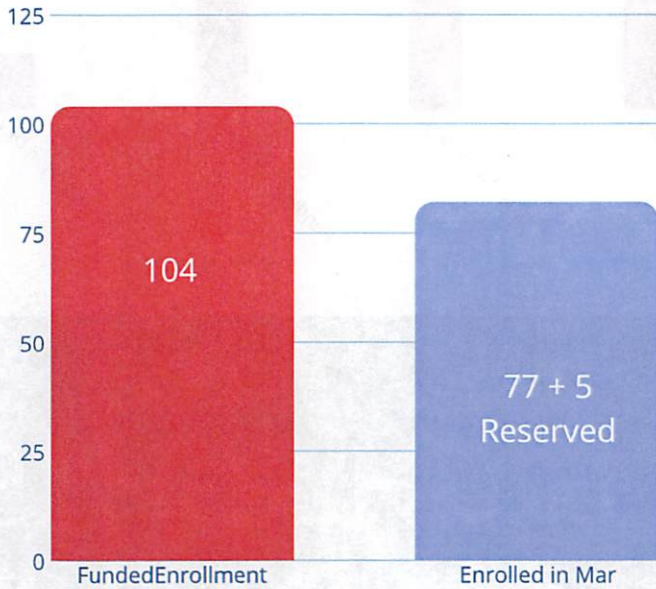
ADA Mar
85%

MEALS PROVIDED

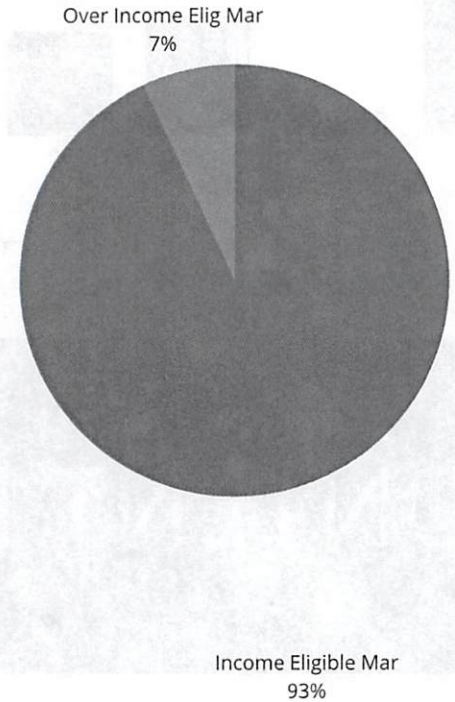


NEW AREA: EARLY/HEAD START REQUIRED REPORTS

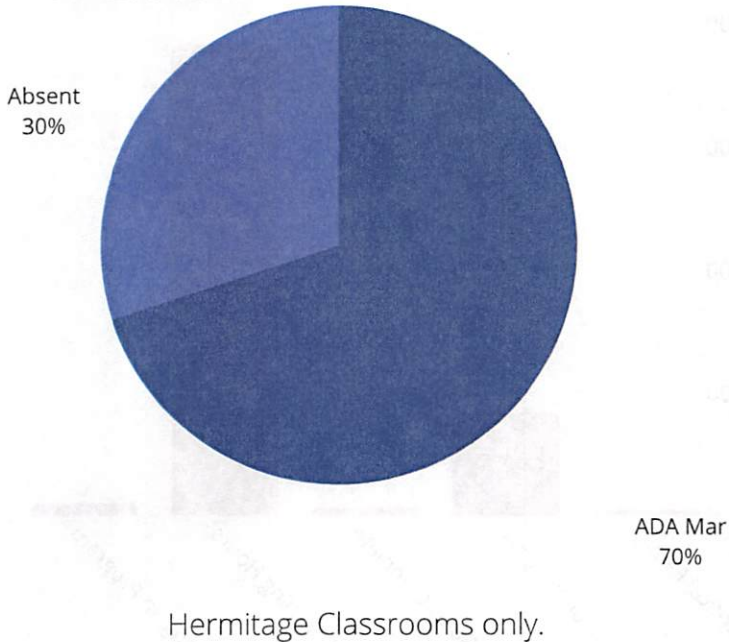
ENROLLMENT



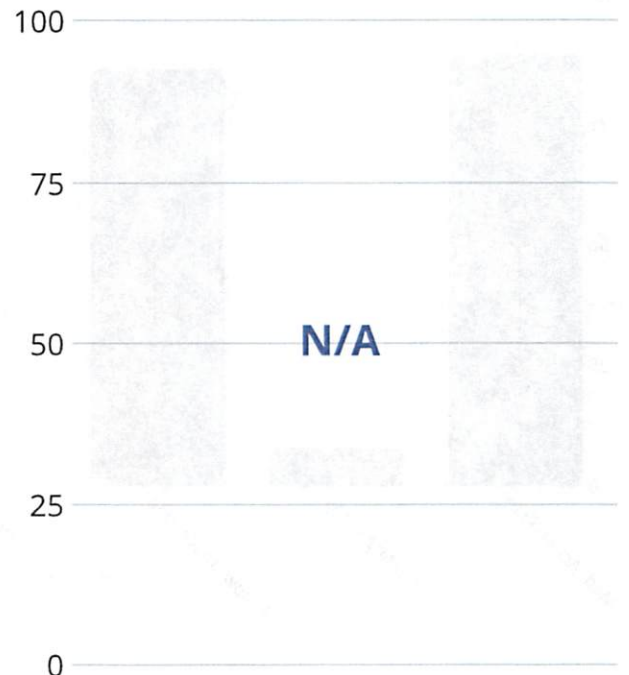
INCOME ELIGIBILITY



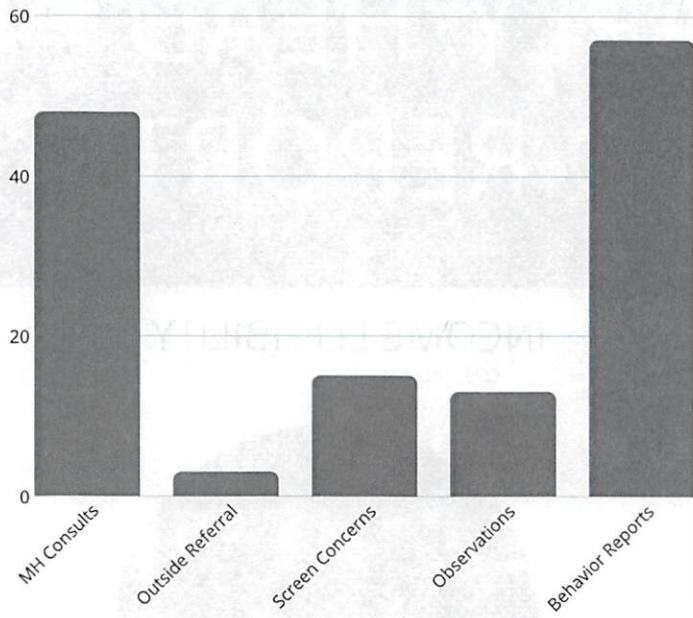
AVERAGE DAILY ATTENDANCE



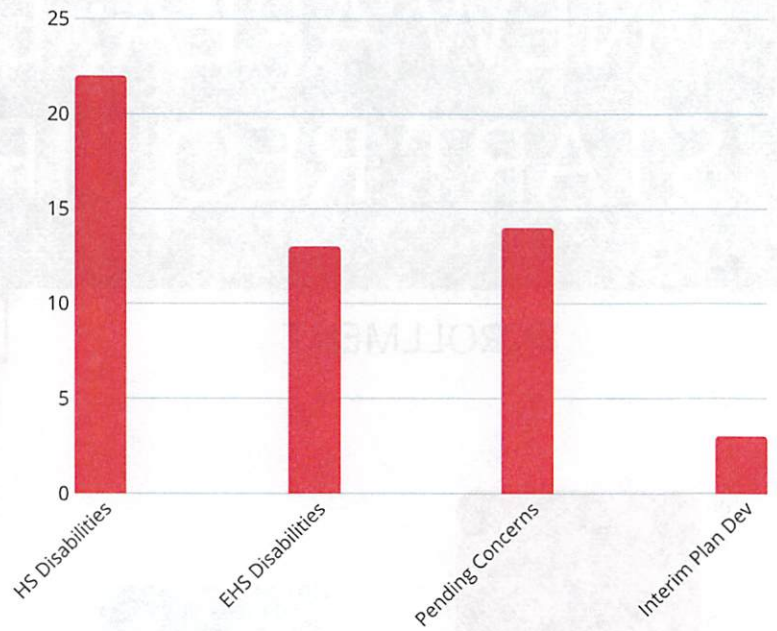
MEALS PROVIDED



Mental Health & Behavior



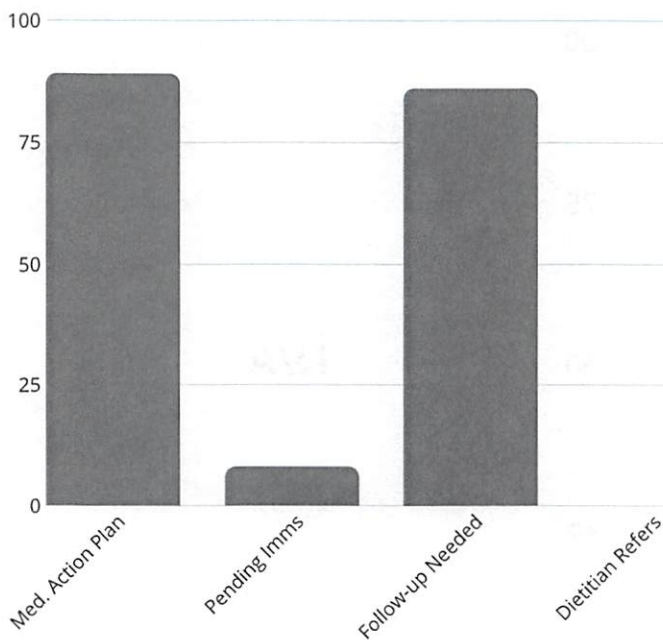
Special Needs



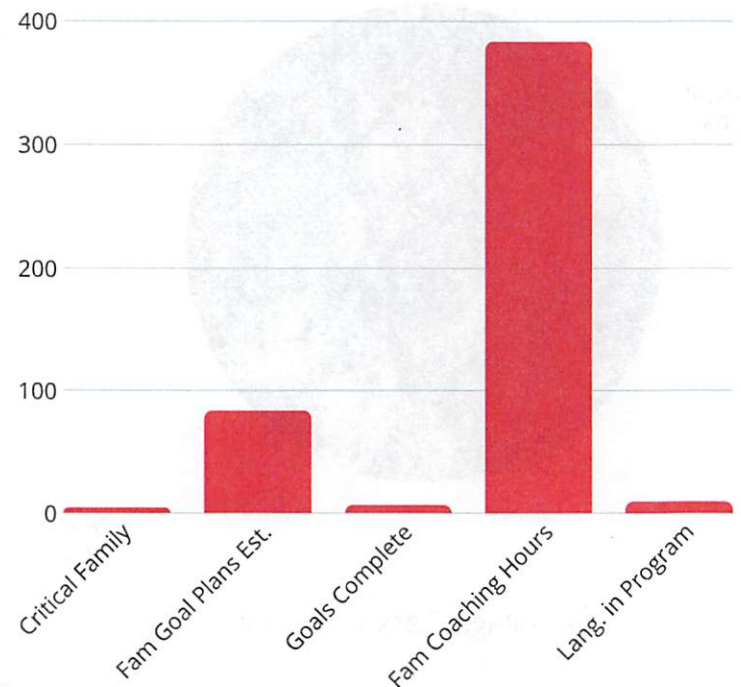
CONTENT DATA HIGHLIGHTS

March 2020

Health & Nutrition



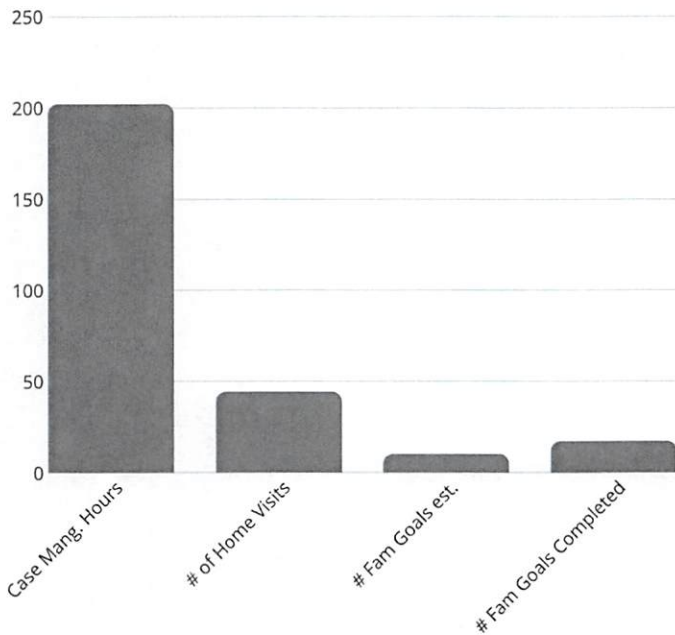
Family Indicators



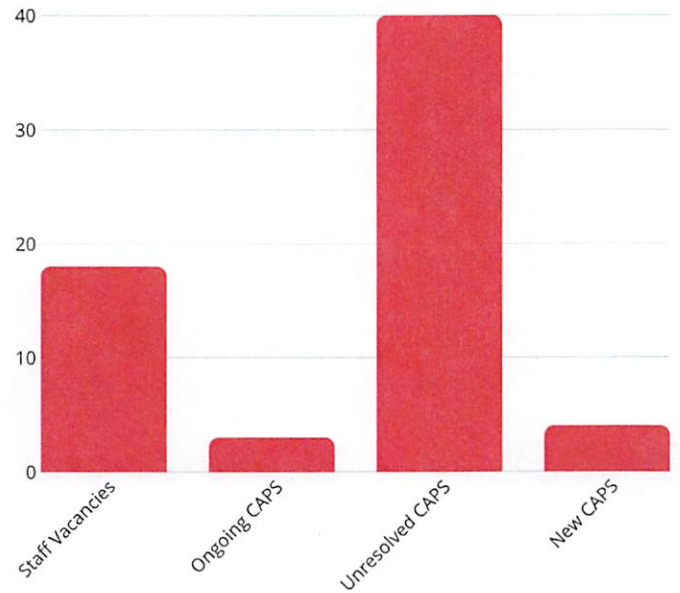
CONTENT DATA HIGHLIGHTS

March 2020

BRIDGE Indicators



PDM Indicators



PROGRAM UPDATE

COVID-19 monopolized the major of staff work and planning time as well as their own personal preparation. The Agency closure allowed staff to social distance themselves and adjust to their children's new way of "attending" school. Staff work remotely at this time providing as much support as possible to CMCA Members in need.

**CMCA Board Report
February 29, 2020**

Program Codes	Performance Based Programs	Contract Dates	Budgeted Amount	YTD Received	YTD Expended	TOTAL BUDGET REMAINING		
30	HOUSING - Section 8 **	10/01/19-09/30/20	\$ 193,025.37	\$ 69,665.37	\$ 96,423.77	\$ (26,758.40)		
00	ADMINISTRATION (included in grant totals)	10/01/19-09/30/20	\$ 1,309,156.00	\$489,816.71	\$ 489,093.09	\$ 723.62		
30R,130	RAP	10/01/19-09/30/20	\$ 42,986.90	\$ 17,459.09	\$ 15,939.93	\$ 1,519.16		
27	STATE CHILDCARE - DFS & PARENTS	05/01/19-04/30/20	\$ 629,840.20	\$ 516,938.65	\$ 444,904.26	\$ 72,034.39		
25	USDA	05/01/19-04/30/20	\$ 290,000.00	\$ 231,897.53	\$ 225,303.66	\$ 6,593.87		
145	BRIDGE GRANT	01/01/20-12/31/20	\$ 247,533.32	\$ 45,862.67	\$ 35,086.44	\$ 10,776.23		
	TOTAL		\$ 2,712,541.79	\$ 1,371,640.02	\$ 1,306,751.15	\$ 64,888.87		
	** Does not reflect direct participant benefits (see below)							
	Line Item Budgets	Contract Dates	Contract Amount		YTD Expended	Unexpended	% of Year	% Expended
10	CSBG FY19	10/01/18-09/30/20	\$ 1,101,771.02		\$ 1,101,771.02	\$ -	71%	100%
10	CSBG FY20	10/01/19-09/30/21	\$ 1,065,335.00		\$ 309,190.15	\$ 756,144.85	21%	29%
12	FAMILY SUPPORT - Mexico United Way	01/01/20-12/31/20	\$ 6,340.64		\$ 2,128.23	\$ 4,212.41	17%	34%
40,41	WEATHERIZATION - DOE	07/01/19-06/30/20	\$ 398,458.00		\$ 280,275.66	\$ 118,182.34	67%	70%
100,100A,101,101A	WEATHERIZATION - UE GAS & UE ELEC	11/01/19-10/31/20	\$ 58,607.00		\$ 20,263.87	\$ 38,343.13	33%	35%
18	WEATHERIZATION - LIHEAP	10/01/19-09/30/20	\$ 393,502.00		\$ 132,903.35	\$ 260,598.65	42%	34%
79	LIHEAP	10/01/19-09/30/20	\$ 2,344,466.89		\$ 588,522.37	\$ 1,755,944.52	42%	25%
130	SECTION 8 - Participant Benefits	10/01/19-09/30/20	\$ 1,421,450.00		\$ 671,316.62	\$ 750,133.38	42%	47%
06	LISC	10/01/17-03/31/20	\$ 36,000.00		\$ 34,687.61	\$ 1,312.39	97%	96%
20,21,22	HEAD START	05/01/19-04/30/20	\$ 3,392,232.00		\$ 2,633,039.18	\$ 759,192.82	83%	78%
70,71,72	EARLY HEAD START	05/01/19-04/30/20	\$ 2,996,664.00		\$ 2,357,743.14	\$ 638,920.86	83%	79%
91,92,92A	HEAD START EXPANSION	07/01/19-06/30/20	\$ 1,023,790.00		\$ 413,225.90	\$ 610,564.10	67%	40%
96,97,97A	EARLY HEAD START EXPANSION	07/01/19-06/30/20	\$ 868,521.00		\$ 368,616.48	\$ 499,904.52	67%	42%
72S	EXPANSION START UP	07/01/19-06/30/20	\$ 447,000.00		\$ 159,078.30	\$ 287,921.70	67%	36%
115B	NCH	09/30/19-09/29/20	\$ 192,832.00		\$ 37,579.55	\$ 155,252.45	42%	19%
137B	EHSA - J.R. ALBERT FOUNDATION (3yr grant)	03/01/18-02/28/21	\$ 150,000.00		\$ 98,209.93	\$ 51,790.07	65%	65%
14	FOSTER GRANDPARENTS	04/01/19-03/31/20	\$ 361,158.00		\$ 310,432.09	\$ 50,725.91	92%	86%
88	SHOWME HEALTHY RELATIONSHIPS	09/30/19-09/29/20	\$ 395,739.00		\$ 140,876.31	\$ 254,862.69	42%	36%
111A	SKILLUP TANF	10/01/19-05/31/20	\$ 224,162.00		\$ 75,170.74	\$ 148,991.26	63%	34%
111B	SKILLUP FNS	10/01/19-09/30/20	\$ 58,917.00		\$ 38,961.04	\$ 19,955.96	42%	66%
192	WOMEN'S BUSINESS CENTER (Federal Share)	09/30/19-09/29/20	\$ 150,000.00		\$ 98,039.59	\$ 51,960.41	42%	65%
192	WOMEN'S BUSINESS CENTER (Cash match)	09/30/19-09/29/20	\$ 75,000.00		\$ 9,796.39	\$ 65,203.61	42%	13%
	TOTAL		\$ 17,161,945.55		\$ 9,881,827.52	\$ 7,280,118.03		
	Agency Contract Totals		\$19,874,487.34					
23	HEAD START NON FEDERAL (Inkind)	05/01/19-04/30/20	\$ 821,220.00		\$ 405,706.91	\$ 415,513.09	83%	49%
73	EARLY HEAD START NON FEDERAL (Inkind)	05/01/19-04/30/20	\$ 736,424.00		\$ 626,657.43	\$ 109,766.57	83%	85%
92 INK	HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/19-06/30/20	\$ 207,850.00		\$ 1,651.65	\$ 206,198.35	58%	0%
97 INK	EARLY HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/19-06/30/20	\$ 195,883.00		\$ 28,866.67	\$ 167,016.33	67%	15%
192B	WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind)	09/30/19-09/29/20	\$ 75,000.00		\$ 4,085.00	\$ 70,915.00	42%	5%
16	FOSTER GRANDPARENTS NON FEDERAL (Inkind)	04/01/19-03/31/20	\$ 36,115.80		\$ 37,238.76	\$ (1,122.96)	92%	103%

Central Missouri Community Action
Balance Sheet - AGENCY BALANCE SHEET-BOARD
As of 2/29/2020

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Cash		
CASH IN BANK	1,054,831.25	565,296.49
CASH IN BANK - MELOAN	38,609.75	35,108.37
CASH IN BANK-PAYROLL	592,575.33	29,295.42
CASH IN BANK -HOUSING	31,329.05	102,692.42
CHDO SAVINGS	196,869.11	241,813.20
CASH IN BANK- CORPORATE	180,296.30	134,509.00
CMCHDC PROPERTIES CASH ACCT	44,913.48	28,774.63
Other	<u>657.38</u>	<u>957.38</u>
Total Cash	2,140,081.65	1,138,446.91
Receivables		
ACCTS.RECEIVABLE- DUE FROMS	337,357.55	450.29
ACCOUNTS RECEIVABLE	361,140.04	343,824.34
HIP MATERIALS	45,740.17	30,627.31
HIP LABOR	41,161.20	33,998.86
NOTES RECEIVABLE	396,480.62	458,575.60
ALLOWANCE FOR DOUBTFUL ACCOUNT	(49,913.13)	86.87
GRANTS RECEIVABLE	345,324.28	644,626.97
PRE-PAID EXPENSE	44,975.00	50,066.16
PREPAID INSURANCE	12,411.33	(4,649.93)
Other	<u>(0.01)</u>	<u>563.99</u>
Total Receivables	1,534,677.05	1,558,170.46
Fixed Assets		
INVENTORY	2,398.59	2,060.63
REAL ESTATE & BUILDING	432,916.01	460,637.28
PROPERTY - LAND	302,705.39	197,606.07
PROPERTY-RENOVATIONS	772,587.23	683,271.40
EQUIPMENT	991,949.35	970,215.35
ACCUMULATED DEPRECIATION-EQUIP	(899,398.47)	(822,113.39)
VEHICLES	292,583.00	356,040.00
ACCUM DEPRECIATION-VEHICLE	<u>(224,317.39)</u>	<u>(340,485.80)</u>
Total Fixed Assets	1,671,423.71	1,507,231.54
Contra Fixed Assets		
EQUITY -BUILDING-	<u>(534,646.25)</u>	<u>(458,695.05)</u>
Total Contra Fixed Assets	(534,646.25)	(458,695.05)
Other		
INVESTMENTS	<u>102,000.00</u>	<u>67,638.86</u>
Total Other	102,000.00	67,638.86
Total Assets	4,913,536.16	3,812,792.72
Liabilities		
Accounts Payable	1,718,798.26	881,546.23
Long Term Payables	<u>163,656.29</u>	<u>174,971.00</u>
Total Liabilities	1,882,454.55	1,056,517.23
Net Assets		
Fund Balance		
EQUITY-PROPERTY	48,471.75	49,029.31
FUND BALANCE	1,302,419.09	1,462,264.93
RESERVE ACCOUNT	<u>700,447.01</u>	<u>700,447.01</u>
Total Fund Balance	2,051,337.85	2,211,741.25
Excess Revenue/Expenditures (Loss)	<u>979,743.76</u>	<u>544,534.24</u>
Total Net Assets	3,031,081.61	2,756,275.49
Total Liabilities and Net Assets	4,913,536.16	3,812,792.72

Central Missouri Community Action
February-20
Ratio Analysis

Liquidity Ratio – Is also referred to as solvency ratios to indicate the ability of the agency to meet financial obligations over the short term.

Current Ratio = Current Assets divided by Current Liabilities

Compares assets expected to be available as cash within the next year with liabilities that will become due within the next 12 months. This ratio should be 1.21 or higher.

<u>Current Assets</u>		<u>Current Liabilities</u>	
Total Cash	\$ 1,054,831.25	Accounts Payable	\$ 1,718,798.26
Receivables	\$ 1,534,677.05		
Investments	<u>\$ 102,000.00</u>		
Total	\$ 2,691,508.30		

February 29, 2020 ratio = 1.57	February 28, 2019 ratio = 2.15
January 31, 2020 ratio = 1.81	January 31, 2019 ratio = 2.17
December 31, 2019 ratio = 1.71	December 31, 2018 ratio = 2.25
November 30, 2019 ratio = 2.32	November 30, 2018 ratio = 2.50
October 31, 2019 ratio = 2.18	October 31, 2018 ratio = 1.34
September 30, 2019 ratio = 1.40	September 30, 2018 ratio = 1.32
August 31, 2019 ratio = 1.53	August 31, 2018 ratio = 1.47
July 31, 2019 ratio = 1.58	July 31, 2018 ratio = 2.20
June 30, 2019 ratio = 1.80	June 30, 2018 ratio = 1.72
May 31, 2019 ratio = 1.96	May 31, 2018 ratio = 1.53
April 30, 2019 ratio = 1.79	April 30, 2018 ratio = 1.61
March 31, 2019 ratio = 2.10	March 31, 2018 ratio = 1.62

Cash Ratio = Cash + Cash equivalents divided by Current Liabilities

Relates current liabilities to the agency's most liquid assets: cash, cash equivalents and short-term investments. This ratio should be .50 or higher.

<u>Cash + Cash Equivalents</u>		<u>Current Liabilities</u>	
Total Cash	\$ 1,054,831.25	Accounts Payable	\$ 1,718,798.26
Investments	<u>\$ 102,000.00</u>		
Total	\$ 1,156,831.25		

February 29, 2020 ratio = 0.67	February 28, 2019 ratio = 1.08
January 31, 2020 ratio = 0.87	January 31, 2019 ratio = 1.17
December 30, 2019 ratio = 0.80	December 31, 2018 ratio = 1.29
November 30, 2019 ratio = 0.46	November 30, 2018 ratio = 1.50
October 31, 2019 ratio = 0.44	October 31, 2018 ratio = 0.48
September 30, 2019 ratio = 0.46	September 30, 2018 ratio = 0.48
August 31, 2019 ratio = 0.45	August 31, 2018 ratio = 0.37
July 31, 2019 ratio = 0.70	July 31, 2018 ratio = 0.88
June 30, 2019 ratio = 0.84	June 30, 2018 ratio = 0.73
May 31, 2019 ratio = 0.94	May 31, 2018 ratio = 0.64
April 30, 2019 ratio = 0.91	April 30, 2018 ratio = 0.67
March 31, 2019 ratio = 1.12	March 31, 2018 ratio = 0.81

**CMCA Board Report
March 31, 2020**

<i>Program Codes</i>	<i>Performance Based Programs</i>	<i>Contract Dates</i>	<i>Budgeted Amount</i>	<i>YTD Received</i>	<i>YTD Expended</i>	<i>TOTAL BUDGET REMAINING</i>		
30	HOUSING - Section 8 **	10/01/19-09/30/20	\$ 193,025.37	\$ 83,639.41	\$ 111,014.25	\$ (27,374.84)		
00	ADMINISTRATION (included in grant totals)	10/01/19-09/30/20	\$ 1,309,156.00	\$593,899.88	\$ 597,803.93	\$ (3,904.05)		
30R,130	RAP	10/01/19-09/30/20	\$ 42,986.90	\$ 17,567.09	\$ 15,939.93	\$ 1,627.16		
27	STATE CHILDCARE - DFS & PARENTS	05/01/19-04/30/20	\$ 629,840.20	\$ 545,345.14	\$ 493,246.07	\$ 52,099.07		
25	USDA	05/01/19-04/30/20	\$ 290,000.00	\$ 250,495.51	\$ 242,246.41	\$ 8,249.10		
145	BRIDGE GRANT	01/01/20-12/31/20	\$ 247,533.32	\$ 62,369.38	\$ 50,051.60	\$ 12,317.78		
	TOTAL		\$ 2,712,541.79	\$ 1,553,316.41	\$ 1,510,302.19	\$ 43,014.22		
	** Does not reflect direct participant benefits (see below)							
	<i>Line Item Budgets</i>	<i>Contract Dates</i>	<i>Contract Amount</i>		<i>YTD Expended</i>	<i>Unexpended</i>	<i>% of Year</i>	<i>% Expended</i>
10	CSBG FY19	10/01/18-09/30/20	\$ 1,101,771.02		\$ 1,101,771.02	\$ -	75%	100%
10	CSBG FY20	10/01/19-09/30/21	\$ 1,065,335.00		\$ 393,255.82	\$ 672,079.18	25%	37%
12	FAMILY SUPPORT - Mexico United Way	01/01/20-12/31/20	\$ 6,340.64		\$ 2,128.23	\$ 4,212.41	25%	34%
40,41	WEATHERIZATION - DOE	07/01/19-06/30/20	\$ 398,458.00		\$ 283,513.52	\$ 114,944.48	75%	71%
100,100A,101,101A	WEATHERIZATION - UE GAS & UE ELEC	11/01/19-10/31/20	\$ 58,607.00		\$ 28,315.67	\$ 30,291.33	42%	48%
18	WEATHERIZATION - LIHEAP	10/01/19-09/30/20	\$ 393,502.00		\$ 171,883.58	\$ 221,618.42	50%	44%
79	LIHEAP	10/01/19-09/30/20	\$ 2,344,466.89		\$ 775,676.98	\$ 1,568,789.91	50%	33%
130	SECTION 8 - Participant Benefits	10/01/19-09/30/20	\$ 1,421,450.00		\$ 802,291.60	\$ 619,158.40	50%	56%
06	LISC	10/01/17-03/31/20	\$ 36,000.00		\$ 36,000.00	\$ -	100%	100%
06-ALT	LISC	10/01/19-09/30/21	\$ 36,000.00		\$ 3,189.80	\$ 32,810.20	25%	9%
20,21,22	HEAD START	05/01/19-04/30/20	\$ 3,392,232.00		\$ 2,873,136.47	\$ 519,095.53	92%	85%
70,71,72	EARLY HEAD START	05/01/19-04/30/20	\$ 2,996,664.00		\$ 2,583,863.95	\$ 412,800.05	92%	86%
91,92,92A	HEAD START EXPANSION	07/01/19-06/30/20	\$ 1,023,790.00		\$ 465,997.03	\$ 557,792.97	75%	46%
96,97,97A	EARLY HEAD START EXPANSION	07/01/19-06/30/20	\$ 868,521.00		\$ 412,206.38	\$ 456,314.62	75%	47%
72S	EXPANSION START UP	07/01/19-06/30/20	\$ 447,000.00		\$ 159,078.30	\$ 287,921.70	75%	36%
115B	NCH	09/30/19-09/29/20	\$ 192,832.00		\$ 45,305.78	\$ 147,526.22	50%	23%
137B	EHSA - J.R. ALBERT FOUNDATION (3yr grant)	03/01/18-02/28/21	\$ 150,000.00		\$ 99,290.91	\$ 50,709.09	68%	66%
14	FOSTER GRANDPARENTS	04/01/19-03/31/20	\$ 361,158.00		\$ 347,791.67	\$ 13,366.33	100%	96%
88	SHOWME HEALTHY RELATIONSHIPS	09/30/19-09/29/20	\$ 395,739.00		\$ 165,911.69	\$ 229,827.31	50%	42%
111A	SKILLUP TANF	10/01/19-05/31/20	\$ 224,162.00		\$ 95,186.91	\$ 128,975.09	75%	42%
111B	SKILLUP FNS	10/01/19-09/30/20	\$ 58,917.00		\$ 39,055.16	\$ 19,861.84	50%	66%
192	WOMEN'S BUSINESS CENTER (Federal Share)	09/30/19-09/29/20	\$ 150,000.00		\$ 99,834.99	\$ 50,165.01	50%	67%
192	WOMEN'S BUSINESS CENTER (Cash match)	09/30/19-09/29/20	\$ 75,000.00		\$ 28,191.09	\$ 46,808.91	50%	38%
	TOTAL		\$ 17,197,945.55		\$ 11,012,876.55	\$ 6,185,069.00		
Agency Contract Totals			\$19,910,487.34					
23	HEAD START NON FEDERAL (Inkind)	05/01/19-04/30/20	\$ 821,220.00		\$ 405,706.91	\$ 415,513.09	92%	49%
73	EARLY HEAD START NON FEDERAL (Inkind)	05/01/19-04/30/20	\$ 736,424.00		\$ 626,657.43	\$ 109,766.57	92%	85%
92 INK	HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/19-06/30/20	\$ 207,850.00		\$ 1,651.65	\$ 206,198.35	75%	1%
97 INK	EARLY HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/19-06/30/20	\$ 195,883.00		\$ 28,866.67	\$ 167,016.33	75%	15%
192B	WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind)	09/30/19-09/29/20	\$ 75,000.00		\$ 39,446.00	\$ 35,554.00	50%	53%
16	FOSTER GRANDPARENTS NON FEDERAL (Inkind)	04/01/19-03/31/20	\$ 36,115.80		\$ 38,201.76	\$ (2,085.96)	100%	106%

Central Missouri Community Action
Balance Sheet - AGENCY BALANCE SHEET-BOARD
As of 3/31/2020

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Cash		
CASH IN BANK	812,958.32	672,455.74
CASH IN BANK - MELOAN	38,610.07	35,108.69
CASH IN BANK-PAYROLL	599,088.18	170,022.15
CASH IN BANK -HOUSING	164,282.49	111,836.94
CHDO SAVINGS	198,149.80	243,093.39
CASH IN BANK- CORPORATE	180,320.68	134,521.22
CMCHDC PROPERTIES CASH ACCT	45,913.48	28,774.63
Other	<u>657.38</u>	<u>957.38</u>
Total Cash	2,039,980.40	1,396,770.14
Receivables		
ACCTS.RECEIVABLE- DUE FROMS	378,865.62	10,756.39
ACCOUNTS RECEIVABLE	332,466.07	349,239.07
HIP MATERIALS	49,849.93	39,047.60
HIP LABOR	45,631.20	49,307.38
NOTES RECEIVABLE	394,136.99	456,243.13
ALLOWANCE FOR DOUBTFUL ACCOUNT	(49,913.13)	86.87
GRANTS RECEIVABLE	297,996.49	708,965.49
PRE-PAID EXPENSE	42,859.80	48,640.42
PREPAID INSURANCE	20,134.80	(12,801.17)
Other	<u>(0.01)</u>	<u>563.99</u>
Total Receivables	1,512,027.76	1,650,049.17
Fixed Assets		
INVENTORY	2,398.59	2,060.63
REAL ESTATE & BUILDING	432,916.01	460,637.28
PROPERTY - LAND	302,705.39	197,606.07
PROPERTY-RENOVATIONS	772,587.23	683,271.40
EQUIPMENT	991,949.35	970,215.35
ACCUMULATED DEPRECIATION-EQUIP	(899,398.47)	(822,113.39)
VEHICLES	292,583.00	356,040.00
ACCUM DEPRECIATION-VEHICLE	<u>(224,317.39)</u>	<u>(340,485.80)</u>
Total Fixed Assets	1,671,423.71	1,507,231.54
Contra Fixed Assets		
EQUITY -BUILDING-	<u>(534,646.25)</u>	<u>(458,695.05)</u>
Total Contra Fixed Assets	(534,646.25)	(458,695.05)
Other		
INVESTMENTS	<u>102,000.00</u>	<u>67,792.42</u>
Total Other	102,000.00	67,792.42
Total Assets	<u>4,790,785.62</u>	<u>4,163,148.22</u>
Liabilities		
Accounts Payable	1,772,476.76	1,059,600.90
Long Term Payables	<u>162,013.24</u>	<u>173,389.53</u>
Total Liabilities	<u>1,934,490.00</u>	<u>1,232,990.43</u>
Net Assets		
Fund Balance		
EQUITY-PROPERTY	48,471.75	49,029.31
FUND BALANCE	1,302,419.09	1,462,264.93
RESERVE ACCOUNT	<u>700,447.01</u>	<u>700,447.01</u>
Total Fund Balance	2,051,337.85	2,211,741.25
Excess Revenue/Expenditures (Loss)	<u>804,957.77</u>	<u>718,416.54</u>
Total Net Assets	<u>2,856,295.62</u>	<u>2,930,157.79</u>
Total Liabilities and Net Assets	<u>4,790,785.62</u>	<u>4,163,148.22</u>

Central Missouri Community Action

March-20

Ratio Analysis

Liquidity Ratio – Is also referred to as solvency ratios to indicate the ability of the agency to meet financial obligations over the short term.

Current Ratio = Current Assets divided by Current Liabilities

Compares assets expected to be available as cash within the next year with liabilities that will become due within the next 12 months. This ratio should be 1.21 or higher.

<u>Current Assets</u>		<u>Current Liabilities</u>	
Total Cash	\$ 812,958.32	Accounts Payable	\$ 1,772,476.76
Receivables	\$ 1,512,027.76		
Investments	<u>\$ 102,000.00</u>		
Total	\$ 2,426,986.08		

March 31, 2020 ratio =	1.37	March 31, 2019 ratio =	2.10
February 29, 2020 ratio =	1.57	February 28, 2019 ratio =	2.15
January 31, 2020 ratio =	1.81	January 31, 2019 ratio =	2.17
December 31, 2019 ratio =	1.71	December 31, 2018 ratio =	2.25
November 30, 2019 ratio =	2.32	November 30, 2018 ratio =	2.50
October 31, 2019 ratio =	2.18	October 31, 2018 ratio =	1.34
September 30, 2019 ratio =	1.40	September 30, 2018 ratio =	1.32
August 31, 2019 ratio =	1.53	August 31, 2018 ratio =	1.47
July 31, 2019 ratio =	1.58	July 31, 2018 ratio =	2.20
June 30, 2019 ratio =	1.80	June 30, 2018 ratio =	1.72
May 31, 2019 ratio =	1.96	May 31, 2018 ratio =	1.53
April 30, 2019 ratio =	1.79	April 30, 2018 ratio =	1.61

Cash Ratio = Cash + Cash equivalents divided by Current Liabilities

Relates current liabilities to the agency's most liquid assets: cash, cash equivalents and short-term investments. This ratio should be .50 or higher.

<u>Cash + Cash Equivalents</u>		<u>Current Liabilities</u>	
Total Cash	\$ 812,958.32	Accounts Payable	\$ 1,772,476.76
Investments	<u>\$ 102,000.00</u>		
Total	\$ 914,958.32		


March 31, 2020 ratio =	0.52	March 31, 2019 ratio =	1.12
February 29, 2020 ratio =	0.67	February 28, 2019 ratio =	1.08
January 31, 2020 ratio =	0.87	January 31, 2019 ratio =	1.17
December 30, 2019 ratio =	0.80	December 31, 2018 ratio =	1.29
November 30, 2019 ratio =	0.46	November 30, 2018 ratio =	1.50
October 31, 2019 ratio =	0.44	October 31, 2018 ratio =	0.48
September 30, 2019 ratio =	0.46	September 30, 2018 ratio =	0.48
August 31, 2019 ratio =	0.45	August 31, 2018 ratio =	0.37
July 31, 2019 ratio =	0.70	July 31, 2018 ratio =	0.88
June 30, 2019 ratio =	0.84	June 30, 2018 ratio =	0.73
May 31, 2019 ratio =	0.94	May 31, 2018 ratio =	0.64
April 30, 2019 ratio =	0.91	April 30, 2018 ratio =	0.67



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 2516		02/28/20	03/24/20	\$28,965.88

BG BGCB X003 YY * 001902 D

000716


BANKCARD SERVICES
P.O. BOX 6407
SOUTHEASTERN, PA 19398

CNTRL MO COMMUNITY ACTION
CENTRAL MISSOURI COMMUNITY ACTION
807 N PROVIDENCE RD
STE B
COLUMBIA MO 65203-4359

289658828965880847812038526344

BG * BGCB PAGE 1 of 5

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
*** * 2516		02/28/20	03/24/20	65,000.00	36,034.12

DT	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
0/00	00/00		PURCHASES	29,973.68	
0/00	00/00		MISCELLANEOUS CREDITS	-1,007.80	
0/00	00/00		PAYMENTS	-30,991.69	
2/24	02/24	7556374003111111111111	AUTO PAYMENT - THANK YOU	-30,991.69	
YOUR DEMAND DEPOSIT ACCOUNT WILL BE DEBITED 28,965.88 ON 03/20/20.					
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****1455 JULIE AITKENS *****				6,807.34	

DT	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
10/00	00/00		PURCHASES	6,807.34	
2/03	01/31	55432860031200117710432	INDEED 203-564-2400 CT	3,000.00	SKILLIA - FLS - EMS - EMS EXP - HSEXP
2/03	01/31	55457020031083350578729	IDENTOGO - MO FINGERPR BILLERICA MA	41.75	FLS - EMS - DAYCARE
2/03	01/31	55480770032286048659815	AATRIX SOFTWARE 7017466814 ND	242.76	ADON
2/04	02/03	15449850035161790140465	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790140622	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790140671	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790140705	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790143436	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790143535	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790144087	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	15449850035161790144327	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FLS
2/04	02/03	25265080035000015500018	RED WEIR ATHLETIC SU COLUMBIA MO	86.00	FLS
2/04	02/03	55457020034083327869976	IDENTOGO - MO FINGERPR 877-512-6962 MO	41.75	FLS - EMS - DAYCARE

PURCHASES	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
					PREVIOUS BALANCE	30,991.69
				0.00%	PURCHASES	29,973.68
					CASH ADVANCES	0.00
					CREDITS	-1,007.80
					PAYMENTS	-30,991.69
					OTHER CHARGES	0.00
					FINANCE CHARGE	0.00
					NEW BALANCE	28,965.88

URGENT PAYMENT DUE: 28,965.88 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE : 28,965.88

FOR DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 6407 SOUTHEASTERN, PA 19398 1-800-472-1959

OST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
02/06	02/05	55429500036637919892409	BIG TREE MEDICAL HOME	3162523038 KS	1,848.00 ADM
02/10	02/07	15449850039031330142337	MO DEPT OF HEALTH	877-332-3901 MO	15.25 HS
02/11	02/10	15449850042177130119838	MO DEPT OF HEALTH	877-332-3901 MO	15.25 HS
02/11	02/10	15449850042177130122287	MO DEPT OF HEALTH	877-332-3901 MO	15.25 HS
02/13	02/12	55457020043083785029849	IDENTOGO - MO FINGERPR	877-512-6962 MO	41.75 EHS
02/14	02/13	55432860044200345667417	INDEED	203-564-2400 CT	500.00 HS-EHS-EMSEXP-H2EXP
02/19	02/18	05436840050000326764546	DOLLAR TREE	COLUMBIA MO	51.00 BRIDGE
02/19	02/18	15449850050149680096673	MO DEPT OF HEALTH	877-332-3901 MO	15.25 FRAP
02/19	02/18	55432860050200672561267	PARTY CITY 5231	COLUMBIA MO	19.04 BRIDGE
02/19	02/18	55480770050286049001873	AATRIX SOFTWARE	7017466814 ND	623.34 ADM
02/21	02/20	15449850052165300093856	MO DEPT OF HEALTH	877-332-3901 MO	15.25 EHS
02/24	02/21	55457020052083748356956	IDENTOGO - MO FINGERPR	877-512-6962 MO	41.75 EHS-LS-DAYCARE
02/25	02/24	55457020055083302236260	IDENTOGO - MO FINGERPR	877-512-6962 MO	41.75 HS EXP - EHS EXP
02/27	02/26	5548077005828604911187	AATRIX SOFTWARE	7017466814 ND	14.95 ADM
02/28	02/27	15449850059038920092603	MO DEPT OF HEALTH	877-332-3901 MO	15.25 ADM
*****5065 HIRSCH ANGELA					2,370.54
30/00	00/00		PURCHASES		3,355.54
02/03	01/30	02305370031100073694982	OFFICEMAX/OFFICEDEPT#6	800-463-3768 KS	15.98 NCH
02/03	01/31	85505900033020473608637	GOOGLE*GOOGLE STORAGE	INTERNET CA	1.99 CSBG
02/05	02/05	55432860036200202030139	ULINE *SHIP SUPPLIES	800-295-5510 WI	62.80 CSBG
02/13	02/13	55369280044206112703010	FIELDPRINT INC	8882911369 PA	28.75 FGP
02/18	02/14	55432860046200823819603	SOUTHWES 5262172181827	800-435-9792 TX	316.95 SKILLFNS
02/18	02/14	55432860046200823819611	SOUTHWES 5262172181828	800-435-9792 TX	316.95
02/19	02/19	55369280050206112903793	FIELDPRINT INC	8882911369 PA	28.75 FGP
02/20	02/20	55369280051206112302797	FIELDPRINT INC	8882911369 PA	28.75 FGP
02/24	02/21	55432860052200234139519	SQ *LUETKEMEYER SIGNS	Jefferson Cit MO	98.50 CSBG
02/24	02/21	55432860052200234153742	SQ *LUETKEMEYER SIGNS	Jefferson Cit MO	985.00 VOID
02/24	02/20	55432860052200261944500	SOUTHWES 5262174255301	800-435-9792 TX	475.96 NCH
02/25	02/24	55432860055200889557806	AMZN Mktg US*FX3P274L3	Amzn.com/bill WA	23.98 SKILLFNS
02/26	02/26	15270210057000128211537	MSFT * E0200A9YZK	MSBILLINFO WA	111.82 HS WEXP - Jan 18 - Adm - CSBG - BRIDGE - LIKEAP - KATHARINE - WAFY
02/26	02/26	55310200057083712112435	AMAZON.COM*K187P40I3 A	AMZN.COM/BILL WA	60.00 SKILLFNS
02/26	02/25	55432860056200214725440	TRAVELCITY*7523442498	WWW.TVLV.COM WA	54.00 FGP
02/27	02/25	55417340057870573431292	AMERICAN 0017505218472	SEATTLE WA	333.80
02/27	02/25	55417340057870573431300	AMERICAN 0017505218473	SEATTLE WA	333.80
02/28	02/27	55500360058083713645855	WALMART.COM	8009666546 AR	77.76 SKILLFNS
00/00	00/00		MISCELLANEOUS CREDITS		-985.00
02/24	02/21	55432860052200242840785	CREDIT SQ *LUETKEMEYER SIGNS	Jefferson Cit MO	985.00 VOID
*****6912 MARTIN CARMICHAEL					1,579.05
00/00	00/00		PURCHASES		1,579.05
02/03	02/02	25247700034010853763724	8X8, INC. 888-898-8733	SAN JOSE CA	586.57 HS-EHS-CSBG-WBC
02/03	02/01	55432860032200374581897	GOOGLE *SVCSshowmeactd	g.co/HelpPay# CA	144.46 CSBG-ORANGE-H2-CHS
02/04	02/03	55432860034200782795350	ADOBE *800-833-6687	800-833-6687 CA	359.88 ADM-CSBG
02/10	02/09	25247700041010865326354	ITPROTV	GAINESVILLE FL	29.40 ADM
02/10	02/08	55429500040637171343327	HELLO* HELLOFAX	4157660273 CA	219.69 CSBG-LIKEAP-
02/11	02/09	55429500041637232634135	HELLO* HELLOFAX	4157660273 CA	82.55 HS-EHS
02/21	02/20	75418230051088804828014	DNH*GODADDY.COM	480-5058855 AZ	36.34 ADM
02/24	02/22	75418230053088927949406	DNH*GODADDY.COM	480-5058855 AZ	20.17 ADM
02/28	02/27	35505900059010308163316	GOOGLE*GOOGLE STORAGE	INTERNET CA	99.99 LIKEAP
*****1287 NOLANDA DODD					61.00
00/00	00/00		PURCHASES		61.00
02/20	02/19	55263520051207488600281	CHILI'S #216	COLUMBIA MO	61.00 KATHARINE
*****2038 DARIN PREIS					1,040.36
00/00	00/00		PURCHASES		1,040.36
02/07	02/06	55429500037852297881358	CRYSTALPLUS AWARDS	8887798803 CA	125.54 Champion
02/12	02/11	55480770043026972096650	ACCESSLINE COMMUNICATI	6506414000 WA	104.64 ADM
02/24	02/24	15270210055000033693631	FACEBK FG76VRSSM2	Menlo Park CA	10.00 Champion
02/25	02/24	55263520055014000471944	DISCOUNTMUGS.COM	8005691980 FL	453.30 ADM

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
1/25	02/24	75418230055089050833225	DROPBOX*R7PF4SR8TTGG	119.88	ADM
1/27	02/26	02305370058000569603620	HY-VEE COLUMBIA 1082	225.00	ADM
		*****5925	ELIZABETH VOSSLER		15,506.21
3/00	00/00		PURCHASES		15,524.70
2/03	01/31	35505900032020293241086	GOOGLE*GOOGLE STORAGE	19.99	HS-EHS
2/04	02/03	02306630035500271590084	FINGERSAFE USA INC	1,731.62	EHS
2/04	02/03	55263520034837000025328	JIFFY LUBE #1116	43.76	EHS
2/05	02/04	55432860035200067251698	SQ *TIGER STORAGE	1,980.00	TR Admin / HS ADM
2/06	02/05	55432860036200347063714	Amazon.com*902M95473	11.98	EHS
2/06	02/05	55432860036200383049163	AMERICAN RED CROSS	35.00	HS
2/06	02/05	55432860036200383049197	AMERICAN RED CROSS	35.00	HS
2/06	02/05	55432860036200383049205	AMERICAN RED CROSS	35.00	HS
2/06	02/05	55432860036200383049221	AMERICAN RED CROSS	35.00	HS
2/07	02/06	55446410038207130300134	NATIONAL HEAD START AS	1,278.00	TR Admin
2/10	02/07	55432860038200891848609	WALMART.COM	116.68	HS ADM
2/11	02/11	55500360042083337472750	WALMART.COM	82.80	EHS
2/12	02/11	55429500042852490045200	PAYPAL *LOVING GUID	1,200.00	HS-EHS-HS EXP-EHS EXP
2/12	02/11	55432860042200752129366	AMZN Mktp US*IZ5CU4FV3	11.49	EHS
2/12	02/11	55432860042200758406180	AMZN Mktp US*5G7D87AJ3	156.48	HS ADM
2/12	02/11	55432860042200784753555	AMZN Mktp US*HR8Q10HN3	29.89	HS EXP-EHS EXP
2/12	02/12	554328600432009938978420	AMZN Mktp US*CD2FL96Q3	18.75	HS EXP-EHS EXP
2/12	02/12	55432860043200940056116	AMZN Mktp US*TW3V59YV3	44.90	HS EXP-EHS EXP
2/13	02/11	55432860043200999454840	UNITED 0162494917616	468.20	HS EXP-EHS EXP
2/13	02/11	55432860043200999454857	UNITED 0162494917617	468.20	HS-EHS
2/13	02/11	55432860043200999454865	UNITED 0162494921720	410.20	HS-EHS
2/13	02/11	55432860043200999454873	UNITED 0162494923838	468.20	CSBG-HS EXP-EHS EXP
2/13	02/11	55432860043200999454881	UNITED 0162494923839	468.20	HS EXP-EHS EXP
2/13	02/11	55432860043200999454899	UNITED 0162494926549	315.10	HS EXP-EHS EXP
2/13	02/12	55436870043640433734353	ZORO TOOLS INC	208.41	EHS
2/14	02/12	55432860044200254089652	UNITED 0162495088336	630.20	HS-EHS
2/14	02/12	55432860044200314786305	SOUTHWES 5262171224481	347.96	HS-EHS
2/14	02/13	55432860044200330555759	AMERICAN RED CROSS	35.00	HS EXP-EHS EXP
2/14	02/14	55432860045200473809990	Amazon.com*IT81L1B13	26.39	HS EXP-EHS EXP
2/18	02/17	55432860048200300517447	GOOGLE *Google Storage	1.99	HS-EHS
2/19	02/18	553102000490883740749308	AMAZON.COM*QT7T51D83 A	148.33	EHS
2/19	02/18	55432860049200520021807	Amazon.com*5U2IS2BM3	42.59	EHS
2/19	02/18	55432860049200536217886	Amazon.com*5F8522IR3	107.58	EHS
2/19	02/18	55432860049200542910136	Amazon.com*PY9FX7GS3	175.97	EHS
2/19	02/18	55432860049200546306539	Amazon.com*AV0ZIOGS3	131.10	EHS
2/19	02/19	55432860050200663803918	AMZN Mktp US*9718V4FJ3	49.99	HS-EHS
02/20	02/19	55126850050206953700013	NOODLE SOUP	159.00	EHS
02/20	02/19	55309590050286398265112	ESSENTIA SPECIALITY TA	658.06	HS-EHS-HS EXP-EHS EXP
02/20	02/18	55432860050200731882019	SOUTHWES 5262173362605	347.96	HS-EHS
02/20	02/18	55432860050200731882027	SOUTHWES 5262173267842	136.98	HS-EHS-HS EXP-EHS EXP
02/20	02/19	55432860050200761785959	Amazon.com*8J1PN3EA3	216.48	EHS
02/21	02/20	02305370052000559928389	HY-VEE COLUMBIA 1082	150.00	HS-EHS
02/24	02/22	55310200053083320754275	CHIPOTLE ONLINE	92.20	HS-EHS
02/24	02/21	55432860052200280679277	AMERICAN RED CROSS	30.00	HS-EHS
02/24	02/22	55432860053200461963481	RED*CROSS TRNG & PROD	30.00	HS-EHS
02/24	02/21	55500360052083382421691	WALMART.COM	90.84	EHS
02/27	02/26	55263520057837000251496	JIFFY LUBE #3268	53.99	EHS
02/27	02/26	55432860057200491512817	AMZN Mktp US*NC68K7HG3	18.99	HS-EHS
02/27	02/26	55432860057200492858193	AMZN Mktp US*523KM03P3	56.97	EHS
02/27	02/26	55432860057200520379428	AMERICAN RED CROSS	35.00	HS
02/28	02/27	55432860058200677217388	Amazon.com*IQOSH02N3	22.49	HS ADM
02/28	02/27	55432860058200742771245	AMZN Mktp US*4L0A15I83	13.49	EHS
02/28	02/27	55500360058083756412007	WALMART.COM	2,042.30	HS ADM


1/20/2021

JST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
				-18.49	
0/00	00/00		MISCELLANEOUS CREDITS		
2/20	02/12	55436870050640433766413	CREDIT ZORO TOOLS INC 855-2899676 IL	-11.29	<i>EWS</i>
2/28	02/28	55310200059083008938863	CREDIT CHIPOTLE ONLINE 3035954000 CO	-7.20	<i>HA-ENS</i>
		*****6135	JESSIE YANKEE		
					1,601.38
				1,605.69	
0/00	00/00		PURCHASES		
2/03	02/01	02305370033000608719858	HY-VEE COLUMBIA 1082 COLUMBIA MO	140.00	
2/05	02/04	05410190036105001596912	STAPLES 00107797 COLUMBIA MO	26.66	
2/05	02/04	05410190036105001596920	STAPLES 00107797 COLUMBIA MO	25.58	
2/06	02/05	05410190036105045111116	STAPLES DIRECT 800-3333330 MA	48.22	
2/10	02/08	02305370040000569272625	HY-VEE COLUMBIA 1082 COLUMBIA MO	140.00	<i>U</i>
2/11	02/10	55429500041637272612983	CAMPUS COWORKING SPACE 9704977040 CO	150.00	
2/14	02/13	55480770045026988873520	ZOOM.US 8887999666 CA	14.99	<i>B</i>
2/18	02/15	05410190047105143276883	STAPLES DIRECT 800-3333330 MA	20.30	
2/18	02/15	55263520047083751338678	PANERA BREAD #600630 3149843970 MO	174.26	
2/19	02/18	2514052005000016212981	COLUMBIA CHAMBER OF CO 573-8741132 MO	20.00	<i>W</i>
2/21	02/20	02305370052000559927621	USPS PO 2816800103 COLUMBIA MO	11.00	
2/24	02/21	05410190052105143276885	STAPLES DIRECT 800-3333330 MA	14.99	
2/24	02/22	25247800053002283259658	DICKEYS BBQ COLUMBIA COLUMBIA MO	178.30	
2/25	02/24	55417340056730568414797	DRURY INNS 314-9683704 MO	133.14	
2/26	02/26	15270210057000104226632	MSFT * E0800AH3CT MSBILL.INFO WA	8.25	
2/26	02/25	55458850056026780820343	USCELL 3137 COLUMBIA MO	500.00	
30/00	00/00		MISCELLANEOUS CREDITS		-4.31
32/05	02/04	05410190036105000754736	CREDIT STAPLES 00107797 COLUMBIA MO	-2.11	
02/05	02/04	05410190036105000754744	CREDIT STAPLES 00107797 COLUMBIA MO	-2.20	

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 2516		03/31/20	04/27/20	\$15,103.91

BG BGC B X003 YY * 000298 D

000068


 BANKCARD SERVICES
 P.O. BOX 6407
 SOUTHEASTERN, PA 19398

CNTRL MO COMMUNITY ACTION
 CENTRAL MISSOURI COMMUNITY ACTION
 807 N PROVIDENCE RD
 STE B
 COLUMBIA MO 65203-4359

151039115103910847812038526344

BG * BGC B PAGE 1 of 5

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
** **** * 2516		03/31/20	04/27/20	65,000.00	49,896.09

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
1/00	00/00		PURCHASES	18,156.66	
1/00	00/00		MISCELLANEOUS DEBITS	19.82	
1/00	00/00		MISCELLANEOUS CREDITS	-3,067.29	
1/00	00/00		PAYMENTS	-28,971.16	
1/20	03/20	7556374005911111111111	AUTO PAYMENT - THANK YOU	-28,965.88	
			YOUR DEMAND DEPOSIT ACCOUNT WILL BE DEBITED 15,103.91 ON 04/21/20.		
			FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.		
		*****1455	JULIE AITKENS		3,641.25
1/00	00/00		PURCHASES	3,641.25	
1/02	02/28	55432860059200070140632	INDEED 203-564-2400 CT	3,000.00	AM H-MS-EHS-MSERP-CHS EXP-LINEAR- CALLUP-WXFM
1/04	03/03	02305370064000584789265	HY-VEE COLUMBIA 1082 COLUMBIA MO	12.00	BRIDGE
1/04	03/03	55457020063083766401137	IDENTOGO - MO FINGERPR BILLERICA MA	41.75	MS-EHS-DAYCARE
1/09	03/06	15449850067157460119681	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FHS
1/16	03/13	55432860073200673772023	INDEED 203-564-2400 CT	500.00	MS-EHS-MSERP-CHS EXP.
1/17	03/16	15449850077149700124041	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FHS
1/17	03/16	15449850077149700124256	MO DEPT OF HEALTH 877-332-3901 MO	15.25	FHS
1/18	03/17	55457020077083713412504	IDENTOGO - MO FINGERPR BILLERICA MA	41.75	MS-EHS-DAYCARE
		*****5065	HIRSCH ANGELA		1,655.63
0/00	00/00		PURCHASES	1,727.84	
3/02	02/29	55505900062020957495870	GOOGLE*GOOGLE STORAGE INTERNET CA	1.99	CSBG

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			0.00%	PREVIOUS BALANCE	28,965.88
PURCHASES	0.00	0.0000%		PURCHASES	18,176.48
				CASH ADVANCES	0.00
				CREDITS	-3,067.29
				PAYMENTS	-28,971.16
				OTHER CHARGES	0.00
				FINANCE CHARGE	0.00
CASH ADVANCES	0.00	0.0000%		NEW BALANCE	15,103.91

MINIMUM PAYMENT DUE: 15,103.91 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE : 15,103.91

FOR INQUIRIES TO: BANKCARD SERVICES P.O. BOX 6407 SOUTHEASTERN, PA 19398 1-800-472-1959

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
1/03	03/02	5543286062200837061639	VISTAPR*VistaPrint.com	866-8936743 MA	435.77 <u>FGP</u>
1/05	03/03	55310200064722200443858	STORAGE MART #0105	COLUMBIA MO	290.96 <u>HLTH MRRG</u>
1/06	03/05	55500360065083725268614	WALMART.COM	8009666546 AR	51.45 <u>CSBG</u>
1/12	03/11	55429500071717272604231	NHA	8004999092 KS	117.00 <u>SKILLUP</u>
1/12	03/11	55436870072150725549539	OMNI HOTELS	CHAMPIONS GAT FL	222.14 <u>SKILLUP</u>
1/17	03/16	02305370077500225402280	OFFICEMAX/OFFICEDEPT#6	800-463-3768 KS	224.76
1/18	03/17	02305370078500198103450	OFFICEMAX/OFFICEDEPT#6	800-463-3768 KS	20.99 <u>NCH</u>
1/24	03/23	02305370084500148503389	OFFICEMAX/OFFICEDEPT#6	800-463-3768 KS	295.96
1/26	03/26	1527021008600008247242	MSFT * E0200AJ2IL	MSBILL.INFO WA	6.37 <u>MS-LLP-RE-MS-ADM-CSBG-EBIDG- LIKEAP-HLTH-WAFY</u>
1/30	03/27	85454910087035719418125	Vonderahes Select Stor	5732894388 MO	60.45 <u>SKILLUP</u>
0/00	00/00		MISCELLANEOUS CREDITS		-22.21
1/06	03/05	5543286065200670782264	CREDIT VISTAPR*VistaPrint.com	866-8936743 MA	-72.21 <u>FGP</u>
		*****6912	MARTIN CARMICHAEL		1,737.08
0/00	00/00		PURCHASES		1,737.08
1/02	03/02	5543286062200680394483	GOOGLE *SVCSshowmeactl	g.co/HelpPay# CA	185.49 <u>CSBG-EBIDG-MS-EMS</u>
1/03	03/02	25247700063010905090716	8X8, INC. 888-898-8733	SAN JOSE CA	586.57 <u>CSBG-MS-EMS-WBC</u>
1/11	03/10	55429500070637924221849	HELLO* HELLOFAX	4157660273 CA	121.70 <u>CSBG-LIKEAP-</u>
1/11	03/10	55429500070637924304868	HELLO* HELLOFAX	4157660273 CA	219.69 <u>MS-EBIDG</u>
1/13	03/12	55432860072200372682391	AMZN Mktp US*NO7VP9YX3	Amzn.com/bill WA	31.99 <u>ADM</u>
1/16	03/13	554328600732006057027337	AMZN Mktp US*P274Y7103	Amzn.com/bill WA	108.20 <u>ADM</u>
1/17	03/16	55429500076637264277736	REMOTEPC SIGNUP CHARGE	8182755909 CA	-187.12 <u>ADM</u>
1/17	03/16	55429500076852905416607	SHOWMYPCLLC	8889301116 CA	60.00 <u>ADM</u>
1/23	03/20	55432860080200240037562	AMZN Mktp US*3F7EQ6Z33	Amzn.com/bill WA	208.00 <u>FGP</u>
1/30	03/27	55429500088637862530524	NAME-CHEAP.COM	3233752822 AZ	28.32 <u>WBC</u>
		*****1287	NOLANDA DODD		543.71
0/00	00/00		PURCHASES		548.99
3/02	02/27	55310200059400127000013	PIZZA HUT 034255	JEFFERSON CIT MO	131.99 <u>HLTH MRRG</u>
3/11	03/10	02305370071000578785486	HY-VEE COLUMBIA 1082	COLUMBIA MO	208.94
3/27	03/26	55480770087026474082783	ZOOM.US	8887999666 CA	208.06 <u>HLTH MRRG</u>
0/00	00/00		PAYMENTS		-5.28
3/03	03/02	0558745006200000007569	RBT PIZZA HUT 034255	EasySavings NY	-5.28
		*****2038	DARIN PREIS		-1,045.85
0/00	00/00		PURCHASES		104.15
3/04	03/03	55546500063602583567608	CENTRA MISSOURI NEWSPAP	5737610283 MO	21.00 <u>ADM</u>
3/12	03/11	55480770072026956197783	ACCESSLINE COMMUNICATI	6506414000 WA	29.47 <u>ADM</u>
3/18	03/16	55541860077010189550787	THE HOME DEPOT #3001	COLUMBIA MO	24.98 <u>ADM</u>
3/20	03/11	55417340079870791790507	AMERICAN 0017509715666	SEATTLE WA	28.70 <u>ADM</u>
0/00	00/00		MISCELLANEOUS CREDITS		-1,150.00
3/23	03/20	55429500080852062451086	CREDIT NCAF	2028422092 DC	-575.00 <u>ADM</u>
3/23	03/20	55429500080852062466258	CREDIT NCAF	2028422092 DC	-575.00 <u>ADM</u>
		*****5925	ELIZABETH VOSSLER		6,968.73
0/00	00/00		PURCHASES		8,781.96
3/04	03/03	55310200063083334481319	AMAZON.COM*XV78Q58G3 A	AMZN.COM/BILL WA	35.26 <u>EMS</u>
3/04	03/02	85140510063900010102429	NATIONAL ASSOCIATION F	WASHINGTON DC	700.00 <u>MS-DBOZ</u>
3/05	03/04	55432860064200422044410	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>EMS</u>
3/05	03/04	55432860064200422044840	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>EMS</u>
3/06	03/05	55310200065083322375976	AMAZON.COM*EA5QJ7BD3 A	AMZN.COM/BILL WA	109.99 <u>MS</u>
3/06	03/05	85383900065000005222410	POWTOON.COM	STANMORE UN	228.00 <u>MS-EMS-EMSERP-MS-EMP</u>
3/06	03/04	85426230065980004101981	KOONSE GLASS CO	COLUMBIA MO	506.40 <u>MS</u>
3/09	03/06	55432860066200881468074	Amazon.com*GR3LP0ZXC3	Amzn.com/bill WA	23.74 <u>EMS-EMP</u>
3/10	03/09	55432860069200632147024	Amazon Prime*SE8K71V63	Amzn.com/bill WA	124.03 <u>MS-EMS-EMSERP-MS-EMP</u>
3/10	03/09	55432860069200658837375	AMZN Mktp US*9K64488J3	Amzn.com/bill WA	23.90 <u>MS-EMP-EMS-EMP</u>
3/10	03/09	55432860069200660697601	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>MS-EMS</u>
3/10	03/09	55432860069200660697627	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>MS-EMS</u>
3/10	03/09	55432860069200660697650	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>EMS</u>
3/10	03/09	55432860069200660697718	AMERICAN RED CROSS	800-733-2767 DC	35.00 <u>EMS</u>

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
/10	03/09	55432860069200660697734	AMERICAN RED CROSS 800-733-2767 DC	35.00	EHS
/11	03/10	55432860070200907730097	AMERICAN RED CROSS 800-733-2767 DC	35.00	EHS
/11	03/10	55432860071200033391680	INSTITUTE FOR HEALTHCA 562-690-8988 CA	410.00	EHS
/12	03/11	55310200071083766504489	AMZN MKTP US*MJ0FH5AE3 AMZN.COM/BILL WA	163.82	EHS
/12	03/12	55432860072200282635133	WALMART.COM 800-966-6546 AR	136.38	EHS
/12	03/11	55500360071083379687244	WALMART.COM 8009666546 AR	238.10	EHS
/12	03/12	55500360072083766398180	WALMART.COM 8009666546 AR	99.96	HSDON
/13	03/12	55432860072200406121747	AMERICAN RED CROSS 800-733-2767 DC	35.00	EHS
/16	03/13	55432860073200656967673	AMZN Mktp US*RK82E9D23 Amzn.com/bill WA	5.00	EHS-EHS
/16	03/15	55500360075083362878129	WALMART.COM 8009666546 AR	206.54	EHS
/17	03/16	85383900076000004564769	POWTOON.COM STANMORE UN	480.00	HS
/18	03/18	55310200078083709384976	AMAZON.COM*Y25H25X03 A AMZN.COM/BILL WA	60.60	EHS
/18	03/17	55310200078206686100566	THE COUNCIL FOR PROFES 202725540 DC	125.00	EHS
/18	03/17	55432860077200585302451	AMERICAN RED CROSS 800-733-2767 DC	35.00	EHS
/18	03/17	55432860077200585302485	AMERICAN RED CROSS 800-733-2767 DC	35.00	EHS
/18	03/17	55432860077200600551850	GOOGLE *Google Storage 855-836-3987 CA	1.99	EHS-EHS
/18	03/18	55432860078200676216338	Amazon.com*YX6DW5VK3 Amzn.com/bill WA	30.78	EHS
/18	03/18	55432860078200709858080	Amazon.com*I732A5RM3 Amzn.com/bill WA	-46.17	EHS-0209
/18	03/18	55432860078200710082837	Amazon.com*033P87FL3 Amzn.com/bill WA	60.60	EHS-0102
/18	03/18	55432860078200710117096	Amazon.com*1W39W8XK3 Amzn.com/bill WA	-88.74	EHS-DAYCARE-0401
/18	03/18	55432860078200710118094	Amazon.com*B391D3TW3 Amzn.com/bill WA	-46.17	EHS-0203
/19	03/18	55310200078083351665235	AMAZON.COM*O92MC4883 A AMZN.COM/BILL WA	-46.17	EHS-0409
/19	03/18	55310200078083772891071	AMAZON.COM*0X4LG8H23 A AMZN.COM/BILL WA	-15.99	EHS-0211
/19	03/17	85140510078900011600663	NATIONAL ASSOCIATION F WASHINGTON DC	550.00	HS-0102
/20	03/19	55432860079200033345464	Amazon.com*N738065W3 Amzn.com/bill WA	-29.84	HSDON
/20	03/19	55432860079200988826674	AMZN Mktp US*4B8EB88V3 Amzn.com/bill WA	-38.50	HSDON
/20	03/20	55432860080200075726586	Amazon.com*UE99E0573 Amzn.com/bill WA	-31.56	EHS-EXP-1100
/20	03/20	55432860080200075887768	Amazon.com*QU64V9D13 Amzn.com/bill WA	-101.76	EHS-0409
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3/13	03/12	55500360072083009396215	CREDIT WALMART.COM 8009666546 AR	-124.40	HSDON
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13/05	03/04	55436870065150658438782	HILTON HOTELS SALT LK SALT LAKE CIT UT	192.36	

						BG * BGCB	PAGE 5 of 5
JST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION			AMOUNT	NOTATIONS
3/11	03/10	55429500070637955068218	CAMPUS COWORKING SPACE	9704977040	CO	150.00	
3/16	03/13	55480770074026966218007	ZOOM.US	8887999666	CA	14.99	
3/27	03/27	15270210087000019687542	MSFT * E0800AQ650	MSBILL.INFO	WA	8.25	
3/30	03/27	55432860087200677927791	AMZN Mktp US*HZSPJ2YA3	Amzn.com/bill	WA	609.99	WGC
3/00	00/00		MISCELLANEOUS CREDITS				
3/13	03/04	55417340072150652054559	CREDIT DRURY INNS	314-9683704	MO	-12.03	

**Central Missouri Community Action
Grant Summary Sheet**

Date presented to Board	Department(s)	Staff person submitting
4/23/2020	Family and Community Development (FCD)	Brooke Eskridge, Family Administrator
Strategic Commitments		

Title:	United Way Audrain
Program operation dates:	Jan 2021-Dec 2021
Funding amount:	Approx. \$10,000
Staffing levels:	.25
Funding Source:	Local Non-Profit
Target Population:	Low income families, specifically those in need of parenting & job readiness skills
Counties of Operation:	Audrain County
Expected number of participants/clients:	30-50
Summary of Program:	Family Development services, High quality Lifeskills, Parenting, Job Readiness and Leadership Classes, Individualized strengths-focused Family Development services, Community Impact and partnership development to ensure families have the resources they need to move toward self-reliance. Collaborative Partnership with other local agencies, increasing our capacity to serve more.
Expected Outcomes:	Education provided to Audrain Co families one-one and in small group settings, reunification services with Children's Division to help keep families with their children, continued partnership with United Way
Collaboration with other CMCA programs:	Head Start- Williams Family Support Center
Community partners involved:	The Help Center, Our SAFE Place (formally Audrain County Crisis Intervention Services), DSS Audrain County Children's Division

**Central Missouri Community Action
Grant Summary Sheet**

Date presented to board	Department(s)	Staff person submitting
April 26,2020	Head Start – WIRF	Cheryl Unterschutz
Strategic Commitments	<ol style="list-style-type: none"> 1) Participants will have seamless access to services that move them toward self-sufficiency. 2) CMCA will capture unduplicated data that reflects our outcomes. 3) CMCA will have flexible resources necessary to address reduction of poverty, revitalize low-income communities, and empowers people with low income to become more self-sufficient. 4) CMCA will be an agency of internal and external excellence that addresses reduction of poverty revitalizes low-income communities, and empowers people with low income to become more self-sufficient. 	

Title: Boone County Community Trust – Women and Infant Relief Fund (WIRF)	
Program operation dates: Ongoing, request is for May 2020-Oct. 2020	
Funding amount: \$7,500	
Staffing levels:	
Funding Source: WIRF is supported through donations and grants only	
Target Population: Expecting mothers, new mothers and infants from low-income homes	
Counties of Operation: The focus of this grant is on Boone County but funds may also support families in Audrain, Benton, Callaway, Cole, Cooper, Hickory, Howard, Moniteau, Morgan and Osage counties.	
Expected number of participants/clients: 150	
Summary of Program:	<p>WIRF provides prenatal and post-natal support for low-income expecting and recently-delivered mothers and their babies. WIRF impacts families by offering pre and postnatal educational sessions, basic supply provision, and crisis support.</p> <p>In educational programs provided through WIRF, mothers learn ways to manage health, wellness and safety for themselves and their babies. They also receive education around breastfeeding, postpartum depression, and safe sleeping. In addition to the educational support given to new mothers and their babies, WIRF also provides necessary items and support for mothers and their babies after birth such as diapers, breast pads, feminine hygiene products, car seats, and other safety equipment. WIRF also provides crisis support to replace items such as cribs lost in a home fire or car seats that were damaged in a car accident. These are distributed as needed. Finally, WIRF also provides baby showers for low-income moms, where mothers who normally wouldn't have the opportunity to be honored and celebrated are treated to gifts, food and fun games that both entertain and educate. During the current COVID 19 crisis, WIRF is providing basic needs</p>

	for Head Start families in all 11 counties served by CMCA.
Expected Outcomes:	<p>Research has shown that the health of the mother directly impacts the health and wellbeing of her children. Stress and postpartum depression can be debilitating to a mother and impede her ability to make safe and healthy decisions for herself and her child. WIRF provides a support system for women who may not have one and a safe space to ask questions to boost their ability to care for their child. When the basic needs of both a mother and her baby are met it benefits not only the child and mom but the community at large. Because most of the mothers receiving support through WIRF live in Boone County, the positive impacts this program provides will also positively impact our community.</p> <p>With the appropriate support and basic needs provided, low-income mothers can spend less time worrying about where she will get diapers for her baby and spend more time bonding with her baby. This, in turn, will reduce stress for the mother, reducing the possibility for stress-related abuse and neglect, and provide the baby with a safe and healthy environment to learn and grow. Mothers and children who feel supported and provided for also have more time to engage in community-based activities, creating an extended network of support for both mother and child. And, all of these positive starts lead to healthier, more confident children who have the social and academic skills to succeed in school and beyond. These are just a few of the ways that the WIRF program makes a meaningful and lasting difference in our local community.</p>
Collaboration with other CMCA programs:	WIRF is a program under the umbrella of Head Start. It serves all families participating in the Head Start including those in the Prenatal program, Home-Based Program, and Center-Based program.
Community partners involved:	As a program of Central Missouri Community Action, WIRF supports families in a variety of community-based programs and it is supported by community partners including the Veteran's United Foundation, and Home State Insurance. Additionally, through a community partnership with the Silverball Arcade in Columbia, WIRF hosted a successful fundraiser at the venue in summer 2019.

Central Missouri Community Action Grant Summary Sheet

Date presented to board	Department(s)	Staff person submitting
4/24/2020	Family & Community Development	Angela Hirsch

Title:	MHDC COVID-19 Emergency Response Funds
Strategic Commitment	Priority Area 1: Service Integration
Program operation dates:	May – December 2020
Funding amount:	\$25,000
Staffing levels:	Same
Funding Source:	Missouri Housing Development Commission
Target Population:	CMCA Members
Counties of Operation:	All Counties – services based out of Boone
Expected number of participants/clients:	Unknown at this time
Summary of Program:	MHDC funds will be used to support the Woman & Infant Relief Fund (WIRF) to provide baby items, personal hygiene products, cleaning supplies and food to families in need due to COVID-19.
Expected Outcomes:	Families will have basic needs immediately met
Collaboration with other CMCA programs:	All programs
Community partners involved:	Diaper bank, Food Bank of Central and NW MO, grocers, etc.

4/15/2020

**Central Missouri Community Action
Grant Summary Sheet**

Date presented to Board	Department(s)	Staff person submitting
4/23/22020	Family & Community Development	Angela Hirsch
Strategic Commitments	Priority Area 1: Service Integration Priority Area 2: Excellence	

Title: CTF License Plate Partner Renewal	
Program operation dates:	July1, 2020-June 30, 20201
Funding amount:	\$26,632
Staffing levels:	Same
Funding Source:	Missouri Children’s’ Trust Fund
Target Population:	CMCA Staff and Community Partners
Counties of Operation:	All CMCA Counties
Expected number of participants/clients:	20 Class participants
Summary of Program:	Funding will be utilized for the 2021 Family Development Credentialing Class for CMCA staff and up to (4) four community partners’ staff. Funds will cover class costs, credentialing fees, staff facilitator time and 4 community scholarships.
Expected Outcomes:	Class participants will obtain the Family Development Credential – a requirement for all direct family services staff.
Collaboration with other CMCA programs:	All CMCA programs
Community partners involved:	TBD

**Central Missouri Community Action
Grant Summary Sheet**

Date presented to board	Department(s)	Staff person submitting
4/23/2020	Housing Development	Sheila Garten
Strategic Commitments	1) Project will provide direct and indirect benefits to Callaway County residents, specifically Fulton, MO. 2) Multiple income and backgrounds or “at-risk” populations will be served. 3) Project aligns with the agency Whole Family Approach and growth plans.	

Title:	Fulton/Callaway County Supportive Housing (Official Name TBD)
Program operation dates:	Ongoing – We intend to continue to manage the housing development after construction.
Funding amount:	Unknown – amounts vary and are decided by the grantor.
Staffing levels:	Project will be overseen by Housing Development Director, Executive Director and Chief Program Officer.
Funding Source:	Minnesota Housing Program
Target Population:	Citizens residing in Callaway County who are or are facing homelessness, have re-entry barriers to housing, and very low-income citizens with limited rental options.
Counties of Operation:	The pilot project will take place in or near Fulton, MO with the intention that it can be duplicated in our other counties.
Expected number of participants/clients:	We anticipate that the project may require completion in phases. The initial plan would be 25-40 units/participants per phase. This can change based on the assistance and findings of the grantor.
Summary of Program:	This project is designed to be an ongoing part of the Housing Development efforts and will be added to our increasing portfolio of rental property while addressing both client and community needs in this area. Fulton has seen a drastic reduction in housing production and what is being built is not for low-income families or available to those facing other barriers such as background history. The City of Fulton recognizes the need for long-term solutions rather than short-term crisis responses.
Expected Outcomes:	It is projected that this project will allow for a decrease in the homeless and re-entry populations. Reducing the barriers to housing for persons facing re-entry also reduces the city and state recidivism rates. Low-income families (just shy of 27%) who are paying more than 50% of their income for their housing, some of which is sub-standard, should see relief as well. Indirectly, we expect to see surrounding neighborhood and homes being improved.
Collaboration with other CMCA programs:	We will be working closely with our WBC – Aspire Program, our family success coaches, and our mental health advocacy staff in order to ensure we are bringing the right supports to the residents of this new development.

Community partners involved:

The local task force includes a City official, a local landlord, and representation from the local Homeless shelter and the local Housing Authority. We also have interest from local banks and partner organizations such as the ROC, Dept. of Corrections, Archer Center and CARDV (domestic violence advocacy).

----- Forwarded message -----

From: **Darin Preis** <darinp@cmca.us>
Date: Fri, Mar 20, 2020 at 9:16 AM
Subject: CMCA Executive Committee - URGENT
To: Executive committee <executive-committee@cmca.us>
Cc: Julie Aitkens <juliea@cmca.us>

CMCA Executive Committee,

Yesterday Julie Aitkens and I worked on an Emergency Leave policy that reflects the Families First Coronavirus Response Act signed into law by the President on Wednesday. The new law requires employers with under 500 employees to pay up to 80 hours of Sick Leave. Our Sick Leave is already very generous but the new law adds the following provision:

An employee who is unable to work or telecommute due to caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to infectious disease precautions.

This new policy also allows us to provide paid leave for employees that do not have enough time accrued or who haven't completed their initial 90 day orientation period, when an emergency is declared.

I am recommending electronic approval of this policy to be effective immediately.

Please "Reply All" with any questions or comments and/or with your vote. Thank you for considering this policy. These are difficult times and we are keeping the health and well-being of CMC/ staff top of mind for all decisions.

Darin Preis • Executive Director
Central Missouri Community Action
807B North Providence | Columbia, MO 65203
P: 573.443.8706, 1025 | F: 573.875.2689



Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

PDF Emergency Leav... [Red square icon]

	TYPE OF ISSUANCE PERSONNEL POLICY SUBJECT: EMERGENCY LEAVE BENEFIT POLICY	EFFECTIVE DATE: March 23, 2020 APPROVED BY: HEAD START POLICY COUNCIL AND BOARD OF DIRECTORS
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PURPOSE

Regular and Annual employees are eligible for the paid Emergency Leave Benefit regardless of probation or orientation status. The Emergency Leave Benefit is intended for employees who are not able to come in to work and cannot work remotely due to a situation the Agency deems an emergency or in the event of a declared federal, state or local emergency or quarantine and includes infectious disease.

POLICY

The Emergency Leave Benefit is intended to provide full-time employees with up to 80 hours of emergency paid leave in a calendar year. Part-time employees are also eligible based on the number of hours they would normally work in a two week period. The leave does not carry over from one year to the next. Violation of the following parameters may affect pay and will be subject to corrective action.

To receive this benefit, the employee must fall under specific qualifying circumstances:

- An Agency-declared emergency which prevents an employee from coming into work and no alternate work arrangements can be made.
- A declared federal, state, or local emergency or quarantine.
- An employee who is experiencing symptoms of an infectious disease associated with an emergency declaration and is seeking a medical diagnosis. The employee must provide a health care provider's excuse upon return to work.
- An employee who has been advised by a health care provider to self-quarantine due to concerns related to an infectious disease associated with an emergency declaration and has provided a health care provider's excuse.
- An employee who is subject to a federal, state, or local quarantine or isolation order related to an infectious disease outbreak.
- An employee who is caring for a member of the employee's household or an immediate family member who is subject to quarantine or isolation related to an infectious disease outbreak. An employee must provide a health care provider's excuse for that person.
- An employee who is unable to work or telecommute due to caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to infectious disease precautions.

Employees eligible for this policy are not required to use other paid leave first.

If an Agency holiday falls during a period of emergency leave, the employee will receive holiday pay for the day if eligible for holiday pay.

For the purpose of the Emergency Leave Benefit Policy, members of an employee's household are defined as any persons who are permanent residents and who may or may not be related to the employee by blood, marriage, or court decree (i.e., adoption or foster placement, for example). The term "immediate family" as used in this Policy means the employee's parents, step-parents, siblings, spouse, domestic partner, child, step-child, grandchildren, step grandchildren, and mother-in-law and father-in-law. This policy does not cover any other relatives.

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'Carolyn Lewis' via Executive committee <executive-committee@cmca.us> 11:41 AM (2 hours ago)

to Executive, Darin, Julie

yes

Alice Brandt

11:56 AM (2 hours ago)

to Carolyn, Darin, Executive, Julie

Yes

Charlie & Pat Roll

1:15 PM (1 hour ago)

to executive-committee, Darin, me

I approve the EMERGENCY LEAVE POLICY, 3/20/2020
Charlie Roll

----- Forwarded message -----

From: **Amanda Grellner** <amanda@grellnerlaw.com>

Date: Fri, Mar 20, 2020 at 1:00 PM

Subject: Re: CMCA Executive Committee - 2nd URGENT message

To: Darin Preis <darinp@cmca.us>

Cc: Amanda Grellner <agrellner@sbcglobal.net>

I vote yes on this too

Sent from my iPhone

Head Start Education Updates

Below are the mid-year results for the 2019-2020 Child Outcomes aggregated from individual child assessments, as well as the progress of preschool-aged children toward meeting our program’s School Readiness Goals.

Early Head Start Child Outcomes

Early Head Start Child Outcomes measure infant/toddler children’s progress in each of the Head Start developmental domains. The tables below depict data for children who had data for at least one data point in the year. Limiting data to those with both data points in the year would have excluded data from a total of 117 children, mostly infants.

Language & Literacy Skills	Pre	Mid
Less than age expected	10%	8%
Age expected	90%	92%
More than age expected	0	0%

Social & Emotional Development	Pre	Mid
Less than age expected	3%	2%
Age expected	96%	97%
More than age expected	1%	1%

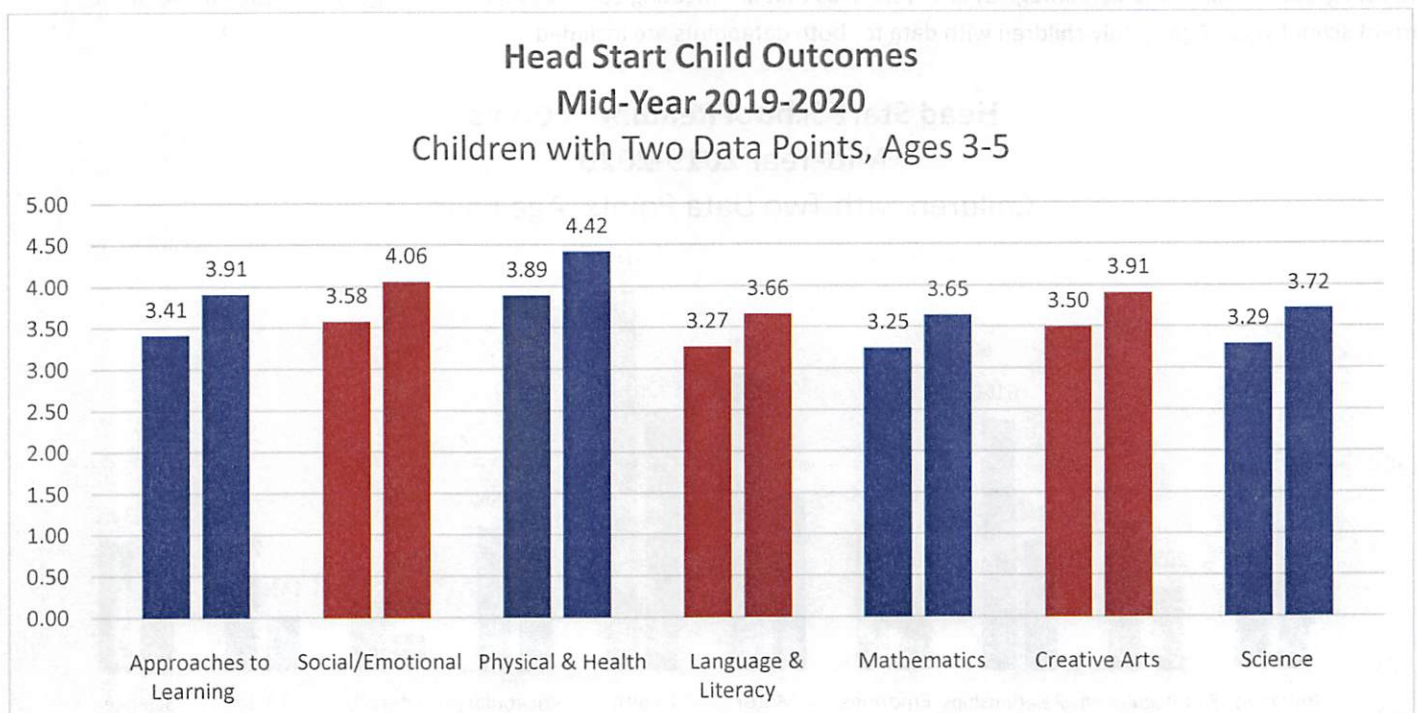
Cognitive & General Knowledge	Pre	Mid
Less than age expected	10%	5.5%
Age expected	89%	94%
More than age expected	1%	0.5%

Physical Development & Health	Pre	Mid
Less than age expected	4%	4%
Age expected	95%	95.5%
More than age expected	1%	0.5%

Approaches to Learning	Pre	Mid
Less than age expected	6%	4%
Age expected	91%	94%
More than age expected	3%	2%

Head Start Child Outcomes

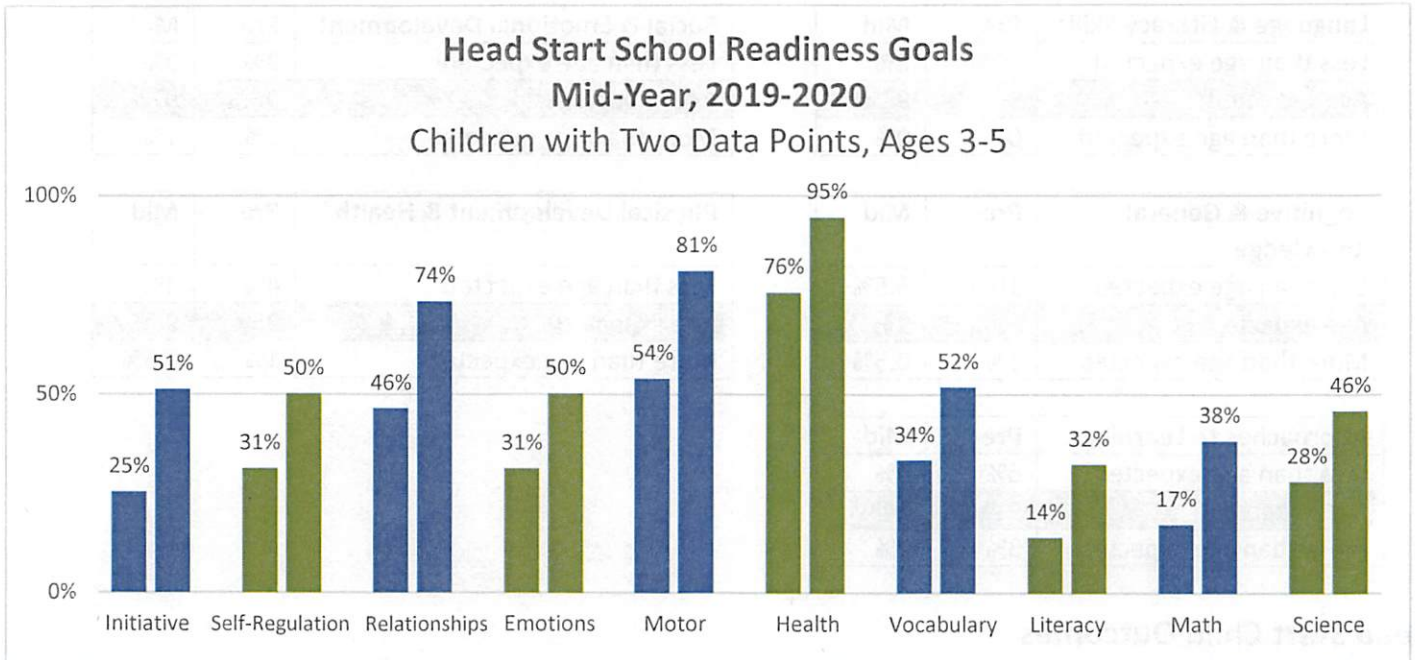
Head Start Child Outcomes measure preschool children’s progress in each of the Head Start developmental domains. The chart below depicts data for children who had data for both data points during the current school year. The tool used to assess children’s development indicates that a score of 4.0 or higher indicates the child is “kindergarten ready.”



School Readiness

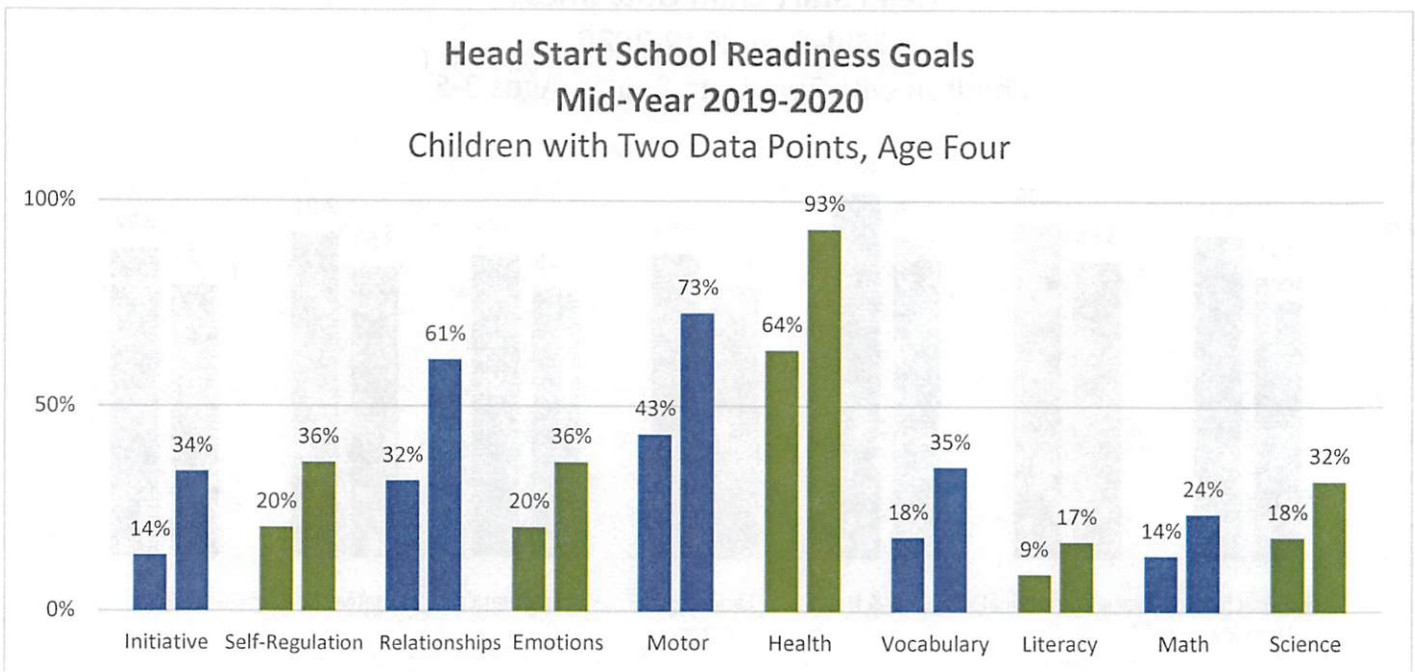
CMCA’s School Readiness Goals focus on ten key areas of child development. These goals are aligned with all Head Start expectations, Missouri Early Learning Standards, the High Scope curriculum, and the COR child assessment tool. These goals measure the percentage of kindergarten-eligible children who are currently “school ready,” and is a more reliable predictor of school readiness than COR standards alone. The full list of School Readiness Goals is included below the final graph for reference.

The first graph indicates the percentage of preschool children (all ages) that are meeting each school readiness goal as of the middle of the current school year. Only children with data for both datapoints are included.

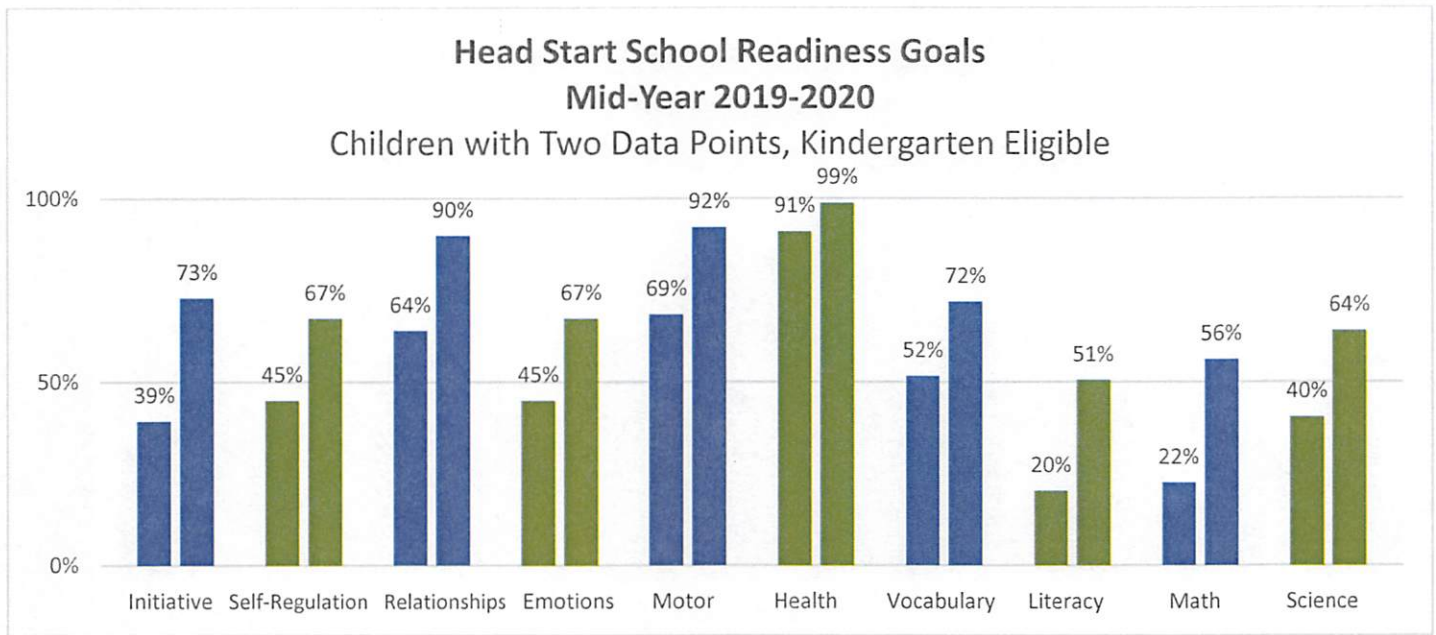


Data regarding progress toward school readiness goals was analyzed by age. Data for three-year-olds is not presented here, as only 8 three-year-olds had data for both datapoints.

The next graph indicates the percentage of four-year-olds that are meeting each school readiness goal as of the middle of the current school year. Again, only children with data for both datapoints are included.



The final graph indicates the percentage of kindergarten-eligible children that are meeting each school readiness goal as of the middle of the current school year. Again, only children with data for both datapoints are included.



School Readiness Goals 2015-2020

1. Children will demonstrate initiative, curiosity and creativity in their approaches to learning.
2. Children will demonstrate age-appropriate abilities to emotionally, behaviorally and cognitively regulate themselves in order to learn.
3. Children will establish a sense of identity and belonging as they build positive relationships with adults and other children.
4. Children will identify, express, and manage their emotions.
5. Children will develop age-appropriate perceptual, gross motor and fine motor skills.
6. Children will demonstrate an awareness of health, safety and nutrition practices.
7. Children will effectively communicate with others using an increasing vocabulary.
8. Children will demonstrate emergent literacy skills, including, for preschoolers, phonological awareness, print and alphabet knowledge, comprehension and text structure, and writing.
9. Children will demonstrate emergent mathematical thinking, including, for preschoolers, counting and cardinality, data, operations and algebraic thinking, measurement, and geometry and spatial sense.
10. Children will use emergent scientific reasoning to explore and discover, solve problems, and conduct scientific inquiry.

CMCA Board of Directors,

I'm looking forward to meeting with you virtually on Thursday, April 23 at 6:00pm. This will be an important time to discuss effects of the coronavirus on our communities and upcoming opportunities for CMCA to attract federal resources to our area. You will note that I loaded up the consent agenda this month. You are always welcome to pull any items out of the consent agenda if you would like to ask questions or discuss. My intent was to remove some of the traditional action items so that we could both shorten the meeting and focus on the most important topics. There are several grant summaries in the consent agenda. The one that is somewhat unusual is the emergency application to the Missouri Housing Development Commission. They are making funding available specifically to Community Action Agencies because we have been effective throughout the state in the last few years in dealing with natural disasters. We are focusing these dollars on short term basic needs and supplies for families in our area so that federal resources can be used for more long term recovery strategies. You will also see that the consent agenda includes removal of Board member and Cole County Commissioner Kris Schepeler. He has not been able to attend any meetings and after discussing his attendance, we agreed that CMCA board membership is not a good fit for him. He was apologetic and aware of our activities. I plan to keep the Cole County Commissioners updated on our efforts. The Executive Committee discussed the interest of Cole County Judge Cotton Walker filling the "elected official" seat on our board. I have talked to Judge Walker and he is enthusiastic about joining us. We were planning to meet to more fully discuss the Board Job Description, our expectations, and his interests when the pandemic hit. I will follow up with him as soon as social distancing requirements are relaxed.

As I mentioned in a recent email update, we have postponed the CMCA Gala originally scheduled for May 14. While I do hope that the Statewide stay at home order has been lifted by then, we were too squeezed by the unknowns of the pandemic to adequately plan. As you know, we discussed a December date to reschedule but several of you weighed in with concerns about the business of that month and many annual commitments at that time. With that in mind, we'd like you to consider February 4 for the re-boot.

The meeting on Thursday, April 23 will be conducted via Zoom, the online virtual meeting platform. Zoom is very easy to use and you should have received my invitation to have a test meeting on Monday, April 20 at 5:00pm. We will not conduct any business at the test meeting but I wanted to give you the opportunity to see how it works and practice your computer or phone. The best option is to attend via the weblink I sent because you will be able to see others in the meeting and the presentation, but you do have the option to simply call in if that works better for you. Unfortunately Zoom phone calls are *not* toll free but if you incur any costs for the call we will reimburse you.



The audit report is included in the agenda. The audit was just completed on Friday, April 17. I will send it by email as soon as I get the draft electronic copy sometime on Monday, April 20. The auditor will present the draft audit to you with the caveat that any subsequent modifications will be reported to you at the next board meeting.

At the end of this Director's Report you will find a comprehensive summary of our progress with Head Start this year and setting up for next year. Kudos to Beth for putting together a very readable and comprehensive summary. The slides include a proposal I submitted to the Executive Committee to request carryover of Head Start funds and a waiver of remaining in-kind matching requirements both due to closures caused by the coronavirus pandemic. The Office of Head Start is aware of this request and we expect quick approval.

The CMCA family is committed to supporting our communities well beyond the coronavirus pandemic. The following report does not reflect the effects of the pandemic but I think we will start to see a surge that will continue for many months. We are ready for it and we all appreciate your support and feedback.



Executive Director

Family and Community Development Department

Community Services Block Grant (CSBG)

Angela Hirsch

Happy Spring, CMCA Board Members! The last month has resulted in massive changes for the Family and Community Development Department. On March 17, 2020, CMCA identified staff who are able to complete their work assignments from home and instructed those staff to do so. By the end of that week, CMCA made the difficult decision to close for a two-week period in an effort to ensure the health and safety of our staff as well as that of our Members. During that two-week period, the Chief Program Officer worked diligently with the Executive Director, Deputy Director and Program Managers to identify methods of maintaining services to families and the community while ensuring that health and safety precautions could be implemented during the active State-wide "Shelter in Place" order that is in effect until May 3, 2020.

- All County Family Resource Centers are closed to the public. Members and those seeking services are asked to contact the local FRC by telephone for all inquiries. Phones are forwarded to Community Organizers' home or cell phones and messages

relayed to appropriate staff via email. Members and those seeking services are also able to contact CMCA service providers via social media and email.

- Community Organizers are working from home and conducting all community-based activities through virtual methods including Zoom, Google Meets or teleconferencing.
- LIHEAP staff are working in the office to continue the processing of LIHEAP applications. The staff are isolated in private offices and no contact with the public is made. Applications are accepted through the US mail and a drop box has been placed in the lobby of the Boone County FRC for applications that are hand delivered.
- Housing Choice Voucher staff are working from home with occasional time spent in the office to access the housing database as needed. No briefings are being held at this time. HCV staff are doing telephone check-ins with all HCV tenants to assess needs and employment status changes resulting from COVID-19.
- Weatherization services are currently on hold as recommendations have been made by the Division of Energy to cease all field work. Those applicants with pending audits have been notified that scheduled work with contractors will be delayed until further notice. Staff are working on virtual training opportunities required for certifications as well as preparing the RFP that will be released to contractors for the FY2021 program year.
- Show Me Healthy Relationships staff are working from home and making weekly contact with program participants and working with the University of Missouri to transition all SMHR classes to an on-line format. Classes within the Department of Corrections have been put on hold at this time.
- Foster Grandparent Program received approval from CNCS to provide weekly stipends to program participants during the pandemic. This approval allows our elderly volunteers to shelter in place safely without losing the stipend funds they receive for their volunteer hours. FGP staff are working from home and conducting weekly check-ins with volunteers by phone. Any needs identified by the volunteers are met through CMCA and/or community resources.
- SkillUP staff are working from home. At this time, the work requirements for SNAP are suspended in Missouri. Staff are making weekly contact with program participants and conducting new participant orientations virtually. All training and education partners have moved to a virtual training platform and staff are working to ensure that program participants are able to access these virtual training opportunities.

Community Services Block Grant (CSBG)

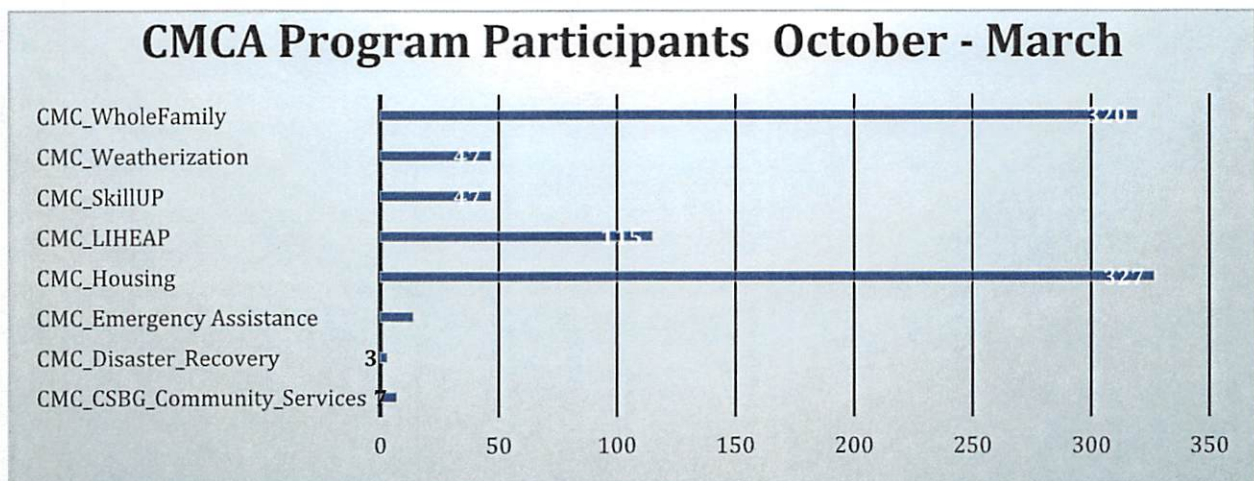
- In February, the State CSBG office notified agencies that FY19 Discretionary Funding would be made available to all CAAs. These funds must be expended by September 30, 2020 and may be used to supplement FY2020 funds to support FY2020 CSBG initiatives

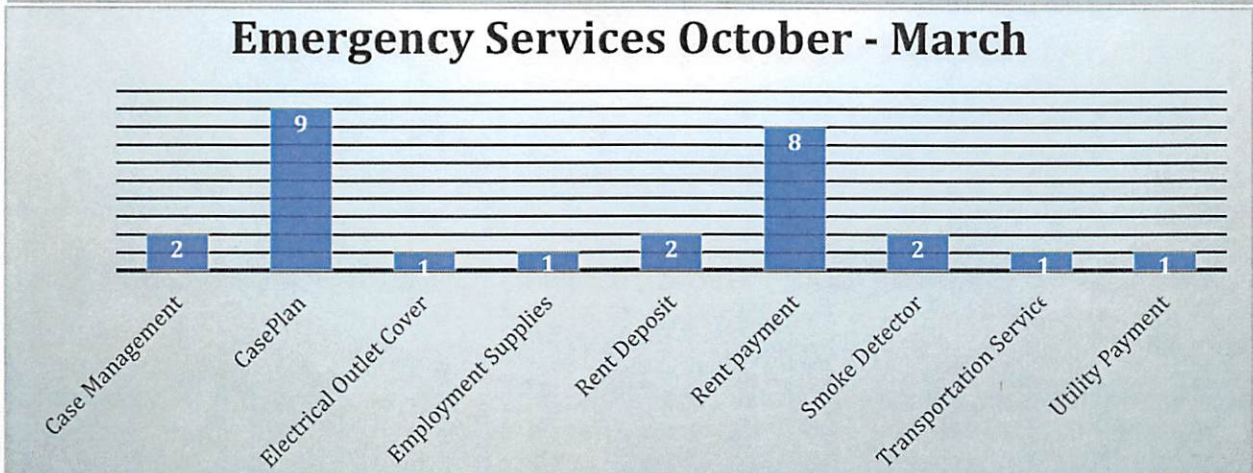
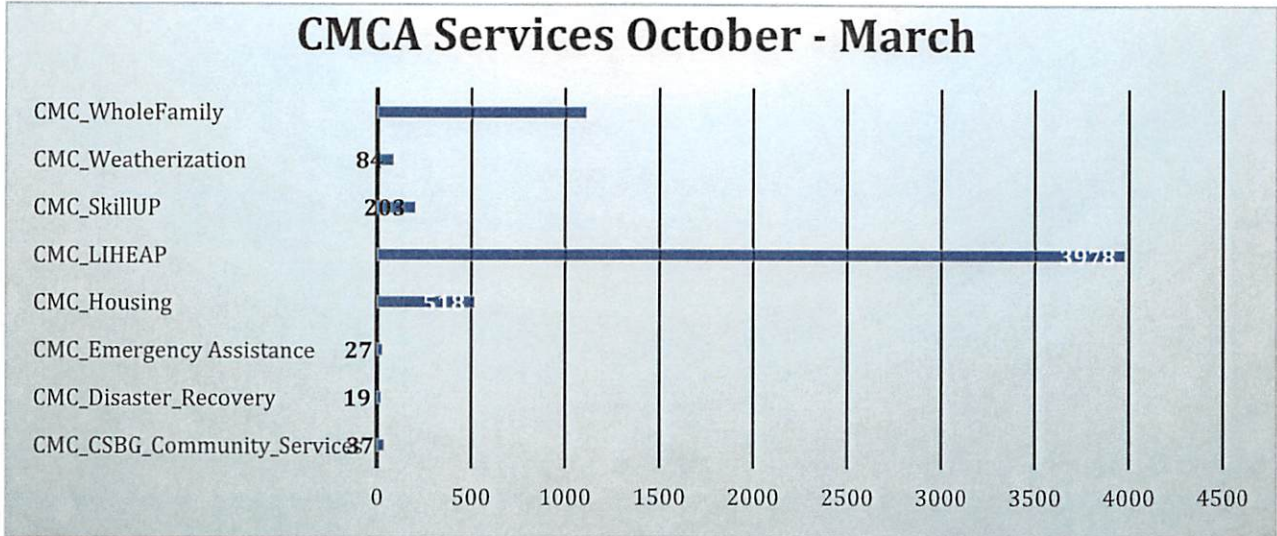


and services. CMCA has received \$287,598 in FY19 Discretionary funding. We will utilize these funds to support existing CSBG initiatives and services so that FY2020 funding may be carried over into the next program year.

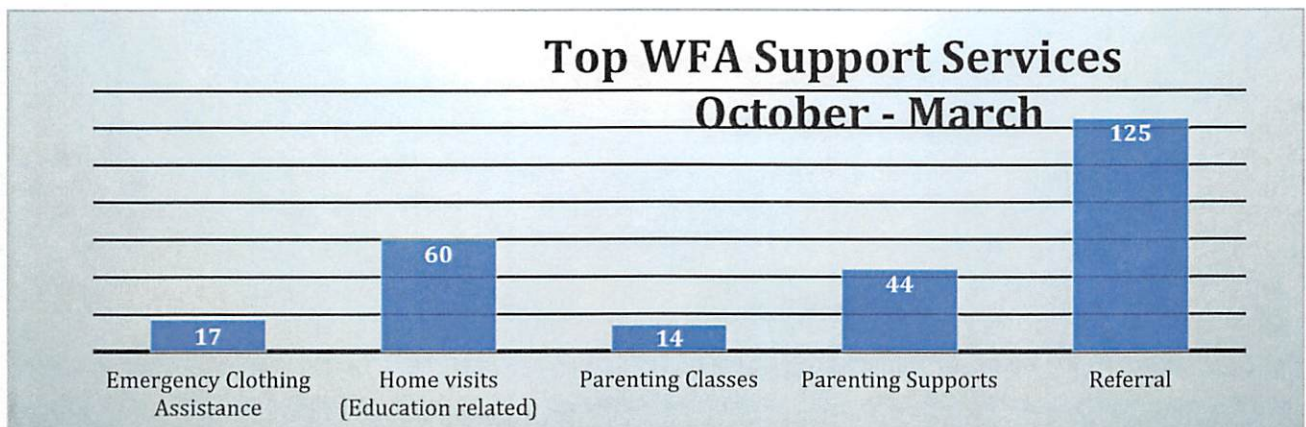
- The State CSBG office has notified agencies that beginning in FY2021, the State will not issue a final CSBG contract until the State has received a final appropriation award letter from the Federal Office of Community Services. The timing of the receipt of the final award letter is unknown but will not occur until a final Federal Budget is passed and signed by the President. This could happen as soon as October, but could also happen as late as after the first of the calendar year. What does this mean? For CMCA, this means that we don't know when we will receive a contract for FY2021 nor do we know when we will receive our allocation of CSBG dollars. For this reason, CMCA will utilize the carryover of FY2020 funding that will be available as a result of the Discretionary funding mentioned above, to continue CSBG services without interruption.
- FY2020 Final CSBG allocations were awarded just this month. CMCA has submitted a final FY2020 budget and budget narrative and we are now waiting on our final contract. No initiatives or services have changed as a result of this final allocation.
- Because of the "Shelter in Place" order, all community events have been postponed or cancelled.

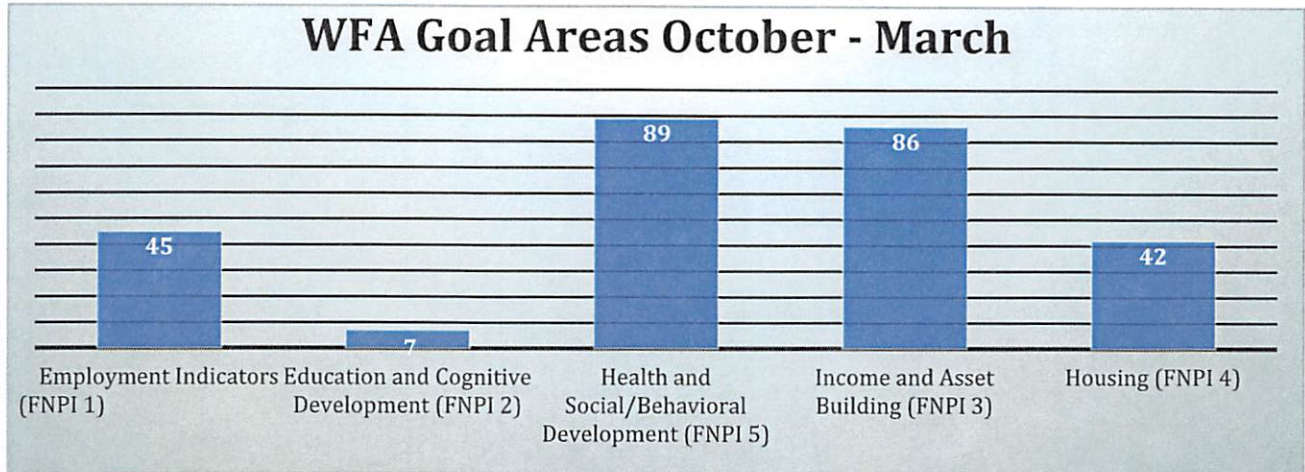
CMCA Services October – March 2020





Whole Family Approach





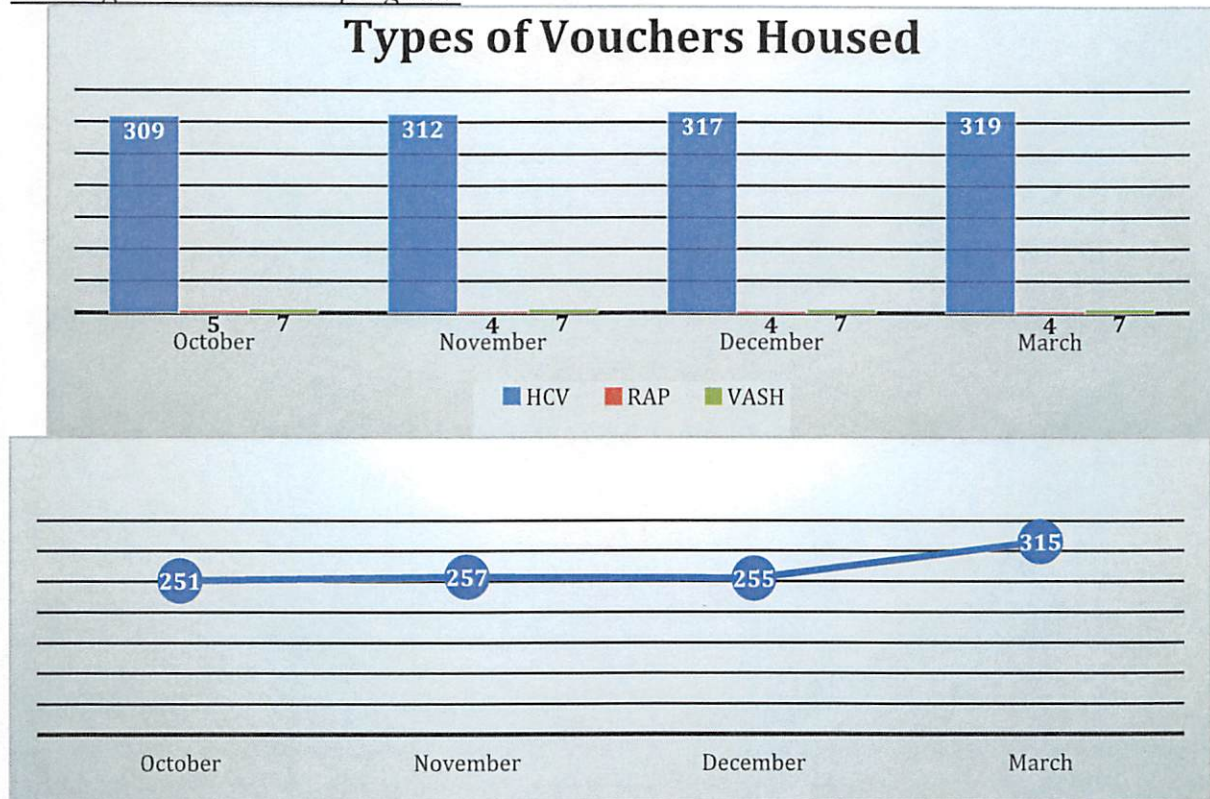
SkillUP

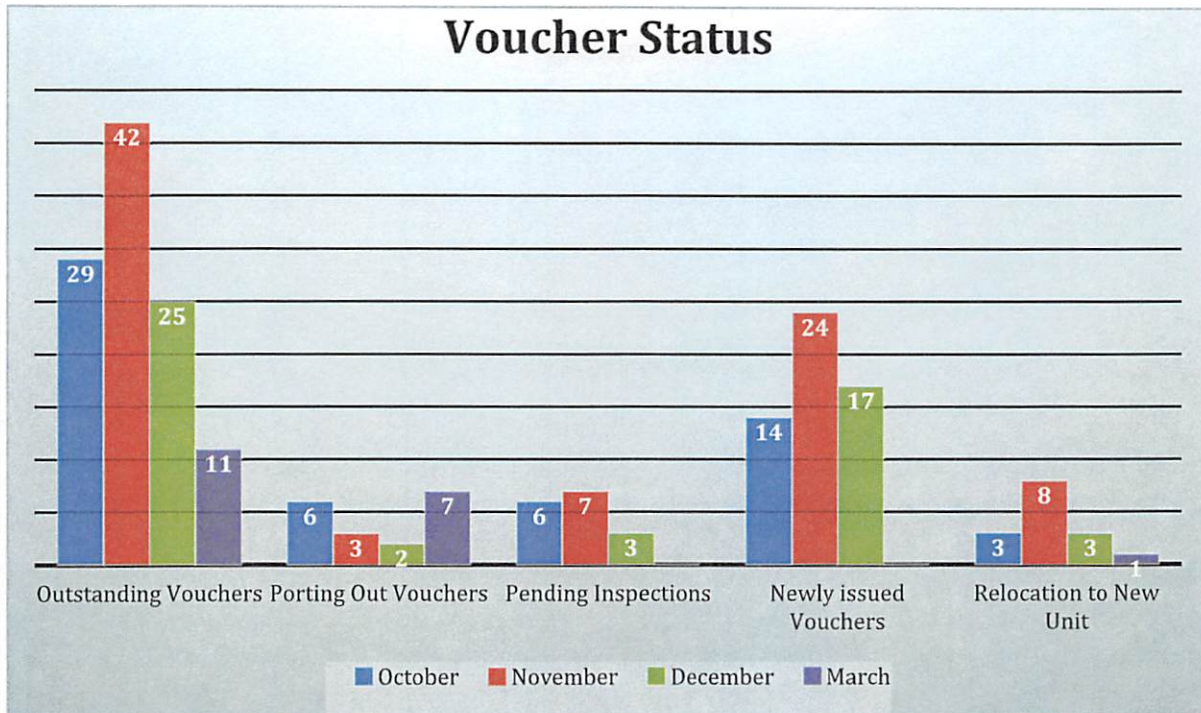
SkillUP Services October - March		Unduplicated Number of Individuals Served
Employment Services (SRV 1)		22
SRV 1a Vocational Training	Number enrolled in SkillUP since 10/1/19	5
SRV 1b On-the-Job and other Work Experience	Number enrolled in training since 10/1/19	1
SRV 1f Job Readiness Training		2
SRV 1d Number obtaining employment since 10/1/19		6
SRV 1i Job Referrals	Average wage	6
SRV 1o Coaching		1
SRV 1p Interactions with employers		1
Education and Cognitive Development Services (SRV 2)		6
SRV 2aa College applications, text books, computers, etc.		3
SRV 2u High School Equivalency Classes		1
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)		1
SRV 2y Post-Secondary Education Preparation		1
Housing Services (SRV 4)		3
SRV 4c Rent Payments (includes Emergency Rent Payments)		2
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)		1
Health and Social/Behavioral Development Services (SRV 5)		2
SRV 5nn Kits/boxes		1
SRV 5v Mental Health Counseling		1
Services Supporting Multiple Domains (SRV 7)		62
SRV 7a Case Management		37



SRV 7c Referrals	22
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	3

Housing Choice Voucher program





- HCV Board meetings are held each quarter. The 2020 Board meeting schedule is as follows: January 28th, April 28th, July 28th and October 27th.
- Note: The April HCV Board meeting has been canceled due to COVID-19. The next HCV Board Meeting will be held July 28, 2020
- We are excited to welcome Andrew Williams to CMCA as our new HCV Inspector. Andrew began working April 6th and will be receiving on-site training from HUD as soon as possible.
- The HCV program is currently reporting at a 96.51% rate. This is a vast improvement from past reporting rates for this program.

LIHEAP/Energy Assistance

- In April, Congress passed the CARES Act which included an additional \$900,000 for LIHEAP assistance.
- The Energy Assistance (EA) portion of the LIHEAP program has been extended to May 31, 2020. EA traditionally ends on March 31st.
- CMCA is increasing LIHEAP outreach to those families who may have a reduction in work hours or who have been laid off as a result of the COVID-19 pandemic.
- Winter crisis assistance (ECIP) is available until May 31st.
- Summer crisis assistance (ECIP) is scheduled to begin June 1.



Number of Assisted Households

Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
Winter Energy Crisis Payments		1,847
Winter Energy Assistance Payments		4,177
LIHEAP Applications Processed to Date (4/10/2020)		4,728
Energy Assistance Payments to date (4/10/2020)		\$1,170,161
ECIP (Crisis) Payments to date (4/14/2020)		\$735,905

Number of Applicant Households by Poverty Interval

HHS Poverty Guidelines for Calendar Year					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
Winter Energy Payments 1	1304	413	207	24	3

Number of Assisted Households by Vulnerable Population

At least one household member who is a member of one the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
Winter Energy Payments 1	384	1007	443	1389

Weatherization

- On Monday, March 2 CMCA welcomed John Cokendolpher as the new Weatherization Program Manager. John has vast experience in various areas of construction, teaching, grant management and non-profit work. Please help us to welcome John to his new role.
- The Division of Energy conducted an on-site Weatherization Procedural Monitoring visit March 2-4. This monitoring included a review of all of CMCA's administrative, program and fiscal procedures. Weatherization and agency administration staff are in the process of reviewing the outcomes of that monitoring visit and will submit a response to DOE on April 17th.
- Finally, CMCA is excited to welcome Andrew Williams to the Weatherization team as our newest Auditor/Inspector. Andrew will also be working with the Housing Choice Voucher program as a HCV inspector.

Show Me Healthy Relationships

Couples served- 45 (Program goal 64) **70%** =450 hours

Singles served- 75 (Program goal 96) **78%** =750 hours



WERDCC Singles served – 35 (program goal 48) **73%** =350 hours

- CMCA SMHR continued enrolling for couples' classes in partnership with Southridge Baptist Church in Jefferson City to offer to the community. Class start date had to be postponed because of COVID-19.
- CMCA SMHR began the process of a class to be held at Lake of the Ozark/Eldon area to meet the needs of some participants in that area. This training was canceled due to COVID-19.
- CMCA SMHR scheduled a class to begin in early April with intakes to begin in March at WERDCC. This session of classes had to be canceled at this time due to COVID-19.
- CMCA SMHR wrapped up singles classes in early March in partnership with Fulton Community Supervision Center. We were able to finish the sessions by entering one final time before the order was issued to not enter DOC institutions.
- CMCA SMHR began Taking Care of You classes in partnership with Reality House. Following the first class, remaining sessions were canceled due to COVID-19.
- CMCA SMHR team continues to push toward wrapping up community couples, community singles, and incarcerated singles goals by the end of July. All goals are well above the 50% mark with March marking the sixth month of the SMHR program year.
- CMCA SMHR team worked from home to complete service contacts with program participants in mid-March and to provide them with resources and contact information during the COVID-19 pandemic.
- SMHR team is working with the grantee and MU to utilize Zoom to offer online and remote classes. Policies and procedures are being set up to ensure the safety of both staff and participants.
- CMCA SMHR will begin enrolling for singles and couples' classes for the community to be conducted via Zoom to maintain social distancing while still offering the opportunity to engage in classes. These classes will be offered at many times, days and counties so that we are able to meet the needs of the participants needing and wanting the training.

Foster Grandparent Program

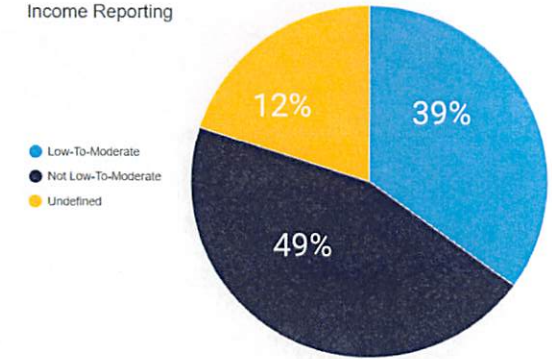
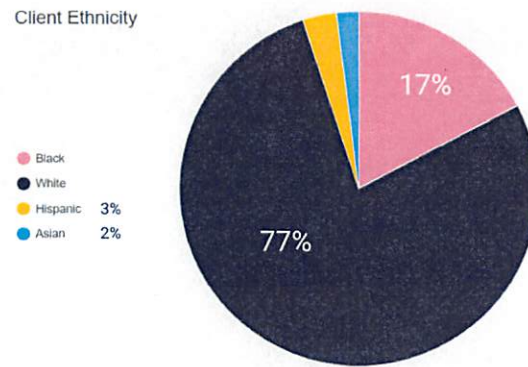
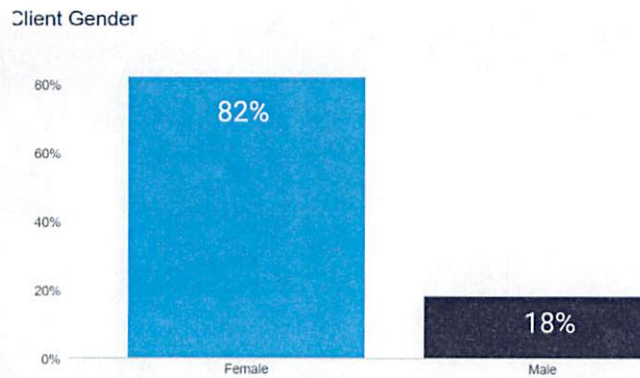
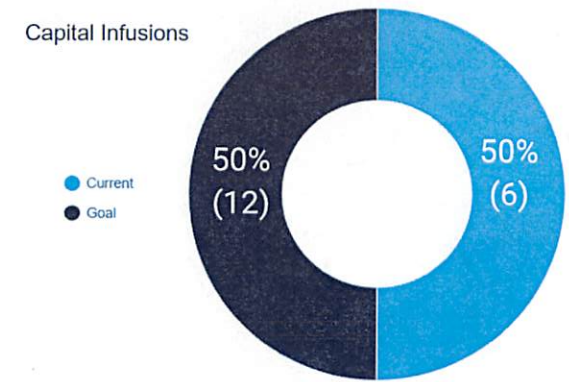
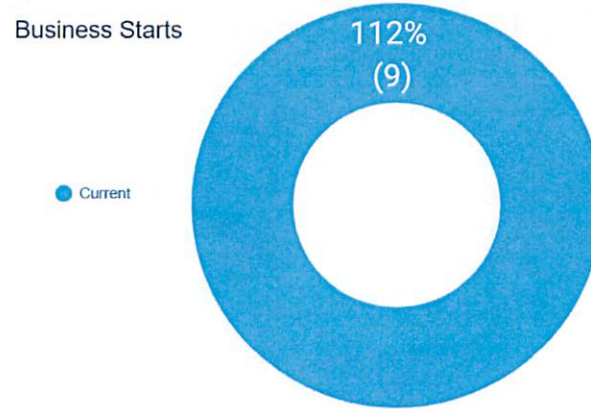
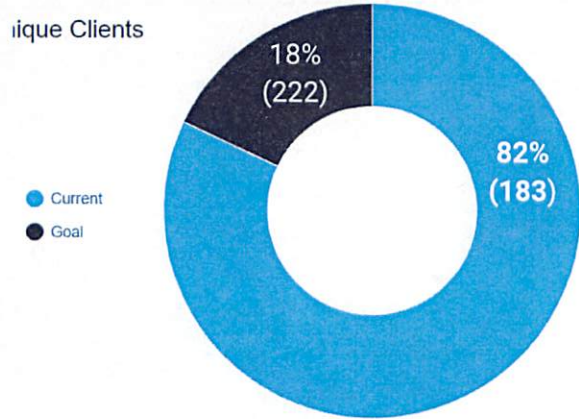
- The Corporation for National Community Service has approved paid leave for all CMCA FGP volunteers through April 27th, with the possibility of an extension up to a total of 10 weeks.
- FGP staff are mostly working from home. They are calling volunteers weekly to check on them and make sure they have enough supplies and any needed referrals.
- FGP staff have gotten several volunteers signed up for meal delivery through Meals on Wheels or Aging Best's meal program.



- FGP program had a community volunteer offer to make masks for CMCA FGP volunteers, so FGP Manager is in the process of finding out who would like one mailed to them.
- One of CMCA's FGP volunteers in Boonville is working with one of the teachers from his school. She has him set up with zoom and he is teaching a class for students. This week's lesson is about sharks! He is over the top excited to be involved in this process.
- Thank you for your continued support of FGP staff and volunteers! Julie

Housing Development Director
Sheila Garten

- Due to Covid-19, The City of Columbia has postponed applications for CDBG funds. It was originally due by April 30th, 2020 with disbursement in the fall of 2020 and again in 2021. These funds were going to assist us with purchasing 1 or 2 duplexes in Columbia located within one the City's strategic plan areas. These would be added to our current rental portfolio. We expect the process to re-open in late summer.
- Also due to Covid-19, the City of Columbia is limiting or closing certain activities including requests for zoning issues or variances. We were going to apply for a variance for our property on 4th Avenue in order to be able to place 1 micro home on the lot in support of the Geometry in Construction (GIC) Program. In the meantime, we will continue to look for other properties that will fit the criteria and will plan to apply for a variance as soon as it becomes available.
- USDA is still processing loans. They have also lowered the interest rates to 2.75% for all 502 Direct Loans. We now have 4 clients with approvals who are currently house shopping and one of them had their offer accepted! We have touched over 70 families now since inception. Several of those are working on making improvements to reach eligibility status and we just submitted our 5th loan for approval last week with more to come very soon.



Impacts By County

	Unique Clients	Business Starts	Capital Infusions	Capital Infusions (\$)
Audrain	13	0	0	\$0
Boone	107	5	3	\$285,500
Callaway	19	1	0	\$9,000
Cole	24	1	1	\$5,000
Cooper	5	0	0	\$0
Howard	7	0	0	\$0
Moniteau/Osa	1	0	1	\$7,500
Other	7	1	0	\$0



CMCA Development Plan

Progress Update April, 2020

Revenue by Strategy

Strategy	YTD FY20	Projected FY20	FY19
Direct Mail			
December 2019	\$ 7,015	\$ 5,000	\$ 160.00
August 2020	\$ -	\$ 5,000	\$ 23,238.00
TOTAL	\$ 7,015	\$ 10,000	\$ 23,398.00
Online and Email			
Online Donations (not CoMo Gives/MSECC/Direct Mail or Monthly or Event)	\$ 76	\$ 4,250	\$ 665.00
CoMoGives (December)	\$ 6,068	\$ 5,000	\$ 2,940.00
MSECC	\$ -	\$ 1,250	\$ 1,224.00
TOTAL	\$ 6,108	\$ 9,250	\$ 4,829.00
Events			
Promise Gala (May 14, 2020)	\$ 6,200	\$ 20,000	\$ 6,000.00
Women Who Own It (Oct. 2019)	\$ 10,885	\$ 15,000	\$ 10,000.00
TOTAL	\$ 17,085	\$ 35,000	\$ 16,000.00
Monthly Giving			
Monthly Donors	\$ 755	\$ 1,000	\$ 850.00
Face to Face (includes unsolicited donations, WBC sponsorships and county fundraising events and solicited sponsorships not attributed to another strategy)			
Board of Directors *	\$ 761	\$ 2,500	\$ 2,085.44
Other	\$ 15,455	\$ 46,250	\$ 22,539.08
WBC Sponsorships	\$ 11,600	\$ 75,000	\$ 34,640.00
TOTAL	\$ 28,571	\$ 124,750	\$ 59,264.52
Grants	\$ 60,686	\$ 75,000	\$ 68,950.00
Total	\$ 119,465	\$ 254,000	\$ 172,443.00

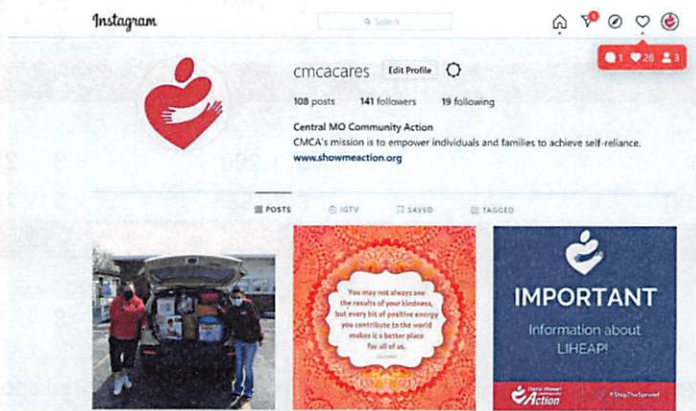
Revenue by Market

Market Segment	YTD FY19	Projected FY20	FY19
Individuals	\$ 31,716	\$ 69,000	\$ 12,098.00
Businesses	\$ 27,063	\$ 100,000	\$ 79,445.00
Foundations	\$ 60,686	\$ 85,000	\$ 80,900.00
Total	\$ 119,465	\$ 254,000	\$ 172,443.00

***Total Board Contributions FY2020 - \$3,003**

NEWS

Follow CMCA on Social Media!



Instagram
142 followers
@cmcacares



Twitter - 406 followers
@CMCA_MO



Facebook- 2,703 followers
@CMCAcares

8-COUNTY AREA YEAR 1 CONTINUATION GRANT



DETAILS FROM GRANT SUMMARY SHEET

- + Due Feb. 1
- + Total Funding: \$6,338,896
- + Counties: Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, Osage
- + Updated 5 Year Goals, T/TA Plan
- + Enrollment Targets
 - + HS 265
 - + EHS 200



8-COUNTY AREA CLOSEOUT PROCESS

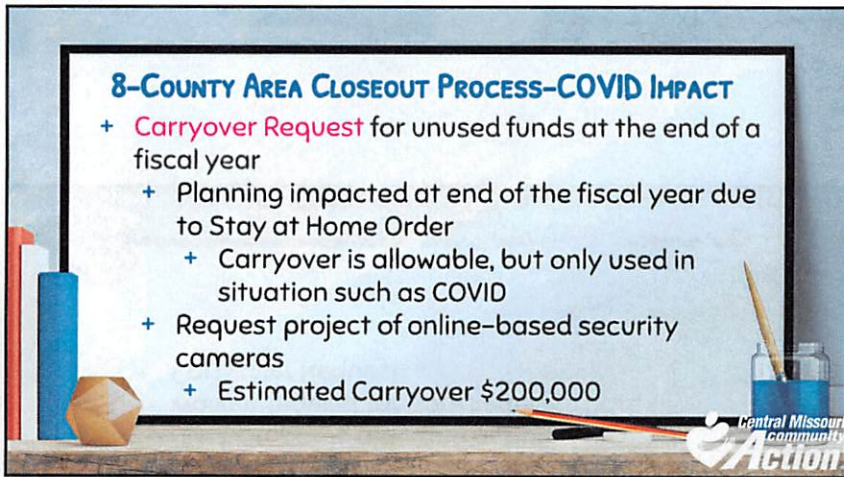
- + End of fiscal year is April 30th
 - + 90 closeout period with final report due July 30
- + COVID-19 Impacts requiring action:
 - + Waiver Request for Non-Federal Share
 - + Carryover Request



8-COUNTY AREA CLOSEOUT PROCESS-COVID IMPACT

- + **Waiver Request** for Non-Federal Share
 - + Due to Stay at Home Order inkind for last 2 operating months severely impacted
 - + Working with Accounting to determine final request amount but approximately \$300,000
 - + We will continue to collect but with closure we will not make our match

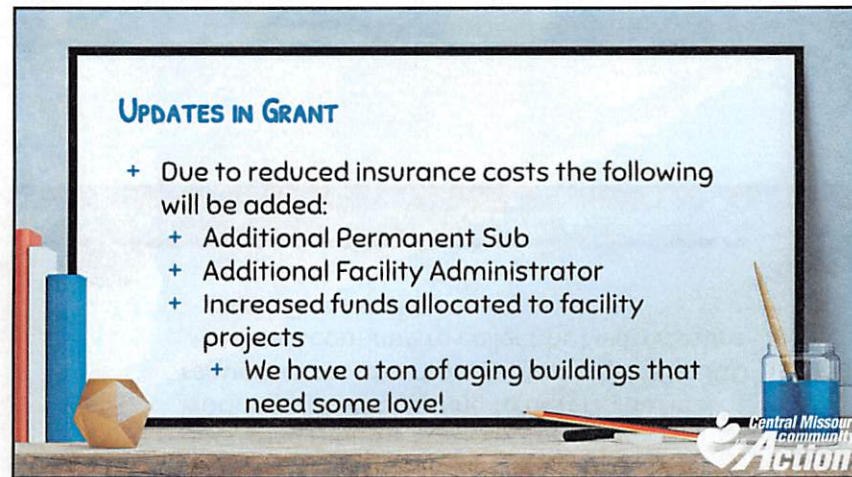




8-COUNTY AREA CLOSEOUT PROCESS-COVID IMPACT

- + **Carryover Request** for unused funds at the end of a fiscal year
 - + Planning impacted at end of the fiscal year due to Stay at Home Order
 - + Carryover is allowable, but only used in situation such as COVID
 - + Request project of online-based security cameras
 - + Estimated Carryover \$200,000

Central Missouri Community Action



UPDATES IN GRANT

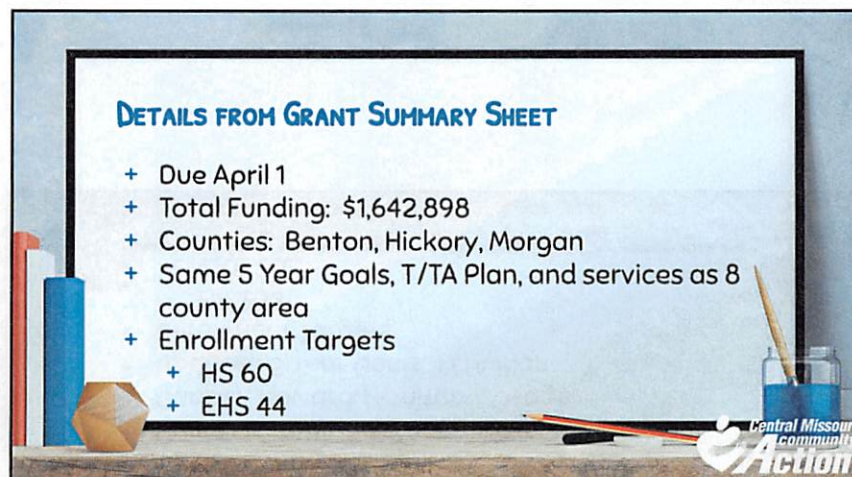
- + Due to reduced insurance costs the following will be added:
 - + Additional Permanent Sub
 - + Additional Facility Administrator
 - + Increased funds allocated to facility projects
 - + We have a ton of aging buildings that need some love!

Central Missouri Community Action



3-COUNTY AREA YEAR 2 CONTINUATION GRANT

Central Missouri Community Action



DETAILS FROM GRANT SUMMARY SHEET

- + Due April 1
- + Total Funding: \$1,642,898
- + Counties: Benton, Hickory, Morgan
- + Same 5 Year Goals, T/TA Plan, and services as 8 county area
- + Enrollment Targets
 - + HS 60
 - + EHS 44

Central Missouri Community Action

FACILITY UPDATES

Central Missouri Community Action

HERMITAGE

- + Center is open
 - + HS and EHS
- + Ribbon Cutting will be planned for the future after COVID-19
- + Preschool outdoor equipment install happening now!
- + Coordinating bids for Infant/Toddler outdoor equipment

Central Missouri Community Action



WARSAW (BENTON COUNTY)

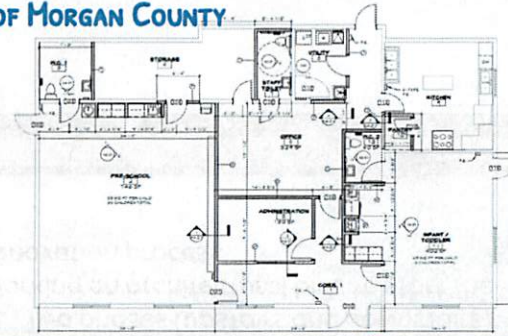
- + Lease signed for building of Hwy 83 near High School
- + Process for building renovations
 - + Two phases (upstairs and downstairs)
- + Working on architectural bids to start the renovation process

Central Missouri Community Action

MORGAN COUNTY

- + Final drawings at State Fire Marshal for approval
 - + Once approved will be forwarded to appraiser
- + After all documents are complete a Supplemental Application will be submitted to OHS

DRAFT OF MORGAN COUNTY

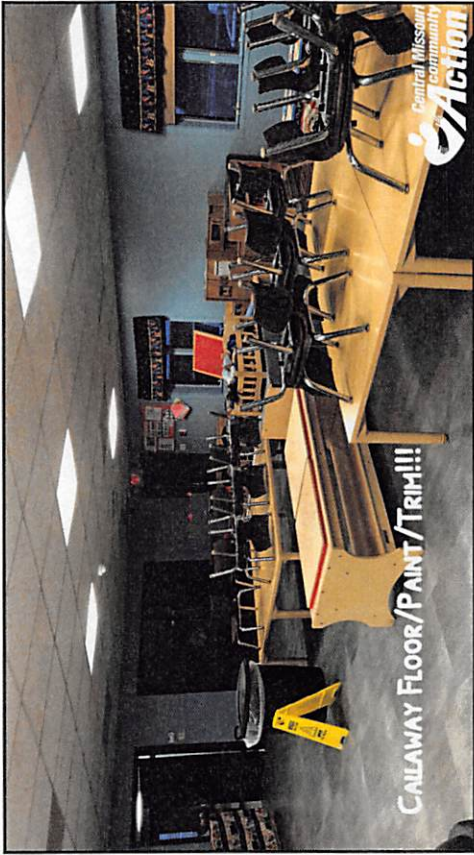
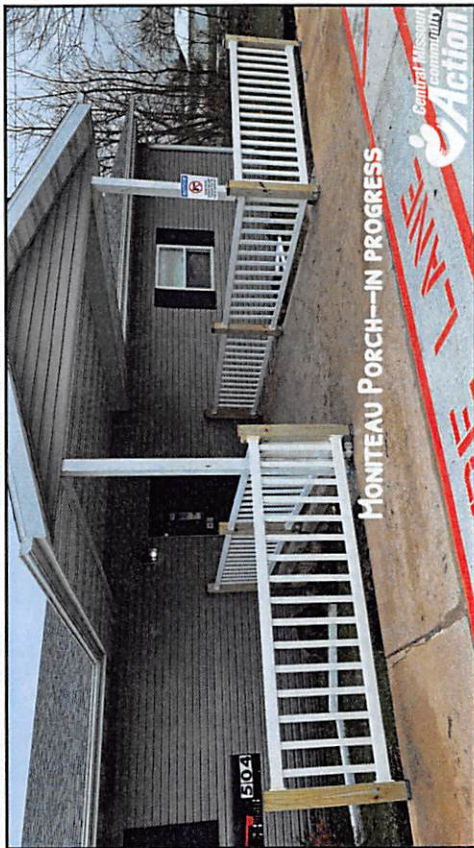


MAJOR PROJECTS WORK THIS SCHOOL YEAR

- + Worley parking lot repaved
- + Moniteau parking lot repaved
- + Cole East upstairs painted & new floors
 - + New roof July 2019

OTHER PROJECT WORK IN THE PAST 2 WEEKS

- + Callaway: install new floor & paint facility
- + Moniteau: kitchen sink/cabinet/counter replaced & updating outside railings
- + WFSC: 2 sinks and toilet install
- + Multiple centers have vents cleaned
- + Worley: entryway painted



QUALITY IMPROVEMENT FUNDING



FY 2020 HEAD START APPROPRIATIONS

- + \$193 million for COLA (roughly 2%)
- + \$100 million for EHS expansion
- + \$250 million for Quality Improvement
 - + Initial estimate of \$160,000 for 11 Counties at CMCA



CMCA QUALITY IMPROVEMENT GRANT 8-COUNTY AREA

Plan

- + Rate adjustment to all center based teachers of \$1.00/hour
- + Add 1 FSC and reallocate case loads
 - + 2 staff positions (Site Director at smaller facility) will be redesigned to provide family support
- + Support staff rate increase to \$11/hour by Fall 2020
 - + If support staff already above \$11, no adjustment made
- + TA rate increase to base of \$12.50/hour
- + Minimal supply \$\$ to support Social Emotional curriculum

Cost: \$143,690



CMCA QUALITY IMPROVEMENT GRANT 3-COUNTY AREA

Plan

- + Transition Warsaw HS into 2 full day classrooms
 - + Rate adjustment to all center based teachers of \$1.00/hour
 - + Support staff rate increase to \$11/hour by Fall 2020
 - + If support staff already above \$11, no adjustment made
 - + TA rate increase to base of \$12.50/hour
 - + Minimal supply \$\$ to support Social Emotional curriculum
- Cost Estimate of \$55,000




CMCA COLA GRANT

Cost of Living Adjustment (COLA)

- + Each staff member will receive a 2% COLA (raise) according to assigned grant fiscal year
- + Any remaining balance after the 2% will be applied to rising operating fix costs

Total for 11-County Area: \$156,723




CMCA SUMMER EXPANSION

From CARES Act - COVID-19 Response

One-time summer expansion where we don't already have summer programming. Support local school district plans for summer school.

- + Centralia
- + Linn
- + Park Ave in Columbia
- + Community R-6
- + Warsaw


Rising Kindergarteners and children with IEPs are priority



CMCA EXPANSION GRANT


EHS Expansion

- + No additional guidance has come from OHS on this topic
- + CMCA intention?
 - + Have not gotten that far! Initial thought is only look at expansion in Boone County



TIMELINE GRANTS

- + Funding Guidance Letter--March
- + Applications due in May
- + Awards made by September for COLA/QI
- + Summer Programming Awards May?





ADMINISTRATION FOR
CHILDREN & FAMILIES

330 C Street, S.W., Washington, DC 20201 | www.acf.hhs.gov

DATE: March 30, 2020

FROM: Ben Goldhaber^{BG}
Deputy Assistant Secretary for Administration
and Chief Grants Management Officer
Administration for Children and Families

TO: Administration for Children and Families (ACF) Grantees and Recipients

SUBJECT: **Information Memorandum: IM-ACF-OA-2020-01:**
ACF grant flexibilities in conducting human service activities related to or
affected by COVID-19

The Administration for Children and Families (ACF) is deeply concerned for the health and safety of people involved in ACF programs and about the effects on the human service enterprise in the areas affected by the U.S. Department of Health and Human Services ([HHS](#))-declared [public health emergency for COVID-19](#). Due to the exceptional impact of the public health emergency declared on January 31, 2020 (retroactive to January 27, 2020), I want to assure ACF's grantee and recipient (grantee/recipient) community that ACF will be doing its part to help you continue your work.

To the extent permitted by law, and in accordance with 45 CFR §75.102(a), this memorandum provides short-term relief for administrative, financial management, and audit requirements under [45 CFR Part 75](#) (the HHS implementation of [2 CFR Part 200](#)), Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, without compromising Federal financial assistance accountability requirements. These exceptions are time-limited and will be reassessed by the Office of Management and Budget (OMB) within 90 days of the M-20-17 memo, dated March 19, 2020. If OMB extends the flexibilities contained in their M-20-17 memo, HHS and ACF will also re-evaluate the extension of the exceptions. These flexibilities are applicable to ACF applicants and grantees/recipients where the entity is conducting human service activities related to or affected by COVID-19. Affected entities are those that have been closed or that have business activities that are hindered due to COVID-19 precautionary measures and/or illnesses. *Entities that are affected will be asked to provide documentation to the respective ACF Program Office describing the effects, including how long their program and ACF-related work or instruction were and/or will be affected.* While the following requirements detail general flexibilities that ACF is offering during this public health emergency, please review program-specific COVID-19 guidance and flexibilities as some citations listed below do not apply directly. For example, as it relates to block grants, States may apply these flexibilities to block grants consistent with their own authorities.

1. Flexibility with System for Award Management (SAM) registration. (45 CFR §75.205; 2 CFR §200.205)

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

2. Flexibility with application deadlines. (45 CFR §75.202; 2 CFR § 200.202)

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

3. No-cost extensions on expiring awards. (45 CFR §75.308; 2 CFR §200.308)

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item #9 regarding financial, performance, and other reporting.

4. Abbreviated non-competitive continuation requests. (45 CFR §75.308; 2 CFR §200.308)

For continuation requests scheduled to come in from April 1, 2020, to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at <https://www.acf.hhs.gov/coronavirus>. ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

5. Allowability of salaries and other project activities. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR §75.430, 45 CFR §75.431, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR §200.430, 2 CFR §200.431, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipients ability to resume the project

activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services.

6. Allowability of Costs not Normally Chargeable to Awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

7. Prior approval requirement waivers. (45 CFR §75.407; 2 CFR §200.407)

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses allowable under a Federal award. ***For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.*** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in this memorandum. ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being

allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

8. Exemption of certain procurement requirements. (45 CFR §75.328, 45 CFR §75.330; 2 CFR §200.319(b), 2 CFR §200.321)

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

9. Extension of financial, performance, and other reporting. (45 CFR §75.341, 45 CFR §75.342, 45 CFR §75.343; 2 CFR §200.327, 2 CFR §200.328, 2 CFR §200.329)

ACF will allow grantees/recipients to delay submission of financial, performance, and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the expected submission of these reports. However, these reports must be submitted at the end of the postponed period. Grantees/recipients must continue to notify the agency of problems, delays or adverse conditions, including those related to COVID-19 as required by 45 CFR §75.342(d)(1) and 2 CFR §200.328(d)(1).

10. Extension of currently approved indirect cost rates. (45 CFR §75.414.(c); 2 CFR §200.414(c))

The flexibility to extend currently approved indirect cost rates is the responsibility of the HHS Payment Support Center, Cost Allocation Services (PSC/CAS). Grantees/recipients are instructed to contact PSC/CAS at PMSSupport@psc.hhs.gov or 877-614-5533 with any cost allocation and indirect cost rate questions. As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

11. Extension of closeout. (45 CFR §75.381; 2 CFR §200.343)

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

12. Extension of Single Audit submission. (45 CFR §75.512; 2 CFR §200.512)

As permitted under the OMB M-20-17 memo, ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 45 CFR §75.501 (2 CFR §200.501) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however,

grantees/recipients and subrecipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 45 CFR §75.520(a) (2 CFR §200.520(a)) (low-risk auditee criteria).

Next Steps

ACF is continuing to monitor the situation, to identify ways the Agency can help, and to publish any additional information pertaining to the public health emergency declaration at ACF's webpage, Stay Safe and Be Informed about COVID-19. Please also see program-specific guidance for more information related to a Federal award.

Inquiries

Please direct all inquiries to your assigned Grants Management Specialist and Project Officer.

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U.S. Department of Health & Human Services & Administration for Children & Families

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

INFORMATION MEMORANDUM**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies**SUBJECT:** Head Start Modular Units**INFORMATION:**

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See **Terms, 45 CFR §1305.2**. The purchase of any modular units with Head Start funds is subject to the provisions of **45 CFR Part 1303 Subpart E**.

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See **Teaching and the learning environment, 45 CFR §1302.31**.

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

Application for Purchase of a Modular Unit

When a grantee applies for purchase of a modular unit under **45 CFR Part 1303 Subpart E**, the following additional information is required per **45 CFR §1303.44(a)(14)**.

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with **Real Property, 45 CFR §75.318(c)** or **Equipment, 45 CFR §75.320(e)**, as applicable.
2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with **45 CFR §75.329**.
3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow **45 CFR §75.407(a)(7)** for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with **45 CFR §75.320(d)(1)-(5)**.
4. The cost comparison required by **45 CFR §1303.45** must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.
5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.
6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.
7. The statement of a real estate professional described in **45 CFR §1303.42(b)** must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

Request for Disposition of a Modular Unit

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in **45 CFR §75.318(c)** and **45 CFR §75.308(c)(1)(xi)**. A unit classified as equipment is subject to the disposition requirements described in **45 CFR §75.320(e)** and **45 CFR §75.308(c)(1)(xi)**. For more information, please see the **ACF Property: Disposition** website.

Real Property

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the **GrantSolutions Online Data Collection (OLDC)** to request approval for disposition of the unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in **GrantSolutions OLDC** to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is \$0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable

value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

Equipment

When the modular unit has been classified as equipment and has a current market value of \$5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with **45 CFR §75.320**.

When the modular unit has been classified as equipment and has a current market value of \$5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (**45 CFR §75.320(e)(1)**). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

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You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe here. You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

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Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

Summer Program Enrollment

Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

Eligible Grantees

All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

How to Apply

Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

System for Award Management (SAM) Registration

The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

Content of Applications

Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

Program Schedule

Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day

for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget

Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative

Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents

The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring

Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

