



Board of Directors Meeting Agenda

February 20, 2024 – 1:15 pm

2850 Mt. Pleasant Street, Suite 108, Burlington, IA 319-753-0193

Zoom Link: <https://us02web.zoom.us/j/87508062992?pwd=NyYttamJYdm1RUzdKMTVMMER3T1UrUT09>

Call In By phone: 1 312 626 6799 Meeting ID: 875 0806 2992 Passcode: 582650

1. Call to Order – President Barbara Welander
2. Training: Weatherization Program, Jim Blackwell, Weatherization Director
3. Establish a Quorum
4. Consideration of Agenda
5. Consideration of Minutes
6. Action Items:
 - a. DHLW Early Childhood Area FY24 Scholarship Budget Amendment
 - b. Head Start Family Handbook 2024-2025
 - c. Head Start Selection Criteria 2024-2025
 - d. Head Start Calendar 2024-2025
7. Reports:
 - a. Executive Director Report
 - b. Statement of Financial Position
 - c. Budgets
 - d. Credit Card Statements
 - e. Check Listing & Direct Deposits
 - f. Mt Pleasant Building Update
8. Information:
 - a. Weatherization Bids Awarded
 - b. CSBG FY 2023 Reports
 - c. Agency 2023 Annual Report with Head Start Report to the Public
 - d. Head Start DRDP Assessment Information
 - e. Program Updates
9. Next Meeting Date: Tuesday, March 19, 2024 at 1:15 pm
10. Adjournment

Community Action of Southeast Iowa
is dedicated to alleviating the conditions and causes of poverty by building partnerships
and strengthening people through quality services.

Board of Directors Minutes

January 16, 2024



1. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:17 p.m.
2. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Nicole Pappalardo	Linda Boshart		Cyndi Mears
Antonio Flores	Barbara Welander		Brad Quigley
Shane McCampbell			

Staff present: Sheri Wilson, Matthew LeClere, Sarah Droege, Rachel Albrecht, and Lisa Nafziger.
Guests present: Bill Bauer of Meriwether, Wilson & Company, and Angela Villhauer of Mercer.
Members absent: Tom Schulz, Anastasia Noon, Brent Ruther, Marc Lindeen, and Rhonda Reif.

3. **Consideration of the Agenda:** Motion by McCampbell, seconded by Mears, to approve the agenda. Motion approved by voice vote.
4. **Consideration of the Minutes:** Motion by McCampbell, seconded by Mears, to approve the minutes of the November 21, 2023 board meeting. Motion approved by voice vote.
5. **Board membership:** Anastasia Noon has reported to Wilson she would like to resign from the board due to other obligations at this time which have impacted her attendance. Motion by Mears, second by McCampbell to accept Noon’s resignation. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Action FY 2023 Agency Audit:** Motion by McCampbell, seconded by Mears, to approve the Community Action FY 2023 Agency Audit. Bill Bauer of Meriwether, Wilson & Company presented the audit to the board and answered questions. There were no findings or compliance issues. Motion approved by voice vote.
 - b. **Employee Health Insurance Renewal:** Motion by Mears, seconded by Welander, to approve the Employee Health Insurance Renewal with Mercer continuing to offer the three current plans with Wellmark and agency programs paying \$871.75 a month toward the premium cost for employees on the agency policy. Motion approved by voice vote.
 - c. **Employee Dental & Vision Insurance Renewal:** Motion by McCampbell, seconded by Boshart, to approve the Employee Dental & Vision Insurance Renewal with Mercer. The current plans will be kept through Delta Dental and Vision with costs remaining the same. The agency will continue to pay \$19.81 a month for Dental and \$4.14 a month for Vision coverage for each employee on the plan. Motion approved by voice vote.

- d. **Ratify Head Start Votes from December Mailing:** Motion by McCampbell, seconded by Welander, to ratify the Head Start Votes from the December Mailing. These included three action items which were approved by e-mail votes:
1. **Head Start Budget Revision for Start-Up Funds for the Mt Pleasant Building Project:** The revision moved funds in the “Other” category (\$80,000) to the “Construction” line (\$1,554,102) for a total “Construction” total of \$1,634,102. This does not change the budget total.
 2. **Head Start Mount Pleasant Building Project Carryover:** The total project budget for the Mount Pleasant Building Project is \$1,634,102. Unobligated funds of \$55,327.66 were approved to be included in a Carry Over Request.
 3. **Head Start Fort Madison Building Carryover:** approved to be submitted for \$744,460.

Motion to ratify the Head Start Votes from the December Mailing approved by voice vote.

- e. **Head Start Request for Waiver for Lead Teacher Qualifications:** Motion by McCampbell, seconded by Pappalardo, to approve the Head Start Request for Waiver for Lead Teacher Qualifications. Motion approved by voice vote. This waiver request is for one current teacher in Burlington for the current school year who is temporarily filling in as a Lead Teacher in a newly opened classroom. The employee is currently enrolled in college coursework and set to graduate in May 2024.
- f. **Mount Pleasant Head Start Building Name:** Motion by Boshart, seconded by McCampbell, to name the new Mount Pleasant Head Start building Glenwood Head Start. Motion approved by voice vote.

7. Reports:

a. Executive Director’s Report

Wilson attended the Iowa Community Action Association (ICAA) Director’s meeting, met with the architect and contractor for the Mount Pleasant building project, attended three demonstrations on possible software options for the agency, took Continuing Legal Education classes, and worked on her Results Orientated Management & Accountability (ROMA) recertification.

b. Mt Pleasant Building Update

c. Statement of Financial Position

d. Budgets

e. Credit Card Statements

f. Check Listing and Direct Deposits

8. Information:

- a. Weatherization Bids Awarded:** For December 1, 2023 – December 31, 2023.
- b. Head Start 45-Day Notice CLASS Review**
- c. Head Start Liquidation Extension for Mount Pleasant Building Project**
- d. Program Updates**

9. Next Meeting Date: Tuesday, **February 20, 2024**, at **1:15 p.m.** in the central office board room or via Zoom.

10. Adjournment: The meeting ended at 2:28 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary

6.a. DHLW Early Childhood Area FY24 Scholarship Budget Amendment

The Des Moines, Henry, Louisa, and Washington (DHLW) Early Childhood Area Board awarded the agency \$35,000 for the operation of the Preschool Scholarship Program in Fiscal Year 2024.

To accurately reflect costs, we have prepared a revised budget. There is no change to the amount going into scholarships. We have adjusted the operational costs of the program to absorb the adjustments. Summary of Budget Revisions:

- Decrease the Program Specialist from .22 Full Time Equivalency (FTE) to .20 FTE which results in an expense decrease.
- Increase the Staff Benefits to reflect the employee enrollment in Health Insurance. The staff person was not eligible for insurance until she accepted the position of Office Manager. She will complete the Scholarship Program through the end of the program year.
- Travel/mileage, Office Supplies, and Training expense was decreased.
- Operational costs have increased based on the current space costs. The cost of utilities and IT services has increased.

The Contract Amendment Request Form is attached.

It is recommended that the board approve the budget amendment for the Preschool Scholarship Program and submit the amendment to the Des Moines, Henry, Louisa, and Washington (DHLW) Early Childhood Area Board for consideration.

6.a.

Contract Amendment Request FY24 (DHLW Early Childhood Area)

Instructions: Send a completed and signed form (PDF format) to tbeghtol@dhlw.org

Note: Document has formulas embedded, but is not protected. If you 'delete' a cell the formula will be deleted.

Community Action of Southeast Iowa Preschool Scholarships FY24 Contract Amendment

Line Item descriptions and budget justification <i>(This column should match original budget as approved by DHLW for the contract period - copy & paste)</i>	Current budget	Revised budget request	% change	Brief explanation of line item change.
Direct staff salaries	\$ 7,732.00	\$ 7,178.00	-7%	\$554 decrease to reflect adjustment to Specialist hours
Program Specialist: 2080 hrs @ .20 FTE = 409 hours x \$16.31/hour = \$6,671				
Program Director: Maximum 12 hrs/year @ \$42.24/hr = \$507				
Direct Staff Benefits	\$ 2,010.00	\$ 2,350.00	17%	\$340 increase in benefits for addition of Specialist health insurance
Program Specialist: Federal/State/WC/UI taxes, Retirement, Insurances @ .20 FTE = \$2,152				
Program Director: Federal/State/WC/UI taxes, Retirement, Insurances = \$198				
Travel	\$ 100.00	\$ -	-100%	\$100 decrease. No travel expense
Mileage to meetings/outreach				
Office Supplies	\$ 934.00	\$ 218.00	-77%	\$716 decrease for supplies.
Ink, postage, copies, envelope, paper, printing, etc..				
Operational	\$ 1,804.00	\$ 2,874.00	59%	\$1,070 increase for actual expenses. Increase in all operational costs
Office space = \$130/m x 12 months = \$1,560				
Utilities = \$44/m avg x 12 months = \$528				
Insurance = \$10/m x 12 months = \$120				
Computer/IT services = \$55.50/m x 12 months = \$666				
Staff Professional Development	\$ 100.00	\$ 91.00	-9%	\$9 decrease to reflect accurate expenses
Training mandated by ECI, PSS, or Agency as necessary				
Incentives	\$ 20,898.00	\$ 20,898.00	0%	no change
Preschool Scholarship payments				
43 Students average \$133 month \$5 hour				
subtotal	\$ 33,578.00	\$ 33,609.00	0%	\$31 decrease for salary and fringe total decrease. Federally awarded rate is 14.60%
Indirect Administration - max of 8% of subtotal request allowed	\$ 1,422.00	\$ 1,391.00		
14.6% of salary and fringe as per federal awarded rate				
TOTAL	\$ 35,000.00	\$ 35,000.00		

Administrator signature

date

6.b. Head Start Family Handbook 2024-2025

Annually, the Family Handbook is reviewed by staff with recommendations for changes submitted to the Council and Board for approval.

Changes to the Handbook are in response to updating procedures, Head Start policy shifts, and new safety concerns. Some items throughout the Family Handbook were edited to meet these objectives.

Recommended changes are in **red**, and deletions from the handbook are marked with **red strike-through**. The nine pages with changes are included. A full copy of the updated handbook will be available on the agency website.

The following is a summary of the proposed changes:

- Pg. 13 – Addition of curriculum used in the classrooms and the weekly, monthly, quarterly, and yearly topics required to be addressed.
- Pg. 14 – On-going assessments and screenings completed was added as a guide.
- Pg. 18 – The word consistency was added to the description of Child Discipline
- Pg. 18 – Addition of explanation of Behavior Management
- Pg. 18 – Addition of an explanation of biting and response.
- Pg. 18 – Omission of section describing child restraint.
- Pg. 20 – Addition of guidance about birthdays.
- Pg. 22 – Changed language from “made more difficult” to “hindered”.
- Pg. 23 – Added example under heading “Washing Hands”
- Pg. 28 – Further identified and edited health policy information regarding exclusions
- Pg. 40 – Changed language under heading “Confidentiality Policy” from “official” to “legal”.
- Pg. 43 – Addition of the name and address of new Glenwood Head Start location

It is recommended that the board approve the changes to the Head Start Family Handbook 2024-2025.

Education Services



Curriculum Statement

Our Curriculum supports the theory of play-based learning:

1. Research has shown that children learn best while actively engaging in play.
2. Play-based learning can set your child up for success in school.
3. Children learn best in an atmosphere of care, trust *and* respect in which they develop positive relationships with peers and adults.
4. All children are unique and are at varying levels of development.

In the classrooms we use the following:

- Creative Curriculum by Teaching Strategies for all ages
- ReadyRosie - a parenting curriculum designed for all families
- Second Step - Social Emotional curriculum for Head Start only
- Eddie Eagle - Gun Safety curriculum for Head Start only

Required lessons:

Weekly:

Second Step (HS only)

Monthly:

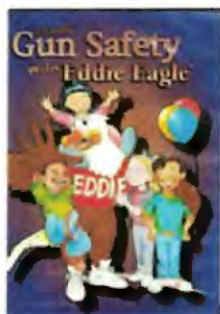
Pedestrian Safety & Fire and Tornado drills (all ages)

Quarterly:

Hands-On Nutrition experience (HS only)

Yearly:

Gun Safety, Poison Prevention, Happy Bear Body Safety (HS only)



**HAPPY
BEAR**



Education Services

Assessments

We use a variety of assessment tools to help us individualize our curriculum, to better meet the developmental needs of your child, and assess what progress they are making, throughout the year. Our assessment tools cover the following areas:

- Social & Emotional
- Cognitive
- Physical
- Language & Literacy
- Mathematics
- Science & Technology
- Social Studies
- The Arts



Ongoing Comprehensive Assessment

- DRDP (Desired Results Developmental Profile)

Screenings

- BRIGANCE - Developmental Tool
- ASQ-SE - Ages and Stages Questionnaire - Social Emotional

Parent/Teacher Conferences

We have Parent/Teacher Conferences (two times per year) to discuss your child's progress in each of the developmental areas. This is also a great time for you and your child's teacher to share ideas and set goals for your child for both home and school, to become kindergarten ready.

Learning Centers/Interest Areas

During free choice time, children are able to choose what activities they want to do and whether they want to do an activity on their own or with their classmates. Free choice time enables children to build self-confidence and encourages them to learn how to communicate effectively with others.

Centers may include:

Music Area

Writing/Journal Center

Block Area

Sand & Water Table

Math Center

Quiet Area

Science Center

Library Center

Dramatic Play

Art Center

Sensory Play



Outdoor Play

Weather permitting, we go outside **every day** to play and learn about the world around us. We're not only learning about nature and the outdoors, but we're also making sure we develop healthy, strong bodies. Children also need that time daily to "burn off a little energy."

Interacting with Others

Children are encouraged to "use their words" when in conflict with others and are encouraged to resolve conflicts appropriately on their own. Staff use proven methods to help children learn appropriate problem solving techniques. Children learn to respect others *and* themselves.

Classroom Info



Child Discipline

DISCIPLINE is helping a child change random and impulsive, behavior into controlled, purposeful, informed behavior. This is a long, slow process which requires communication, patience, **consistency**, and understanding from the adults in the child's life.

It is our policy that, **under no circumstances**, will a staff member, a program volunteer, or a family member use physical punishment on any child who is attending or visiting the Head Start/Early Head Start program. Actions such as hitting, grabbing, pinching, yanking, pulling, shaking, or spanking are not allowed.

In addition, punishment that is humiliating or frightening will not be used and a child will not be subjected to verbal abuse, threats or derogatory remarks about themselves or their families. Children need to feel that Head Start/Early Head Start is a pleasant, safe and caring place where they can grow and learn.

Classroom Behavior Management

Our goal is to promote children's success through building positive relationships and creating a supportive environment. Head Start believes that all behavior is communication and that all people should be treated with respect, dignity, and kindness. Adults are encouraged to model and help children learn to choose appropriate behavior. Head Start works together with families to create an environment where every child feels good about coming to school. The classroom environment promotes child engagement by teaching expectations and routines, as well as skills that children may use in place of challenging behaviors. Head Start utilizes Positive Behavior Intervention Supports (PBIS), and teaches social/emotional skills through the Second Step curriculum. The staff maintains realistic expectations of children's behavior based on current knowledge of child development.

Biting

Biting may be a typical behavior for young children, therefore, incidences of biting may be unavoidable in group care. When biting occurs, it can be scary and frustrating for everyone involved. While there are various reasons why a child may bite, teachers, parents, and children should not be blamed when it occurs. Strategies for dealing with biting will be administered based on the individual needs of the child. Head Start staff will work closely with families to look for additional supports and strategies when biting takes place.

~~On occasion, a child may not be able to control their own actions. Head Start staff will physically intervene only when a child is in immediate danger of hurting themselves or another individual. Occasionally, interventions may include "body wrapping" (i.e. a staff member sits with the child on their lap and wraps the child in their arms until the child calms down). Staff are mindful that this intervention must be done on the floor and away from furniture, due to the safety needs of the child.~~

If a behavior occurs, the parent/guardian will be notified by an Incident and/or Behavior Report that will be shared at the end of the day.

*It may be necessary for everyone to meet for a "support meeting" and develop a **safety plan** for the child. If a child continually endangers themselves or others, it will be necessary to evaluate the type of Head Start/Early Head Start services (and other services) that are appropriate for the child and family.

Classroom Info

No Food Brought from Home

The only food that can be served to the children is food that has been prepared by our cooks or program staff. We have many children with food allergies and food sensitivities. This is the only way that we can ensure the health and safety of each child. Please do not allow children to bring food into the building or send any treats to school with them, as we cannot serve them.

Special Diets

We serve a wide variety of very nutritious foods. We understand that some children are "picky eaters", but we can only change what your child is served if they have a food allergy, food sensitivity or medical condition as specified by their doctor. Special diets can be accommodated for those with religious preferences.

Holidays & Celebrations

- We wish to respect the different religions and faiths of our families and thus **do not** celebrate holidays in our classrooms.
- Some examples of celebrations we may observe, however, include the following: a Fall Festival, Winter Wonderland, Spring Fling, Beach Day, Art in the Park, Pajama Day, etc.
- Children love to celebrate and teachers would like additional ideas and help in planning for these special days, so please come to Center Committee (Parent Group) meetings or see your family development specialist about volunteering.
- We know birthdays are special and fun for all of us, while we acknowledge them in the classroom, we **cannot** accept any treats or goodie bags.
- **No outside food is allowed at our celebrations or special events.** If food is served, it will be provided by the Head Start program. Nutritious suggestions are always welcome!



Health Services

Our Health Services Component operates under the belief that a “healthy child is a happy child”. When a child is not healthy, their ability to learn is ~~hindered made more difficult~~. At Head Start/Early Head Start, we monitor each child’s comprehensive health care to ensure that they are healthy and given the best opportunity possible to learn and grow.

Health Services includes the following:

- Physical & Dental Health
- Mental Health
- Nutrition



We require up-to-date physicals and immunizations be on file, in accordance with the Department of Health and Human Services (HHS) licensing standards. (HHS was previously known as DHS, or the Department of Human Services.)

Health Screenings

We recognize the importance of prevention, early detection and treatment of any health problems, and well-child care.

The following health screenings are a regular part of our program:

- Dental
- Vision
- Hearing
- Social-Emotional
- Routine Height & Weight measurements
- Lead & Hemoglobin
- Nutrition
- Development



These screenings may detect any possible health concerns. We can then help you locate the necessary resources in order to address those concerns. We follow up on referrals made and treatment received to ensure that your child’s needs are being met. We may also be able to help with transportation to your child’s appointments. Please talk to your family development specialist if you have questions.

Health Services

Washing Hands

We wash our hands a lot! We wash upon entering the classroom, before and after eating, after using the restroom, **before & after going outside**, **before & after sensory play**, when we leave the classroom for the day, etc. We strive to make our classrooms a healthy place to learn.



Health Policies

Symptoms Requiring Exclusion from Head Start/Early Head Start:

Exclusion means a child will not be able to attend Head Start or Early Head Start and should be kept at home to get better and/or to see a doctor **before** returning to school. **Staff will make the final decision about whether ill children may attend, based on the programs guidelines, and their ability to care for the ill child while not taking away from the other children.**

Symptom	Explanation
Fever (100.4° or above)	Exclude for a temperature of 100.4° F or above in infants and children with behavior change. For infants younger than 2 months, a temperature of 100.4° F or above with or without a behavior change or other symptoms (e.g. sore throat, rash, vomiting, diarrhea) needs exclusion and immediate medical attention A child needs to be fever free without the use of medication for 24 hours before returning to school.
Diarrhea	Exclusion is needed for children who have more than 2 stools per day above normal for that child while the child is in the program. <ul style="list-style-type: none"> • Children whose stool contains blood or mucus • Diapered children whose stool is not contained in the diaper • Toilet-trained children when diarrhea causes "accidents" or when increased number of bowel movements are a risk for accidents and soiling of toileting areas A child can return to school as long as there have been no more than 2 loose stools for 24 hours without the use of medication.
Vomiting	Exclude if the child vomits two or more times within 24 hours. If a child with a recent head injury vomits, get emergency medical care A child can return to school as long as no vomiting has occurred for 24 hours without the use of medication.
Runny Nose	Yellow or green drainage/snot. Non-clear drainage is not associated with allergies or teething. A doctor's note will be required before returning to school to show that the child does not have a contagious illness.
Rash and/or Blisters	Child can return to school after a doctor has determined the child is non-contagious. A doctor's note will be required before returning to school.
Other Symptoms	<ul style="list-style-type: none"> • Difficulty breathing • Hacking, rattled cough or continuous coughing • Drainage from eyes or ears • Child is extremely irritable, continually cries or requires more care and attention than we can provide while still fully caring for the safety and well-being of the other children A doctor's note may be required before returning to school to show that the child does not have a contagious illness.

If you have any questions about when you need to keep your child at home with an illness, check with your doctor or your child's teacher or family development specialist.

A complete list of exclusions is available upon request from the Health Coordinator.

COVID Precautions:

Specific precautions will be put into place at the discretion of the program, in consultation with the local health department, to protect the health and safety of our children, families and staff. Guidelines in such an event will be communicated with our families.



Family Information

Confidentiality Policy

All family and child records are safeguarded to assure confidentiality.

- Files are kept in the classroom as well as the family development specialist office, in a locked file cabinet at all times.
- Only those people who are authorized will have access to the files.
- Information is only shared with another agency or designated person after receipt of a release signed by the parent(s) or **legal official** guardian.
- Volunteers and substitutes do not have access to these files.



Access to Records

All records are the property of the agency, but are available in a timely manner to parents and legal guardians when a request of information has been made.

The following procedure will be followed when a **request to view a file** has been made:

- The parent/guardian will complete a Client Records Request Form.
- The parent/guardian will be contacted within 5 business days to set up a time to view the file.
- Review of the file by the parent/guardian will be conducted during normal business hours and a staff member will be present.

The following procedure will be followed when a **request to obtain copies of documentation within the file** has been made:

- The parent/guardian will complete a Client Records Request Form.
- The requested information will be compiled for the requester.
- The parent/guardian will be contacted within 10–14 business days to set up a time to receive the requested information.
- Receipt of the information will be conducted during normal business hours.



Site Locations

Burlington:

Burlington Head Start Preschool & Early Head Start

Head Start Preschool
& Early Head Start
700 South Starr
Burlington, IA 52601
(319) 752-5692

Mount Pleasant:

Glenwood Head Start

Head Start Preschool
& Early Head Start
302 W. Madison St.
Mount Pleasant, IA 52641
319-385-4523

Keokuk:

Marie Tallarico Community Action Center

Head Start Preschool
& Early Head Start
220 South 22nd
Keokuk, IA 52632
319-524-6383

Fort Madison:

Eichacker Community Action Center

Head Start Preschool
3433 Avenue O
Fort Madison, IA 52627
(319) 372-4471

Richardson School

Head Start Preschool
& Early Head Start
1023 34th Street
Fort Madison, IA 52627
319-372-5462 (Head Start)
319-372-2038 (Early Head Start)

Did you know that we are on Facebook?

1. On the [Head Start and Early Head Start pages](#), we post about fun school events, parenting tips, creative ideas and activities to do at home, etc. Search for and like us at the following sites:

- Community Action of Southeast Iowa, Head Start/EHS (General Information for all sites)
- Burlington Head Start Preschool & Early Head Start (Burlington)
- Eichacker & Richardson Community Action Head Start (Fort Madison)
- Marie Tallarico Head Start (Keokuk)
- **Glenwood** Head Start (Mt. Pleasant)



2. On the [Community Action of Southeast Iowa page](#) you get updates, including job openings, along with information about WIC, LIHEAP Energy Assistance, FaDSS, Weatherization, etc.

6.c. Head Start Selection Criteria 2024-2025

Annually, Head Start and Early Head Start programs must review the selection criteria used to place children into the program for the next program year. The Family Development Specialists and the Policy Council Selection Criteria Committee have reviewed the criteria and made suggestions for changes based on their knowledge of our families and communities to ensure the criteria are up-to-date and reflect our program's current needs.

The committee met on January 11, 2024, to discuss and make recommendations. Attached are the updated selection criteria with the recommended changes for the 2024-2025 program year. Additions are printed in red. Deletions are in red with red strike-through.

Summary of changes include:

- Addition of “Similar Professional Support Programs” to the existing “Child Currently in Mental Health Counseling”
 - Due to long wait lists for child/family counseling, the committee proposes to update this line to reflect other services such as BHIS services, HOPES parenting program, etc., that the family may be involved in while waiting for counseling to start.

- Addition of “Informal Supports; Family/Friends” to the existing “Lack of Social Supports”
 - This more clearly defines what we mean by “Lack of Social Support” as this was meant to reflect on informal supports such as family and friends, but it was not defined in the criteria previously.

Approval of the Head Start Selection Criteria 2024-2025 as presented is recommended.

2023-2024 HEAD START SELECTION CRITERIA

COUNTY

Child's Name: _____ Date of Birth: _____

	Points	Score
Income Eligibility (Select ONE)		
Categorical Eligibility (Homeless, Foster Child or Public Assistance – FIP, SSI or SNAP)	100	_____
Income Eligible (Below 100% Poverty)	50	_____
101-130% Poverty Level	25	_____
Enrollment (Select ONE)		
Transition from Early Head Start or Returnee/Re-Enrollee	80	_____
Transfer from Another County or Program	70	_____
Other Factors (Select all that apply)		
Emergency Housing Crisis (Homeless, Loss of Home or Evicted)	100	_____
Foster Parent	90	_____
Guardian (grandparents, aunt/uncle, sibling, etc.)	80	_____
Diagnosed Serious Medical Condition (w/medical documentation) (conditions specified in 45 CFR 1308.7 – Contact Family Services Coordinator)	70	_____
Single Parent (in home)	20	_____
Child Neglect or Abuse (+ or Child Exposed to Drugs)	15	_____
Prenatal Exposure to Drugs and/or Alcohol (for applying child)	15	_____
Pregnancy of Concern	15	_____
Domestic Violence	15	_____
Substance/Alcohol Abuse/Gambling Addiction (family member in household)	15	_____
HHS Involvement with the Family (currently or previously)	15	_____
Less than High School Education without GED – Both parents	12	_____
Less than High School Education without GED – One parent	6	_____
Referral from Another Professional Provider (HHS, Mental Health provider, AEA, FaDSS, WIC or Public School)	10	_____
Recent Death in Immediate Family Figure (parent, sibling or other caregiver)	10	_____
Recent Deportation of Parent or Parental Figure (w/in last 12 months)	8	_____
Deportation Concern	4	_____
Works/Attends School/Job Training – All parents in the home	8	_____
Works/Attends School /Job Training – Only one parent in a two parent home	4	_____
Military Parent/Veteran Parent	8	_____
Incarcerated Parent (or released within the last 6 months)	8	_____
Recent Divorce or Separation (w/in last 12 months)	7	_____
Recent Custody Change or Dispute (w/in last 12 months)	7	_____
Child Currently in Mental Health Counseling or Similar Professional Support Program	7	_____
Parent with Mental Health Disorder/Diagnosis (currently or previously)	7	_____
Lack of Social Support (Informal Supports: Family/Friends)	6	_____
Transportation Issues (lack of transportation, unreliable transportation or no license)	6	_____
Language Barrier (ESL)	6	_____
Involuntary Job Loss – Single Income Family (currently or w/in last 12 months) (includes a disabled parent in home)	6	_____
Involuntary Job Loss – Two Income Family (currently or w/in last 12 months)	3	_____
Teen Parent	5	_____
Unsafe Housing (reported by parent/guardian)	5	_____
Family Member with a Disability or Serious Medical Condition (in household)	4	_____
Medically High Risk Pregnancy (currently pregnant)	4	_____
New to Area or Has Moved 3 or More Times (in the Last 12 months)	4	_____
Traveling Parent from a Two Parent Family (out of the home 5+ days/week)	4	_____
Child Has Never Attended Preschool Before– child turns 4 on or before 9/15/22 (Head Start applicant only – not EHS)	3	_____
Sibling in Head Start or Early Head Start (currently) (2 points per child)	2 x _____	_____
Number of children in household _____ x 3 points per child (if pregnant – also include unborn child)	varies	_____

Staff Signature & Date: _____ / / _____

Total Points:

6.d. Head Start Calendar 2024-2025

Annually, the Head Start Management staff looks at options to create a calendar that balances the educational and emotional needs of our children as well as creates breaks that are closely in line with those of local school districts. While total alignment is often not possible, every effort is made to match them as closely as possible to make it easier on families.

This calendar takes into account days the Agency is closed, staff workdays, required training time, and the potential need for make-up days at the end of the program year. It is designed to exceed the minimum requirement for Head Start program days and includes 5 additional days in the event we close unexpectedly over the year.

The requirements for each of the class types as well as the scheduled number of days in the proposed calendar are listed below:

Type of Class	Hour Requirement	Attendance Days Required	Days Scheduled
HS Part Day (Dual)	3.5 hours per day	128	135
HS Duration	1020 hours per year	157 (6.5 hrs/day)	163
EHS	1380 hours per year	197 (7.0 hrs/day)	203

Approval of the Head Start Calendar for 2024-2025 as presented is recommended

Classes Resume/Leads Return
Last Day of Classes
Possible Make-Up Days
Agency Holiday – CLOSED
Closed
No Class – Part Day Head Start Only
Training Day – NO CLASS

Head Start / Early Head Start 2024-2025 CALENDAR

August 2024 - July 2025



- 1-19 - Layoff
- 6 - Dual Teachers Return
- 8 - Policy Council
- 13 - Due/EHS Teachers Return
- 20 - EHS Component Day/ HS Work Day
- 21 - HS Component Day/EHS Work Day
- 22 - Training Day
- 23 - Work Day
- 26 - Classes Resume

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EHS-5 DUR-4 PD-3

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

EHS-17 DUR-17 PD-14

- 7 - Work Day
- 13 - P/T Conf. (PD Only No Class)
- 13 - Policy Council
- 14 - P/T Conf. (No Class-All)
- 17 - Agency Holiday

- 2 - Agency Holiday
- 3 - Classes Resume
- 12 - Policy Council
- 27 - Work Day

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

EHS-19 DUR-19 PD-16

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

EHS-19 DUR-19 PD-16

- 10 - Training Day
- 13 - Policy Council
- 28 - Work Day

- 7 - Agency Training
- 10 - Policy Council
- 25 - Work Day

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EHS-21 DUR-21 PD-18

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

EHS-17 DUR-18 PD-16

- 4 - Component Meeting Day
- 10 - Policy Council
- 16 - Work Day-EHS Only (P/T Conf. EHS)
- 17 - Work Day-HS Only (P/T Conf. HS)
- 18 - Classrooms Closed
- 28 - Agency Training Day

- 11 - Agency Holiday
- 14 - Policy Council
- 21 - P/T Conf. (PD Only No Class)
- 22 - P/T Conf. (No Class - ALL)
- 27 - Work Day
- 28-29 - Agency Holiday

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

EHS-16 DUR-16 PD-12

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EHS-20 DUR-16 PD-13

- 8 - Policy Council
- 22 - Last Day (HS)
- 23 - Work Day (ALL)
- 23 - Make-Up Day (HS)
- 26 - Agency Holiday
- 27-30 - Make-Up Days

- 12 - Policy Council
- 20 - Component Meeting Day
- 23 - Work Day
- 24-25 - Agency Holiday
- 26 - 27 - Layoff
- 30-31 - Layoff

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EHS-14 DUR-14 PD-12

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

EHS-20 DUR-0 PD-0

- 12 - Policy Council
- 23 - Training Day

- 1 - Agency Holiday
- 2 - Work Day
- 3 - Training Day
- 6 - Classes Resume
- 9 - Policy Council
- 20 - Agency Holiday

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

EHS-19 DUR-19 PD-15

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EHS-16 DUR-0 PD-0

- 4 - Agency Holiday
- 10 - Policy Council
- 14 - Training Day
- 24 - Last Day (EHS)
- 25 - Work Day (EHS)
- 25 - Make-Up Day
- 28-31 - Make-Up Days

Special Notes:

- *Calendar is subject to change throughout the year.
- **Use the text AND calendar to confirm days.
- ***Use Component Time Tables for more specifics.

- HS Part Day
- HS Duration
- EHS

Required

- 128 days
- 157 (1020 hrs)
- 197 days (1380 hrs)

Scheduled

- 135 days
- 163 days (6.5 hr day)
- 203 days (min. 7 hr day)

7.a. Executive Director's Report: February 2024

Sheri Wilson, JD, CCAP, NCRT

1. I attended an **Iowa Community Action Association (ICAA) Directors meeting on February 1, 2024**. The majority of the meeting was focused on a report from Iowa Health & Human Services from Lorie Easter. We had a Legislative update from our lobbyists Kate Walton and Matt Eide.
2. On February 9, 2024, we met with Darin Prost from Poepping, Stone, Bach, and Associates and the contractor, Wiley & Sons concerning the **Mount Pleasant building project**. The project is proceeding as planned. An update on expenses is included.
3. I have attended several Zoom meetings concerning our current client tracking software, **NIFCAP**. We are looking at how we will transition to a new program and how we will have access to data for audits during the next three years. The state is committed to having the new software to process Energy Assistance (LIHEAP) applications for the next fiscal year starting October 1, 2024. We continue to look for a program to supplement the new state LIHEAP software to track other programs the agency provides at our centers.
4. Lisa, Joy, and I met with State Representative Matt Rinker concerning the FaDSS program and agency operations. The three of us are planning to meet with all of our state legislators within the next couple of months.
5. The agency's open enrollment for **Health, Dental, and Vision coverage** ran the first two weeks of February. It went smoothly with very few changes. The Human Resources Director has been set up with Wellmark so we can submit applications for health coverage electronically.
6. I joined the FaDSS (Family Development & Self-Sufficiency) team in a Diversity, Equity & Inclusion (DEI) assessment for the FaDSS program. Each of us completed a survey which will be evaluated and presented to respondents individually and as a team.
7. I completed my Results Orientated Management & Accountability (ROMA) recertification,
8. We will be holding an election for the Lee County Representative of the Low-Income vacant board seat from February 26 – March 3, 2024. Residents of Lee County with income under 200% of poverty are eligible to vote. Details are on the agency website.

9. Contracts Signed and Reviewed:

- a. **HEAP 24-14:** Weatherization \$332,3000
- b. **LIHEAP-24-14 BA1:** Energy assistance amendment of \$382,084 for a total of \$2,499,342

10. Local cash donations received since the last monthly report:

- a. Total \$12,568
- b. Food Pantry \$4,529; Community Needs \$7,489; Head Start \$550
- c. Designated for Counties: Des Moines \$9,929, Henry \$1,469, Lee \$1,050, Agency \$120

7.b. Statement of Financial Position

**Community Action of Southeast Iowa
Statement of Financial Position
With Fiscal Year End Comparison as of 9/30/2023**

As of January 2024

	<u>January 2024</u>	<u>Fiscal Year Ending September 2023</u>
Assets		
Current Assets		
Cash	253,522	207,375
Receivables	686,797	1,255,386
Prepaid Expenses and Deposits	179,620	185,555
Inventories	62,362	62,362
Total Current Assets	<u>1,182,300</u>	<u>1,710,678</u>
Operating Lease Right of Use Asset	289,246	289,246
Property and Equipment		
Building and Leasehold Improvements	1,575,449	2,095,830
Vehicles and Equipment	1,624,821	1,313,781
	<u>3,200,270</u>	<u>3,409,611</u>
Less Accumulated Depreciation	2,389,290	2,341,290
Net Property and Equipment	<u>810,980</u>	<u>1,068,321</u>
Total Assets	<u>2,282,526</u>	<u>3,068,245</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable and Accrued Expense	406,593	939,036
Owed to Grantor Agencies	90,987	90,987
Deferred Revenue	146,800	45,447
Operating Lease Liability - Current	65,777	65,777
Total Current Liabilities	<u>710,157</u>	<u>1,141,247</u>
Operating Lease Liability - Non Current	<u>223,469</u>	<u>223,469</u>
Total Liabilities	<u>933,626</u>	<u>1,364,716</u>
Total Net Assets	<u>1,348,900</u>	<u>1,703,529</u>
Total Liabilities and Net Assets	<u>2,282,526</u>	<u>3,068,245</u>

**Community Action of Southeast Iowa
Year-To-Date Expenditures by Grant
As of January 31, 2024**

Category	Program	Start / End Date	Budget	Total Expenses	Balance	Revenue Received	Revenue Receivable	% of Budget Expended	Target %
Agency / Administration	Consolidated Agency	Oct 23-Sep 24	16,186,442	5,279,955	10,906,487	4,678,702	N/A	X	33.33%
	Administration	Oct 23-Sep 24	819,189	263,030	556,159	257,246	N/A	X	33.33%
Headstart / Early Headstart Programs	Burlington School District	Sep 23-Aug 24	X	26,426	X	35,691	(9,265)	X	X
	Early Headstart	Sep 23-Aug 24	1,283,455	743,591	539,864	594,535	149,056	57.94%	41.67%
	Headstart	Sep 23-Aug 24	2,944,612	1,056,307	1,888,305	934,510	121,797	35.87%	41.67%
	Headstart - ARP	Apr 21-Mar 24	399,631	379,719	19,912	379,719	-	95.02%	94.44%
	Headstart - Mt Pleasant Building	Sep 22-May 24	1,634,102	822,478	811,624	821,066	1,412	50.33%	80.95%
Weatherization and Energy Programs	Department of Energy	Apr 23-Mar 24	241,708	231,812	9,896	241,708	(9,896)	95.91%	83.33%
	Department of Energy - BIL	Jul 22-Jun 25	816,802	303,639	513,163	389,783	(86,145)	37.17%	52.78%
	Heat and Energy Assistance	Jan 24-Dec 24	332,300	400	331,900	-	400	0.12%	8.33%
	Heat and Energy Assistance - 3E	June 23-Sep 24	76,166	-	76,166	-	-	0.00%	50.00%
	LIHEAP 24	Oct 23-Dec 24	2,499,342	2,040,109	459,233	1,825,112	214,997	81.63%	26.67%
	LIHEAP - IJJA	Sept 23-Mar 24	52,019	52,019	-	52,019	-	100.00%	71.43%
Other Programs	CACFP - Homes	Oct 23-Sep 24	96,725	30,220	66,505	22,704	7,516	31.24%	33.33%
	CACFP - Homes Food	Oct 23-Sep 24	X	103,312	X	103,312	-	X	X
	City of Keokuk - ARPA	Apr 22-Spent	32,000	18,279	13,721	32,000	(13,721)	57.12%	X
	CSBG	Oct 22-Mar 24	308,635	252,659	55,976	243,391	9,269	81.86%	88.89%
	Des Moines Co General Assistance	Jul 23-Jun 24	12,000	1,573	10,427	12,000	(10,427)	13.11%	58.33%
	Des Moines Co Gen. Assist. - Client EXP	Jul 23-Jun 24	X	2,634	X	2,634	-	X	X
	Diaper Distribution Grant	Oct 23-Sep 24	9,000	3,248	5,752	-	3,248	36.09%	33.33%
	Emergency Services Grant	Jan 23-Jan 24	46,866	46,867	(1)	44,136	2,731	100.00%	100.00%
	Emergency Services Grant	Jan 24-Jan 25	47,714	36	47,678	-	36	0.08%	8.33%
	FaDSS	Jul 23-Jun 24	357,213	110,199	247,014	105,115	5,084	30.85%	58.33%
	Iowa Rapid Rehousing - ERA	Aug 22-Spent	X	59,036	X	54,146	4,890	X	X
	Preschool Scholarships	Jul 23-Jun 24	35,000	17,240	17,760	11,467	5,773	49.26%	58.33%
	Senior Home Repair	Jul 23-Jun 24	69,500	46,797	22,703	27,382	19,415	67.33%	58.33%
	WIC	Oct 23-Sep 24	935,501	297,402	638,099	58,987	238,415	31.79%	33.33%

**Community Action of Southeast Iowa
Year-To-Date Expenditures by Grant
As of January 31, 2024**

Category	Program	Start / End Date	Budget	Total Expenses	Balance	Revenue Received	Revenue Receivable	% of Budget Expended	Target %
Other Programs Continued - Disaster	Des Moines Co Disaster - April	Apr 23-Spent	19,987	18,031	1,956	16,668	1,364	90.21%	X
	Des Moines Co Disaster - Client EXP	Apr 23-Spent	X	32,545	X	32,545	-	X	X
	Des Moines Co Disaster - August	Aug 23-Spent	65,639	10,984	54,655	-	10,984	16.73%	X
	Des Moines Co Disaster - Client EXP	Aug 23-Spent	X	12,993	X	3,662	9,331	X	X
	Lee Co Disaster - June	Jun 23-Spent	85,108	73,654	11,454	-	73,654	86.54%	X
	Lee Co Disaster - Client EXP	Jun 23-Spent	X	203,283	X	202,620	664	X	X
	Lee Co Disaster - August	Aug 23-Spent	65,639	21,924	43,715	-	21,924	33.40%	X
	Lee Co Disaster - Client EXP	Aug 23-Spent	X	45,248	X	28,391	16,857	X	X

Community Action of Southeast Iowa
Year-To-Date Expenditures from Other Funding Sources
As of January 31, 2024

Fund	Prior Fund Balance	YTD Revenue Received	Total Revenue	YTD Expenses	Cash Balance
Agency Non-Federal	127,246	4,250	131,496	9	131,487
County Non-Federal Funds					
Des Moines County	28,986	20,015	49,001	7,981	41,021
Henry County	73,376	12,901	86,276	6,524	79,752
North Lee County	3,856	200	4,056	510	3,545
South Lee County	2,631	6,367	8,999	2,860	6,138
Louisa County	18,752	3,740	22,492	1,422	21,071
County Non-Federal Grants					
Des Moines County	-	18,597	18,597	18,597	-
Henry County	-	-	-	-	-
North Lee County	-	3,866	3,866	720	3,146
South Lee County	-	1,494	1,494	-	1,494
Louisa County	-	6,912	6,912	2,662	4,250
Weatherization and Energy Programs					
Liberty	-	14,991	14,991	14,991	-
Weatherization Non-Federal	7,640	-	7,640	-	7,640
Other Programs					
Center Misc Funds	240	27	267	91	177
Day of the Child	3,443	-	3,443	-	3,443
Early Childhood Non-Federal	438	15	453	-	453
Embrace Iowa	-	20,349	20,349	-	20,349
Headstart Non-Federal	112,578	1,099	113,676	116	113,561
Limited Resources	414	4,000	4,414	5,212	(798)
Project Share	105,690	3,569	109,258	13,403	95,856
Public Relations	5,717	167	5,884	244	5,639
Circle Conference	3,165	-	3,165	-	3,165
Thanksgiving Meals	5,383	-	5,383	-	5,383
United Way - Burlington	-	833	833	-	833
United Way - Lee County	748	5,500	6,248	2,657	3,591

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Casey's Card
Statement Date: 1/18/24**

DATE	USER NAME	PROGRAM*	DESCRIPTION	
12/20/2023	Brandon Forthenberry	FADSS	Fuel	\$42.31
1/2/2024	Lisa Nafziger	CSBG	Fuel	\$47.50
			Rebate	-\$0.74
			Total	\$89.07

Due Date: 1/31/24 Date Paid 1/29/24 Amount Paid: \$89.07
--

***PROGRAM**

Acronym	Program Name
CSBG	Community Services Block Grant
FADSS	Family Development and Self Sufficiency Program

**Casey's Business Mastercard**PO BOX 1239
COVINGTON LA 70434**CUSTOMER
STATEMENT***JD*ABOVE ADDRESS IS FOR CORRESPONDENCE ONLY
For Customer Service Inquires call: (855) 257-8080**Account Number DN303***Please reference account # on all payments*

222



Statement Date	01/18/2024
Current Balance	\$89.07
Amount Due on 01/31/2024	\$89.07

COMMUNITY ACTION OF
2850 MOUNT PLEASANT ST
BURLINGTON IA 52601-2002**Customer Statement Activity From 12/18/2023 - 01/17/2024**

Previous Statement Balance	Payments & Credits	Purchases & Adjustments	Fees & Charges	New Balance Due
\$33.18	-\$33.92	\$89.81	\$0.00	\$89.07

Current Activity

Payments and Other Credits

12/27/2023	PAYMENT/ADJUSTMENT	-\$33.18
01/04/2024	REBATE	-\$0.74

PLEASE INCLUDE ONLY CHECK AND REMITTANCE COPY BELOW IN THE ENVELOPE PROVIDED. REMITTANCES ARE TRANSMITTED TO FLEETCOR TREASURY, COVINGTON, LA. ANY ADDITIONAL CORRESPONDENCE SHOULD BE DIRECTED TO THE ADDRESS IN THE TOP LEFT AREA OF THIS STATEMENT.

REMITTANCE COPY - RETURN THIS STUB WITH PAYMENT

**Account DN303**COMMUNITY ACTION OF
2850 MT PLEASANT
BURLINGTON IA 52655**Amount Due on 01/31/2024 \$89.07**

REMIT TO:

PAYMENT AMOUNT

Casey's Business Mastercard
P. O. Box 70995
Charlotte NC 28272-0995

99999999991424030003900000089073

Fleet Management Report
For Activity from 12/18/2023 to 01/17/2024

COMMUNITY ACTION OF
2850 MT PLEASANT
BURLINGTON, IA 52655

Account #: DN303
Billing Date: 01/18/2024
Name: COMMUNITY ACTION OF



CURRENT ACTIVITY SUMMARY

SUMMARY OF ACTIVITY THIS REPORTING PERIOD

DESCRIPTION	Ref Number	Date	Gallons	# of Trans	Amount	Currency
MASTERCARD - BY2VS COMMUNITY ACTION OF	F40184044	01/18/2024	28.89	2	\$89.81	U.S.
REBATE	#40042947	01/04/2024			-\$0.74	U.S.
	Total				\$89.07	U.S.

PRODUCT PURCHASE SUMMARY

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL CARDS

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
FUEL	28.89	\$3.11	\$89.81
Total	28.89	\$3.11	\$89.81

CARD ACTIVITY DETAILS SORTED BY CUSTOMER_ID (DEPT) AND CARD #

Transaction Detail for Customer NO. BY2VS - COMMUNITY ACTION OF

TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXXX76951 VEHICLE, COMMUNITY ACTIO												
12/20/23	17:46	12/22/23	377010	CASEYS #2019 WEST BURLINGT, IA	2	COMMUNITY ACTIO,	62170	0019 ETUNLREG-86/87OC		14.74	2.870	42.31
01/02/24	10:41	01/04/24	314872	CASEYS #2659 COLUMBUS JUNC, IA	2	COMMUNITY ACTIO,	62474	0001 UNL REG 86/87 OC		14.14	3.360	47.50

CARD TOTAL:	28.89	89.81
CUSTOMER TOTAL:	28.89	\$89.81

This report is for information only. Please see remittance copy on the statement for the total payment amount.

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Casey's Card
Statement Date: 1/8/24**

DATE	USER NAME	PROGRAM*	DESCRIPTION	
12/7/2023	Dawn Cazin	HS/EHS	Fuel	\$28.81
12/22/2023	Richard Marsh	HS/EHS	Fuel	\$45.00
12/6/2023	Renee Lynch	HS/EHS	Fuel	\$38.01
12/19/2023	Michelle Stafford	HS/EHS	Fuel	\$31.00
12/27/2023	Peggy Radar	HS/EHS	Fuel	\$36.28
1/4/2024	Peggy Radar	HS/EHS	Fuel	\$42.57
12/21/2023	Dawn Cazin	HS/EHS	Fuel	\$43.68
1/5/2024	Dawn Cazin	HS/EHS	Fuel	\$33.67
12/7/2023	Jill Hulett	HS/EHS	Fuel	\$24.50
12/12/2023	Matt LeClere	HS/EHS	Fuel	\$29.50
			Rebate	-\$3.57
			Total	\$349.45

Due Date: 1/19/24 Date Paid 1/17/24 Amount Paid: \$349.45

***PROGRAM**

Acronym	Program Name
EHS	Early Head Start
HS	Head Start



Casey's Business Mastercard

PO BOX 1239
COVINGTON LA 70434

CUSTOMER STATEMENT



Account Number MD351

Please reference account # on all payments

ABOVE ADDRESS IS FOR CORRESPONDENCE ONLY
For Customer Service Inquires call: (855) 257-8080

504



Statement Date	01/08/2024
Current Balance	\$349.45
Amount Due on 01/19/2024	\$349.45

COMM ACTION SE IA
2850 MOUNT PLEASANT ST
BURLINGTON IA 52601-2002



Customer Statement Activity From 12/08/2023 - 01/07/2024

Previous Statement Balance	Payments & Credits	Purchases & Adjustments	Fees & Charges	New Balance Due
\$285.90	-\$289.47	\$353.02	\$0.00	\$349.45

Current Activity

Payments and Other Credits

12/19/2023	PAYMENT/ADJUSTMENT	-\$285.90
01/04/2024	REBATE	-\$3.57

PLEASE INCLUDE ONLY CHECK AND REMITTANCE COPY BELOW IN THE ENVELOPE PROVIDED. REMITTANCES ARE TRANSMITTED TO FLETCOR TREASURY, COVINGTON, LA. ANY ADDITIONAL CORRESPONDENCE SHOULD BE DIRECTED TO THE ADDRESS IN THE TOP LEFT AREA OF THIS STATEMENT.

REMITTANCE COPY -- RETURN THIS STUB WITH PAYMENT



Account MD351

COMM ACTION SE IA
2850 MT PLEASANT
BURLINGTON IA 52601

Amount Due on 01/19/2024 \$349.45

REMIT TO:

PAYMENT AMOUNT

\$



Casey's Business Mastercard
P. O. Box 70995
Charlotte NC 28272-0995

9999999992314030501400000349456

Fleet Management Report

For Activity from 12/08/2023 to 01/07/2024



COMM ACTION SE IA
2850 MT PLEASANT
BURLINGTON, IA 52601

Account #: MD351
Billing Date: 01/08/2024
Name: COMM ACTION SE IA

CURRENT ACTIVITY SUMMARY

SUMMARY OF ACTIVITY THIS REPORTING PERIOD

DESCRIPTION	Ref Number	Date	Gallons	# of Trans	Amount	Currency
MASTERCARD - BYB6V COMM ACTION SE IA	F40088231	01/08/2024	121.44	10	\$353.02	U.S.
REBATE	#40041415	01/04/2024			-\$3.57	U.S.
		Total			\$349.45	U.S.

PRODUCT PURCHASE SUMMARY

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL CARDS

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
FUEL		\$10	121.44
Total		\$10	121.44

CARD ACTIVITY DETAILS SORTED BY CUSTOMER_ID (DEPT) AND CARD

Transaction Detail for Customer NO. BYB6V - COMM ACTION SE IA

TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXXX75225 VEHICLE, 1												
12/07/23	16:08	12/08/23	384550	BP#9775925AMOCO J BURLINGTON, IA	1	1,	11351	0001 UNL REG 86/87 OC		9.93	2.898	28.81✓
12/22/23	11:44	12/24/23	212851	BP#9616780MOUNT P MOUNT PLEASAN, IA	1	1,	11570	0004 UNL SUP-92-94OC		12.75	3.529	45.00
CARD TOTAL:										22.68		73.81
Card - 55673XXXXXX75241 VEHICLE, 3												
12/06/23	16:46	12/08/23	351482	CASEY S #4368 CORALVILLE, IA	3	3,	13363	0019 ETUNLREG-86/87OC		13.11	2.900	38.01✓
12/19/23	11:22	12/21/23	388155	CASEYS #2319 FORT MADISON, IA	3	3,	13610	0019 ETUNLREG-86/87OC		11.07	2.800	31.00✓
12/27/23	17:02	12/29/23	272783	CASEYS #2636 KEOKUK, IA	3	3,	13904	0019 ETUNLREG-86/87OC		13.19	2.750	36.28✓

Fleet Management Report

For Activity from 12/08/2023 to 01/07/2024



COMM ACTION SE IA
2850 MT PLEASANT
BURLINGTON, IA 52601

Account #: MD351
Billing Date: 01/08/2024
Name: COMM ACTION SE IA

Transaction Detail - Continued

01/04/24	18:08	01/06/24	330650	CASEYS #2636 KEOKUK, IA	3	3,	14248	0019 ETUNLREG-86/87OC	15.54	2.740	42.57✓	
									CARD TOTAL:	52.92	147.86	
TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXXX75274 VEHICLE, 6												
12/21/23	11:50	12/23/23	303395	CASEYS #2342 BURLINGTON, IA	6	6,	10282	0019 ETUNLREG-86/87OC	15.22	2.870	43.68✓	
01/05/24	18:53	01/06/24	357274	BP#9775925AMOCO J BURLINGTON, IA	6	6,	10528	0001 UNL REG 86/87 OC	11.86	2.838	33.67✓	
									CARD TOTAL:	27.08	77.35	
TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXXX71254 VEHICLE, 4												
12/07/23	09:32	12/09/23	348977	CASEYS #2319 FORT MADISON, IA	FLEET	4,	9017	0019 ETUNLREG-86/87OC	8.59	2.850	24.50✓	
									CARD TOTAL:	8.59	24.50	
TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXXX71643 VEHICLE, 7												
12/12/23	14:21	12/14/23	372112	CASEYS #2342 BURLINGTON, IA	FLEET	7,	19899	0019 ETUNLREG-86/87OC	10.17	2.900	29.50✓	
									CARD TOTAL:	10.17	29.50	
									CUSTOMER TOTAL:	121.44	\$353.02	

This report is for information only. Please see remittance copy on the statement for the total payment amount.

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Casey's Card
Statement Date: 1/8/24**

DATE	USER NAME	PROGRAM*	DESCRIPTION	Amount
12/19/2023	Celesta Burton	WIC	Fuel	\$29.85
			Rebate	-\$1.06
			Transaction Fees	\$2.00
			Total	\$30.79

Due Date: 1/19/24
Date Paid: 1/17/24
Amount Paid: \$30.79

***PROGRAM**

Acronym	Program Name
WIC	Special Supplemental Nutrition Program for Women, Infants and Children



Casey's Business Mastercard

PO BOX 1239
COVINGTON LA 70434

CUSTOMER STATEMENT



Account Number WC361

Please reference account # on all payments

ABOVE ADDRESS IS FOR CORRESPONDENCE ONLY
For Customer Service Inquires call: (855) 257-8080

100



Statement Date	01/08/2024
Current Balance	\$30.79
Amount Due on 01/19/2024	\$30.79

COMMUNITY ACTION OF SE IO
2850 MOUNT PLEASANT ST STE 108
BURLINGTON IA 52601-2002



Customer Statement Activity From 12/08/2023 - 01/07/2024

Previous Statement Balance	Payments & Credits	Purchases & Adjustments	Fees & Charges	New Balance Due
\$61.32	-\$62.38	\$29.85	\$2.00	\$30.79

Current Activity

<u>Payments and Other Credits</u>		<u>Fees</u>	
12/19/2023	PAYMENT/ADJUSTMENT	-\$61.32	TRANSACTION FEES
01/04/2024	REBATE	-\$1.06	
			\$2.00

PLEASE INCLUDE ONLY CHECK AND REMITTANCE COPY BELOW IN THE ENVELOPE PROVIDED. REMITTANCES ARE TRANSMITTED TO FLEETCOR TREASURY, COVINGTON, LA. ANY ADDITIONAL CORRESPONDENCE SHOULD BE DIRECTED TO THE ADDRESS IN THE TOP LEFT AREA OF THIS STATEMENT.

REMITTANCE COPY - RETURN THIS STUB WITH PAYMENT



Account WC361

COMMUNITY ACTION OF SE IO
2850 MT PLEASANT STE 108
BURLINGTON IA 52601

Amount Due on 01/19/2024 \$30.79

REMIT TO:

PAYMENT AMOUNT

\$



Casey's Business Mastercard
P. O. Box 70995
Charlotte NC 28272-0995

9999999993313030601300000030799

Fleet Management Report
For Activity from 12/08/2023 to 01/07/2024

COMMUNITY ACTION OF SE IO
2850 MT PLEASANT STE 108
BURLINGTON, IA 52601

Account #: WC361
Billing Date: 01/08/2024
Name: COMMUNITY ACTION OF SE IO



CURRENT ACTIVITY SUMMARY

SUMMARY OF ACTIVITY THIS REPORTING PERIOD

DESCRIPTION	Ref Number	Date	Gallons	# of Trans	Amount	Currency
MASTERCARD - BY9FL COMMUNITY ACTION OF SE IOWA	F40088487	01/08/2024	14.29	1	\$29.85	U.S.
REBATE	#40048651	01/04/2024			-\$1.06	U.S.
TRANSACTION FEES	#40052346	01/05/2024			\$2.00	U.S.
	Total				\$30.79	U.S.

PRODUCT PURCHASE SUMMARY

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL CARDS

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
FUEL	14.29	\$2.08	\$29.85
Total	14.29	\$2.08	\$29.85

CARD ACTIVITY DETAILS SORTED BY CUSTOMER_ID (DEPT) AND CARD #

Transaction Detail for Customer NO. BY9FL - COMMUNITY ACTION OF SE IOWA

TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55873XXXXXX57236 VEHICLE 2 WIC, 2016 CRVN												
12/19/23	16:01	12/21/23	127048	KWIK STAR MUSCATINE, IA	2016	6, DRIVER	23796	0018 E85 (ET 85%)		14.29	2.089	29.85
CARD TOTAL:										14.29		29.85
CUSTOMER TOTAL:										14.29		\$29.85

This report is for information only. Please see remittance copy on the statement for the total payment amount.

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Casey's Card
Statement Date: 1/18/24**

DATE	USER NAME	PROGRAM*	DESCRIPTION	
12/19/2023	Troy Magel	WX	Fuel	\$72.69
12/19/2023	Troy Magel	WX	Fuel	\$79.33
1/2/2024	Troy Magel	WX	Fuel	\$26.27
12/21/2023	Steve Mattoon	WX	Fuel	\$57.48
12/21/2023	Steve Mattoon	WX	Fuel	\$34.83
1/8/2024	Steve Mattoon	WX	Fuel	\$57.00
1/8/2024	Steve Mattoon	WX	Fuel	\$55.00
1/8/2024	Steve Mattoon	WX	Fuel	\$69.00
1/8/2024	Steve Mattoon	WX	Fuel	\$27.45
1/11/2024	Jeremy Beelman	WX	Fuel	\$63.26
			Rebate	-\$12.52
			Total	\$529.79

Due Date: 1/31/24 Date Paid: 1/29/24 Amount Paid: \$529.79
--

***PROGRAM**

Acronym	Program Name
WX	Weatherization

Casey's Business Mastercard
 PO BOX 1239
 COVINGTON LA 70434

CUSTOMER STATEMENT



Account Number WC849

Please reference account # on all payments

Statement Date	01/18/2024
Current Balance	\$529.79
Amount Due on 01/31/2024	\$529.79

ABOVE ADDRESS IS FOR CORRESPONDENCE ONLY
 For Customer Service Inquires call: (855) 257-8080

470

COMMUNITY ACTION OF SE IO
 2850 MOUNT PLEASANT ST STE 108
 BURLINGTON IA 52601-2002



Customer Statement Activity From 12/18/2023 - 01/17/2024

Previous Statement Balance	Payments & Credits	Purchases & Adjustments	Fees & Charges	New Balance Due
\$966.79	-\$979.31	\$542.31	\$0.00	\$529.79

Current Activity

Payments and Other Credits

12/27/2023	PAYMENT/ADJUSTMENT	-\$966.79
01/04/2024	REBATE	-\$12.52

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REMITTANCE COPY - RETURN THIS STUB WITH PAYMENT



Account WC849

COMMUNITY ACTION OF SE IO
 2850 MT PLEASANT STE 108
 BURLINGTON IA 52655

Amount Due on 01/31/2024 \$529.79

REMIT TO:

PAYMENT AMOUNT

\$



Casey's Business Mastercard
 P. O. Box 70995
 Charlotte NC 28272-0995

99999999993313080409000000529790

Fleet Management Report
For Activity from 12/18/2023 to 01/17/2024

COMMUNITY ACTION OF SE IO
2850 MT PLEASANT STE 108
BURLINGTON, IA 52655

Account #: WC849
Billing Date: 01/18/2024
Name: COMMUNITY ACTION OF SE IO



CURRENT ACTIVITY SUMMARY

SUMMARY OF ACTIVITY THIS REPORTING PERIOD

DESCRIPTION	Ref Number	Date	Gallons	# of Trans	Amount	Currency
MASTERCARD - BYB8K COMMUNITY ACTION OF SE IOWA WX	F40189026	01/18/2024	187.92	10	\$542.31	U.S.
REBATE	#40048757	01/04/2024			-\$12.52	U.S.
	Total				\$529.79	U.S.

PRODUCT PURCHASE SUMMARY

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL CARDS

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
FUEL	187.92	\$2.88	\$542.31
Total	187.92	\$2.88	\$542.31

CARD ACTIVITY DETAILS SORTED BY CUSTOMER_ID (DEPT) AND CARD #

Transaction Detail for Customer NO. BYB8K - COMMUNITY ACTION OF SE IOWA WX

TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
Card - 55673XXXXX77858 VEHICLE, 4												
12/19/23	15:49	12/21/23	387251	CASEYS #2019 WEST BURLINGT, IA	4	4,	1	0019 ETUNLREG-86/87OC		25.33	2.870	72.69 ✖
12/19/23	06:54	12/21/23	393892	CASEYS #3587 BURLINGTON, IA	4	4,	2	0019 ETUNLREG-86/87OC		27.65	2.870	79.33 ✖
01/02/24	15:30	01/04/24	318777	CASEYS #3587 BURLINGTON, IA	4	4,	3	0019 ETUNLREG-86/87OC		9.25	2.840	26.27 ✖
CARD TOTAL:										62.24		178.29
Card - 55673XXXXX77866 VEHICLE, 5												
12/21/23	06:58	12/23/23	303394	CASEYS #2342 BURLINGTON, IA	5	5,	1	0019 ETUNLREG-86/87OC		20.03	2.870	57.48 ✖
12/21/23	06:59	12/23/23	303398	CASEYS #2342 BURLINGTON, IA	5	5,	1	0001 UNL REG 86/87 OC		10.18	3.420	34.83 ✖

Fleet Management Report
 For Activity from 12/18/2023 to 01/17/2024



COMMUNITY ACTION OF SE IO
 2850 MT PLEASANT STE 108
 BURLINGTON, IA 52655

Account #: WC849
 Billing Date: 01/18/2024
 Name: COMMUNITY ACTION OF SE IO

Transaction Detail - Continued

01/08/24	06:53	01/10/24	335829	CASEYS #2342 BURLINGTON, IA	5	5,	666	0019 ETUNLREG-86/87OC	20.36	2.800	57.00	+
01/08/24	06:57	01/10/24	335830	CASEYS #2342 BURLINGTON, IA	5	5,	666	0019 ETUNLREG-86/87OC	19.65	2.800	55.00	+
01/08/24	06:59	01/10/24	335833	CASEYS #2342 BURLINGTON, IA	5	5,	1	0019 ETUNLREG-86/87OC	24.65	2.800	69.00	+
01/08/24	07:03	01/10/24	335837	CASEYS #2342 BURLINGTON, IA	5	5,	1	0001 UNL REG 86/87 OC	8.19	3.350	27.45	+

CARD TOTAL: 103.08 300.76

TRAN DATE	TRAN TIME	POST DATE	TRAN NUM	SITE	UNIT	DRIVER	ODOMETER	FUEL TYPE	MPG	QTY	PPG	TOTAL
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Card - 55673XXXXX18490 VEHICLE, 03

01/11/24	10:56	01/13/24	348686	CASEYS #2019 WEST BURLINGT, IA	FLEET	3,	3	0019 ETUNLREG-86/87OC	22.60	2.800	63.26	+
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CARD TOTAL: 22.60 63.26

CUSTOMER TOTAL: 187.92 \$542.31

This report is for information only. Please see remittance copy on the statement for the total payment amount.

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Menards Card
Statement Date: 1/1/24**

	USER NAME	PROGRAM*	DESCRIPTION	
12/4/2023	Michelle Stafford	HS/EHS	C.O. Alarms/Ice Scraper	\$88.97
12/4/2023	Michelle Stafford	HS/EHS	Return C.O. Alarm for a differernt One	-\$5.52
12/5/2023	Michelle Stafford	HS/EHS	C.O. Alarm/Sponge	\$24.46
12/18/2023	Michelle Stafford	HS/EHS	Hooks/Braces	\$15.87
12/20/2023	Michelle Stafford	HS/EHS	Maintenance Supplies	\$66.83
12/28/2023	Jim Blackwell	SHR	Fibered Aluminum for Roof Repair	\$89.99
12/4/2023	Jim Blackwell	WX	Plastic/EZ Sand	\$34.83
12/13/2023	Jim Blackwell	WX	Trash Bags/Treated Plywood	\$350.38
12/18/2023	Jim Blackwell	WX	Knee Pads/Hard Hats	\$76.94
12/20/2023	Jim Blackwell	WX	Door Seal	\$10.98
Total				\$753.73

Due Date: 1/26/24 Date Paid 1/24/23 Amount Paid: \$753.73

***PROGRAM**

Acronym	Program Name
EHS	Early Head Start
HS	Head Start
SHR	Senior Home Repair
WX	Weatherization

Transactions

Michelle Stafford xxxx1590

PO #	Invoice #	Trans Date	Post Date	Description	Purchase Location	Amount
Corse	333833823042210	12/04/23	12/04/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$88.97
corse	333833823220605	12/04/23	12/04/23	Credit	MENARDS 3338 WEST BURLINGTON IA	-\$5.52
corse	333833923033768	12/05/23	12/05/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$24.46
keokuk	333835223045623	12/18/23	12/18/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$15.87
vans	333835423046078	12/20/23	12/20/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$66.83
Michelle Stafford Total Transactions						\$190.61

CORPORATE CARD xxxx6398

PO #	Invoice #	Trans Date	Post Date	Description	Purchase Location	Amount
0	333836223074028	12/28/23	12/28/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$89.99
CORPORATE CARD Total Transactions						\$89.99

CORPORATE CARD xxxx7008

PO #	Invoice #	Trans Date	Post Date	Description	Purchase Location	Amount
	333833823025286	12/04/23	12/04/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$34.83
	333834723107706	12/13/23	12/13/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$350.38
	333835223027154	12/18/23	12/18/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$76.94
	333835423083968	12/20/23	12/20/23	Sale	MENARDS 3338 WEST BURLINGTON IA	\$10.98
CORPORATE CARD Total Transactions						\$473.13



Transactions

Total Transactions **\$753.73**

Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
12/22/23	12/22/23	Payment	-\$6,772.46
Total Payments, Credits and Adjustments			-\$6,772.46

Fees and Interest

Fees

Post Date	Description	Amount
Total Fees for This Period		\$0.00

Interest Charged

Post Date	Description	Amount
Total Interest for This Period		\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Rate Type	Balance Subject to Interest Rate	Interest Charge
Purchases	25.49%	Variable	\$0.00	\$0.00

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Visa Bank Card**

Acct 1287 Cardholder: Matt LeClere

Date	Card User	Program*	Description	Amount
12/27/2023	Kathy Scott	HS/EHS	ECH Behavior Academy Courses	\$75.00
12/27/2023	Randi Waterman	HS/EHS	ECH Behavior Academy Courses	\$75.00
1/3/2024	Susan Mattoon	HS	Book and Magazine Bins	\$66.40
Total Card 1287				\$216.40

Acct 2954 Cardholder: Sheri Wilson

Date	Card User	Program*	Description	Amount
12/24/2023	Rachel Albrecht	ADMIN	Email Marketing/Enews	\$22.52
Total Card 2954				\$22.52

Acct 4414 Cardholder: Lisa Nafziger

Date	Card User	Program*	Description	Amount
12/22/2023	Cheryl Bloom	ERA	Client Application for Apartments.com	\$31.03
1/10/2024	Lisa Nafziger	DMCGA	Burlington Trailways ticket for Client	\$46.50
1/11/2024	Lisa Nafziger	DMCGA	Duplicate Charge (Credit Next Statement)	\$46.50
Total Card 4414				\$124.03

Acct 3886 Cardholder: Christine O'Brien

Date	Card User	Program*	Description	Amount
12/17/2023	Christine O'Brien	WIC	Nextiva Monthly Service Muscatine	\$115.45
Total Card 3886				\$115.45

Statement Total \$478.40

Statement Date: 1/12/2024
Due Date: 2/6/2024
Date Paid: 2/2/2024
Amount Paid: \$478.40

***PROGRAM**

Acronym	Program Name
ADMIN	Agency Administrative Staff
DMCGA	Des Moines County General Assistance
EHS	Early Head Start
ERA	Iowa Rapid Rehousing - Emergency Rental Assistance
HS	Head Start
WIC	Special Supplemental Nutrition Program for Women, Infants and Children



Rewards Bonus Points Available 0

Account Summary

Billing Cycle		01/12/2024
Days In Billing Cycle		31
Previous Balance		\$369.61
Purchases	+	\$478.40
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$369.61-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
NEW BALANCE		\$478.40

Credit Summary

Total Credit Line	\$20,000.00
Available Credit Line	\$19,521.60
Available Cash	\$19,521.60
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (800) 883-0131
Lost or Stolen Card: (800) 883-0131
- Go to MyCardStatement.com
- Write us at PO BOX 105666, ATLANTA, GA 30348-5666

Payment Summary

NEW BALANCE	\$478.40
MINIMUM PAYMENT	\$478.40
PAYMENT DUE DATE	02/06/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$369.61-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
01/04	01/04	1626125622	INTERNET PMT-THANK YOU	\$369.61-

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA
PO BOX 105666
ATLANTA GA 30348-5666

Account Number
3860

Check box to indicate name/address change on back of this coupon

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
01/12/24	\$478.40	\$478.40	02/06/24

AMOUNT OF PAYMENT ENCLOSED

\$

BL ACCT 00005644-10000000
COMM ACTION SE IOWA
COMM ACTION SE IOWA
2850 MT PLEASANT # 108
BURLINGTON IA 52601-2002

Statement

MAKE CHECK PAYABLE TO:

VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

Cardholder Account Summary				
MATTHEW LE CLERE ##### 1287	Payments & Other Credits \$0.00	Purchases & Other Charges \$216.40	Cash Advances \$0.00	Total Activity \$216.40

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/27	12/28	PBUS01	24492163361000034440838	TBL* EARLY CHILDHOOD E TEACHABLE.COM NY	\$75.00 ✓
12/27	12/28	PBUS01	24492163361000034595813	TBL* EARLY CHILDHOOD E TEACHABLE.COM NY	\$75.00 ✓
01/03	01/05	PBUS01	24445004004100168746781	WALMART.COM 8009666546 800-966-6546 AR	\$66.40

Cardholder Account Summary				
SHERI WILSON ##### 2954	Payments & Other Credits \$0.00	Purchases & Other Charges \$22.52	Cash Advances \$0.00	Total Activity \$22.52

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/24	12/25	PBUS01	24793383358000408498078	Mailchimp 678-9990141 GA	\$22.52

Cardholder Account Summary				
LISA NAFZIGER ##### 4414	Payments & Other Credits \$0.00	Purchases & Other Charges \$124.03	Cash Advances \$0.00	Total Activity \$124.03

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/22	12/24	PBUS01	24492163356000036054196	APARTMENTS.COM HTTPSWWWW.APAR DC	\$31.03
01/10	01/11	PBUS01	24801974010726542623587	BURLINGTON TRAILWAYS WES WEST BURLINGT IA	\$46.50
01/11	01/12	PBUS01	24801974011726362353090	BURLINGTON TRAILWAYS WES WEST BURLINGT IA	\$46.50

Cardholder Account Summary				
CHRISTINE O'BRIEN ##### 3886	Payments & Other Credits \$0.00	Purchases & Other Charges \$115.45	Cash Advances \$0.00	Total Activity \$115.45

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/17	12/19	PBUS01	24906413351189608174146	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$115.45 ✓

Additional Information About Your Account
 THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$.00.

cRewards Bonus Points Information as of 01/11/2024					
cRewards	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	0	0	0	0	0

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	G	\$0.00	2.27000%(M)	27.2400%(V)	\$0.00	\$0.00	0.0000%	\$478.40
Cash									
CBUS01 001	CASH	A	\$0.00	2.52000%(M)	30.2400%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

7.d Credit Card Statements

**Community Action of Southeast Iowa
Summary of Wal-Mart Card
Statement Date: 12/19/23**

	USER NAME	PROGRAM*	DESCRIPTION	Amount
11/21/2023	Monica Maddox	EHS	Enfamil	\$98.58
11/21/2023	Monica Maddox	EHS	Diapers/Dryer Sheets/Markers	\$189.44
11/22/2023	Matt LeClere	HS/EHS	Containers	\$29.82
11/27/2023	Lorna Hood	HS	Training Pants	\$25.48
11/27/2023	Lorna Hood	HS	KoolAid Packets	\$14.40
11/28/2023	Mary Davis	HS	Baby Gate/Wash Cloths/Storage Boxes	\$149.50
11/29/2023	Mallory Lopez	HS/EHS	Wall Clock	\$32.96
12/4/2023	Amy Vandiver	HS	Classroom Supplies	\$24.94
12/4/2023	Amy Vandiver	EHS	Enfamil/Baby Food	\$245.14
12/4/2023	Amy Vandiver	HS/EHS	Items for Health Service Advisory Meeting	\$25.22
12/19/2023	Tuty Horne	HS	Diapers/Wipes/Lamp/Hamper/Trash Can	\$1,267.74
			Total	\$2,103.22

Due Date: 1/13/24
Date Paid: 1/12/24
Amount Paid: \$2103.22

***PROGRAM**

Acronym	Program Name
EHS	Early Head Start
HS	Head Start

Walmart

Capital One
 PO BOX 60506
 CITY OF INDUSTRY, CA 91716-0506



Credit Account # 644538
 Statement Date 12/19/23
 Statement # 1652824405

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$2,103.22	\$0.00	\$0.00	\$0.00	\$2,103.22

OPEN ITEMS

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/21/23	01/13/24	\$98.58	\$98.58 ✓
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/21/23	01/13/24	\$189.44	\$189.44 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	11/22/23	01/13/24	\$29.82	\$29.82 ✓
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/27/23	01/13/24	\$25.48	\$25.48 ✓
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/27/23	01/13/24	\$14.40	\$14.40 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	11/28/23	01/13/24	\$149.50	\$149.50 ✓
			WM SUPERCENTER #1431 1431 KEOKUK IA	11/29/23	01/13/24	\$32.96	\$32.96 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$24.94	\$24.94 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$245.14	\$245.14 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$25.22	\$25.22 ✓
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/19/23	01/13/24	\$1,267.74	\$1,267.74 ✓
						Account Balance	\$2,103.22

PURCHASES

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/21/23	01/13/24	\$98.58	\$98.58
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/21/23	01/13/24	\$189.44	\$189.44
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	11/22/23	01/13/24	\$29.82	\$29.82
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/27/23	01/13/24	\$25.48	\$25.48
			WM SUPERCENTER #784 784 MOUNT PLEASANT IA	11/27/23	01/13/24	\$14.40	\$14.40
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	11/28/23	01/13/24	\$149.50	\$149.50
			WM SUPERCENTER #1431 1431 KEOKUK IA	11/29/23	01/13/24	\$32.96	\$32.96
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$24.94	\$24.94
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$245.14	\$245.14
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/04/23	01/13/24	\$25.22	\$25.22
			WM SUPERCENTER #797 797 WEST BURLINGTON IA	12/19/23	01/13/24	\$1,267.74	\$1,267.74
						Total Purchases	\$2,103.22

OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
No other charges and credits in current period.				

7.e. Direct Deposits

Community Action of Southeast Iowa
 Accounts Payable Direct Deposit Payments
 January 1, 2024 through January 31, 2024

Transaction Date	Transaction #	Vendor Name	Deposit Amount
1/3/2024	6065	E. CO HOME IMPROVEMENT	\$2,420.00
1/11/2024	6066	SCOTT'S ULTRA CLEAN JANITORIAL	\$1,400.00
1/17/2024	6067	E. CO HOME IMPROVEMENT	\$9,381.00
1/24/2024	6068	COMMUNITY HEATING & COOLING	\$4,100.00
1/24/2024	6069	OSBORNE PLUMBING	\$400.00
1/24/2024	6070	PHIL'S HOME IMPROVEMENT	\$2,400.00
1/25/2024	6071	COMMUNITY HEATING & COOLING	\$3,950.00
1/29/2024	6072	ABIGAIL JACKSON	\$688.35
1/29/2024	6073	ALICIA CAVAZOS	\$77.67
1/29/2024	6074	ALISON MILLER	\$871.26
1/29/2024	6075	AMANDA MCCABE	\$189.60
1/29/2024	6076	AMBER JOHNSON	\$564.99
1/29/2024	6077	AMBER PATTON	\$449.46
1/29/2024	6078	AMY LILES	\$612.84
1/29/2024	6079	APRIL KENNEY	\$456.00
1/29/2024	6080	BARB JOHNSON	\$883.11
1/29/2024	6081	BRANDY POLMAN	\$400.74
1/29/2024	6082	BRYANNA BURKEY	\$766.23
1/29/2024	6083	CARRIE KRIEGER	\$728.13
1/29/2024	6084	CHRISTA BRONNENBERG	\$634.92
1/29/2024	6085	DANIELLE DOSS	\$218.67
1/29/2024	6086	DEBRA CARROLL-JONES	\$105.06
1/29/2024	6087	DENISE HORN	\$568.71
1/29/2024	6088	DIANA JOHNSON	\$843.84
1/29/2024	6089	DONNA RITZ	\$710.40
1/29/2024	6090	ELIZABETH MORENO	\$643.71
1/29/2024	6091	FILOMENA ALANIS	\$543.24
1/29/2024	6092	JEAN JOHNSON	\$536.40
1/29/2024	6093	JENNIFER HARDY	\$414.00
1/29/2024	6094	JENNIFER HEALY	\$29.55
1/29/2024	6095	JESSI OLSEN	\$1,297.47
1/29/2024	6096	JULIE RENFRO	\$441.53
1/29/2024	6097	JUSTINA YODER	\$508.29
1/29/2024	6098	KATHLEEN HILL	\$1,209.18
1/29/2024	6099	KELLIE ANEY	\$458.28
1/29/2024	6100	KERI HARTMAN	\$419.16
1/29/2024	6101	KIMBERLY FENTON	\$636.42
1/29/2024	6102	KIRA BRYANT	\$608.76
1/29/2024	6103	KISHAUNA DENNY	\$570.30
1/29/2024	6104	LAKISHA MOORE	\$279.84
1/29/2024	6105	LAVAYSHA MAGEE	\$322.50

7.e. Direct Deposits

Community Action of Southeast Iowa
 Accounts Payable Direct Deposit Payments
 January 1, 2024 through January 31, 2024

Transaction Date	Transaction #	Vendor Name	Deposit Amount
1/29/2024	6106	LESLIE TEETERS	\$606.45
1/29/2024	6107	LISA AGUIRRE	\$495.36
1/29/2024	6108	LORI BROCKETT	\$532.50
1/29/2024	6109	MARY CONN	\$1,229.91
1/29/2024	6110	MARY HONTS	\$540.63
1/29/2024	6111	MELANIE FOREMAN	\$1,527.42
1/29/2024	6112	MICHELLE MCLAIN	\$517.77
1/29/2024	6113	NICHOLE PETERSON	\$541.65
1/29/2024	6114	PAMELA RAGAR	\$935.43
1/29/2024	6115	SANDRA CLAY	\$552.81
1/29/2024	6116	SARA CLAY	\$195.86
1/29/2024	6117	SHARI JANECEK	\$361.29
1/29/2024	6118	STEPHANIE KINNEER	\$763.80
1/29/2024	6119	SUSIE DE CHAVEZ RUIZ	\$368.58
1/29/2024	6120	TAMMY MILLER	\$254.82
1/29/2024	6121	TANYA HURLEY	\$977.67
1/29/2024	6122	TASHA CANTRELL	\$523.83
1/29/2024	6123	TERRI ENDRESS	\$808.17
1/29/2024	6124	THERESA LOWARY	\$684.00
1/29/2024	6125	VICKI AUGUSTINE	\$290.70
1/31/2024	6126	E. CO HOME IMPROVEMENT	\$7,587.00
1/31/2024	6127	TIM WILLIAMS	\$1,000.00

Total Accounts Payable Direct Deposits \$64,034.76

7.e. Check Listing

Community Action of Southeast Iowa
Accounts Payable Check Listing
January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/4/2024	262301	AIRGAS USA	31.92	
1/4/2024	262302	ALLIANT ENERGY - IES	574.80	
1/4/2024	262303	ALLIANT ENERGY/IPL	567.10	
1/4/2024	262304	ASSURITY LIFE INSURANCE CO.	21.54	
1/4/2024	262305	BEST MOVE INC	350.00	
1/4/2024	262306	BOSCH PEST CONTROL INC	32.00	
1/4/2024	262307	CITY OF COLUMBUS JUNCTION	78.00	
1/4/2024	262308	CITY OF FT MADISON	117.03	
1/4/2024	262309	DOLLAR GENERAL	148.90	
1/4/2024	262310	FRANK MILLARD & CO.	29,018.00	
1/4/2024	262311	FRANK MILLARD & CO.	95.00	
1/4/2024	262312	HOPP MECHANICAL SERVICE	1,250.00	
1/4/2024	262313	HUFFMAN WELDING & MACHINE	119.97	
1/4/2024	262314	IA DEPT. OF HUMAN SERVICES	75.00	
1/4/2024	262315	IA DEPT. OF PUBLIC SAFETY	250.00	
1/4/2024	262316	INDUSTRIAL ELECTRIC MOTORS INC	179.00	
1/4/2024	262317	JAMES BLACKWELL	51.83	
1/4/2024	262318	JERN'S HEATING & AIR COND	19,205.00	
1/4/2024	262319	KEO MUNICIPAL WATER WORKS	186.32	
1/4/2024	262320	MEDIACOM	202.46	
1/4/2024	262321	QUILL CORP	1,021.49	
1/4/2024	262322	RAY BRADLEY INC.	110.00	
1/4/2024	262323	TECHSOUP GLOBAL	60.00	
1/4/2024	262324	VERIZON WIRELESS	105.30	
1/4/2024	262325	VERIZON WIRELESS	72.22	
1/10/2024	262326	DILLONS BBQ	147.66	
1/11/2024	262327	ACCESS SYSTEMS	261.46	
1/11/2024	262328	ALLIANT ENERGY/IPL	1,667.27	
1/11/2024	262329	AMN HEALTHCARE LANGUAGE SERVIC	4.00	
1/11/2024	262330	ANDERSON ERICKSON DAIRY	574.26	
1/11/2024	262331	AUTUMN HEIGHTS	100.00	
1/11/2024	262332	BLUFF APARTMENTS	300.00	
1/11/2024	262333	BRIAN ANDERSON	100.00	
1/11/2024	262334	BURL MUNICIPAL WATERWORKS	179.00	
1/11/2024	262335	CABP	1,436.59	
1/11/2024	262336	C-CAT INC.	50.00	
1/11/2024	262337	CHRISTINE O'BRIEN	17.11	
1/11/2024	262338	COLLECTION SERVICES CENTER	279.69	
1/11/2024	262339	CORSE EARLY CHILDHOOD CENTER	193.13	
1/11/2024	262340	DIAMOND REALTY	100.00	
1/11/2024	262341	EMSLRC	138.00	
1/11/2024	262342	ENERGY FEDERATION INC.	3,665.81	
1/11/2024	262343	F&M BANK & TRUST	24.00	
1/11/2024	262344	FAREWAY STORES INC.	1,827.96	

7.e. Check Listing

Community Action of Southeast Iowa
Accounts Payable Check Listing
January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/11/2024	262345	IOWA HEADSTART ASSOCIATION	75.00	
1/11/2024	262346	JEAN C. WILEY & SONS INC	164,472.93	
1/11/2024	262347	JERN'S HEATING & AIR COND	631.89	
1/11/2024	262348	K & S H2O INC.	183.98	
1/11/2024	262349	KAPLAN COMPANIES INC.	252.42	
1/11/2024	262350	KEOKUK HOUSING AUTHORITY	264.00	
1/11/2024	262351	LAVEINE SANITATION	125.00	
1/11/2024	262352	MEDIACOM	693.92	
1/11/2024	262353	MEDIAPOLIS CHILD CARE	175.00	
1/11/2024	262354	MESSIAH PRESCHOOL	602.00	
1/11/2024	262355	MICHELLE STAFFORD	20.36	
1/11/2024	262356	MID-PRAIRIE CSD	95.00	
1/11/2024	262357	MIDTOWN GARDENS	200.00	
1/11/2024	262358	MIDWEST JANITORL SVC INC	1,004.14	
1/11/2024	262359	MT PLEASANT UTILITIES	523.63	
1/11/2024	262360	MUSCATINE POWER & WATER	241.50	
1/11/2024	262361	NUTRITION ACTION	29.99	
1/11/2024	262362	NWA	50.00	
1/11/2024	262363	OVESON REFUSE & RECYCLING LLC	50.00	
1/11/2024	262364	PERFORMANCE FOOD SERVICE- TPC	11,166.87	
1/11/2024	262365	PITNEY BOWES BANK, INC	4,000.00	
1/11/2024	262366	PREMIER PORTABLE BUILDINGS	3,208.00	
1/11/2024	262367	QUILL CORP	133.57	
1/11/2024	262368	RELIABLE	202.40	
1/11/2024	262369	SAFEGUARD BUSINESS SYSTEMS	785.78	
1/11/2024	262370	SUNNY DAY PRESCHOOL	870.00	
1/11/2024	262371	SUNNY DAY PRESCHOOL	190.00	
1/11/2024	262372	TDT CPA'S & ADVISORS, P. C.	295.00	
1/11/2024	262373	THE ENERGY CONSERVATORY	1,860.25	
1/11/2024	262374	TROY MAGEL	1,500.00	
1/11/2024	262375	U. S. CELLULAR	812.68	
1/11/2024	262376	U. S. CELLULAR	207.05	
1/11/2024	262377	U. S. CELLULAR	446.16	
1/11/2024	262378	U. S. CELLULAR	574.44	
1/11/2024	262379	WELLS WAY CARPET	1,215.50	
1/11/2024	262380	WEST BEND MUTUAL	500.00	
1/18/2024	262381	ACCESS SYSTEMS	345.92	
1/18/2024	262382	ALLIANT ENERGY/IPL	293.83	
1/18/2024	262383	AUTUMN HEIGHTS	50.00	
1/18/2024	262384	BRENDAN MARKEY	1,957.00	
1/18/2024	262385	BURLINGTON MULIMEDIA LLC	205.40	
1/18/2024	262386	CARPET WIZARD	2,710.00	
1/18/2024	262387	CITY OF WAYLAND	300.00	
1/18/2024	262388	EAGLE BLUFF APARTMENTS	101.00	

7.e. Check Listing

Community Action of Southeast Iowa
Accounts Payable Check Listing
January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/18/2024	262389	ELECTRONIC ENGINEERING	94.50	
1/18/2024	262390	FIRST CHRISTIAN CHURCH	360.00	
1/18/2024	262391	FLOYD'S E-Z WAY CONTAINER INC	110.00	
1/18/2024	262392	FOOD BANK OF IOWA	2,844.31	
1/18/2024	262393	GENIUS PROGRAMS LLC	324.00	
1/18/2024	262394	GTM PROPERTIES LLC	1,760.00	
1/18/2024	262395	HEIDELBURG MOTEL	150.00	
1/18/2024	262396	HOTEL IOWA INC.	400.00	
1/18/2024	262397	IOWA HEADSTART ASSOCIATION	2,348.00	
1/18/2024	262398	IOWA LEAD SAFETY	670.00	
1/18/2024	262399	JERN'S HEATING & AIR COND	8,830.00	
1/18/2024	262400	JIM'S LOCK & SAFE	160.00	
1/18/2024	262401	JLG PROPERTIES	100.00	
1/18/2024	262402	JOCEBEE LLC	192.75	
1/18/2024	262403	KEO MUNICIPAL WATER WORKS	246.56	
1/18/2024	262404	LAKESHORE LEARNING	144.37	
1/18/2024	262405	LANCE REFUSE SERVICE INC.	170.10	
1/18/2024	262406	LAVEINE SANITATION	75.00	
1/18/2024	262407	LCK ROOFING & REPAIR	4,043.40	
1/18/2024	262408	MERIWETHER WILSON & CO	5,966.46	
1/18/2024	262409	MOWEN CLEANING SERVICES LLC	4,413.95	
1/18/2024	262410	NAEIR	64.75	
1/18/2024	262411	PLAY WITH A PURPOSE	117.43	
1/18/2024	262412	PRESBYTERIAN CHURCH	134.95	
1/18/2024	262413	PSBA	750.00	
1/18/2024	262414	RAY BRADLEY INC.	110.00	
1/18/2024	262415	RELIABLE	355.25	
1/18/2024	262416	ST PAUL'S UNITED CHURCH	100.00	
1/18/2024	262417	STAPLES BUSINESS CREDIT	232.34	
1/18/2024	262418	STONE GARDEN APARTMENTS	159.00	
1/18/2024	262419	TS INVESTMENTS LLC	255.00	
1/18/2024	262420	UNITED METHODIST CHURCH	89.95	
1/18/2024	262421	WASHBURNE REPAIR	166.00	
1/18/2024	262422	WASHINGTON COUNTY	60.00	
1/18/2024	262423	WILSON PAPER COMPANY	389.25	
1/24/2024	262424	ACCESS ENERGY COOP	16,560.00	
1/24/2024	262425	AGRILAND FS INC.	8,000.00	
1/24/2024	262426	ALCENA DAWSON	240.00	
1/24/2024	262427	ALLIANT ENERGY	934,640.00	
1/24/2024	262428	BILLY MCKINNEY	240.00	
1/24/2024	262429	BLUE FLAME PROPANE LLC	400.00	
1/24/2024	262430	CHEM GRO	3,200.00	
1/24/2024	262431	CHRISTAL MCCLENDON	360.00	
1/24/2024	262432	CHRISTINA SCOTT	560.00	

7.e. Check Listing

Community Action of Southeast Iowa
Accounts Payable Check Listing
January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/24/2024	262433	CINDY WELLINGTON	360.00	
1/24/2024	262434	CITY OF DANVILLE	2,240.00	
1/24/2024	262435	CITY OF MORNING SUN	12,240.00	
1/24/2024	262436	CITY OF NEW LONDON	9,200.00	
1/24/2024	262437	EASTERN IA LIGHT & POWER	11,000.00	
1/24/2024	262438	FERLIN EDGINGTON	400.00	
1/24/2024	262439	FERRELGAS INC	18,400.00	
1/24/2024	262440	JAMES BALDWIN	280.00	
1/24/2024	262441	JASON HAAS	280.00	
1/24/2024	262442	JOLIENE BOUDEWYN	440.00	
1/24/2024	262443	KARLO AIJALA	360.00	
1/24/2024	262444	KATHLEEN GODING	280.00	
1/24/2024	262445	KAYE SMITH	240.00	
1/24/2024	262446	KELLEY SMITH	800.00	
1/24/2024	262447	LARAMIE KREISS	800.00	
1/24/2024	262448	LIBERTY UTILITIES	163,320.00	
1/24/2024	262449	LOUISE BURTON-HARRELSON	240.00	
1/24/2024	262450	MIDAMERICAN ENERGY/LIHEAP	155,160.00	
1/24/2024	262451	MT PLEASANT UTILITIES	25,040.00	
1/24/2024	262452	PRAIRIE AG COMMODITIES	2,400.00	
1/24/2024	262453	RANDY PLATT	320.00	
1/24/2024	262454	RAYMOND STOLP	280.00	
1/24/2024	262455	REIF OIL COMPANY	4,000.00	
1/24/2024	262456	ROBERT COBRETTI	520.00	
1/24/2024	262457	RUTH BOYD	800.00	
1/24/2024	262458	SCOTT HOUGHTBY	320.00	
1/24/2024	262459	THOMAS KERN	440.00	
1/24/2024	262460	WAYLAND MUNICIPAL GAS	8,880.00	
1/24/2024	262461	WEST POINT UTILITY	4,520.00	
1/24/2024	262462	WINFIELD UTLITIES	12,560.00	
1/25/2024	262463	ACCESS ENERGY COOP	890.65	
1/25/2024	262464	AIRGAS USA	219.24	
1/25/2024	262465	ANDREW SCHIEDEL	2,100.00	
1/25/2024	262466	ATTN: LIHEAP	41.24	
1/25/2024	262467	BLUFF APARTMENTS	200.00	
1/25/2024	262468	BOSCH PEST CONTROL INC	32.00	
1/25/2024	262469	BURLINGTON COMMUNITY SCHOOLS	206.63	
1/25/2024	262470	BURLINGTON GLASS COMPANY	57.20	
1/25/2024	262471	CAROLE SINCLAIR	800.00	
1/25/2024	262472	CENTURYLINK	118.99	
1/25/2024	262473	CHILDPLUS SOFTWARE	11,802.30	
1/25/2024	262474	CHRISTINE O'BRIEN	230.04	
1/25/2024	262475	COLLECTION SERVICES CENTER	279.69	
1/25/2024	262476	COMMERCIAL PLAZA INC	5,732.36	

7.e. Check Listing

Community Action of Southeast Iowa
Accounts Payable Check Listing
January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/25/2024	262477	DANVILLE VENTURE VILLA	200.00	
1/25/2024	262478	DELTA DENTAL OF IOWA	4,353.54	
1/25/2024	262479	DRAKE HARDWARE & SOFTWARE	5,983.65	
1/25/2024	262480	ED LONGENECKER	270.00	
1/25/2024	262481	ED'S LANDSCAPING & MORE	5,000.00	
1/25/2024	262482	FLOYD'S E-Z WAY CONTAINER INC	110.00	
1/25/2024	262483	FOOD SERVICE OFFICE	364.00	
1/25/2024	262484	HEATHER HARRIS	10.69	
1/25/2024	262485	HENRY BECERRA	2,100.00	
1/25/2024	262486	HOLMES IMPROVEMENT LLC	936.25	
1/25/2024	262487	INVESTMENT REAL ESTATE	550.00	
1/25/2024	262488	JAKE BROSMAN	75.00	
1/25/2024	262489	JERN'S HEATING & AIR COND	41.27	
1/25/2024	262490	JIM'S LOCK & SAFE	16.50	
1/25/2024	262491	JOAN HUSTON	219.00	
1/25/2024	262492	K & E LANDSCAPES INC.	1,014.00	
1/25/2024	262493	KEO MUNICIPAL WATER WORKS	631.12	
1/25/2024	262494	KEOKUK SENIOR LOFTS	199.80	
1/25/2024	262495	MEDIACOM	1,029.59	
1/25/2024	262496	MELLER PLUMBING INC.	920.00	
1/25/2024	262497	MICHELLE STAFFORD	38.66	
1/25/2024	262498	MIDAMERICAN ENERGY	122.87	
1/25/2024	262499	MIDWEST JANITORL SVC INC	1,004.14	
1/25/2024	262500	MINNESOTA MUTUAL LIFE	515.11	
1/25/2024	262501	MT PLEASANT UTILITIES	57.25	
1/25/2024	262502	PROFESSIONAL CLEANING GROUP	370.00	
1/25/2024	262503	RACHEL ALBRECHT	25.58	
1/25/2024	262504	SAMANTHA WALLJASPER	1,598.01	
1/25/2024	262505	SERVPRO OF QUINCY	3,451.06	
1/25/2024	262506	STACIE HELFRICH	46.72	
1/25/2024	262507	STRAIGHTLINE LAWN CARE	135.00	
1/25/2024	262508	TERRIEL ARMSTRONG	1,256.36	
1/25/2024	262509	THE WAPELLO MORNING SUN	27.17	
1/25/2024	262510	U.S.TOY COMPANY	11,339.00	
1/25/2024	262511	WELLMARK BLUE CROSS &	63,955.33	
1/25/2024	262512	WEST BEND MUTUAL	500.00	
1/25/2024	262513	WEST BEND MUTUAL INS. COMPANY	11,373.10	
1/25/2024	262514	WEST POINT UTILITY	233.12	
1/25/2024	262515	WIXOM ROOFING	4,927.00	
1/26/2024	262516	AGRILAND FS INC.	1,200.00	
1/26/2024	262517	ALLIANT ENERGY	576.91	
1/26/2024	262518	B & B PROPANE	600.00	
1/26/2024	262519	FERRELGAS INC	600.00	
1/26/2024	262520	FRANK MILLARD & CO.	3,297.00	

7.e. Check Listing

Community Action of Southeast Iowa
 Accounts Payable Check Listing
 January 1, 2024 through January 31, 2024

Check Date	Check #	Vendor Name	Check Amount	Voided
1/26/2024	262521	JERN'S HEATING & AIR COND	18,890.00	
1/26/2024	262522	LIBERTY UTILITIES	1,070.59	
1/26/2024	262523	REIF OIL COMPANY	600.00	
1/26/2024	262524	YARMOUTH OIL AND LP	1,800.00	

SubTotal	\$1,881,662.48
Less Voided Checks	\$0.00
Total Checks Written	\$1,881,662.48

Destroy / Shred

7.f. Mt Pleasant Building Update

Head Start/Early Head Start Mt Pleasant Construction Project	
Head Start Budget	
Construction	1,634,102.00
Total Head Start Budget	1,634,102.00
LESS:	
Expenses Paid to Date (thru 2-12-24)	(1,023,615.98)
Total Obligated Costs (see below)	(570,546.51)
	(1,594,162.49)
Total Available Budget	39,939.51
OBLIGATED COSTS TO DATE:	
Selective Insurance (additional Builder's Risk Policy)	1,327.60
Poepping, Stone, Bach & Associates (Architect)	3,417.91
Wiley's initial bid	1,546,229.31
Wiley's Change Orders to Date:	
cost increase from March bid	32,000.00
interior wall changed to wood framing	(6,291.06)
front wall changes	(14,141.29)
delete wood deck and install concrete patio	(39,715.79)
change interior doors to wood	(6,063.00)
city charge to change out meter	4,581.17
change 2" waterline from copper to plastic	(1,155.00)
added electrical for smoke detects, discon., outlts	10,189.00
saving from mechanical	(4,000.00)
storm water line	22,537.20
moving gas line	711.54
grading of east swale	3,937.50
change from chain link to vinyl fencing	5,345.00
change from FOB locks on doors	3,000.00
flooring changes	(11,521.56)
labor & performance bond not purchased	(15,000.00)
floor prep for polished concrete	1,260.00
Wiley's Total Job Costs	1,531,903.02
LESS: Payments to Wiley's to Date	
Payment #1	(28,822.65)
Payment #2	(177,527.16)
Payment #3	(213,767.39)
Payment #4	(180,373.62)
Payment #5	(164,472.93)
Payment #6	(201,138.27)
Wiley's Remaining Balance	565,801.00
TOTAL OBLIGATED CONSTRUCTION COSTS	570,546.51

8.a. Weatherization Bids Awarded

The state Weatherization program requires that we ask contractors to bid on jobs for furnaces. Our Fiscal Policies state:

“Bids for water heater or furnace replacement, furnace tune and clean work, and home weatherization contractors will not require Board approval prior to being accepted; however, bids will be presented to the Board at the meeting following the acceptance of the bid. The Program Director will be required to attempt to obtain three bids for each contract and to exercise judgment that will ensure the best possible price for the work is obtained. Sole source purchasing may be used in well-documented emergency situations where a client has no heat in winter weather.”

The chart shows bids that were awarded from January 1, 2024 – February 1, 2024. The chart indicates the work to be completed, the contractor's bids, and the company awarded the contracts. This is provided as information and no action is required.

Furnace Work Bid	Date Opened	Awarded to
F-991	1/4/2024	Jern's
Company	Cost	
Jern's	\$8,650.00	2 replacements
Community Htg & Cooling	nobid	
Hopp Mechanical	nobid	
Frank Millards	nobid	
Furnace Work Bid	Date Opened	Awarded to
F-990	1/11/2024	Community Htg & Cooling
Company	Cost	
Jern's	no bid	
Community Htg & Cooling	\$4,100.00	1 replacement
Hopp Mechanical	no bid	
Frank Millards	no bid	
Furnace Work Bid	Date Opened	Awarded to
F-992	1/30/2024	Frank Millards
Company	Cost	
Jern's	no bid	
Community Htg & Cooling	no bid	
Hopp Mechanical	no bid	
Frank Millards	\$1,850.00	2 Tune& Cleans
WX Work Bid	Date Opened	Awarded to
X-281	1/23/2024	Eco Home Improvements
Company	Cost	
Eco Home Improvements	\$7,587.00	1 Home

Boiler Work Bid		
Boiler Work Bid	Date Opened	Awarded to
B-332	1/30/2024	Frank Millards
Company	Cost	
Osborne Plumbing	no bid	
Hopp Mechanical	no bid	
Frank Millards	\$975.00	1 Tune & Clean
Water Heater Work Bid		
Water Heater Work Bid	Date Opened	Awarded to
WH-420	1/30/2024	Osborne Plumbing
Company	Cost	
Osborne Plumbing	\$2,150.00	2 replacements
Hopp Mechanical	no bid	
Meller Plumbing	no bid	
Frank Millards	no bid	

8.b. Community Services Block Grant (CSBG) FY 2023 Final Report

The Community Services Block Grant (CSBG) FY 2023 Final Report was submitted to the Iowa Department of Human Rights on December 15, 2023. This report covers the time period of October 1, 2022, through September 30, 2023.

The report includes National Performance Indicators (NIPs), a Fiscal Report, a Program and a Narrative Report. It also includes our projected NPIs for FY 2024.

The report is lengthy. Please bring your questions to the meeting for discussion.

**STATE OF IOWA
COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)**

**YEAR-END REPORT
[FFY 2023]**

CSBG Program Year Ending September 30, 2023

Identification Information:

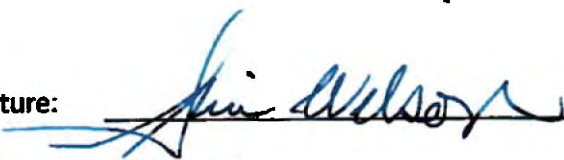
Agency: Community Action of Southeast Iowa

Contact Person(s): Rachel Nunnikhoven Albrecht, Planning Director

>

>

Agency Certification:

Executive Director's Signature: 

Typed or Printed Name: Sheri Wilson

Date of Certification: December 15, 2023

The Executive Director's signature and date signed indicates agency review and approval. Agencies are expected to distribute and present the CSBG Year-End Report to their governing board.

I. Management Accomplishment – Disaster Program

Our agency had four disasters declared in two of our counties in fiscal year 2023. Overseeing the Disaster Program was our CSBG Center Director Lisa Nafziger whose management position was already a very full job. Nafziger was able to hire one additional part-time staff member who had strengths in data management. Executive Director Sheri Wilson and Finance Director Sarah Droege stayed informed, attended meetings, supported Nafziger, and followed our policies and procedures to enable the program to provide a high-quality and well-managed program.

Nafziger was able to communicate with our Weatherization Director on local contractors, train new staff on the disaster program requirements, pivot time to devote to the program, allow current staff to have overtime to process requests and communicate with local partners. These all led to providing successful services to our disaster clients while our staff continued to serve in their regular full time roles.

Having responsible and informed leadership at our agency enabled applications to be followed up on, people to be cared for, individuals to be able to stay in their homes, and financial burdens to be relieved through the effective and efficient running of the Disaster Program.

2. Innovative Solution Highlight – Breastfeeding Counselors

WIC received funding for breastfeeding peer counselors. This was a new thing at our agency and we were able to hire two breastfeeding counselors and a coordinator for the program. While other agencies have done this, it was new for us, and new to the WIC families in our area. Peer Counselors provide basic breastfeeding information and support to new mothers, including the benefits of breastfeeding, overcoming common barriers, and getting a good start. The peer counselors and coordinator were able to collaborate with local partners to start a local Healthy Pregnancy Coalition.

Agency partners such as Community Partnerships for Protecting Children, Public Health, local hospitals, HOPES program, and area nonprofits participated in meetings, promoted the Breastfeeding Peer Counselors program, and provided referrals.

Our WIC participants have increased 11% over last year while those breastfeeding in the program has gone up 42% since last year. We have employed three staff in the program, have 37 members in our agency Breastfeeding Facebook Group, and connected and offered breastfeeding peer counselors to all our nursing WIC participants.

CSBG funds were not utilized in supporting the Breastfeeding Counselors, however our CSBG staff are involved in making referrals to WIC and were made aware of this new program element.

5. Improving Service Delivery – Employee Loans

On a recent internal agency survey, 55% of our staff said they struggle with financial wellness. Our staff live and work in local communities. Many of them are low income and are affected by our agency services and policies. Thirty-six percent of agency positions are below \$15.60, the MIT living wage for one adult. Our board, while committed to continuing to raising our wages, has also approved of the employee loan fund to help our staff meet emergency financial obligations without having to take out high-interest loans such as pay-day loans.

Our agency has offered emergency employee loans since 1994. We have been able to do this due to an initial donation to our agency and the small borrower fee on each loan, which increases the fund. The top limit to borrow had been \$600 for many years. It was changed to \$700 in 2019 and this year was raised to \$1,500.

The agency Loan Committee went through many revisions, suggestions, and reviews of data and information this year to decide upon making the big jump to raise the loan amount to \$1,500. Some key data factors were: a steady high balance in the account, the rising cost of living, the low risk based on prior defaults, and the needs revealed on applications.

The new loan policy with the updated amount was board approved on September 19, 2023. Upon its announcement to our employees, in the week following we saw an unprecedented influx of six applications; we were able to fulfill them all. We had previously averaged 1-2 per month. This agency change enhanced the impact for individuals, families, and our community.

MIT Wage Calculator: <https://livingwage.mit.edu/counties/19057>

SECTION 2: Capacity Building (CSBG Annual Report, Module 2, Section B: CSBG Eligible Entity Capacity Building)**INSTRUCTIONS**

For the FFY 2023 reporting period (B.1.), report the unduplicated number of capacity building individuals and hours, volunteers and volunteer hours, agency staff certifications, and organizations your agency actively worked with for the following agency capacity building measures.

B.1. Agency Reporting Period: October 1, 2022 through September 30, 2023	
B.2. Agency Capacity Building (e.g. training, planning, assessment):	INDIVIDUALS/HOURS
a. Total number of board members in capacity building activities	15
a.1. The total number of hours of the board members in capacity building activities	34
b. Total number of agency staff in capacity building activities	143
b.1. The total number of hours of the agency staff in capacity building activities	4,430
B.3. Volunteers and Volunteer Hours (e.g. program support, service delivery, fundraising):	VOLUNTEERS/HOURS
a. Total number of ALL volunteers	337
a.1. The total number of hours donated to the agency by ALL the volunteers	5,835
b. Total number of volunteers with low income only	112
b.1. The total number of hours donated to the agency by the volunteers with low income	2,397
B.4. The number of agency staff who HOLD certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	INDIVIDUALS
a. Nationally Certified ROMA Trainers	2
b. Nationally Certified ROMA Implementers	
c. Certified Community Action Professionals (CCAP)	2
d. Staff with a child development certification	11
e. Staff with a family development certification	28
f. Pathways Reviewers	
g. Staff with Home Energy Professional Certifications	3
g.1. Energy Auditors	3
g.2. Retrofit Installer Technicians	
g.3. Crew Leaders	
g.4. Quality Control Inspectors (QCI)	3
h. LEED Risk Certified assessors	
i. Building Performance Institute (BPI) Certified Professionals	
j. Classroom Assessment Scoring System (CLASS) Certified Professionals	3
k. Certified Housing Quality Standards (HQS) Inspectors	
l. American Institute of Certified Planners (AICP)	
m. Emerging Leaders' Institute for Training and Excellence (ELITE)	
OTHER (specify)	See attached list
OTHER (specify)	
B.5. The number of organizations, both public and private, that your agency actively works with to expand resources and opportunities in order to achieve family and community outcomes:	ORGANIZATIONS
a. Non-Profit	41
b. Faith Based	57
c. Local Government	20
d. State Government	12
e. Federal Government	2
f. For-Profit Business or Corporation	78
g. Consortium/Collaboration	19
h. School Districts	9
i. Institutions of Post-Secondary Education/Training	4
j. Financial/Banking Institutions	4
k. Health Service Organizations	16
l. Statewide Associations or Collaborations	14

CSBG Year End Report for FY2023
CSBG Annual Report, Section 2 Capacity Building



B.4.n Other certifications

<u>Certification</u>	<u># of staff</u>
Lead Safe Renovator	9
Building Performance Analyst	3
Registered Nurse (RN)	3
Registered and Licensed Dietitian (RDLD)	3
Licensed Dietitian (LD)	1

Module 4, Section C: All Characteristics Report – Data Entry Form - Whole Agency FY 2023 -

Name of CSBG Eligible Entity Reporting:

Community Action Of Southeast Ia

A. Total unduplicated number of all **INDIVIDUALS** about whom one or more characteristics were obtained: 14857

B. Total unduplicated number of all **HOUSEHOLDS** about whom one or more characteristics were obtained: 6770

C. INDIVIDUAL LEVEL CHARACTERISTICS			
1. Gender	Number of Individuals		%
a. Male	6371		
b. Female	8283		
c. Other	3		
d. Unknown/not reported	0		
TOTAL (auto calculated)		14857	

6. Ethnicity/Race			
I. Ethnicity	Number of Individuals		%
a. Hispanic, Latino, or Spanish Origins	1057		7.2%
b. Not Hispanic, Latino, or Spanish Origins	13554		
c. Unknown/Not reported	46		
TOTAL (auto calculated)		14657	

2. Age	Number of Individuals		%
a. 0 - 5	1593		
b. 6 - 13	2273		
c. 14 - 17	1227		
d. 18 - 24	1144		
e. 25 - 44	3595		
f. 45 - 54	1461		
g. 55 - 59	830		
h. 60 - 64	855		
i. 65 - 74	1052		
j. 75 +	627		
k. Unknown/not reported	0		
TOTAL (auto calculated)		14857	

II. Race	Number of Individuals		%
a. American Indian or Alaska Native	56		
b. Asian	101		
c. Black or African American	1972		
d. Native Hawaiian and Other Pacific Islander	18		
e. White	11357		
f. Other	83		
g. Multi-race (two or more of the above)	1070		
h. Unknown/not reported	0		
TOTAL (auto calculated)		14857	

3. Education Levels	Number of Individuals		%
	(ages 14 - 24)	(ages 25 +)	
a. Grades 0 - 8	443	65	
b. Grades 9 - 12/Non-Graduate	1240	1079	
c. High School Graduate	493	3516	
d. GED/Equivalency Diploma	42	1093	
e. 12 th grade + Some Post-Secondary	129	1748	
f. 2 or 4 years College Graduate	17	826	
g. Graduate or other post-secondary school	2	40	
h. Unknown/not reported	5	53	
TOTAL (auto calculated)		2371	9420

7. Military Status	Number of Individuals		%
a. Veteran	452		
b. Active Military	13		
c. Never Served in the Military	9099		
d. Unknown/not reported	0		
TOTAL (auto calculated)		9564	

4. Disconnected Youth	Number of Individuals		%
a. Youth ages 14 - 24 who are neither working or in school	27		

8. Work Status (Individuals 18+)	Number of Individuals		%
a. Employed Full-Time	1580		
b. Employed Part-Time	1010		
c. Migrant Seasonal Farm Worker	3		
d. Unemployed (Short-Term, 6 months or less)	1206		
e. Unemployed (Long-Term, more than 6 months)	869		
f. Unemployed (Not in Labor Force)	3410		
g. Retired	1468		
h. Unknown/not reported	18		

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	2404	12253	0
b. Health Insurance*	13873	877	107

*If an individual reported that they had Health Insurance, please identify the source of health insurance below.

Health Insurance Sources	Number of Individuals		%
i. Medicaid	9858		
ii. Medicare	1969		
iii. State Children's Health Insurance Program (Hawk-I)	253		
iv. State Health Insurance for Adults	366		
v. Military Health Care	115		
vi. Direct-Purchase	202		
vii. Employment Based	910		
viii. Unknown/not reported	107		

Module 4, Section C: All Characteristics Report – Data Entry Form

Name of CSBG Eligible Entity Reporting:

Community Action Of Southeast Ia

D. HOUSEHOLD LEVEL CHARACTERISTICS		
9. Household Type	Number of Households	%
a. Single Person	2600	
b. Two Adults NO Children	914	
c. Single Parent Female	1448	
d. Single Parent Male	200	
e. Two Parent Household	768	
f. Non-related Adults with Children	123	
g. Multigenerational Household	373	
h. Other	344	
i. Unknown/not reported	0	
TOTAL (auto calculated)	8770	

13. Sources of Household Income		
	Number of Households	%
a. Income from Employment Only	253	
b. Income from Employment and Other Income Source	60	
c. Income from Employment, Other & Non Cash Benefits	694	
d. Income from Employment and Non-Cash Benefits	1825	
e. Other Income Source Only	156	
f. Other Income Source and Non-Cash Benefits	2647	
g. No Income	297	
h. Non-Cash Benefits Only	838	
i. Unknown/Not Reported		
TOTAL (auto calculated)	8770	

10. Household Size		
	Number of Households	%
a. Single Person	2600	
b. Two	2071	
c. Three	869	
d. Four	652	
e. Five	350	
f. Six or More	228	
g. Unknown/not reported	0	
TOTAL (auto calculated)	8770	

14. Other Income Source		
	Number of Households	%
a. TANF	21	
b. Supplemental Security Income (SSI)	1094	
c. Social Security Disability Income (SSDI)	1282	
d. VA Service-Connected Disability Compensation	42	
e. VA Non-Service Connected Disability Pension	20	
f. Private Disability Insurance	20	
g. Worker's Compensation	8	
h. Retirement Income from Social Security	1357	
i. Pension	386	
j. Child Support	410	
k. Alimony or Other Spousal Support	0	
l. Unemployment Insurance	146	
m. EITC	0	
n. Other	0	
o. Unknown/not reported	0	

11. Housing		
	Number of Households	%
a. Own	2460	
b. Rent	3979	
c. Other Permanent Housing	26	
d. Homeless	136	
e. Other	169	
f. Unknown/not reported	0	
TOTAL (auto calculated)	8770	

12. Levels of Household Income		
(% of HHS Guideline)	Number of Households	%
a. Up to 50%	2211	
b. 51% to 75%	963	
c. 76% to 100%	1010	
d. 101% to 125%	912	
e. 126% to 150%	697	
f. 151% to 175%	482	
g. 176% to 200%	324	
h. 201% to 250%	111	
i. 250% or over	60	
j. Unknown/not reported	0	
TOTAL (auto calculated)	8770	

15. Non-Cash Benefits		
	Number of Households	%
a. SNAP	3504	
b. WIC	380	
c. LIHEAP	5300	
d. Housing Choice Voucher	237	
e. Public Housing	396	
f. Permanent Supportive Housing	9	
g. HUD-VASH	44	
h. Childcare Voucher	9	
i. Affordable Care Act Subsidy	16	
j. Other	1645	
k. Unknown/not reported	25	

E. Number of Individuals Not Included in the Totals Below

1. Please list the unduplicated number of INDIVIDUALS served in each program*

(due to data system integration barriers)

--	--

F. Number of Households Not Included in the Totals Above

1. Please list the number of HOUSEHOLDS served in each program*

(due to data system integration barriers)

--	--

SECTION 4: Other Individual and Household Counts (CSBG Annual Report, Module 4, Section C: All Characteristics Report)

INSTRUCTIONS

For each of your agency's programs that use a client tracking system other than NIFCAP or CIS (e.g. Head Start or FaDSS), provide the name of the agency program, report unduplicated counts of individuals and/or households served by that program for the FFY 2023 reporting period (October 1, 2022 through September 30, 2023), and answer the data integration question (YES or NO). Your agency may print and submit another document that includes this information instead of completing this worksheet.

Are ALL of these INDIVIDUALS also included in your agency's NIFCAP or CIS system? **YES or NO**

	Name of the Agency Program	INDIVIDUALS	
1)	Head Start	206	no, 87.4% are
2)	Early Head Start	104	no, 75% are
3)	WIC	4,569	no
4)	FaDSS	doesn't track	no, 97 individuals are
5)	Weatherization	doesn't track	yes, 126 individuals are
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			

Are ALL of these HOUSEHOLDS also included in your agency's NIFCAP or CIS system? **YES or NO**

	Name of the Agency Program	HOUSEHOLDS	
1)	Head Start	186	yes, 97% are
2)	Early Head Start	82	yes, 95% are
3)	WIC	doesn't track	no
4)	FaDSS	109	yes, 89% are
5)	Weatherization	44	yes, 95% are
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**INSTRUCTIONS**

For the FFY 2023 reporting period (October 1, 2022 through September 30, 2023), report unduplicated counts of individuals or households that received the following services from your agency. For each service, if applicable, report the total unduplicated service count in the INDIVIDUALS/HOUSEHOLDS/HOMES column. For additional guidance, refer to the Crosswalk: Individual and Family Services document.

SRV 1: EMPLOYMENT SERVICES

Skills Training and Opportunities for Experience	INDIVIDUALS
1a. Vocational Training	
1b. On-the-Job and Other Work Experience	9
1c. Youth Summer Work Placements	
1d. Apprenticeship/Internship	6
1e. Self-Employment Skills Training	
1f. Job Readiness Training	
Career Counseling	
1g. Workshops	
1h. Coaching	
Job Search	
1i. Coaching	110
1j. Resume Development	
1k. Interview Skills Training	
1l. Job Referrals	110
1m. Job Placements	
1n. Pre-Employment Physicals, Background Checks, etc.	
Post Employment Supports	
1o. Coaching	
1p. Interactions with Employers	
Employment Supplies	
1q. Employment Supplies	

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**SRV 2: EDUCATION AND COGNITIVE DEVELOPMENT SERVICES**

Child/Young Adult Education Programs	INDIVIDUALS
2a. Early Head Start	104
2b. Head Start	206
2c. Other Early Childhood Education (ages 0-5)	
2d. K-12 Education	
2e. K-12 Support Services	
2f. Financial Literacy Education	
2g. Literacy/English Language Education	
2h. College Readiness Preparation/Support	
2i. Other Post Secondary Preparation	
2j. Other Post Secondary Support	

School Supplies

2k. School Supplies	3
---------------------	---

Extra-Curricular Programs

2l. Before and After School Activities	
2m. Summer Youth Recreational Activities	
2n. Summer Education Programs	
2o. Behavior Improvement Programs (e.g. attitude, self-esteem, Dress-for-Success)	
2p. Mentoring	
2q. Leadership Training	

Adult Education Programs

2r. Adult Literacy Classes	
2s. English Language Classes	
2t. Basic Education Classes	
2u. High School Equivalency Classes	
2v. Leadership Training	
2w. Parenting Supports (may be a part of the early childhood programs identified above)	
2x. Applied Technology Classes	
2y. Post-Secondary Education Preparation	
2z. Financial Literacy Education	

Post-Secondary Education Supports

2aa. College Applications, Text Books, Computers, etc.	
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Financial Aid Assistance

2bb. Scholarships	48
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Home Visits

	HOUSEHOLDS/HOMES
2cc. Home Visits	292

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**SRV 3: INCOME AND ASSET BUILDING SERVICES**

Training and Counseling Services	INDIVIDUALS
3a. Financial Capability Skills Training	
3b. Financial Coaching/Counseling	88
3c. Financial Management Programs (e.g. budgeting, credit management, credit repair, credit counseling)	
3d. First-Time Homebuyer Counseling	
3e. Foreclosure Prevention Counseling	
3f. Small Business Start-Up and Development Counseling Sessions/Classes	

Benefit Coordination and Advocacy	
3g. Child Support Payments	
3h. Health Insurance	
3i. Social Security/SSI Payments	12
3j. Veterans' Benefits	
3k. TANF Benefits	
3l. SNAP Benefits	

Asset Building	
3m. Saving Accounts/IDAs and Other Asset Building Accounts	
3n. Other Financial Products (e.g. IRA accounts, MyRA, other retirement accounts)	
3o. VITA, EITC, or Other Tax Preparation Programs	224

Loans and Grants	
3p. Micro-Loans	
3q. Business Incubator/Business Development Loans	

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**SRV 4: HOUSING SERVICES**

Housing Payment Assistance	INDIVIDUALS	HOUSEHOLDS/HOMES
4a. Financial Capability Skill Training		
4b. Financial Coaching/Counseling	59	
4c. Rent Payments (includes emergency rent payments)		194
4d. Deposit Payments		25
4e. Mortgage Payments (includes emergency mortgage payments)		

Eviction Prevention Services

4f. Eviction Counseling	161	
4g. Landlord/Tenant Mediations	447	
4h. Landlord/Tenant Rights Education		

Utility Payment Assistance

4i. Utility Payments (includes emergency utility payments and LIHEAP)		4,901
4j. Utility Deposits		1
4k. Utility Arrears Payments		4,594
4l. Level Billing Assistance		

Housing Placement/Rapid Re-Housing

4m. Temporary Housing Placement (includes emergency shelters)		
4n. Transitional Housing Placements		
4o. Permanent Housing Placements	83	
4p. Rental Counseling	161	

Housing Maintenance and Improvements

4q. Home Repairs (e.g. structural, appliance, heating systems, emergency home repairs)		151
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Weatherization Services

4r. Independent Living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications)		46
4s. Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues)		44
4t. Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair)		67

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**SRV 5: HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT SERVICES****Health Services, Screening, and Assessments****INDIVIDUALS**

5a. Immunizations - COVID Vaccinations	
5b. Physicals	
5c. Developmental Delay Screening	46
5d. Vision Screening	397
5e. Prescription Payments	
5f. Doctor Visit Payments	
5g. Maternal/Child Health	4,569
5h. Nursing Care Sessions	310
5i. In-Home Affordable Seniors/Disabled Care Sessions (e.g. nursing, chores, personal care)	
5j. Health Insurance Options Counseling	

Reproductive Health Services

5k. Coaching Sessions	
5l. Family Planning Classes	
5m. Contraceptives	
5n. STI/HIV Prevention Counseling Sessions	
5o. STI/HIV Screenings	

Wellness Education

5p. Wellness Classes (e.g. stress reduction, medication management, mindfulness)	
5q. Exercise/Fitness	

Mental/Behavioral Health

5r. Detoxification Sessions	
5s. Substance Abuse Screenings	
5t. Substance Abuse Counseling	
5u. Mental Health Assessments	
5v. Mental Health Counseling	
5w. Crisis Response/Call-In Responses	
5x. Domestic Violence Programs	

Support Groups

5y. Substance Abuse Support Group Meetings	
5z. Domestic Violence Support Group Meetings	
5aa. Mental Health Support Group Meeting	

Dental Services, Screenings, and Exams

5bb. Adult Dental Screening/Exams	
5cc. Adult Dental Services (including emergency dental procedures)	
5dd. Child Dental Screenings/Exams	211
5ee. Child Dental Services (including emergency dental procedures)	174

Nutrition and Food/Meals

5ff. Skills Classes (e.g. gardening, cooking, nutrition)	
5gg. Community Gardening Activities	
5hh. Incentives (e.g. gift card for food preparation, rewards for participation)	118
5ii. Prepared Meals	310
5jj. Food Distribution (e.g. food bags/boxes, food share program, bags of groceries)	5,780

Family Skills Development

5kk. Family Mentoring Sessions	
5ll. Life Skills Coaching Sessions	
5mm. Parenting Classes	

Emergency Hygiene Assistance

5nn. Kits/Boxes	1,093
5oo. Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	15

SECTION 5: Individual and Family Services (CSBG Annual Report, Module 4, Section B: Individual and Family Services)**SRV 6: CIVIC ENGAGEMENT AND COMMUNITY INVOLVEMENT SERVICES**

Civic Engagement and Community Involvement Services	INDIVIDUALS
6a. Voter Education and Access	
6b. Leadership Training	
6c. Tripartite Board Membership (people with low income only)	4
6d. Citizenship Classes	
6e. Getting Ahead Classes	
6f. Volunteer Training	9

SRV 7: SERVICES SUPPORTING MULTIPLE DOMAINS

Case Management	INDIVIDUALS
7a. Case Management	977
Eligibility Determinations	
7b. Eligibility Determinations	14,657
Referrals	
7c. Referrals	3,484
Transportation Services	
7d. Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, emergency services)	106
Child Care	
7e. Child Care Subsidies	
7f. Child Care Payments	
Eldercare	
7g. Day Centers	
Identification Documents	
7h. Birth Certificate	13
7i. Social Security Card	18
7j. Driver's License	1
Re-Entry Services	
7k. Criminal Record Expungements	
Immigration Support Services	
7l. Immigration Support Services (e.g. relocation, food, clothing)	
Immigration Support Services	
7m. Legal Assistance	6
Emergency Clothing Assistance	
7n. Emergency Clothing Assistance	98
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)	
7o. Mediation/Customer Advocacy Interventions	11,155

**STATE OF IOWA
COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)**

**AGENCY RESOURCES REPORT
[FFY 2023]**


CSBG Program Year Ending September 30, 2023

Identification information:

Agency: Community Action of Southeast Iowa

Contact Person(s): Sarah Droege, Finance Director
Rachel Nunnikhoven Albrecht, Planning Director

Agency Certification:

Executive Director's Signature: 

Typed or Printed Name: Sheri Wilson

Date of Certification: December 15, 2023

The Executive Director's signature and date signed indicates agency review and approval. Agencies are expected to distribute and present the Agency Resources Report to their governing board.

FEDERAL FUNDING DETAIL - Report all federal funding allocated/obligated (not revenues or expenditures) to your agency during the reporting period 10/1/2022 through 9/30/2023. Federal funds are funds originating at the federal level. (CSBG Annual Report, Module 2, Section C: Allocated Resources per CSBG Eligible Entity, and CSBG CARES Supplemental Annual Report, Module 2, Section C: Allocated CSBG Act Resources per CSBG Eligible Entity).

FEDERAL FUNDS

Original Funding Source	CFDA Number	Programs	Amount	
United States Department of Health and Human Services (HHS)	OCS	93.568	Low-Income Home Energy Assistance (LIHEAP)	\$2,358,606
	OCS	93.568	Low-Income Home Energy Assistance (LIHEAP ES)	\$1,436,750
	OCS	93.499	Low-Income Household Water Assistance Program (LIHWAP)	\$80,000
	OCS	81.042	Weatherization - HEAP	\$601,518
	OCS	93.568	Weatherization - HEAP	\$76,166
	OCS	93.569	Community Services Block Grant (CSBG)	\$308,635
	OCS	93.570	Community Economic Development	
	OCS	93.602	Assets for Independence Demonstration Program	
	TOTAL			\$4,861,675
	CCDBG	93.575	Child Care Nurse Consultant	
	CCDBG	93.575	Child Care Resource and Referral (CCR&R)	
	CCDBG	93.575	Empowerment Early Childhood	
	CCDBG	93.575	Home Consultant	
	CCDBG	93.575	Parent Services	
	CCDBG	93.575	Wraparound Child Care	
	CCDBG	93.575	Child Care Development Block Grant (Other)	
	TOTAL			\$0
	HRSA	93.217	Family Planning Services	
	HRSA	93.224	Consolidated Health Centers	
	HRSA	93.505	Maternal, Infant, and Early Childhood Home Visiting Program	
	HRSA	93.505	Mothers and Infants Home Visiting Program Evaluation	
	HRSA	93.527	Health Center Program	
	HRSA	93.767	Children's Health Insurance Program	
	HRSA	93.917	HIV Care Formula Grants	
	HRSA	93.994	Alliance Maternal, Child, and Dental Health	
	HRSA	93.994	Sealant Grant	
	TOTAL			\$0
	TANF	93.558	Child Care Subsidy Program	
	TANF	93.558	Communities for Adolescent Pregnancy Prevention	
	TANF	93.558	De-categorization	
	TANF	93.558	Empowerment Early Childhood	
	TANF	93.558	Family Development and Self-Sufficiency (FaDSS)	\$142,885
	TANF	93.558	Home Consultant	
	TANF	93.558	Home Visitation - Partners for Children	
	TANF	93.558	Parents as Teachers (PAT)	
	TANF	93.558	PROMISE Jobs	
	TANF	93.558	Temporary Assistance for Needy Families (Other)	
	TOTAL			\$142,885
	CDC	93.268	Immunization Cooperative Agreements	
	CDC	93.283	CDC Investigations and Technical Assistance (include Sealant Grant Program and Breast and Cervical Cancer Early Detection)	
	TOTAL			\$0
	SAMHSA	93.275	Access to Recovery (ATR)	
	SAMHSA	93.276	Drug Free Communities Support Program Grants (include Power Up Youth)	
	SAMHSA	93.243	SAMHSA Projects (include Capacity Coaching and Comp Substance Abuse Prev.)	
	SAMHSA	93.959	Prevention and Treatment of Substance Abuse (include Magellan, U. S. Probation, and SPF SIG)	
TOTAL			\$0	

FEDERAL FUNDS (continued)

Original Funding Source	CFDA Number	Programs	Amount	
United States Department of Health and Human Services (HHS)	ACF	93.600	Head Start	\$2,944,612
	ACF	93.600	Early Head Start	\$1,283,455
	ACF	93.600	Head Start (Other, including Body Start)	\$400,000
	ACF	93.086	Healthy Marriage Promotion and Responsible Fatherhood Grant (include Parent Partner)	
	ACF	93.087	Enhance Safety of Children Affected by Substance Abuse	
	ACF	93.235	Abstinence Education Program	
	ACF	93.556	Promoting Safe and Stable Families (include CPPC Capacity Building and Nurturing Fathers)	
	ACF	93.590	Community-Based Child Abuse Prevention	
	ACF	93.596	Child Care and Development Fund (include Home Consultant and CCR&R)	
	ACF	93.667	Social Services Block Grant	
			TOTAL	\$4,628,067
OTHER U. S. Department of Health and Human Services (HHS)	ACL	93.044	Special Programs for the Aging	\$69,500
	NIH	93.273	Alcohol Research Programs	
	CMS	93.525	Affordable Care Act Exchange	
	CMS	93.611	Strong Start for Mothers and Newborns Initiative	
	CMS	93.774	Supplementary Medical Insurance	
	CMS	93.778	Medical Assistance Program (Medicaid, Title XIX)	
	CMS	93.796	Medicaid/Title XIX	
	>		>	
	>		>	
	>		>	
	>		>	
	>		>	
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	>		>	
	>		>	
			TOTAL	\$69,500
United States Department of Agriculture (USDA)	10.433	Rural Housing Preservation Grant		
	10.446	Rural Community Development Initiative		
	10.557	Special Supplemental Nutrition Program for WIC	\$803,368	
	10.557	Breast Feeding Peer Counseling	\$36,395	
	10.557	Breast Pumps	\$36,229	
	10.557	WIC Food Vouchers (non-cash)	\$2,641,178	
	10.558	Child and Adult Care Food Program	\$757,831	
	10.559	Summer Food Service Program for Children		
	10.561	Supplemental Nutrition Assistance Program		
	10.568	Emergency Food Assistance Program		
	10.569	Emergency Food Assistance Program (Food Commodities)		
	10.572	Farmers' Market Nutrition Program	\$809	
	10.766	Community Facilities Loans and Grants		
	>		>	
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>		>		
>		>		
			TOTAL	\$4,275,810

FEDERAL FUNDS (continued)

Original Funding Source	CFDA Number	Programs	Amount
United States Department of Energy (DOE)	81.042	Weatherization Assistance Program (DOE)	\$241,708
	81.042	Weatherization Assistance Program (DOE BIL)	\$816,802
		>	
	TOTAL		\$1,058,510
United States Department of Transportation (US DOT)	20.500	Federal Transit Capital Investment Grants	
	20.509	Rural Area Transit	
	20.514	Public Transportation Research	
		>	
		>	
		>	
		>	
		>	
TOTAL		\$0	
United States Department of Housing and Urban Development (HUD)	14.218	Community Development Block Grants (CDBG)	
	14.231	Emergency Solutions Grant Program (ESG) (include Emergency Shelter Grant Program)	\$46,866
	14.235	Supportive Housing Program	
	14.239	Home Investment Partnerships Program	
		Homelessness Prevention & Rapid Re-Housing Program (HPRP)	
		Homeless Assistance and Shelter	
		Section 8 Housing	
		Section 202 Housing	
		HOPE for Homeowners Program (H4H)	
		Continuum of Care (C of C)	
	14.239	Tenant-Based Rental Assistance Program (TBRA)	
	14.239	Security Deposit Assistance Program	
		>	
		>	
		>	
TOTAL		\$46,866	
United States Department of Labor (US DOL)	17.207	Employment Services/Wagner-Peyser	
	17.225	Unemployment Insurance	
	17.235	Senior Community Service Employment Program	
	17.245	Trade Adjustment Assistance	
	17.258	Workforce Investment Act (WIA) - Adult Program	
	17.259	Workforce Investment Act (WIA) - Youth Activities	
	17.277	Workforce Investment Act (WIA) - National Emergency Grants	
	17.278	Workforce Investment Act (WIA) - Dislocated Worker Grants	
	17.801	Disabled Veterans' Outreach Program (DVOP)	
	17.804	Local Veterans' Employment Representative Program	
		>	
		>	
		>	
		>	
TOTAL		\$0	

FEDERAL FUNDS (continued)

Original Funding Source	CFDA Number	Programs	Amount
U. S. Department of Education	84.186	Safe and Drug Free Schools and Communities	
	84.287	21st Century Community Learning Centers	
		>	
		>	
		>	
		>	
		>	
		>	
TOTAL			\$0
U. S. Department of Homeland Security		Emergency Food and Shelter National Board Program (EFSP)	\$6,000
		Emergency Food and Shelter National Board Program (EFSP)	\$19,351
		>	
		>	
TOTAL			\$25,351
Corporation for National and Community Service Programs		AmeriCorps	
		SeniorCorps	
		Learn and Serve	
		America Reads	
		>	
		>	
TOTAL			\$0
U. S. Department of Justice	16.726	Juvenile Mentoring Program	
	16.805	Transitional Housing	
		>	
		>	
TOTAL			\$0
U. S. Department of Treasury	21.009	Volunteer Income Tax Assistance (VITA)	
	21.019	Eviction Prevention Program	
	21.023	ERA1 and ERA2 - Emergency Rental Assistance Program	
	21.023	Iowa Rent and Utility Assistance Program (IRUAP)	
		>	
TOTAL			\$0
OTHER Federal Funding Sources	64.033	Veterans Affairs	
		>	
		>	
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		>	
		>	
		>	
		>	
TOTAL			\$0

FEDERAL TOTAL	\$15,083,313.19
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STATE FUNDING DETAIL - Report all state funding allocated/obligated (not revenues or expenditures) to your agency during the reporting period 10/1/2022 through 9/30/2023. State funds are funds appropriated by the Iowa legislature (state tax revenues). Federal pass-through dollars are NOT considered state funds. (CSBG Annual Report, Module 2, Section C: Allocated Resources per CSBG Eligible Entity).

STATE FUNDS

Original Funding Source	Program Purpose (Category)	Programs	Amount
Iowa Department of Economic Development (IDED)	Housing/Homeless	Homeless Shelter Operations Grant (HSOG)	
		>	
		>	
		TOTAL	\$0
Iowa Department of Education	Early Childhood	Early Childhood (Preschool Scholarship Program)	\$35,000
	Early Childhood	Parents as Teachers (PAT)	
		>	
		>	
		>	
		>	
			TOTAL
Iowa Department of Elder Affairs	Senior	State Elderly Services - Area Agency on Aging	
		>	
		>	
		>	
		TOTAL	\$0
Iowa Finance Authority (IFA)			
		>	
		>	
		TOTAL	\$0
Iowa Department of Human Services (DHS)	Family Development	Family Development and Self-Sufficiency (FaDSS)	\$214,328
	Youth	De-categorization	
	Early Childhood	Child Care Resource and Referral (CCR&R)	
	Emergency/Disaster	Crisis Child Care	
	Education	Home Consultant	
	Health	Dental Health	
	Education	Prevent Child Abuse Iowa	
	Education	Parent Services	
	Other	Volunteer Program	
	Emergency/Disaster	Individual Assistance Program (Disaster)	\$46,692
	Emergency/Disaster	Individual Assistance Program (Disaster)	\$3,662
	Emergency/Disaster	Individual Assistance Program (Disaster)	\$200,121
	Emergency/Disaster	Individual Assistance Program (Disaster)	\$28,386
	Emergency/Disaster	Individual Assistance Program (Disaster)	\$102
	>		
	>		
	>		
		TOTAL	\$493,290

Program Purpose Categories: Housing/Homeless, Nutrition, Early Childhood (e.g. Head Start, day care), Energy, Health, Youth Development, Employment/Training, Senior, Transportation, Education, Community Development, Family Development, Emergency/Disaster, or Other

STATE FUNDS (continued)

Original Funding Source	Program Purpose (Category)	Programs	Amount
Iowa Department of Human Rights (DHR)		>	
		>	
		TOTAL	\$0
Iowa Department of Public Health (IDPH)	Health	Child Health Dental	
	Health	Home Care Aide - CHORE	
		>	
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		>	
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		>	
		>	
		TOTAL	\$0
Iowa Department of Transportation (DOT)	Transportation	Transportation	
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		>	
		TOTAL	\$0
Iowa Workforce Development (IWD)		>	
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		>	
		TOTAL	\$0
OTHER State Funding Sources	Nutrition	WIC Farmers' Market	\$381
	Education	Iowa Association for Education	\$3,389
		>	
		>	
		TOTAL	\$3,770

Program Purpose Categories: Housing/Homeless, Nutrition, Early Childhood (e.g. Head Start, day care), Energy, Health, Youth Development, Employment/Training, Senior, Transportation, Education, Community Development, Family Development, Emergency/Disaster, or Other

STATE TOTAL	\$532,060.14
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LOCAL FUNDING DETAIL - Report all local funding allocated/obligated (not revenues or expenditures) to your agency during the reporting period 10/1/2022 and 9/30/2023. Local funds are funds appropriated by city and county governments through their tax revenues. Federal pass-through, state pass-through, and entitlement dollars are NOT considered local funds. (CSBG Annual Report, Module 2, Section C: Allocated Resources per CSBG Eligible Entity).

LOCAL FUNDS

Original Funding Source	Identity of the Funding Source	Does your agency have a contract with the funder? (YES or NO)	Are these funds restricted? (YES or NO)	Amount
City Funds	>			
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	>			
TOTAL				\$0
County Funds	Des Moines County	YES	YES	\$12,000
	Des Moines County	YES	YES	\$5,950
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	>			
	TOTAL			
OTHER Local Funding Sources	>			
	>			
	>			
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	>			
TOTAL				\$0

LOCAL TOTAL	\$17,949.98
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PRIVATE SECTOR FUNDS (continued)

Original Funding Source	Identity of the Funding Source	Amount
Donated Funds	Embrace Iowa	\$21,824
	I Care	\$1,658
	HomeTown Cares	\$331,360
	Re Care	\$6,607
	Share the Warmth	\$1,203
	Network for Good	\$30
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TOTAL	\$362,682	
Payments by private entities for goods or services	Fees for Fingerprinting	\$395
	Public Relations Committee Sales	\$2,369
	Burlington Community School District - food services	\$90,900
	Iowa Sponsor's Association - Membership Fees	\$1,010
	Weatherization - Interstate Power & Light	\$297,751
	Weatherization - MidAmerican	\$25,457
	Jim's Body Shop Inc - bus purchase	\$3,000
	Lee Guffey - bus purchase	\$2,514
	Day of the Child	\$632
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TOTAL	\$424,028	
OTHER Private Funding Sources	Private Donations from Individuals	\$23,318
	Interest	\$106
	Edward Jones	\$1,318
	Training Costs	\$766
	>	
	>	
TOTAL	\$25,508	

PRIVATE TOTAL	\$149,179.36
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LOCAL AND PRIVATE SECTOR RESOURCES

(CSBG Annual Report, Module 2, Section C: Allocated Resources per CSBG Eligible Entity)

In-kind contributions received on or between 10/1/2022 and 9/30/2023:

	AMOUNT
1. Value of Donated Goods and Items	
from Local Governments	\$0
from Businesses	\$0
from Other Private (including individuals)	\$239,459
2. Value of In-kind Services	
from Local Governments	\$289,140
from Businesses	\$37,544
from Other Private (including individuals)	\$80,927
3. TOTAL	\$647,070

DEFINITION OF IN-KIND CONTRIBUTIONS FOR CSBG PURPOSES:

In-kind contributions: Non-cash contributions provided by non-federal third parties. Contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the agency or an agency project or program. Examples of in-kind goods and services contributions include:

- Goods and Items: food, clothing, computers, software, furniture, office equipment, etc.
- Services: meeting or office space, administrative support, financial support, legal advice, tax assistance, business advice, marketing and website development, etc.
- Volunteers: the value of volunteer hours is an in-kind service and may be reported for local governments, businesses, and other private.

REGULAR CSBG EXPENDITURES (CSBG Annual Report, Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity)

A.1. Agency Reporting Period: 10/1/2022 through 9/30/2023

Report the TOTAL amount of your agency's regular CSBG funds expended during the 12 month reporting period. Include both FFY 2022 and FFY 2023 regular CSBG contract funds expended. The TOTAL should equal the regular CSBG expenditures your agency reported to the DCAA (CSBG Monthly Funding Request & Expenditures Reports) from October 1, 2022 through September 30, 2023.

\$245,757.02 TOTAL Regular CSBG Expenditures (10/1/2022 through 9/30/2023)

A.2. Report the amount of your agency's regular CSBG funds expended on programs, services, and initiatives classified by the following CSBG expenditures domains. The TOTAL Regular CSBG Expenditures reported in A.2.k. must equal your agency's TOTAL Regular CSBG Expenditures reported in A.1.

CSBG Expenditures Domains	Amount
a. Employment	\$12,545.31
b. Education and Cognitive Development	\$13,486.21
c. Income, Infrastructure, and Asset Building	\$11,604.41
d. Housing	\$40,772.25
e. Health, Social/Behavioral Development, and Nutrition	\$58,022.04
f. Civic Engagement and Community Involvement	\$16,936.17
g. Services Supporting Multiple Domains (e.g. case management, transportation, child care)	\$25,090.62
h. Linkages (e.g. partnerships that support multiple domains)	\$25,090.62
i. Agency Capacity Building (detail below in A.4)	\$26,214.12
j. Other (e.g. emergency management and disaster relief)	\$15,995.27
k. TOTAL Regular CSBG Expenditures	\$245,757.02

A.3. Of the TOTAL Regular CSBG Expenditures reported (A.1.), report the amount your agency used for administration. The definition of administrative costs for CSBG purposes is in the next tab (Admin-Def).

\$26,214.12 Regular CSBG Expenditures used for Administration (10/1/2022 through 9/30/2023)

A.4. For the following agency capacity building activities, identify which activities were funded by regular CSBG under Agency Capacity Building (A.2.i.).

	YES or NO
Community Needs Assessment	_____
Strategic Planning	_____
Data Management and Reporting	_____
Training and Technical Assistance	_____

- *Other Agency Capacity Building Activities
- 1) _____ >number included above is A.3.
 - 2) _____ >
 - 3) _____ >
 - 4) _____ >
 - 5) _____ >

** List list any other agency capacity building activities funded by regular CSBG under Agency Capacity Building (A.2.i) which do not fit in Community Needs Assessment, Strategic Planning, Data Management and Reporting, or Training and Technical Assistance.*

**STATE OF IOWA
COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)**

**COMMUNITY ACTION NPI REPORTS (B1 and B2)
[FFY 2023]**

Period Ending: Year-End

Identification Information:

Agency: Community Action of Southeast Iowa

Contact Person(s): Rachel Nunnikhoven Albrecht, Planning Director

Agency Certification:

Executive Director's Signature:  _____

Typed or Printed Name: Sheri Wilson

Date of Certification: December 15, 2023

The Executive Director's signature and date signed indicates agency review and approval. Agencies are expected to distribute and present the Community Action NPI reports (B1 and B2) to their governing board.

Providing and presenting the Community Action NPI reports (B1 and B2) to the governing board, and documenting the action in the agency's board minutes (or board meeting materials), confirms the governing board received an update on the progress and outcomes of the agency's Community Action NPIs that are included in their FFY 2023 CSBG application. See CSBG Organizational Standards 4.4 and 9.3 for agency requirements.

INDIVIDUAL AND FAMILY NPIS - FFY 2023
CSBG Domain: EMPLOYMENT

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIS	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
EMPLOYMENT NPIS that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023
FNPI											
1a The number of unemployed youth who obtained employment to gain skills or income.	NO									#DIV/0!	#DIV/0!
1b The number of unemployed adults who obtained employment (up to a living wage).	Yes	CSBG Emp Counseling & FaDSS	206	26	71	16	32	137	39	28%	122%
1c The number of unemployed adults who obtained employment and maintained employment for at least 90 days (up to a living wage).	NO									#DIV/0!	#DIV/0!
1d The number of unemployed adults who obtained employment and maintained employment for at least 180 days (up to a living wage).	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

1b=served=CSBG Emp Counseling + FaDSS CSBG Report

achived= obtained pt+obtained ft + FaDSS

We were able to follow up with a few additional people who achieved the outcome, primarily through the ERA program. As an agency we continue to pursue followup as CSBG staff have the time to do so.

INDIVIDUAL AND FAMILY NPIS - FFY 2023
CSBG Domain: EMPLOYMENT (continued)

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIS	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
EMPLOYMENT NPIS that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	Yes	FaDSS	9	4	4	2	4	6	3	50%	75%
(1) Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	Yes	FaDSS	9	4	4	2	4	6	2	33%	50%
(2) Of the above, the number of employed participants who increased income from employment through hours worked increase.	Yes	FaDSS	9	3	4	1	2	6	2	33%	100%
(3) Of the above, the number of employed participants who increased benefits related to employment.	NO									#DIV/0!	#DIV/0!
1i Other Performance Indicator	NO									#DIV/0!	#DIV/0!
1j Other Performance Indicator	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

FaDSS CSBG Report
1h & 1.h.1 - We continue to have this as a goal for our clients. Low numbers make it difficult to project.

INDIVIDUAL AND FAMILY NPIs - FFY 2023
 CSBG Domain: EDUCATION AND COGNITIVE DEVELOPMENT

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIs	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
EDUCATION AND COGNITIVE DEVELOPMENT NPIs that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
2a The number of children (ages 0-5) who demonstrated improved emergent literacy skills.	Yes	Head Start (HS)	304	286				161	26	16%	#DIV/0!
2b The number of children (ages 0-5) who demonstrated skills for school readiness.	Yes	HS	304	212				85	82	96%	#DIV/0!
2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills											
(1) Early Childhood Education (ages 0-5)	Yes	HS	304	285				159	33	21%	#DIV/0!
(2) 1st grade - 8th grade	NO									#DIV/0!	#DIV/0!
(3) 9th grade - 12th grade	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

2a=HS improved literacy skills based on growth report data: HS+EHS 5043 DRDP report literacy. improved (from bottom half to top half)
2b=4&5 year olds - HS Transitioning to K 5043 DRDP average of building and above. Previously had used all served in HS & EHS - now only 4&5 year olds.
2c1=HS improved cognitive skills based on growth report data: HS+EHS 5043 DRDP report cognitive improved (from bottom half to top half)
used fall 2022 and spring 2023 HS & EHS data
Per 3-6-23 Crosswalk - HS is not required to submit #s at 6months
Explanation for 2.a and 2.c.1. - We had previously used numbers served in Head Start and Early Head Start. Currently we are reporting only on the individuals who were assessed and come through on the Child Plus reports listed above. We also had a change of scope so our numbers are lower and had under enrollment.

INDIVIDUAL AND FAMILY NPIs - FFY 2023
 CSBG Domain: EDUCATION AND COGNITIVE DEVELOPMENT (continued)

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIs	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
EDUCATION AND COGNITIVE DEVELOPMENT NPIs that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).											
(1) Early Childhood Education (ages 0-5)	Yes	HS	304	171			171	161	116	72%	68%
(2) 1st grade - 8th grade	NO									#DIV/0!	#DIV/0!
(3) 9th grade - 12th grade	NO									#DIV/0!	#DIV/0!
2e The number of parents/caregivers who improved their home environments.	NO									#DIV/0!	#DIV/0!
2f The number of adults who demonstrated improved basic education.	Yes	FaDSS	1	1	0	0	1	0	0	#DIV/0!	0%

COMMENTS/NOTES:

2d1=HS at basic grade level based on HS and EHS average from all areas of 5043 DRDP Report average of building and above
2f=FaDSS CSBG report
Per 3-6-23 Crosswalk - HS is not required to submit #s at 6months
Explanation for 2 d 1. - We had previously used numbers served in Head Start and Early Head Start. Currently we are reporting only on the individuals who were assessed and come through on the Child Plus reports listed above. We also had a change of scope so our numbers are lower and had under enrollment.
Explanation for 2.f. - Low numbers are difficult to project. Education will continue to be evaluated by FaDSS staff with their families.

INDIVIDUAL AND FAMILY NPIS - FFY 2023
CSBG Domain: EDUCATION AND COGNITIVE DEVELOPMENT (continued)

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIS	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
EDUCATION AND COGNITIVE DEVELOPMENT NPIS that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	Yes	FaDSS	11	1	1	0	1	2	0	0%	0%
2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	Yes	FaDSS	21	1	4	0	1	6	1	17%	100%
2i The number of individuals who obtained an Associate's degree.	Yes	FaDSS	22	1	4	0	1	6	0	0%	0%
2j The number of individuals who obtained a Bachelor's degree.	Yes	FaDSS	22	1	4	0	1	6	0	0%	0%
2k Other Performance Indicator	NO									#DIV/0!	#DIV/0!
2l Other Performance Indicator	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

FaDSS CSBG report

2.g. 2.i. 2.j. - Low numbers are difficult to project. Education will continue to be evaluated by FaDSS staff with their families.

INDIVIDUAL AND FAMILY NPIS - FFY 2023
CSBG Domain: HOUSING

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIS	PROGRAMS AND SERVICES	PROJECTED HOUSEHOLDS	INITIAL TARGET	6-MONTH HOUSEHOLDS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END HOUSEHOLDS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
HOUSING NPIS that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many HOUSEHOLDS does your agency expect to assist in FFY 2023?	How many of the PROJECTED HOUSEHOLDS does your agency expect will achieve the outcome in FFY 2023?	How many HOUSEHOLDS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the HOUSEHOLDS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many HOUSEHOLDS does your agency expect will achieve the outcome in FFY 2023?	How many HOUSEHOLDS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the HOUSEHOLDS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
4a The number of households experiencing homelessness who obtained safe temporary shelter.	Yes	FaDSS, Homeless Ast	5	1	4	0	1	4	0	0%	0%
4b The number of households who obtained safe and affordable housing.	Yes	ESG, Rent Ast, ERA	192	24	17	17	34	29	29	100%	85%
4c The number of households who maintained safe and affordable housing for 90 days.	Yes	ESG RR & HP, Rent Ast RR & HP, ERA	197	20	2	2	20	46	38	83%	190%
4d The number of households who maintained safe and affordable housing for 180 days.	Yes	ESG RR & HP, Rent Ast RR & HP, ERA	193	24	1	1	20	35	27	77%	135%
4e The number of households who avoided eviction.	Yes	Rent Ast HP, ESG HP, ERA	210	210	93	93	186	184	184	100%	99%
4f The number of households who avoided foreclosure.	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

4a = local temporary shelter + FaDSS CSBG Report

4b = Served = Prescreen was included previously. Not included 4/27/23

Outcome = housing domain, deposits sub domain OR-ESG Security Deposit+Limited Resources Rental Deposit+Local Rental Security Deposit+Housing ERA RR+ESG COVID RR+ESG COVID Sec Dep

4c = ESG 3 mo+Local Rent 3 mo+CARES 3 mo+ COVID ESG 3mo - at year end hope to have ERA documentation

4d= ESG 6mo+Local Rent 6mo+CARES 6mo+COVID ESG 6mo - at year end hope to have ERA documentation

4e= Served = Prescreen was included previously. Not included 4.27.23. 7.a. served list for rent items.

Outcome= NPI outcomes list for 7a and include all rent payment outcomes

Explanations

4.a. Low numbers are difficult to estimate. This remains a possibility of our programs assisting in this area.

4.c. & 4.d. - ERA follow ups by our specialist were successful at monitoring this data point.

INDIVIDUAL AND FAMILY NPIS - FFY 2023
 CSBG Domain: HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 10, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIS	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT NPIS that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI											
5a The number of individuals who demonstrated increased nutrition skills. (e.g. cooking, shopping, and growing food)	NO									#DIV/0!	#DIV/0!
5b The number of individuals who demonstrated improved physical health and well-being.	Yes	FaDSS	8	2	6	1	4	8	3	38%	75%
5c The number of individuals who demonstrated improved mental and behavioral health and well-being.	Yes	FaDSS	18	6	7	2	4	8	2	25%	50%
5d The number of individuals who improved skills related to the adult role of parents/caregivers.	Yes	FaDSS	8	2	3	1	2	5	2	40%	100%
5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	Yes	FaDSS	1	1	0	0	1	1	0	0%	0%
5f The number of seniors (ages 65+) who maintained an independent living situation.	Yes	Senior Home Repair	60	54	41	32	64	59	41	69%	64%

COMMENTS/NOTES:

FaDSS CSBG Report
5d=FaDSS CSBG Report
5f=Senior home repair individuals (from characteristic report as program has 60+ and only use here 65+)
Explanations
5 b, 5 c, & 5 e - Low numbers are difficult to estimate. This continues to be an area FaDSS monitors and works on.
5 f - Our six month target should have been 54 not 64, which would have brought our target accuracy to 76%. This program also works with those who are 60 plus so sometimes there are applicants to the program who are on the younger end which are then not counted in this NPI data point, yet affecting this data point as it affects the total number we can serve in the program. If FY22 44 achieved this outcome.

INDIVIDUAL AND FAMILY NPIs - FFY 2023

CSBG Domain: CIVIC ENGAGEMENT, COMMUNITY INVOLVEMENT, AND OUTCOMES ACROSS MULTIPLE DOMAINS

Due Date:	With FFY 2023 CSBG application		November 11, 2022		April 28, 2023			November 11, 2023		(auto calculated)	
FFY 2023 CSBG Application (ROMA Planning, Implementation, and Results)	PLANNED NPIs	PROGRAMS AND SERVICES	PROJECTED INDIVIDUALS	INITIAL TARGET	6-MONTH INDIVIDUALS	6-MONTH OUTCOME	FINAL TARGET	YEAR-END INDIVIDUALS	YEAR-END OUTCOME	ACHIEVED OUTCOME	TARGET ACCURACY
CIVIC ENGAGEMENT, COMMUNITY INVOLVEMENT, AND OUTCOMES ACROSS MULTIPLE DOMAINS NPIs that capture the individual and family outcomes your agency plans to achieve during FFY 2023 through agency programs and services.	Does your agency plan to set a target, track, and report on this NPI in FFY 2023? YES or NO	What agency programs and services provide the outcomes data for this NPI?	How many INDIVIDUALS does your agency expect to assist in FFY 2023?	How many of the PROJECTED INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 3/31/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 3/31/2023 achieved the outcome?	How many INDIVIDUALS does your agency expect will achieve the outcome in FFY 2023?	How many INDIVIDUALS did your agency assist from 10/1/2022 to 9/30/2023?	How many of the INDIVIDUALS your agency assisted from 10/1/2022 to 9/30/2023 achieved the outcome?	Percentage achieving the outcome in FFY 2023.	Performance TARGET accuracy at the end of FFY 2023.
FNPI:											
6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	Yes	Board Clients, HS Policy Council	16	16	15	15	15	27	27	100%	180%
(1) Of the above, the number of Community Action program participants who improved their leadership skills.	Yes	Board, HS Policy Council	16	16	15	15	15	27	27	100%	180%
(2) Of the above, the number of Community Action program participants who improved their social networks.	Yes	Board, HS Policy Council	16	16	3	3	3	4	4	100%	133%
(3) Of the above, the number of Community Action program participants who gained other skills, knowledge, and abilities to enhance their ability to engage.	Yes	Board, HS Policy Council	16	16	15	15	15	27	27	100%	180%
6b Other Performance Indicator	NO									#DIV/0!	#DIV/0!
7a The number of individuals who achieved one or more outcomes as identified by the NPIs in various domains.	Yes	NIFCAP Outcomes	1,910	1,107	472	416	832	1,438	738	51%	89%
7b Other Performance Indicator	NO									#DIV/0!	#DIV/0!

COMMENTS/NOTES:

6a = board CLIENTS+Policy council member CLIENTS - (policy members on board)	6a1=members, 6a2=officers (changed from members as reported in FY22), 6a3=members
served = clients in categories above completing orientation/seated	
achieved = attended at least one meeting	
7a = all NIFCAP services written in notes in the NPI report = served	
all NIFCAP services that are outcomes listed in report = achieved NPI (see list in year end folder, list updated 2x/yr)	
not including ESG prescreens in served, no CARES #s	
Explanation: 6.a1, 3 - This includes 2 HS policy councils where there has been a larger than normal amount of turn over. 6.a.2 - There was 1 additional turn over in HS Policy officers.	

<u>NPI #</u>	<u>NPIs Reported FY2021</u>	<u>Programs</u>	<u>2019 Yr End</u>	<u>2020 Yr End</u>	<u>2021 Yr End</u>	<u>2022 Yr End</u>	<u>2023 Yr End</u>	<u>2024 Projected</u>
1b	The number of unemployed adults who obtained employment (up to a living wage).	Emp Coun FaDSS	35/187	20/166	12/136	30/251	39/137	30/136
1e	The number of unemployed adults who obtained employment (with a living wage or higher).	FaDSS	7/86	2/51	2/42	4/9	0/3	2/40
1h	The number of employed participants in a career advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	FaDSS	Previously not reported	4/10	4/9	3/6	3/7	3/7
1h1	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	FaDSS		4/10	4/9	2/6	3/7	3/7
1h2	Of the above, the number of employed participants who increased income from employment through hours worked increase.	FaDSS		4/10	2/9	2/6	3/7	3/7
2a	The number of children (ages 0-5) who demonstrated improved emergent literacy skills.	HS Improv Lit skills	263/407	224/295	119/167	286/304	26/161	26/164
2b	The number of children (ages 0-5) who demonstrated skills for school readiness.	HS Schl Readiness 4yr olds	106/407	109/135	93/105	212/304	82/85	82/85
2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. Early Childhood Education (ages 0-5).	HS Imp Cog Skills	278/407	210/295	132/167	285/304	33/159	33/164
2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). Early Childhood Education (ages 0-5).	HS Basic Grade Level	270/407	215/259	182/214	171/304	116/161	116/161

NPI #	NPIs Reported FY2021	Programs	2019 Yr End	2020 Yr End	2021 Yr End	2022 Yr End	2023 Yr End	2024 Projected
2e	The number of parents/caregivers who improved their home environments.	PAT	31/31	15/17	14/14	15/15	X	X
2f	The number of adults who demonstrated improved basic education	FaDSS	Previously not reported	0/0	0/0	0/0	1/1	1/1
2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	FaDSS	Previously not reported	1/13	0/9	0/2	1/11	1/11
2h	The number of individuals who obtained a recognized credential certificate, or degree relating to the achievement of education or vocational skills.	FaDSS	2/25	1/17	0/22	0/21	1/6	1/20
2i	The number of individuals who obtained an Associate's degree.	FaDSS	Previously not reported	0/23	0/21	0/6	1/20	1/20
2j	The number of individuals who obtained a Bachelor's degree.	FaDSS		0/23	0/21	0/6	1/20	1/20
4a	The number of HHs experiencing homelessness who obtained safe temporary shelter.	Local Temp Shel, FaDSS	3/16	6/16	0/6	0/4	0/4	1/5
4b	The number of HHs who obtained safe and affordable housing.	ESG, TBRA, FaDSS, Cares Deposit	46/93	12/91	14/225	26/360	29/29	25/25
4c	The number of HHs who maintained safe and affordable housing for 90 days.	ESG, TBRA	8/8	4/4	9/33	59/152	38/46	25/30
4d	The number of HHs who maintained safe and affordable housing for 180 days.	ESG, TBRA	6/6	2/2	6/33	10/152	37/35	10/30
4e	The number of HHs who avoided eviction.	Emg Rent, Cares Rent	118/118	240/240	148/148	337/337	184/184	150/150
4f	The number of households who avoided foreclosure.	CARES Mortgage	Previously not reported	0/0		X	X	X
4g	The number of HHs who experienced improved health and safety due to improvements within their home.	Wzn, Senior, ECIP, Liberty	148/148	156/166	154/166	165/177	104/120	115/130

<u>NPI #</u>	<u>NPIs Reported FY2021</u>	<u>Programs</u>	<u>2019 Yr End</u>	<u>2020 Yr End</u>	<u>2021 Yr End</u>	<u>2022 Yr End</u>	<u>2023 Yr End</u>	<u>2024 Projected</u>
4h	The number of HHs with improved energy efficiency and or energy burden reduction in their homes.	WAP	70/70	46/57	51/51	108/108	60/60	65/65
5b	The number of individuals who demonstrated improved physical health and well-being.	FaDSS	2/12	1/8	3/5	2/6	3/8	2/7
5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.	FaDSS	4/20	8/17	6/15	7/20	2/8	2/7
5d	The number of individuals who improved skills related to the adult role of parents/caregivers.	PAT, FaDSS	36/47	19/31	15/20	17/23	2/5	2/7
5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	FaDSS	3/6	1/5	1/1	0/0	0/1	1/1
5f	The number of seniors (ages 65+) who maintained an independent living situation.	Senior	66/66	50/50	57/67	44/56	41/59	42/57
5g	The number of individuals with disabilities who maintained an independent living situation.	Senior	5/5	7/7	14/14	9/9	7/7	8/8
6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community. Improved leadership skills, improved social networks, and their ability to engage.	Policy Council, Board Clients	19/19	17/17	21/21	16/16	27/27	20/20
7a	The number of individuals who achieved one or more outcomes as identified by the NPIs in various domains.	NIFCAP Services Outcomes	733/1,186	969/1,260	824/1,177	1,107/1,910	738/1,438	775/1,650

8.c. Agency 2023 Annual Report with Head Start Report to the Public

The agency prepares an Annual Report each year to inform the public of the agency's programs and funding. The Report is a summary of agency activities.

Annually, Head Start programs must publish and disseminate a report that complies with Section 644(a)(2) of the Head Start Act and contains demographic information, health services data, kindergarten transition support activities, assessment summary, family support activities, engagement strategies, and funding information.

The Annual Report is done not only to fulfill the Head Start requirements but as a good-faith effort to be open and transparent about the program and the services we offer.

This report also acts as a vehicle to showcase our program to the communities we serve as it is distributed to our community partners, posted on our website, and shared with the Board and Council.

The Head Start annual report is combined with the Agency's annual report in the following booklet.



ANNUAL REPORT 2023



Community
Action
OF SOUTHEAST IOWA



<https://caofseia.org/>

FROM OUR EXECUTIVE DIRECTOR

Community Action of Southeast Iowa is proud of the services our staff have provided during 2023. It has been a challenge to be fully staffed so we can continue to provide quality services to 14% of the population in southeast Iowa.

During the past year, our Head Start Program has worked on a new classroom building project in Mount Pleasant. They focused on classroom attendance and provided recognition for the top classes.

Our WIC program has steadily increased the participation of women, infants, and children in our six-county service area. They also started a Breast-Feeding Peer Counselor Program.

The Family Development & Self Sufficiency Program (FADSS) has had full enrollment throughout most of the year. They accepted the challenge of participating in a pilot diaper project for participants.

The Weatherization program has been busy training new staff, insulating homes, and completing senior home repair projects.

We have continued to provide early childhood services including the Child and Adult Care Food Program (CACFP) home providers and pre-school scholarships.

Our Family Development Specialists have been busy at our centers. They completed over 4,500 Energy Assistance applications, assisted with the increasing needs seen in our five food pantries, and provided disaster assistance to hundreds of households in Lee and Des Moines Counties.

It has been a busy 2023 and 2024 is already off to a great start.



Sheri Wilson
Executive Director
JD, CCAP, NCRT

1 OF 16 IN IOWA

We are a local non-profit but a part of a larger network of Community Action Agencies across Iowa and the nation.

57 YEARS

of programs and services helping people and changing lives in southeast Iowa.

120 EMPLOYEES

who share and accomplish our mission every day in our 20+ programs and services.

4 MAIN COUNTIES

- Des Moines County
 - Lee County
 - Louisa County
 - Henry County
-
- WIC in Muscatine and Washington County
 - CACFP in Muscatine County



Helping People, Changing Lives



SOUTHEAST IOWA

About **32%** of the population struggles with economic poverty.
In fiscal year 2023 we served 14% of the population.
We touched the lives of **14,657** Individuals in **6,770** Households.

- ACS 2015-19, 200% FPL

MISSION

Community Action of Southeast Iowa is dedicated to alleviating the conditions and causes of poverty by building partnerships and strengthening people through quality services.

Our **VISION** is for people in southeast Iowa to have the opportunity to reach their maximum potential.

PROGRAMS AND SERVICES

All agency programs and services are aligned with our mission. Program details, eligibility, and more can be found on our website or by calling one of our centers. Programs focus in three areas:

Education

- Head Start
- Early Head Start
- Preschool Scholarships
- Family Development and Self Sufficiency (FaDSS)
- Employment Counseling
- General Information and Referral
- Budget Counseling

Nutrition

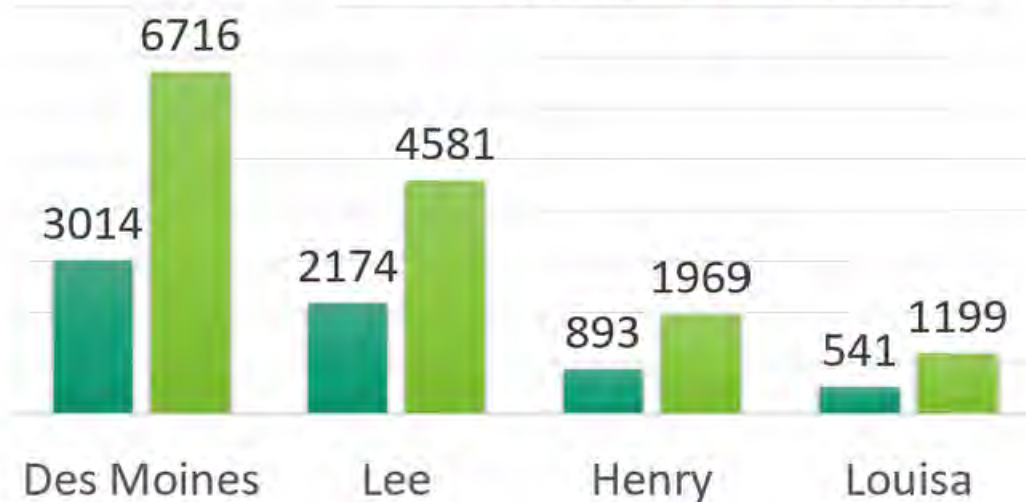
- Special Supplemental Nutritional Program for Women, Infants and Children (WIC)
- Food Pantries in Burlington, Fort Madison, Mt Pleasant, Columbus Junction, and Keokuk
- Child and Adult Care Food Program (CACFP) to reimburse childcare providers for serving nutritious meals to children.

Housing

- Furnace Repair and Replacement
- Homeless Assistance
- Eviction Assistance
- Utility Assistance
- Low Income Home Energy Assistance Program (LIHEAP)
- Low Income Home Water Assistance Program (LIHWAP)
- Rent Assistance
- Rent Reimbursement Form Assistance
- Senior Home Repair
- Weatherization

CLIENTS BY COUNTY SERVED

■ Households ■ Individuals



Local donations stay in your community and meet people's basic needs. Donations are tax deductible. We are a local 501(c)3 non-profit.



2023 EXPENDITURES

Head Start/Early Head Start	\$4,595,191
LIHEAP & LIHWAP Programs	\$4,280,200
WIC Program	\$3,493,364
Weatherization Assistance	\$1,147,978
Child Care Food Program	\$669,472
Other Programs	\$456,610
Family Development & Self Sufficiency	\$359,368
Iowa Disaster Assistance	\$278,963
Community Services Block Grant	\$273,698
Total Agency Expenditures	\$15,554,844

THE YEAR IN NUMBERS

- 7,299** Food boxes provided through our food pantries
- 5,835** Volunteer hours provided support
- 4,756** Households received utility assistance
- 4,569** WIC participants helped with nutrition & support
- 4,430** Hours of staff training
- 1,093** Individuals helped with hygiene assistance
- 977** People supported with case management
- 285** Partnerships to help people and change lives
- 243** Households helped with natural disasters
- 184** Households avoided eviction with rent assistance
- 109** Families provided support with goals in FaDSS
- 77** Childcare providers trained through CACFP
- 52** Scholarships for preschoolers
- 46** Senior's homes repaired
- 44** Weatherized homes
- 27** Volunteer board and policy council members
- 16** Furnaces replaced

More detailed information and reports available on our website:
<https://caofseia.org/about-us/reports/>

WORDS FROM OUR CLIENTS

If it wasn't for Community Action, my kids and I would literally not have water, lights, or heat. Thank you Community Action!
- Response Q9.141



Community Action saved me a lot of money.
- Response Q9.32

The schooling is amazing and so are the teachers. I appreciate the great experience for my son!
- Response Q9.203



They have made it easier as a first time mom and being able to feed my child.
- Response Q9.231

Community Action gave me a chance ... to get a job.
- Response Q9.27

Community Action helped when I really needed it!
- Response Q9.242

They kept me from living on the streets while I got back on my feet.
- Response Q9.162





**Head Start
& Early Head Start**
Community Action of Southeast Iowa

OBJECTIVES

Head Start and Early Head Start are programs where children and families are educated, challenged and empowered to embrace their potential for success in life. One child, one family at a time.

Head Start is a federally funded, non-profit program dedicated to providing quality school readiness and family support services to those of low income.

Parent Involvement

We encourage family members to be involved in any and all aspects of their child’s experiences throughout the school year.

Families plan and participate in special events at the centers. Family Nights are events that local center committees plan to support family learning and togetherness.

Families are involved in the decision-making process as members of their local center committees where they make decisions about the program.

We are committed to:

- Excellence in the preparation of our children for school and life.
- Ensuring all students have an equal opportunity to learn.
- Each student having access to an effective teacher.

School Readiness

- Assessments help establish a baseline, identify goals, and identify areas of growth for each individual child.
- Kindergarten transition activities help prepare children to transition from our program to a school district kindergarten classroom.
- Family Specialists assist families in finding kindergarten round-ups, learning how to advocate for their child, activities to help prepare for this transition, and more.
- Research shows attendance patterns and habits formed when children are in preschool and kindergarten continue later in their school careers; these same patterns are indicators of future success in school and conversely school drop-out rates.





2022-2023



Early Head Start

Funded Enrollment: 70

Number Served:

- 18 Prenatal mothers
- 82 Families
- 86 Children
- 52 children are up to date on scheduled dental visits
- 83% are up to date on their immunizations
- Average Monthly Enrollment: 91%
- Average Monthly Attendance: 78%

Head Start

Funded Enrollment: 264

Number Served:

- 186 Families
- 206 Children
- 184 children received preventative dental care
- 79% are up to date on their immunizations
- Average Monthly Enrollment: 65%
- Average Monthly Attendance: 79%

Children 0 - 4 in Poverty in Southeast Iowa

There are 1,482 children below 100% Federal Poverty Level (FPL)

-2017-21 American Community Survey

Head Start/Early Head Start served 9% of those children (137)





**Head Start
& Early Head Start**
Community Action of Southeast Iowa

Program Year: September 2022 - August 2023

FEDERAL HEAD START GRANT FUNDING

	Proposed Budget	Expenditures
Personnel	\$1,916,702	\$1,827,792
Fringe Benefits	\$1,016,662	\$849,075
Travel	\$2,750	\$11,800
Equipment	\$35,700	\$0
Supplies	\$17,528	\$143,874
Contractual	\$60,000	\$78,053
Construction	\$2,157,862	\$258,966
Other	\$486,637	\$432,759
Indirect Costs	\$417,956	\$389,882
Total	\$6,111,797	\$3,992,201

Our audit, completed by Meriwether, Wilson & Company, P.L.C., showed 100% compliance!

ADDITIONAL FUNDING

COVID Funding	\$365,547
CACFP	\$188,199
Children's First Grant	\$8,000
Keokuk Area Grants	\$5,723
Donated Space, Services, and Materials	\$437,629
Miscellaneous Monetary Donations	\$462
Program Income (Equipment sales)	\$30,420

Volunteers and donors provide crucial support for our programs. Professionals donate their time in their specialties in classrooms, maintenance, and in various areas across the program.

Donated items come from individuals, community groups, and local businesses. Contact us about how you can contribute this coming year to support local children and communities.



**Head Start
& Early Head Start**
Community Action of Southeast Iowa

PROGRAM REVIEW



Our Head Start program is in compliance in all areas.

In our most recent review, we were specifically commended for our:

- Management, oversight, and governance within our program.
- Curricular alignment, strategies to ensure school readiness, and supporting teachers to implement the curriculum.
- Ensuring delivery of high-quality health services and maintaining safe, healthy environments.
- Purposeful approach to develop families' self-sufficiency and strengthening their parenting skills.
- Attendance initiative to promote attendance as a pathway to improve long-term successful outcomes for children.
- Budget development and revision processes.



We are committed to providing the highest quality programming. We encourage our staff to continuously elevate their credentials using resources such as T.E.A.C.H., CDA Navigator, and WAGE\$ to facilitate professional growth.

LOCATIONS

Central Office

2850 Mt Pleasant St,
Suite 108
Burlington, IA 52601
319-753-0193

Community.Action@caofseia.org
<https://caofseia.org/>



Centers listed below are open:

Monday - Friday 8:00am - 4:30pm

Des Moines County Neighborhood Center

700 Jefferson St,
Burlington, IA 52601
319-753-2893



Tolson Community Action Center

1303 West Washington St.
Mt. Pleasant, IA 52641
319-385-2310



Eichacker Community Action Center

3433 Avenue O,
Fort Madison, IA 52627
319-372-4471



Marie Tallarico Community Action Center

220 S. 22nd St,
Keokuk, IA 52632
319-524-6383



Louisa County Community Action Center

202 E. Access Road, Suite D/PO Box 29
Columbus Junction, IA 52738
319-728-2314



Only open Tuesday & Wednesday

Head Start and WIC location details on our website:
<https://caofseia.org/about-us/locations/>

8.d. DRDP Assessment Information

DRDP (Desired Results Developmental Profile) is an Interim Assessment used by Head Start three times per year to assess growth in our children in five areas of development. It measures growth in:

- Approaches to Learning (Self-Regulation)
- Social/Emotional Development
- Language and Literacy Development
- Cognition (Including Math and Science) and
- Physical Development

Teachers observe the children and enter documentation into the online system. Reports are available at the individual child, classroom, and program levels. Data from these reports is used to guide instruction and professional development. It informs parents, the Policy Council, the Board of Directors, and our funders.

The summary report for the program is included.

8.d. DRDP (Desired Results Developmental Profile) Head Start

1/30/2024

10:20 AM

5043 - DRDP Child Development Summary

Page 1 of 2

heatherg

Program Term: **Head Start 2023-2024** | All | Time Frame: Fall 2023 through Winter 2024 | Domain: ALT-REG: SED: LLD:
 COG: PD-HLTH; HSS: VPA | Subgroup: None | Optional Data: Child Percentages: Domain Descriptions | Page Break:
 None | Language: English | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff:
 All | Disability: Not Filtered | Custom Filter: Not Filtered | Group By: Agency

Approaches to Learning–Self-Regulation (ATL-REG)

The Approaches to Learning skills include attention maintenance, engagement and persistence, and curiosity and initiative. The Self-Regulation skills include self-comforting, self-control of feelings and behavior, imitation, and shared use of space and materials.

	RE	RL	EE	EL	BE	BM	BL	IE
Winter 2024			8%	8%		42%	8%	33%
Fall 2023		8%	8%		25%	25%	17%	17%

Social and Emotional Development (SED)

The knowledge or skill areas in this domain include identity of self in relation to others, social and emotional understanding, relationships and social interactions with familiar adults, relationships and interactions with peers, and symbolic and sociodramatic play.

	RE	RL	EE	EL	BE	BM	BL	IE
Winter 2024			8%	8%	25%	17%	17%	25%
Fall 2023			8%	17%	33%	8%	25%	8%

Language and Literacy Development (LLD)

The LLD domain assesses the progress of all children in developing foundational language and literacy skills. These skills can be demonstrated in any language and in any mode of communication.

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Winter 2024					17%	25%	17%	42%	
Fall 2023					25%	33%	8%	33%	

Cognition, Including Math and Science (COG)

The Math knowledge or skill areas in this domain include spatial relationships, classification, number sense of quantity, number sense of mathematical operations, measurement, patterning, and shapes. The Science knowledge and skills in this domain include cause and effect inquiry through observation and investigation, documentation and communication of inquiry, and knowledge of the natural world.

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Winter 2024					17%	25%	25%	25%	8%
Fall 2023					42%	17%	25%	17%	

Physical Development–Health (PD-HLTH)

The Physical Development knowledge or skill areas in this domain include perceptual/motor skills and movement concepts, gross locomotor movement skills, gross motor manipulative skills, fine motor manipulative skills, and active physical play. The Health knowledge or skill areas in this domain include nutrition, safety, and personal care routines (hygiene, feeding, dressing).

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Winter 2024						17%	33%	17%	33%
Fall 2023					17%	33%	8%	25%	17%

The vertical line represents the median score for the group. RE = Responding Earlier, RL = Responding Later, EE = Exploring Earlier, EM = Exploring Middle, EL = Exploring Later, BE = Building Earlier, BM = Building Middle, BL = Building Later, IE = Integrating Earlier

5043 - DRDP Child Development Summary

Program Term: Head Start 2023-2024 | All | Time Frame: Fall 2023 through Winter 2024 | Domain: ALT-REG: SED: LLD:
 COG: PD-HLTH: HSS: VPA | Subgroup: None | Optional Data: Child Percentages: Domain Descriptions | Page Break:
 None | Language: English | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff:
 All | Disability: Not Filtered | Custom Filter: Not Filtered | Group By: Agency

History–Social Science (HSS)

The knowledge or skill areas in this domain include sense of time, sense of place, ecology, conflict negotiation, and responsible conduct.

	No earlier levels	EL	BE	BM	BL	IE
Winter 2024	No earlier levels		8%	17%	42%	33%
Fall 2023	No earlier levels	8%	8%	33%	25%	25%

Visual and Performing Arts (VPA)

The knowledge or skill areas in this domain include visual art, music, drama, and dance.

	No earlier levels	EL	BE	BM	BL	IE
Winter 2024	No earlier levels		8%	25%	25%	42%
Fall 2023	No earlier levels		17%	33%	42%	8%

The vertical line represents the median score for the group. RE = Responding Earlier, RL = Responding Later, EE = Exploring Earlier, EM = Exploring Middle, EL = Exploring Later, BE = Building Earlier, BM = Building Middle, BL = Building Later, IE = Integrating Earlier

8.d. DRDP (Desired Results Developmental Profile) Early Head Start

1/30/2024

5043 - DRDP Child Development Summary

Page 1 of 1

10:20 AM

Program Term: ~~Fall 2023~~ | All | Time Frame: Fall 2023 through Winter 2024 | Domain: ALT-REG: SED:
 LLD: COG: PD-HLTH | Subgroup: None | Optional Data: Child Percentages: Domain Descriptions | Page Break: None |
 Language: English | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All |
 Disability: Not Filtered | Custom Filter: Not Filtered | Group By: Agency

heatherg

Approaches to Learning–Self-Regulation (ATL-REG)

The Approaches to Learning skills include attention maintenance, engagement and persistence, and curiosity and initiative. The Self-Regulation skills include self-comforting, self-control of feelings and behavior, imitation, and shared use of space and materials.

	RE	RL	EE	EL	BE	BM	BL	IE
Winter 2024		16%	26%	48%	10%			
Fall 2023		16%	55%	23%	6%			

Social and Emotional Development (SED)

The knowledge or skill areas in this domain include identity of self in relation to others, social and emotional understanding, relationships and social interactions with familiar adults, relationships and interactions with peers, and symbolic and sociodramatic play.

	RE	RL	EE	EL	BE	BM	BL	IE
Winter 2024		13%	26%	45%	16%			
Fall 2023	6%	10%	39%	32%	13%			

Language and Literacy Development (LLD)

The LLD domain assesses the progress of all children in developing foundational language and literacy skills. These skills can be demonstrated in any language and in any mode of communication.

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Winter 2024		16%	26%	6%	35%	16%			
Fall 2023	3%	16%	35%	26%	19%				

Cognition, Including Math and Science (COG)

The Math knowledge or skill areas in this domain include spatial relationships, classification, number sense of quantity, number sense of math operations, measurement, patterning, and shapes. The Science knowledge and skills in this domain include cause and effect, inquiry through observation and investigation, documentation and communication of inquiry, and knowledge of the natural world.

	RE	RL	EE	EL	BE	BM	BL	IE
Winter 2024		16%	32%	42%	10%			
Fall 2023	6%	16%	58%	13%	6%			

Physical Development–Health (PD-HLTH)

The Physical Development knowledge or skill areas in this domain include perceptualmotor skills and movement concepts, gross locomotor movement skills, gross motor manipulative skills, fine motor manipulative skills, and active physical play. The Health knowledge or skill areas in this domain include nutrition, safety, and personal care routines (hygiene, feeding, dressing).

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Winter 2024		13%	6%	23%	32%	26%			
Fall 2023	6%	10%	10%	39%	23%	13%			

The vertical line represents the median score for the group. RE = Responding Earlier, RL = Responding Later, EE = Exploring Earlier, EM = Exploring Middle, EL = Exploring Later, BE = Building Earlier, BM = Building Middle, BL = Building Later, IE = Integrating Earlier

WEATHERIZATION PROGRAM UPDATE

February 2024

Jim Blackwell, Weatherization Director

In January, Weatherization completed three homes. I have decided to hold January's completions and not report them to the state until the end of February, as we have not received our IPL (Alliant Energy) or MEC (Mid-American) utility contracts as of 1/31/2024. Utilities will pay for up to and on average 20% of the cost to weatherize a home, and we have been assured by the state that we will have the utility contracts in plenty of time for February reports.

Six senior home repair projects were reported in January to Milestones Area Agency on Aging. These projects included two handicap ramps, exterior wall and ceiling repairs, plumbing repairs and replacing damaged insulation.

On November 14th and 15th, Bob Freese, the state technical monitor inspected a total of four homes that were weatherized during the 2023 calendar year. His report was received on December 14, 2023 and there were some minor findings that required corrective work on the homes. Corrective work was due by January 29, 2024.

All corrective work was completed in a timely manner and a response to the state was sent on January 19, 2024. Our response to the items in question was accepted by the state and the monitoring was concluded January 23, 2024.

February 2024 WIC Board Update

Christine O'Brien, WIC Director

WIC Participation for January 2024

	Women	Infants	Children	Total
Des Moines	174	212	475	861
Henry	56	66	166	288
Lee	122	145	328	595
Louisa	13	16	64	93
Muscatine	237	244	590	1071
Washington	51	57	136	244
Totals	653	740	1759	3152

WIC Program

We had a big increase in participation for the month of January by 177 participants! Even with staff on leave and bad weather, we were able to continue to see families in need and increase our numbers. Participation increased all across the state by about 5%. A big thank you to all our staff for pitching in and helping get families on WIC!

Child and Adult Care Food Program

We continue to monitor our homes to ensure compliance with CACFP policies. We currently have 52 homes actively making monthly claims for reimbursement.

Preschool Scholarship Program

Staff have been enrolling kids into our program and we are now at the maximum number we can serve which is now 20 based on funds and costs. We will continue to monitor our spending in this program to ensure we can provide the maximum number of scholarships to families as funding allows.

PROGRAM UPDATE

February 2024 Meeting

Lisa Nafziger, Center Director

Community Services Block Grant (CSBG)

February is in full swing and we hit the ground running.

Food pantries are busy. Clients are seeking rental assistance. Families are looking for help with water bills. Homelessness is rising. The needs for low-income family support isn't diminishing and our staff can tell some great stories

Family Development Self Sufficiency (FADSS)

Despite the challenging weather conditions, the FaDSS program served 74 families during the month of January. This includes two newly enrolled families and three discharged families. We ended at 97% of our program capacity for the month.

Our team is diligently working to help meet the needs of low-income families throughout our service area. We currently have one FaDSS specialist on FMLA, so staff have been working extra hard to make sure needs are met.

Our program is currently assisting 33 families with diapers and diaper supplies through the D3RP program. Families have been very thankful for the support as diapering products are very expensive and create an additional financial strain for low-income families. Families report that they are feeling much more confident in their ability to provide their young children with the diapers they need without having to stretch the supply each month. They also feel confident knowing they can avoid medical issues that may arise due to not having enough diapers available.

January 18th marked the kick off of our Diversity, Equity & Inclusion (DEI) assessment for the FaDSS program. Our team will be completing a few self-assessments related to Diversity, Equity, and Inclusion. The FaDSS team works with a diverse population of families and this will be a unique opportunity for our team to self-reflect and strength our knowledge in this area.

On January 25th, Lisa & Joy attended the annual Day on the Hill in Des Moines. Though many legislators were not in Des Moines during our visit, we did have the opportunity to speak with one representative, and set up individual meetings with two others to discuss the FaDSS program and poverty related issues in Southeast Iowa.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

JANUARY 2024:

- 359 Approved Energy applications
- 26 denied applications

Applications have tapered off, but with the impending end of moratorium coming April 1st, these numbers will pick up again.

CRISIS PROGRAM

JANUARY 2024:

We replaced four furnaces for a total of \$15,115.00

- DSM County – 3
- Louisa County – 1

We are still taking furnace repair or replace applications.

Disaster: Total of 494 Applications

- **Des Moines County 3/31/23** (extension to 2/28/24) – 40 applications total. All completed.
- **Lee County 6/29/23** (extension 2/25/24) – 341 applications total. Extension to 1-29-24 (7 open cases)
- **Lee County 8/4/23** - 56 applications total. Deadline for completion 3/7/24 (4 cases still open)
- **Des Moines County 8/4/23** - 56 applications. Deadline for completion 3/7/24 (2 cases still open)

Housing Program - ERA (Emergency Rental Assistance)

- Round 2 started in December 2023
- Not able to pull as many households as Round 1
- Rehousing or relocation of households takes more time
- Only have 3 days a week to divulge to ERA and other 2 days to CSBG Louisa County
- Currently have 7 households on my caseload
- Growing numbers of homeless and trying to relocate here
- 2 households have been successfully relocated
- 1 was removed from the program – incarceration/ banned from property
- Spent \$2,779.90 since December 2023 in Deposit and rents
- Main barrier right now is finding housing openings
- Currently need 1-3BR/ 1-2BR / 2-1BRs
- Finding housing that falls within the “rent reasonable” guidelines has been difficult
- Rents are increasing excessively
- Landlords are becoming more hesitant to work with our programs

January 2024 Service Counts

Community Service Block Grant (CSBG)	Prior Month Unduplicated counts unless otherwise noted	Fiscal Year to Date	Last Fiscal Year #s 2023	Notes
Emergency Food Pantry	793	2950	7,296	# of food packages
Households who used the Pantry	739	1728	2,764	Unduplicated households
Hygiene Pantry	92	242	453	Unduplicated households
Employment Counseling	9	18	100	Unduplicated individuals
Obtained Employment	1	1	30	Unduplicated individuals
Emergency Rent Payments	18	46	131	Unduplicated households
Emergency Water Payments (Not LIHWAP)	4	19	67	Unduplicated households
Emergency Utility Payments (not including LIHEAP)	4	28	280	Unduplicated households
Emergency Solution Grant (ESG) Prescreens	22	123	418	Preapproval Applications for Rapid Rehousing and Homeless Assistance, Unduplicated Households
ESG Rent Payments	0	1	27	Unduplicated households
ESG Case Management	0	4	22	Unduplicated Households
CSBG Case Management	44	249	262	Ongoing and In-depth development
Low Income Heating Assistance Program (LIHEAP)	547	2989	3,886	Unduplicated households
General Relief DM Co.	2	7	29	Unduplicated households
Disaster IIAGP– Rec'd	26	100	636	Unduplicated individuals

Head Start December 2023 Director's Report – Matthew LeClere

“Big 3” goals for the program:



Staffing Needs at Head Start:

1 – 40 Hour HS Associate (Mt. Pleasant) 1 – 21 Hour Nurse RN/LPN (Keokuk)

- ✓ For the first time since starting this initiative, in month of January, there was a tie between classrooms with the highest attendance in Head Start! Abigail Belba's class and Jenn Mehmert's class both had attendance of 84.62%! The tie-breaker was number of attendance days which Abby had more. The highest attendance in Early Head Start in January was Tuty Horne's Mobile room in Burlington with 82.42%!

Program wide, attendance was 75.58% and is broken down as follows:

<u>HS</u>		<u>EHS</u>	
Eichacker	84.62%	Tolson	82.10%
Tolson	77.51%	Burlington	79.96%
Richardson	76.06%	Tallarico	75.83%
Tallarico	74.76%	Richardson	0%
Burlington	70.11%		

- ✓ Miss Diana and Miss Sherry's classroom has a Pumpkin Jack in their windowsill. This goes along with the story about a little boy who loved his pumpkin and when it was time to let his pumpkin go, he lovingly placed it in a pile of dirt because it was soft. When he came back, the pumpkin had grown lots of vines with lots of pumpkins on it. He gave away all the pumpkins except one to which he exclaimed, "Welcome back, Jack!" The pumpkin in our class's windowsill was actually from the Pumpkin Jack they did last year. Children learn composting, letting go, and new growth. Returning students from last year were happy to see that their Pumpkin Jack made it through. Miss Sherry lives in the country and took last year's home to grow. They take pictures as the pumpkin decomposes in the windowsill and as it sprouts new life. The children love to watch it.
- ✓ We met with our CLASS (Classroom Assessment Scoring System) reviewer this past month to prepare for the upcoming observations. Our review period begins on February 14 and continues through April 8. After collecting the videos and submitting them on the provided platform, certified CLASS observers will score them based on the CLASS rubric, focused on effective and meaningful adult-child interactions. At the conclusion of our review period, a report with program-level CLASS scores will be sent to us. This information will be used to help guide improvement of performance and at the Office of Head Start make funding determinations.
- ✓ At our monthly meeting with the architect and contractor, Darin (Architect) reported that in the last 30 days:
 - ✓ Cabinets are set
 - ✓ HVAC Ductwork is finished
 - ✓ Storefront is complete
 - ✓ Electric is run up to the box
 - ✓ Data lines are pulled
 - ✓ Air testing on plumbing lines is done
 - ✓ Floors are polished
 - ✓ Interior doors are hung
 - ✓ Counter tops are 50% complete

Next steps (February):

- ✓ Finish countertops
- ✓ Install Casework
- ✓ Window sills
- ✓ Install ceiling lighting
- ✓ Install ceiling tiles
- ✓ Hang exterior doors
- ✓ Carpet and VCT install
- ✓ Target completion date March 25

Feb. 2, 2024

Statistical Report – Head Start/Early Head Start
 Monthly Enrollment for January 2024

Early Head Start	Funded Enrollment	Total Actual Enrollment	# Under Enrolled	Wait List	Eligible Wait List (income & age eligible, completed applications)	Applications Taken	Monthly Attendance
Des Moines County – Corse	42	42	(2 under 30 days)	34	20	6	80%
North Lee County – Richardson	8	2	6	13	8	0	--
South Lee County – Tallarico	24	23	1 (2 under 30 days)	32	17	2	75%
Henry County – Tolson	12	12	0	17	10	3	82%
Total Enrollment EHS	86	79	7 (4 under 30 days)	96	55	11	79%

Head Start	Funded Enrollment	Total Actual Enrollment	# Under Enrolled	Wait List	Eligible Wait List (income & age eligible, completed applications)	Applications Taken	Monthly Attendance
Des Moines County - Corse	77	73	4	55	15	7	70%
North Lee County - Eichacker	16	16	0	7	2	0	85%
North Lee County - Richardson	16	16	0 (1 under 30 days)				76%
South Lee County - Tallarico	47	46	1	11	3	2	75%
Henry County - Tolson	32	27	5	11	3	2	78%
Total Enrollment HS	188	178	10 (1 under 30 days)	84	23	11	74%

Children who have dropped within the last 30 days are still counted towards our enrollment.

- 1.) Early Head Start classrooms: We are still actively working to hire staff in order to be able to open all classrooms and enroll all children for Early Head Start, following our change of scope approval. We are unable to open the classroom in North Lee County because we do not have teachers. We have 3 Associate Teacher vacancies for EHS program wide.
- 2.) Head Start classrooms: We have 1 Lead Teacher vacancy in South Lee County. In Henry we do not have any age-eligible income-eligible children on the waitlist with completed applications. As we get those children’s applications completed, we are working hard to start those children in the classroom quickly. We moved 15 Head Start slots from South Lee County to Des Moines County on 1/8/24. All slots have been accepted by families, but not all children have been enrolled as of 2/1/24.

December 2023
Statistical Report - Head Start/Early Head Start

CACFP Report for Head Start

Head Start	Enrollment	Breakfast	Lunch	Snack	Total
Tallarico	46	538	540	430	1508
Eichacker	16	174	176	155	505
Richardson	17	147	150	137	434
Corse	78	411	698	517	1626
Tolson	27	308	317	289	914
Total Claims	184	1578	1881	1528	4987
Reimbursement Rate		\$ 2.28	\$ 4.25	\$ 1.17	
TOTAL		\$ 3,597.84	\$ 7,994.25	\$ 1,787.76	\$ 13,379.85

CACFP Report for Early Head Start

Early Head Start	Enrollment	Breakfast	Lunch	Snack	Total
Tallarico	20	167	177	138	482
Richardson	0	0	0	0	0
Corse	39	349	409	389	1147
Tolson	11	128	131	107	366
Total Claims	70	644	717	634	1995
Reimbursement Rate		\$ 2.28	\$ 4.25	\$ 1.17	
TOTAL		\$ 1,468.32	\$ 3,047.25	\$ 741.78	\$ 5,257.35
Cash-in-Lieu					\$ 766.41
Grand Total	254	\$ 5,066.16	\$ 11,041.50	\$ 2,529.54	\$ 18,637.20
					\$ 19,403.61

Center	Nutrition Cost	Salaries	Reimbursement
DesMoines County	\$5,189.21	\$8,377.70	\$7,824.14
North Lee County	\$1,484.56	\$4,048.47	\$2,555.19
South Lee County	\$4,201.68	\$3,730.98	\$5,530.73
Henry County	\$2,073.78	\$3,574.47	\$3,493.56
Other (maintenance, etc.)	\$0.00	\$0.00	\$0.00