

NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive Corpus Christi, Texas 78405-4102 (361) 883-7201 FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

TO: NCCAA Board of Directors

FROM:  Vic Medina, Chairperson

DATE: September 17, 2024

SUBJECT: NCCAA Board of Directors Meeting – September 2024
Regular & Annual Meeting

Please be advised that the NCCAA Board of Directors will hold a regularly scheduled meeting on Thursday, September 26, 2024 at 5:30 P.M. The NCCAA Board of Directors will conduct the meeting in-person. The meeting will be at the NCCAA Central Administration Office located at 101 South Padre Island Dr., Corpus Christi, TX, 78405.

Enclosed you will find your agenda for this meeting, please review the agenda and have it available during the meeting. No need to print it, you will receive a hard copy through the USPS. This information will also be placed on our website www.nccaatx.org for public comments/participation.

If you have any questions, email linda.carrillo@nccaatx.org or cynthia.longoria@nccaatx.org. We look forward to seeing you on Thursday, September 26, 2024. Thank you for your service to our community.

Thursday, September 26, 2024
5:30 P.M. NCCAA Board of Directors Meeting
101 South Padre Island Drive

The NCCAA Board of Directors Annual Meeting will begin following the conclusion of the Regular Meeting. Please make plans to attend both meetings.



**Nueces County Community Action Agency
BOARD OF DIRECTORS
AGENDA**

**Thursday, September 26, 2024
Regular Meeting**

Please Silence Your Cell Phone

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Mission Statement

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

I. Call to Order – 5:30 PM

- A. Roll Call
- B. Establish Quorum

II. Invocation, The Pledge of Allegiance, Community Action Promise, and NCCAA Mission Statement

- III. Public Comments:** Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance.

Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

IV. Approval of the Minutes

- A. August 22, 2024, NCCAA Regular Board Meeting.....**Pages 6 – 12**

V. Action Items

Public comment may be made on any agenda item before or during the consideration of the item.

- A. Board/Committee - Appointments/Resignations/Terminations – None.
- B. Discussion and Possible Action of the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025.Page 13
CSBG Organizational Standard 8.9– The governing body annually approves an organization-wide budget.
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.
- C. Discussion and Possible Action of the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing.....Pages 14 – 15
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.
- D. Discussion and Possible Action of the NCCAA Community Action Plan (CAP) 3rd Year Progress and OutcomesPage 16
CSBG Organizational Standard 4.2 - The organization’s Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

CSBG Organizational Standard 4.3 - The organization’s Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

CSBG Organizational Standard 4.4 – The governing board received the annual update on the success of specific strategies included in the Community Action Plan.
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.
- E. Discussion and Possible Action of the NCCAA Customer Satisfaction Survey Results.Pages 17 – 18
CSBG Organizational Standard 1.3 – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

CSBG Organizational Standard 6.4 – Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.

- F. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code.....**Pages 19 - 24**
CSBG Organizational Standard 5.5 – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.
- G. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Institute of Child Nutrition (TheICN.org). **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.**
Board Member Compliance Report.....**Page 25**
Out of Compliance – Esmeralda Teran (CACFP Civil Rights Training)
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.
- H. Discussion and Possible Action of the Chief Executive Officer Annual Evaluation and the CEO compensation. (Annual evaluation completed by the Executive Committee members.)**Page 26**
CSBG Organizational Standard 7.4 – The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

CSBG Organizational Standard 7.5 – The governing board reviews and approves CEO/executive director compensation within each calendar year.
Executive Committee rating was 4.978 out of 5.00. Recommendation by the Executive Committee to approve the rating. Executive Committee reviewed and approved the CEO compensation. The Executive Committee is to revisit the CEO salary increase by March 1, 2025, or no later than 6 months. At that time, subject to further review a 3% increase may be recommended. Favorable review given by the Executive Committee.

VI. Informational Items

A. Program Updates

1. Administration – Program Update

- a. Preparation for Annual Meeting – NCCAA Board of Directors Recruitment for 2024 – 2025. **Board appointment forms have been mailed out to the Low-Income Sector, Public Sector, and Private Sector. Board appointment forms were due on or before Tuesday,**

September 3, 2024. Copies of the appointment forms were emailed to all current NCCAA board members. If you are interested in serving on the 2024 – 2025 NCCAA Board of Directors, please contact the organization/public official that you represent. Board elections for 2024 – 2025 will take place at the Annual Board Meeting on Thursday, September 26, 2024. **If you are interested in a Board Officer position for 2024 – 2025, please submit your nomination by Friday, September 20, 2024.**

- b. NCCAA 2025 Board of Directors Orientation will be Virtual. More information to come at a later date.
- c. NCCAA Letter to Board of Directors – Birth-to-Five Head Start Team Cease Operations December 31, 2024.....**Page 27**
- d. NCCAA Letter to Policy Council – Birth-to-Five Head Start Team Cease Operations December 31, 2024.....**Page 28**

2. Community Services – Program Update

- a. TDHCA PY2024 On-Site Monitoring Review CAP Contract No. 58240004029, CEAP Contract No. 58940004177, CSBG Contract No. 61240004141, DOE Contract No. 56240004272, DOE BIL Contract No. 55220004061, LIHEAP Contract No. 81240004109
.....**Pages 29 – 32**
- b. City of Corpus Christi / NCCAA 2023 HOME Monitoring Close Out Letter - 3220 Houston Street – Review Closed.
.....**Pages 33 - 36**

3. Birth-to-Five Head Start – Program Update

- a. 2023 – 2024 School Year in Review Birth-to-Five Head Start Parent Feedback.....**Pages 37 – 40**
- b. ACF Office of Head Start Grant 06CH012858-01-00 Notice of Award 4-month grant award 08/31/2024 – 12/31/2024.....**Pages 41 - 51**

B. Monthly Fiscal Reports – July 2024

- 1. Checks between \$1,500 and <\$5,000 (July 2024).....**Page 52**
- 2. Checks \$5,000 and over (July 2024).....**Page 53**
- 3. Expenditure/Encumbrance Budget Report (July 2024).....**Pages 54 - 56**
- 4. Financial Reports (July 2024).....**Pages 57 – 59**

C. Monthly Fiscal Reports – August 2024

- 1. Checks between \$1,500 and <\$5,000 (August 2024).....**Page 60**
- 2. Checks \$5,000 and over (August 2024).....**Page 61**
- 3. Expenditure/Encumbrance Budget Report (August 2024)..**Pages 62 - 64**
- 4. Financial Reports (August 2024).....**Pages 65 – 67**

- D. Monthly Activity Reports
 - 1. CEO and Director Activity Reports.....Pages 68 – 71
 - 2. Neighborhood Council Reports.....Pages 72 – 78
 - 3. Committee Minutes (September 2024).....Pages 79 - 92
 - 4. Board Calendar (October 2024).....Page 93
 - 5. Item of Interest – Press Release – NCCAA Birth-to-Five Head Start Program Ceases Operation December 31, 2024.....Pages 94 - 95

VIII. Executive Session

IX. Chairman’s Comments

X. Good and Welfare of Agency - Please limit presentations to two minutes.

XI. Adjournment

The Board may elect to go into closed session at any time for:

- A. Consultation between the Board and its attorney.
- B. Discussion with respect to real property.
- C. Personnel issues.
- D. Any matter specifically made confidential by law or regulation.

2023-2024 NCCAA BOARD OF DIRECTORS:

Vic Medina, Chairperson	Maria Pacheco
Dr. Nicholas Adame, Vice Chairperson	Aminta Garcia
Zulema Zapata, Secretary	Priscilla Quintanilla
Aidee Hernandez, Treasurer	Esmeralda Teran
Jennifer Garcia, Parliamentarian	Kimberly Head
Jean Gaskins	Vacant – Rep. of Private Sector (Attorney)

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
Thursday, August 22, 2024**

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

Vic Medina	State Representative Dist. 32 Todd Hunter
Dr. Nicholas Adame	LULAC Council #1
Aidee Hernandez	County Commissioner Pct. 2 Joe A. Gonzalez
Jean Gaskins	Austin/Zavala Neighborhood Council
Aminta Garcia	Banquete Neighborhood Council
Kimberly Head (new board member)	Education for Employment Partners – Elevate 361

MEMBERS ABSENT

Vacant	Representative of Private Sector - Attorney
Zulema Zapata– excused working	State Representative Dist. 34 Abel Herrero
Jennipher Garcia – excused working	Birth-to-Five Head Start Policy Council
Maria Pacheco – excused OTT	United Council of Robstown Neighborhood Council
Priscilla Quintanilla – excused sick	County Commissioner Pct. 3 John Marez
Esmeralda Teran – unexcused no show	Westside Business Association

STAFF PRESENT
Linda R. Carrillo, Chief Executive Officer
Cindy Longoria, Director of Operations
Alicia Mancha, Director of Birth-to-Five Head Start
Jennifer Ruiz, Director of Human Resources
GUEST PRESENT
None

CALL TO ORDER:

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, August 22, 2024, for a regularly scheduled meeting at the NCCAA Central Administrative Office, 101 South Padre Island Drive.

Chairperson Medina called the meeting to order at 5:38 p.m. at which time a quorum was present.

INVOCATION, PLEDGE OF ALLEGIANCE, COMMUNITY ACTION PROMISE:

Invocation, Pledge of Allegiance and Community Action Promise led by Board Chairperson, Vic Medina and Board Member, Jean Gaskins.

NCCAA MISSION STATEMENT:

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

NCCAA Mission Statement led by Board Chairperson Vic Medina.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

APPROVAL OF MINUTES:

Chairperson Medina entertained a motion to approve the minutes of the April 25, 2024 Board of Directors regular meeting.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to approve the minutes of the April 25, 2024 Board of Directors regular.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Chairperson Medina entertained a motion to approve items IV. B – E. The minutes of the May 30, 2024 (no quorum), June 5, 2024 (no quorum), June 27, 2024 (no quorum) and July 2024 Board of Directors summer break.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, to approve items IV. B - E.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

ACTION ITEMS:

Public comment may be made on any agenda item before or during the consideration of the item.

- Item A. Board/Committee - Appointments/Resignations/Terminations
1. Board Appointment – Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center. Presented by Linda R. Carrillo, Chief Executive Officer. Mr. Vic Medina, NCCAA Board Chair, welcomed Ms. Head to the board.

Chairperson Medina entertained a motion to accept the board appointment of Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center.

MOTION: by Ms. Aidee Hernandez, seconded by Dr. Nicholas Adame, to accept the board appointment of Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center.

DISCUSSION: Ms. Head introduced herself to the board.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

- Item B. Discussion and Possible Action of the Board Ratification of the actions taken by the NCCAA Executive Committee and Fiscal/Audit Committee at the June 17, 2024 meeting. Presented by Linda R. Carrillo, Chief Executive Officer.
- Favorable review given by the Executive Committee and the Fiscal/Audit Committee on all agenda items presented at the June 17, 2024 meeting. The joint committee did not meet in July (board summer break.) The joint committee did not have a quorum on August 12, 2024.**

Chairperson Medina entertained a motion to accept the Board Ratification of the actions taken by the NCCAA Executive Committee and Fiscal/Audit Committee at the June 17, 2024 meeting.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aminta Garcia, to accept the Board Ratification of the actions taken by the NCCAA Executive Committee and Fiscal/Audit Committee at the June 17, 2024 meeting.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item C. Discussion and Possible Action of the NCCAA Accounting Policies and Procedures Manual (to include the Cost Allocation Plan) updated August 22, 2024. Presented by Linda R. Carrillo, Chief Executive Officer.

CSBG Organizational Standard 8.10 – The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Favorable review not received by the Executive Committee and the Fiscal/Audit Committee on August 12, 2024 due to no quorum.

Chairperson Medina entertained a motion to accept the NCCAA Accounting Policies and Procedures Manual (to include the Cost Allocation Plan) updated August 22, 2024.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to accept the NCCAA Accounting Policies and Procedures Manual (to include the Cost Allocation Plan) updated August 22, 2024.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item D. Discussion and Possible Action of the NCCAA Employee Handbook Policy Revision #211 Longevity and Retention Pay. Presented by Jennifer Ruiz, Director of Human Resources.

Favorable review not received by the Executive Committee and the Fiscal/Audit Committee on August 12, 2024 due to no quorum.

Chairperson Medina entertained a motion to accept the NCCAA Employee Handbook Policy Revision #211 Longevity and Retention Pay.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to accept the NCCAA Employee Handbook Policy Revision #211 Longevity and Retention Pay.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item E. Discussion and Possible of the NCCAA Board of Directors Attendance Roster. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code. Presented by Linda R. Carrillo, Chief Executive Officer.

CSBG Organizational Standard 5.5 – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Favorable review not received by the Executive Committee and the Fiscal/Audit Committee on August 12, 2024 due to no quorum.

Chairperson Medina entertained a motion to accept the NCCAA Board of Directors Attendance Roster.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aminta Garcia, to accept the NCCAA Board of Directors Attendance Roster.

DISCUSSION: Members discussed board attendance and the importance of meeting quorum.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item F. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Institute of Child Nutrition (<https://TheICN.org>). **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.**

Presented by Linda R. Carrillo, Chief Executive Officer.

Board Member Compliance Report

Out of Compliance – Esmeralda Teran (CACFP Civil Rights Training)

Favorable review not received by the Executive Committee and the Fiscal/Audit Committee on August 12, 2024 due to no quorum.

Chairperson Medina entertained a motion to accept the board compliance report.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, to accept the board compliance report.

DISCUSSION: Mr. Medina discussed the mandated board training. All board members must comply.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Supplemental Agenda

All board members present were asked to sign the ACF (Administration for Children and Families) OHS (Office of Head Start) Pre-Award Discussion Notification and Confidentiality Form.

Item G. Discussion and Possible Action of the 4-month Extension of Funding with the Administration for Children and Families (ACF), Office of Head Start. Presented by Linda R. Carrillo, Chief Executive Officer.

Chairperson Medina entertained a motion to accept the 4-month Extension of Funding with the Administration for Children and Families (ACF), Office of Head Start.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to accept the 4-month Extension of Funding with the Administration for Children and Families (ACF), Office of Head Start.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

INFORMATIONAL ITEMS:

Chairperson Medina asked staff to address the program updates. Staff addressed the following program updates:

A. Program Updates

1. Administration – Program Updates – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. Preparation for Annual Meeting - NCCAA Board of Directors Recruitment for 2024 – 2025. **Board appointment forms have been mailed out to the Low-Income Sector, Public Sector, and Private Sector. Board appointment forms are due on or before Tuesday, September 3, 2024.** Copies of the appointment forms have been emailed to all current NCCAA board members. If you are interested in serving on the 2024 – 2025 NCCAA Board of Directors, please contact the organization/public official that you represent. Board elections for 2024 – 2025 will take place at the Annual Board Meeting on Thursday, September 26, 2024.
2. Community Services – Program Update – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. City of Corpus Christi / NCCAA HOME Investment Partnerships On-Site Monitoring Visit Notification – 3220 Houston Street, August 22, 2024.
3. Birth-to-Five Head Start – Program Update – Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
 - a. ACF Office of Head Start Grant 06CH010656 – Notification of Focus Area 1 (FA1) Monitoring Review for Fiscal Year 2025.

- b. ACF Office of Head Start Grant 06CH010656 – Letter dated July 1, 2024. Notification of Head Start Monitoring Review.
- c. ACF Office of Head Start Grant 06CH010656 – Letter dated July 1, 2024 Office of Head Start Monitoring Review Report.
- d. ACF Office of Head Start Grant 06CH010656 – Letter dated July 9, 2024 Notification of Head Start Monitoring Review Report.
- e. ACF Office of Head Start Grant 06CH010656 – Letter dated July 9, 2024, Office of Head Start Monitoring Review Report
- f. Department of Health and Human Services, ACF 2023 – 2024 Budget Revision Award Notification.
- g. ACF Office of Head Start Grant 06CH010656 HSES Grantee Extending the Budget Period to August 30, 2024.
- h. ACF Office of Grants Management Letter dated July 24, 2024 Close Out Grant 06CH010656 Project Period: 09/01/2018-08/30/2024.
- i. ACF Office of Head Start Notice of Award 2023-2024 Waiver Notification for Non-Federal Share Match Requirement.

Additional Informational Items. Presented by Linda R. Carrillo, Chief Executive Officer:

- Monthly Activity Reports – June and July 2024;
- Board calendar for the month of September 2024;
- Committee minutes – August 2024;
- Neighborhood Council Reports – June and July 2024;
- Items of Interest – None.

Fiscal Reports. Presented by Linda R. Carrillo, Chief Executive Officer.

- The Checks between \$1,500 and <\$5,000, Checks \$5,000 and over, Expenditure/Encumbrance Budget Report and Financial Reports for June 2024.

CHAIRPERSON’S COMMENTS:

Chairman Medina thanked the board for attending the meeting. Mr. Medina thanked Dr. Adame for stressing the importance of meeting a quorum at all board and committee meetings. Mr. Medina welcomed Ms. Kimberly Head to the NCCAA Board of Directors.

GOOD AND WELFARE OF THE AGENCY:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

Chairperson Medina adjourned the meeting at 6:27 P.M.

Respectfully submitted by Cynthia Ann Longoria, Director of Operations.

ATTEST:

(SECRETARY OF BOARD) or (CHAIRPERSON OF NCCAA BOARD)

NCCAA Organization-Wide Budget
September 1, 2024 to August 31, 2025

FUND	61C	61D	estimate		estimate		4061		4272		HS/EHS		Food Program PA74		Housing		Other		
			CEAP PA61	CSBG PA06	LIHEAP PA27	WAP DOE PA19	PA22	Sept	Oct-Dec	PA 41/01B	Awards	Sept-Dec	Sept-Aug	Sept-Aug	Sept-Aug	Sept-Aug	Sept-Aug		
TOTAL																			
Budget Period	Sept-Dec	Jan-Aug	Sept-Dec	Jan-Aug	Apr-Aug	July-Aug	Sept-June	July-Aug	Sept-Dec	Sept-Dec	Sept	Oct-Dec	Sept-Aug	Sept-Aug	Sept-Aug	Sept-Aug	Sept-Aug	Sept-Aug	
REVENUE	1,036,929	21,416	136,617	467,000	143,128	150,751	692,303	150,751	4,785,675	79,721	208,496	177,000	10,000						
Federal																			
Other		1,058,345		934,000	279,745	843,054			4,785,675		288,217	140,000	10,000						
TOTAL REVENUE	1,036,929	21,416	136,617	307,787	143,128	150,751	692,303	150,751	4,785,675	79,721	208,496	317,000	10,000						
TOTAL EXPENDITURES																			
Personnel	72,184	0	2,840	119,530	8,256	14,984	101,694	14,984	2,962,644	13,269	105,779	67,500							
Fringe benefits	18,046	0	710	29,883	437	3,770	20,339	3,770	718,298	3,228	13,117	9,780							
Supplies				12,976	6,964				486,212		65,000	7,000							
T/TA & Travel				31,343	11,109	1,133	325,000	25,000	57,910			20,000							
Contractual/Prof Svs				6,588	2,240	4,001	5,000	4,001	131,868		2,100	14,500							
Materials & Labor	128,932		103,151		105,340	89,559	170,900	89,559											
Food & Food Supplies											60,000	22,500							
Direct Support																			
Assistance				195,674	105,895		0												
Household Crisis	797,776	21,416	29,916		26,335	13,437	19,270	13,437	428,743	3,224	0	198,220							
Utility Assistance	19,991	0					50,100												
Health and Safety				71,006	75,726														
Other																			
TOTAL	8,366,036	150,000	8,516,036	8,356,824	3,545,532	846,608	578,152	471,496	166,297	597,882	82,500	301,569	819,192	29,991	88,958	828,647			

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET**

Program Year: 2025

*Please enter the requested information into the yellow highlighted cells
on each page and sign the Summary Page below*

Subrecipient:

Nueces County Community Action Agency

Service Area:

Nueces County

CSBG Allocation: \$ 502,876.00

IMPORTANT! This "Summary Page" will self-populate as you complete each of the worksheets (B.1 - B.9):

BUDGET CATEGORIES	AMOUNT
B.1 Personnel	\$ 104,373.95
B.2 Fringe Benefits	\$ 26,204.92
B.3 Travel	\$ 4,000.00
B.4 Equipment	
B.5 Supplies	\$ 5,500.00
B.6 Contractual	\$ 2,040.00
B.7 Other/B.8 Client Services	\$ 360,757.13
B.9 Indirect Costs <small>(If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on B.9).</small>	\$ -
TOTAL BUDGET	\$ 502,876.00

TOTAL BUDGET must equal the CSBG Allocation above.

Diff: \$ -

Subrecipient Approval

Diana Hernandez

Signature of Preparer

08/21/2024

Date

[Signature]

Signature of Approver

08/21/2024

Date

NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive Corpus Christi, TX 78405-4102 (361) 883-7201 FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

NOTICE OF PUBLIC HEARING

**Community Services Block Grant (CSBG)
U.S. Department of Health & Human Services
Texas Department of Housing & Community Affairs**

As part of the public hearing information consultation and public hearing requirements for the **Community Services Block Grant (CSBG)**, a Federal block grant, and in keeping with the intent of the CSBG Act amendments, Nueces County Community Action Agency (NCCAA) is conducting a **Public Hearing** to discuss its proposed use of federal funds allotted to the proposed activities to be supported with such funds. **The purpose of the public hearing is to receive public input on using 2025 CSBG funds and the types of services that may be needed in the community.**

The public hearing will be held as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
August 15, 2024,	Virtual via Zoom	10 a.m. – 11 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/87426275813?pwd=I121VKsuTrGp3jtrmXcXKbRfgjzkwx.1>

Meeting ID: 874 2627 5813

Passcode: 865525

Representatives from Nueces County Community Action Agency will be present to explain the process and to receive public comments from interested citizens and affected groups regarding the CSBG block grant and proposed activities. For questions, contact Diana Hernandez at (361) 883-7201, Extension 142. Comments on the intended use of Federal Funds may be in written form or oral testimony at the hearing. Written comments may be submitted to Nueces County Community Action Agency at the hearing or by mail to 101 South Padre Island Drive, Corpus Christi, Texas 78405.

Linda Romero-Carrillo, Chief Executive Officer



Final 3-year CAP Plan Progress and Outcomes

**Goal 05-Increasing
Community Partnerships**



9 MOUs or working relationships were projected. The agency produced a total of 29 combined MOUs and working relationships with community partners.

**Goal 4- Increase access to
health and wellbeing events
in the community**



69 community events were projected. 82 community events were produced.

**Goal 3-Assist individuals
obtain job/trade skills that will
result in earning a living wage.**



126 individuals were projected to have been enrolled in a trade or higher education. 115 individuals have enrolled in a trade or higher education path.

**Goal 2-Convert Head Start
enrollment slots to Early
Head Start enrollment slots.**



424 EHS and 300 HS students were projected. The agency is funded for 424 EHS and 300 EHS. Goal was met in year 2. Initiative continues to produce. The cumulative number of children served after conversion is 352 EHS and 563 HS.

**Goal 1- Provide homes with
weatherization services to
preserve affordable housing.**



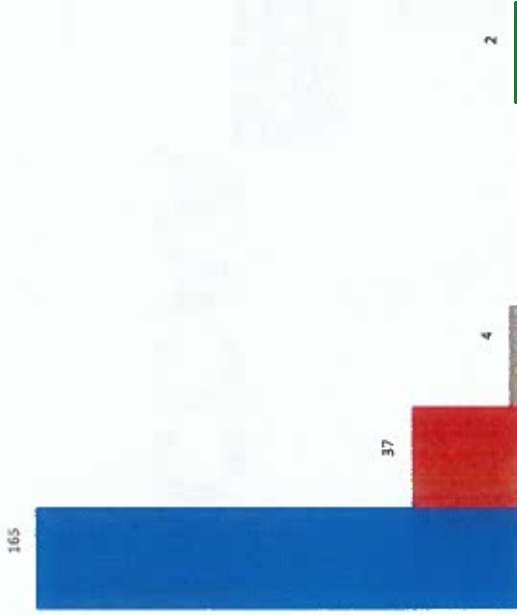
142 were projected for the 3 year plan. 448 households received weatherization or HVAC services.

NCCAA



2024 CUSTOMER SATISFACTION RESULTS

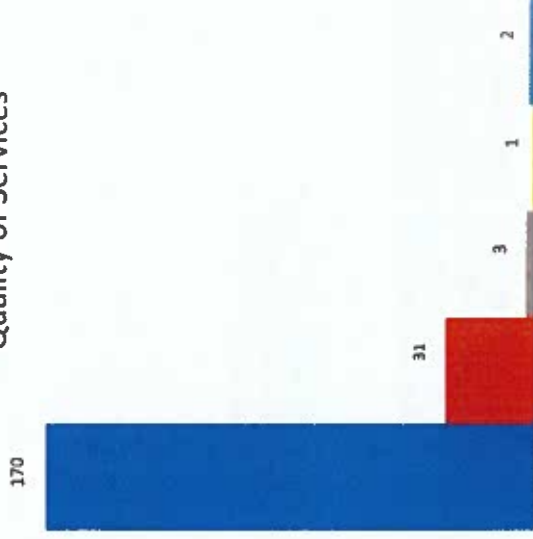
Overall Experience



2

2024 CUSTOMER SATISFACTION RESULTS

Quality of Services

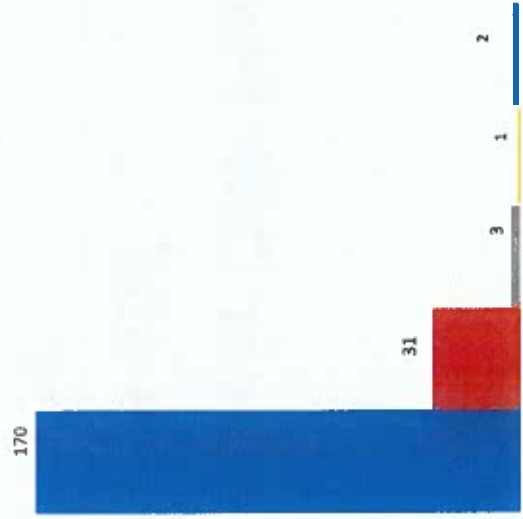


1

2

2024 CUSTOMER SATISFACTION RESULTS

Customer Service

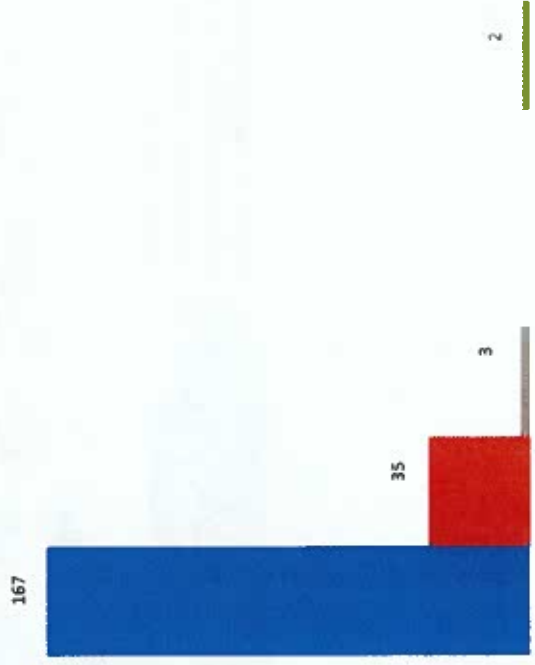


1

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2024 CUSTOMER SATISFACTION RESULTS

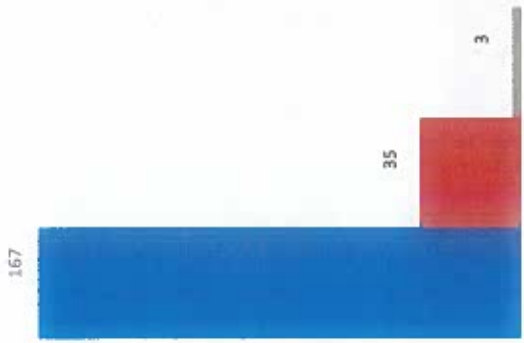
Quality of Professionalism



2

2024 CUSTOMER SATISFACTION RESULTS

Recommendation to Community



NUECES COUNTY COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

ATTENDANCE ROSTER

REPRESENTATIVES OF PRIVATE SECTOR (ORGANIZATIONS)

2023 – 2024

NAME	TERM	OCT. 2023	NOV. & DEC. 2023	Jan. 5, 2024 Board Orientation Hybrid Corpus Christi (In-Person & Virtual)	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	JULY 2024 Board Summer Break	AUG. 2024	SEPT. 2024 Regular & Annual Meeting
STARR FLORES (TAMU Health Science Center)	10/01/2023 – 09/30/2024	Present	Present	Attended Virtual Only	Excused Sick	Resigned Effective 2/14/2024	VACANT	VACANT	VACANT	VACANT	VACANT		
KIMBERLY HEAD Education to Employment Partners fiscal agent for Elevate 361 Young Adult Re-engagement Center Seated August 22, 2024													
ESMERALDA TERAN (Westside Business Association)	10/01/2023 – 09/30/2024	Excused Working	Excused Working	Attended Virtual Only	Present	Excused Sick	Present	Excused Working	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Un-Excused No Show	
DR. NICHOLAS ADAME (LULAC Council#1) VICE CHAIRPERSON	10/01/2023 – 09/30/2024	Excused Working	Present	Attended Virtual & In-person	Excused Another Commitment	Present	Present	Present	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Present	
VACANT (Attorney)		VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	

UPDATED: 08/23/2024

* Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

NUECES COUNTY COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

ATTENDANCE ROSTER

REPRESENTATIVES OF PUBLIC SECTOR (PUBLIC OFFICIALS)

2023 – 2024

NAME	TERM	OCT. 2023	NOV. & DEC. 2023	Jan. 5, 2024 Board Orientation Hybrid Corpus Christi (In-Person & Virtual)	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	JULY 2024 Board Summer Break	AUG. 2024	SEPT. 2024 Regular & Annual Meeting
VIC MEDINA (State Representative Dist. 32 Todd Hunter) CHAIRPERSON	10/01/2023 – 09/30/2024	Present	Present	Attended Virtual & In-Person	Present	Present	Present	Present	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Present	
ZULEMA ZAPATA (State Representative Dist. 34 Abel Herrero) SECRETARY	10/01/2023 – 09/30/2024	Excused Working	Present	Did Not Attend	Present	Present	Present	Excused Working	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Excused Working	
PRISCILLA QUINTANILLA (County Commissioner PCT. 3 John Marez)	10/01/2023 – 09/30/2024	Present	Un-excused No Show	Did Not Attend	Present	Excused Sick	Excused Out of Town	Present	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Excused Sick	
AIDEE HERNANDEZ (County Commissioner PCT. 2 - Joe A. Gonzalez) TREASURER	10/01/2023 – 09/30/2024	Present	Excused Sick	Attended Virtual Only	Present	Excused No Transportation	Excused Out of Town	Excused Working	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Present	

UPDATE 08/23/2024

*Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
ATTENDANCE ROSTER
REPRESENTATIVES OF THE LOW-INCOME SECTOR
2023 – 2024**

NAME	TERM	OCT. 2023	NOV. & DEC. 2023	Jan. 5, 2024 Board Orientation Hybrid Corpus Christi (In-Person & Virtual)	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	JULY 2024 Board Summer Break	AUG. 2024	SEPT. 2024 Regular & Annual Meeting
AMINTA GARCIA (Banquete Neighborhood Council)	10/01/2023 – 09/30/2024	Excused Sick	Present	Attended In-Person Only	Present	Excused Sick	Excused Religious-Other	Excused No Transportation	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Present	
JEAN GASKINS (Austin/Zavala Neighborhood Council)	10/01/2023 – 09/30/2024	Present	Present	Attended In-Person Only	Present	Present	Present	Present	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Present	
MARIA PACHECO (United Council of Robstown)	10/01/2023 – 09/30/2024	Excused Sick	Present	Attended In-Person Only	Present	Excused Sick	Excused Religious-Other	Excused Dr. Appt.	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Excused Out of Town Travel	
JENNIPHER GARCIA (B-5 Head Start Policy Council) Seated 11/30/2023 PARLIAMENTARIAN	11/30/2023 – 09/30/2024	VACANT Waiting on BSHS PC Elections	Present	Attended Virtual & In-Person	Present	Present	Present	Present	No Quorum Meeting Cancelled	No Quorum Meeting Cancelled	Board Summer Break No Meeting	Excused Working	

*Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

NUECES COUNTY COMMUNITY ACTION AGENCY EXECUTIVE COMMITTEE ATTENDANCE ROSTER

2023 - 2024

NAME	OCT. 2023	NOV. 2023	DEC. 2023	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024 SUMMER BREAK	AUGUST 2024	SEPT. 2024
VIC MEDINA CHAIRPERSON (State Representative Dist. 32 Todd Hunter)	Officer Meeting Cancelled	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
DR. NICHOLAS ADAME, VICE CHAIRPERSON (LULAC Council #1)	Officer Meeting Cancelled	No Quorum Excused Sick	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
AIDEE HERNANDEZ TREASURER (County Commissioner Pct. 2 Joe A. Gonzalez)	Officer Meeting Cancelled	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Excused Working	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
ZULEMA ZAPATA SECRETARY (State Representative Dist. 34 Abel Herrero)	Officer Meeting Cancelled	No Quorum Excused Sick	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Excused Working	Meeting Cancelled Due to Flea Infestation	Excused Working	Board Summer Break No Meeting	No Quorum	
JENNIPHER GARCIA PARLIAMENTARIAN (Birth-to-Five Head Start Policy Council) Seated 11/30/2023	Officer Meeting Cancelled	No Quorum Not Seated	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
STARR FLORES (TAMU Health Science Center - CBHEC)	No Committee Formed	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	VACANT Resigned 2/14/2024	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	
JEAN GASKINS (Austin/Zavala Neighborhood Council)	No Committee Formed	No Quorum Excused Sick	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
MARIA PACHECO (United Council of Robstown)	No Committee Formed	No Quorum Excused Sick	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Excused Sick	Excused Religious- Other	Excused Dr. Appt.	Meeting Cancelled Due to Flea Infestation	Excused No Transportation	Board Summer Break No Meeting	No Quorum	
REP. OF VACANT (Attorney)	No Committee Formed	VACANT	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	

*No Meeting = No Action Items to Present

NUECES COUNTY COMMUNITY ACTION AGENCY

FISCAL AND AUDIT COMMITTEE

ATTENDANCE ROSTER

2023 - 2024

NAME	OCT. 2023	NOV. 2023	DEC. 2023	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	JULY 2024 SUMMER BREAK	AUG. 2024	SEPT. 2024
VIC MEDINA BOARD CHAIRPERSON (State Representative Dist. 32 Todd Hunter)	No Committee Formed	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
AIDEE HERNANDEZ (County Commissioner Pct. 2 Joe A. Gonzalez) BOARD MEMBER WITH FINANCIAL EXPERTISE TREASURER COMMITTEE CHAIRPERSON	No Committee Formed	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Excused Out of Town Travel	Excused Working	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
STARR FLORES (TAMU Health Science Center CBHEC)	No Committee Formed	No Quorum	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	VACANT Resigned 2/14/2024	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	
JEAN GASKINS (Austin/Zavala Neighborhood Council)	No Committee Formed	No Quorum Excused Sick	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
JENNIPHER GARCIA (Birth-to-Five Head Start Policy Council) Seated 11/30/2023 BOARD PARLIAMENTARIAN	No Committee Formed	No Quorum Not Seated Yet	No Meeting Board Holiday Break	Meeting Cancelled Due to Inclement Weather	Present	Present	Present	Meeting Cancelled Due to Flea Infestation	Present	Board Summer Break No Meeting	No Quorum	
VACANT (Attorney)	No Committee Formed	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	

*No Meeting = No Action Items to Present

2023 - 2024

By-Laws Report for the Executive Committee Letters of Warning & Termination

Warning Letters Sent

Date Letter Sent	Board Member Name & Sector	#Absent from Board or Committee Meeting or Compliance Requirements

Termination Letters Sent

Date Letter Sent	Board Member Name	#Absent from Board or Committee Meeting or Compliance Requirements

Expired Term

Date	Board Member Name	Board Sector

Exceptions Due to Illness

Board Member Name	Dates Absent from Board or Committee Meeting

Resignation Letters/Notices Received

Letter/Notice Received	Board Member Name	Board Sector
02/14/2024 resigned by email	Starr Flores	Representative of Private Sector – TAMU Health Science Center – Coastal Bend Health Education Center

Recruitment Letter Mailed

Date Letter Sent	Board Sector	Requesting Replacement For:
11/01/2023 emailed	Representative of Private Sector – Attorney Emailed Stephanie M. Ibarra, Attorney. Received denial response from Ms. Ibarra	Kristina Fernandez (2022 – 2023)
11/21/2023	Representative of Private Sector – Attorney Email sent to Deborah Rios, Attorney for referral. Email sent to all board members for Attorney referral.	Kristina Fernandez (2022 – 2023)
03/1/2024	Representative of Private Sector - letter sent to Brittany Wendl, Executive Director Compassionate Care Medical Clinic 1660 S. Staples St., STE. 100 Corpus Christi, TX 78404	Starr Flores, TAMU Coastal Bend Health Science Center
07/02/2024 07/10/2024	Representative of Private Sector – call and text sent to Ms. Lori Galan-Garcia, possible representative for Christus Hospice.	Starr Flores, TAMU Coastal Bend Health Science Center
07/01/2024 07/22/2024	Representative of Private Sector, email sent to Kimberly Head, Education to Partners fiscal agent of Elevate 361 Young Adult Re-engagement Center.	Starr Flores, TAMU Coastal Bend Health Science Center 7/22/2024 Response Received – Private Sector Appointee Form Received.

2023 - 2024

Board Compliance Requirements

Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.

The following Board Members need to Submit Required Documents for:

Board Required Documents – Signed and Submitted	
Acknowledgement of By-Laws & Election Code Board Member Code of Ethics Board Member Conflict of Interest Mission Statement, Promise of CA, NCCAA Pledge CHDO Board Member Information CACFP Governing Body Member Declaration CACFP Board Member Information	
Date Due	Board Member Name
October 13, 2024	The following Board Members Are Required to Complete the Required Documents: Kimberly Head 2023 – 2024 Board of Directors Received from: Vic Medina, Dr. Nicholas Adame, Zulema Zapata, Jean Gaskins, Aidee Hernandez, Maria Pacheco, Starr Flores, Priscilla Quintanilla, Aminta Garcia, Jennipher Garcia, Esmeralda Teran

Open Meetings Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
October 13, 2024	Kimberly Head

Public Information Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
October 13, 2024	Kimberly Head

CACFP (Child Adult Care Food Program Requirement) Signed Form, Copy of Utility Bill, and Copy of Driver's License	
Date Due	Board Member Name
October 13, 2024	Kimberly Head

Civil Rights Training (CACFP Requirement)	
Date Due	Board Member Name
November 30, 2023 October 13, 2024	All NCCAA Board Members are required to complete the Civil Rights Training annually. Required from all board members. Pending Completion: Esmeralda Teran – OUT OF COMPLIANCE Kimberly Head – new member 2023 – 2024 Board of Directors Received from: Vic Medina, Starr Flores, Jean Gaskins, Aidee Hernandez, Zulema Zapata, Jennipher Garcia, Priscilla Quintanilla, Maria Pacheco, Aminta Garcia, Dr. Nicholas Adame

Chief Executive Officer

Annual Performance Review – August 2024

The Executive Committee is charged with the task of reviewing the performance of the Chief Executive Officer.

The review is based upon your answer to the following questions. Rank each answer as follows:

5	Strongly Agree
4	Agree
3	Somewhat Agree
2	Disagree
1	Strongly Disagree

- _____ The CEO carries out the policies established by the NCCAA Board of Directors and develops, with Board input, plans of action for the Agency.
- _____ Manages the day-to-day affairs of the Agency in a professional manner, with direction of the Board as needed. The CEO discusses specific problems identified by the Board and takes prompt and appropriate action.
- _____ Has developed the professional staff necessary to carry out the mission of the Agency. Promotes high performance standards and quality services.
- _____ Presents the Board with information necessary to make informed program and policy decisions.
- _____ Performs necessary liaison activities with other agencies that best represent the interests of the Agency. Has created an environment in which the Agency's visibility is maximized in a positive manner.
- _____ The CEO maintains a demeanor and appearance appropriate for the Agency and which serves as a model for the remainder of the staff.
- _____ Prepares and assures, with Board input, that all funds are properly expended and audited and that the Agency maintains fiscal accountability.
- _____ Is involved in community affairs and activities to an extent I approve of.

If there is one thing I would like to see the CEO do more of, it would be:

If there is one thing I would like to see the CEO do less of, it would be:

Are there any observations you would like to be included in this review?

SAMPLE

NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive

Corpus Christi, TX 78405-4102

(361) 883-7201

FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

September 6, 2024

Dear NCCAA Board of Directors,

Nueces County Community Action Agency (NCCAA) has received notification from the Office of Head Start (OHS) regarding the upcoming 5-year grant. Unfortunately, the grant has been awarded to another entity. NCCAA has received a 4-month grant to operate the program until December 31, 2024. During this time, we will work closely with the Office of Head Start and the new grantee to successfully transition the Birth-to-Five Head Start Program operations. Even though NCCAA will no longer be operating the Birth-to-Five Head Start Program after December 31, 2024, Head Start services will still be offered within our community. Our hope is that with a smooth transition, our children and families should not experience an interruption in services.

NCCAA will continue as an agency after the transition of the Head Start Program. The agency will continue to operate the Community Services Program and continue to serve Nueces County residents with utility assistance, heating and cooling, weatherization, housing, and emergency services.

We are asking each and every board member to continue with your commitment to the agency as an active board participant. Your role and fiscal duties on the NCCAA Board of Directors will not change and will require your attendance at all board and committee meetings. As a board member, you are very important to NCCAA, and we greatly appreciate your continuous support and service to our community.

Kind Regards,



Linda Romero- Carrillo, NCRI, CCAP
Chief Executive Officer



Page 27 **IMBER**



NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive

Corpus Christi, TX 78405-4102 (361) 883-7201

FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

September 6, 2024

Dear Head Start Policy Council,

Nueces County Community Action Agency (NCCAA) has received notification from the Office of Head Start (OHS) regarding the upcoming 5-year grant. Unfortunately, the funding has been awarded to another entity. NCCAA has received a 4-month grant to operate the program until December 31, 2024. During this time, we will work closely with the Office of Head Start and the new grantee to successfully transition the Birth-to-Five Head Start Program operations. Even though NCCAA will no longer operate the Birth-to-Five Head Start Program after December 31, 2024, Head Start services will still be offered within our community. Our confidence is that with a smooth transition, our children and families should not experience an interruption in services.

NCCAA will remain an agency after the transition of the Head Start Program. Through the Community Services Program, the agency will continue to serve Nueces County residents with utility assistance, heating and cooling, weatherization, housing, and emergency services. Our commitment to the community remains unwavering.

We ask each policy council member to continue actively participating in the Head Start Program. Your role and fiscal duties on the NCCAA Policy Council will not change, and you will be required to attend all meetings. As a Policy Council member, you are crucial to NCCAA, and we greatly appreciate your continuous support and service to our community.

Kind Regards,


Linda Romero-Carrillo, NCRI, CCAP
Chief Executive Officer





TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Greg Abbott
GOVERNOR

BOARD MEMBERS
Leo Vasquez, *Chair*
Kenny Marchant, *Vice Chair*
Anna Maria Farias, *Member*
Holland Harper, *Member*
Ajay Thomas, *Member*

September 9, 2024

Linda Carrillo
Chief Executive Director
Nueces County Community Action Agency
Corpus Christi, TX
Email: linda.carrillo@nccaatx.org

RE: ANNOUNCEMENT OF SCHEDULED *ON-SITE* MONITORING REVIEW
CEAP CONTRACT NO. 58240004029, CEAP CONTRACT NO. 58940004177, CSBG CONTRACT NO. 61240004141
DOE CONTRACT NO. 56240004272, DOE BIL CONTRACT NO. 55220004061, LIHEAP CONTRACT NO. 81240004109

Dear Ms. Carrillo:

The Texas Department of Housing and Community Affairs (the Department) will conduct an on-site monitoring review of the above-referenced contracts beginning **October 14, 2024** and conclude on **October 18, 2024**. The review is being conducted to ascertain compliance with the requirements of the CEAP, CSBG, DOE, DOE BIL and LIHEAP programs.

Please ensure that all persons involved in the administration of the program are available to answer any questions that may arise during the review. The on-site will include a review of programmatic and financial requirements related to the contracts.

Attached, in Section I, is a list of specific documentation that must be submitted to the Department for review no later than **September 12, 2024**. Additionally, provided in Section II, is a list of specific documentation that must be submitted no later than **September 27, 2024**. Please note that additional documentation may be requested prior to and during the review.

Unfortunately, the Department is not able to reschedule or postpone monitoring visits. If you have any questions or concerns regarding this visit, please feel free to contact me via email at robert.moore@tdhca.state.tx.us.

Sincerely,

Robert Moore Digitally signed by Robert Moore
Date: 2024.09.09 09:47:57 -05'00'

Senior Contract Monitor

rwm
cc: Michael De Young, Director of Community Affairs
CA - Community Affairs Training and Technical, Stephen Jung, Mgr. of MF Weatherization



Texas Department of Housing & Community Affairs
Requested Items for Virtual Onsite/Desk Review

Assure that all documents are submitted. Please note that the documents requested do not have to be submitted in the order listed; but should be submitted in one package and not piecemeal.

***This is not an all-inclusive list, additional documents may be requested**

SECTION I

Copies of the following documents must be submitted to the Department by **September 12, 2024** unless otherwise noted.

1. CEAP/ DOE / LIHEAP - Financial Review Section

- A. Expanded General Ledgers and detailing expenditures for the selected months for each contract listed below.

CEAP Contract No. **58240004029 - April 2024**

CEAP Contract No. **58940004177 - July 2024**

CSBG Contract No. **61240004141 - April 2024**

DOE BIL Contract No. **55220004061 – August 2024 (upon report submission)**

DOE Contract No. **56240004272 – August 2024 (upon report submission)**

LIHEAP Contract No. **81240004109 – August 2024 (upon report submission)**

Please notify the Department Compliance Monitoring at robert.moore@tdhca.state.tx.us as files are uploaded.

- B. Chart of Accounts

2. Listing of DOE and LIHEAP WAP clients assisted with PY2024 funding

- A. List should include DOE, DOE BIL & LIHEAP that will be completed for **PY2024** through **September 2024**
- a) Client ID
 - b) Client address, city, zip code and county
 - c) Fund source(s) used on the unit (DOE, DOE WRF, DOE BIL and/or LIHEAP)
 - d) Utility type (gas or electric)
 - e) Unit type (single family, multifamily, shelter, etc.)
 - f) Housing type (site built or mobile home)
 - g) Date final inspection performed

Note: Selections will be made from #1 and #2, returned to the Subrecipient requesting specific support documentation for all selections to be submitted to the Department.

Section II

Copies of the following documents must be submitted to the Department by **September 27, 2024**

1. CEAP / CSBG / DOE // DOE BIL / LIHEAP – Financial

- a. General Ledgers and Statement of Revenues and Expenditures for **Year to Date** expenditures for each listed contract in Section I.
- b. Cost Allocation Plan and/or Indirect Cost Rate (provide cognizant approval)
 - (1) Allocation percentage calculations used for the months being tested
 - (2) Internal reports supporting data used to determine these percentages
- c. Financial Policies & Procedures

(1) To include credit card policy, internal controls and bank signature card(s)

2. CEAP / CSBG / DOE / LIHEAP - General

- a. Personnel Policies & Procedures
- b. Organizational Chart
- c. Travel Policies & Procedures
- d. Proof of active Directors & Officers Insurance OR Fidelity Bond
- e. Proof of active General Liability Insurance a)
 - (1) If premium is allocated across other grants, provided cost allocation methodology
- f. Proof of active Pollution Occurrence Insurance
 - (1) If premium is allocated across other grants, provided cost allocation methodology
- g. **PY2023** Final T&TA Tracking Form (DOE/LIHEAP)
- h. **PY2024** T&TA Tracking Form (DOE/LIHEAP)
- i. **PY202** Certification Tracker (DOE/LIHEAP)

3. CEAP / CSBG / DOE / LIHEAP - Procurement

- a. Procurement Policies & Procedures
- b. Documentation for procurements conducted that affect costs for **PY2024** contracts being monitored,
 - (1) List of type of goods or services, method of procurement, RFPs, RPQs, Specifications, Advertisements, all bids, scoring sheets, required price cost analysis for all procurements, etc.,
- c. Contracts / contract amendments and/or contract addendums affecting costs for **PY2024** contracts being monitored.
- d. System for Award Management (SAM)

4. CEAP / CSBG / DOE / LIHEAP - Property Management

- a. Last Inventory Report submitted to the Department for each program
- b. Current inventory for all equipment/vehicles and/or program inventory (computers, printers, office furniture, etc.) purchased in part or in whole with CEAP / DOE / LIHEAP funds. Must include percent of funds used for inventoried item purchased.

5. CEAP - Performance & Client Files (for each contract listed)

Please upload each file separately listed by client file number and contract number benefits were paid with.

- a. 5 Household Crisis Files for each CEAP contract Listed
- b. 5 Utility Assistance Files for Contract 58240004029
- c. 5 Client File Denials (if applicable)
- d. 3 Client Appeals (if applicable)
- e. **PY2024** Vendor Agreements (please notify if not available electronically, will review onsite)
- f. Referral Process
- g. Denial and Appeals Procedures
- h. Service Delivery Plan for **PY2024**

6. CSBG – Board

- a. Board Roster
 - (1) Please identify each member sector, term length, & date seated
 - (2) Please add their representative (if applicable)
- b. Election/Selection Materials for each member
- c. Last 6 meeting board packets; at minimum include time stamped agenda & minutes
- d. Board Bylaws
- e. Training Certificates for all members

- (1) Open Meetings
- (2) Public Information

7. CSBG - Performance & Client Files (upload each file separately listed by type and client file number)

- a. 5 Case Management Client Files working towards TOP
- b. 5 Client file denials (*if applicable*)
- c. 5 Emergency Assistance Client Files
- d. Procedures for the use of the Declaration of Income
- e. Denial and Appeals Procedures
- f. Client satisfaction surveys for selected files
- g. Documented process and results of annual determination of effectiveness of case management services and identified strategies for improvement

8. DOE / LIHEAP – Performance & Client Files

- a. Declaration of Income Policies and Procedures
- b. Denial and Appeals Procedures
- c. WXPro-Certification Tracker
- d. Copy of education materials provided to clients
- e. WAP Material Specifications (please notify me if not available electronically, will review onsite)
- f. Upload five (5) WAP denial client files from **PY2024**

SEE TDHCA FILE TRANSFER SYSTEM INSTRUCTIONS ON FOLLOWING PAGE



**PLANNING &
COMMUNITY DEVELOPMENT**

PO Box 9277
Corpus Christi
Texas 78469-9277
Phone 361-826-1614
www.cctexas.com

August 26, 2024

Claudia Rosalez, Housing Coordinator of Community Services
Nueces County Community Action Agency
Corpus Christi, TX 78405

SUBJECT: 2023 HOME Monitoring Close out
3220 Houston Street, CC, TX 78411

Dear Ms. Rosalez,

The City of Corpus Christi Planning and Community Development Department (PCDD) conducted an onsite monitoring review at 3220 Houston St apartments, to ensure compliance with the HOME program requirements according to 24 CFR 92.504. Based on our findings during the monitoring visit and the corrective actions taken to address the concerns, we are pleased to inform you that 3220 Houston Street complies with the ongoing HOME Rental Program requirements mandated by the U.S. Department of Housing and Urban Development (HUD) for the above-referenced project. Therefore, no further action is required, and your agency may consider this matter closed.

Thank you for your courtesy and cooperation during the monitoring process. If you have any questions regarding the results of this monitoring review, please contact me at (361) 826-3847.

Best Regards,

Melissa Doerscher, Contract Administrator
Planning & Community Development

Cc: Jennifer Buxton, Asst. Director PCDD
Alvin Witcher, CD Program Coordinator



August 26, 2024

**Planning &
Community
Development**

**P.O. Box 9277
Corpus Christi,
Texas 78469
361-826-1614
www.cctexas.com**

Claudia Rosalez, Housing Coordinator of Community Services
Nueces County Community Action Agency
Corpus Christi, TX 78405

**SUBJECT: Monitoring Report - HOME Investment Partnerships (HOME)
NCCAA Rental Units, 3220 Houston Street, CC, TX 78411
Affordability Period: 20 YEARS (exp. 07/26/13-07/26/33)**

Dear Ms. Rosalez:

The Planning & Community Development Department (PCDD) conducted an onsite/desk monitoring of 3220 Houston Street Apartments on August 22, 2024. Melissa Doerscher and Tony Almendarez (PCDD Staff) conducted the monitoring. The monitoring focused on but was not limited to the review of tenant files, unit inspections, and assessment of operating procedures for HOME program compliance. Below are the results of the monitoring visit.

Income Eligibility [24 CFR 92.252]

All tenants of HOME-assisted units must qualify as low-income households. A low-income household has an annual gross income no greater than 80 percent of the area median income. The HOME "program rule" requires that 90 percent of rental development be occupied initially by tenants with annual gross incomes at or below 60 percent of area median income.

- The project owner utilized the correct income limits.
- Findings or Concerns: None

Initial Income Determination [24 CFR 92.203(a)(1)]

Initial tenant incomes determined will be based upon source documentation?

- Worksheet that shows how project owner determined the tenant households' income in files.
- Tenant files contained adequate source documentation such as pay stubs and bank statements.
- Findings or Concerns: None

Annual Income Recertification [24 CFR 92.252(h)]

Annually, the property owner must determine that the tenants of HOME-assisted units are income-eligible (that is, low-income tenants reside in high HOME rent units and very low-income tenants reside in low HOME rent units).

- Tenant files contain signed certification or worksheet that documents the tenant's household annual income recertifications.
- Project owners conducted tenant recertifications on time.
- Findings or Concerns: None

Tenant Selection [24 CFR 92.253(d)]

Project owners of HOME-assisted rental properties must adopt written tenant selection procedures and criteria to ensure that tenants understand the income-eligibility requirements and that there is an equitable selection process applied consistently to all tenants.

- The project owner has written tenant selection criteria that are adhered to for the selection process
- Findings or Concerns: None

Lease Compliance [24 CFR 92.253]

Leases for HOME-assisted units must specify the rent, and rents may not exceed the maximum allowable HOME rent for the unit type (high or low HOME rent unit) minus any applicable utility allowance. Lease terms must be for at least one year unless otherwise mutually agreed upon by the tenant and owner. Leases may not contain any of the prohibited provisions.

- All tenant files included an executed lease agreement free of all prohibited provisions.
- All lease agreements were for a minimum term of one year.
- Findings or Concerns: None

Rent Compliance [24 CFR 92.252(b)]

For projects with more than five HOME assisted units, rent at least 20% of units to households with annual gross incomes at or below 50% of area median income and charge rents no greater than low HOME rents.

- The project owner submitted an annual rental compliance report for 2023, which complied with the 2023 HOME Program Rents.
- Findings or Concerns: None

Affirmative Marketing [24 CFR 92.351]

All HOME-funded rental projects with five or more HOME-assisted units must follow an affirmative marketing plan adopted by the PJ to ensure the project is marketed to those least likely to apply.

- The project owner has affirmative marketing policies or procedures in place.
- Documentation of affirmative marketing efforts (such as marketing materials, documentation of outreach efforts, or copies of advertisements and materials)
- Findings or Concerns: None

Unit Inspection/Property Standards [24 CFR 92.251]

HOME-assisted properties must meet certain building codes and quality standards. At a minimum, units must meet the Housing Quality Standards (HQS) of the Section 8 Housing Choice Voucher program, found at 24 CFR 982.401. In addition, HOME-assisted units must be re-inspected annually.

The HQS inspections conducted by PCDD staff on August 22, 2024, concluded that all units were livable and safe.

- Findings or Concerns: None

Please address all concerns and findings if any within the 30-day receipt of this letter and provide necessary support documentation. I appreciate your cooperation during this monitoring review. If you have any questions regarding the results of this monitoring review, please contact me at (361) 826-3847.

Sincerely,

A handwritten signature in black ink, appearing to be 'M Doerscher', followed by a long horizontal line extending to the right.

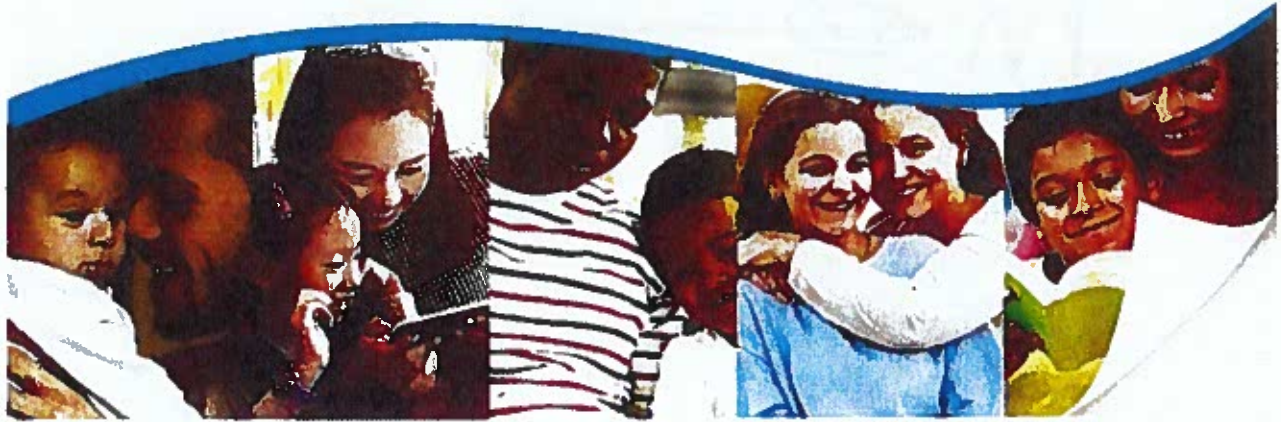
Melissa Doerscher
Contract Administrator

cc: Jennifer Buxton, PCDD Assistant Director
Alvin Witcher, CD Coordinator

And here is your story...

Nueces County Community Action Birth to Five Head Start

2023-2024 School Year in Review



You have reached SO many families!

With ParentPowered, you were able to engage families of

1,212 children

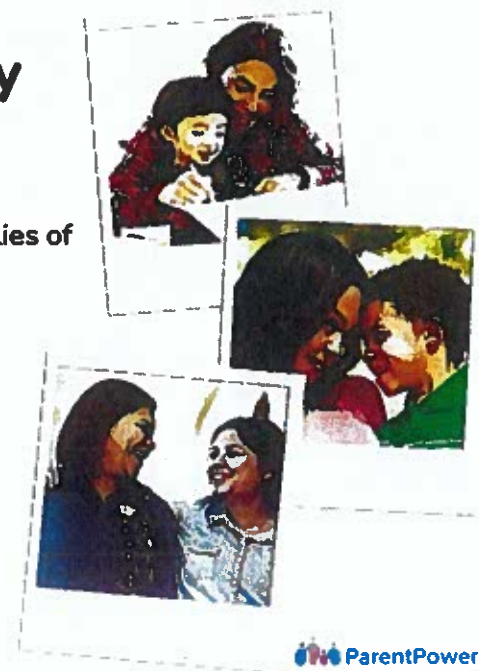
in their children's learning this school year.

You've served families of children

Birth through 6 years old

in the following 2 languages:

English and Spanish.



Your families have engaged with the ParentPowered curriculum.



Families of 999 children

have chosen to remain enrolled in the program this school year.



Your families have received a total of **87,007 text messages** across topics like:

literacy, math, science, problem-solving, and independence!



Your families have completed an average of about **6 curriculum units** across these content areas.

11



FACT: As the school year ends, kids may bring home lots of completed work—art, writing. Showing these things with you helps them think about learning.

TIP: When your child brings home school work from the year, invite them to show you. Try, "Tell me how you made this?" Or "What was this assignment about?"

GROWTH: A report card may come home too. Use it to spark conversation about learning. Ask your child, "What did you really like learning about this year? Why?"



...and your families love ParentPowered!

We surveyed your families every quarter to learn about their experiences with ParentPowered.

Over the course of the school year, we heard from **278 of your families.**



100%

found the texts easy to read and understand.



- Nueces County Community Action Birth to Five Head Start Parent



- Nueces County Community Action Birth to Five Head Start Parent



- Nueces County Community Action Birth to Five Head Start Parent



12

You have made a difference!



You can check out your most recent survey results on your dashboard here:



or go to <http://parentpowered.com/dash>



Remember that research shows these things matter for positive child and family outcomes!

13



You have helped families access critical resources... and they appreciate them!



221 parents

accessed the resources you provided through ParentPowered.



Overall, your families received

51 resources

including links to:

- health care**
- food access**
- housing**
- and other essential supports**

Your Families' Most Clicked Resources

CONNECT: School attendance matters! When kids come to school on time and ready to learn, the whole class thrives! Click here for more information on how to make amazing attendance easier for your family:
<https://parentpowered.com/family>

1

CONNECT: If you're experiencing housing insecurity or housing loss, there's help! Click here to find the person in your community who assists with housing:
<https://parentpowered.com/tdoDP>

2

CONNECT: If you have a child with special needs, ECTA has lots of resources to support your whole family. Click here to start exploring:
<https://parentpowered.com/ecta>

3

14



Nueces County Community Action Agency
Birth-to-Five Head Start
Feed Back

IMIL Parent Training

I have learned:

- Be courageous in spite of imperfections
- Neurons make the connection between the mind and body! Movement is important!
- Self-confidence is the difference between I can or I WILL!
- I want to build my children's self-esteem in everything they do and let them know it's okay to lose.
- A parent must teach and model coping skills
- As a parent, I can control the decisions my child makes through the options I give them. For example, "Do you want carrots or broccoli?"
- To use objects in my home to help teach coping skills. (Balloon Activity)

Program Feedback from Parents:

- I love that I can leave my children with great teachers
- I feel welcomed and loved because the teachers know my child personally
- The teachers are great with my daughter and try to figure out many ways to help her adapt.
- The program has taught my son many things, and the staff makes the parents and children comfortable.
- I appreciated that there was open communication between myself, the teachers, and the family advocates when and if we needed to work on something like behavior/academics or simply to let me know updates on the classroom or center.
- I knew my kids were safe.
- Y'all were the best in Corpus Christi, hands down. You truly care for the kids, and it shows every day

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

From: (Grantsolutions) <noreply@grantsolutions.gov>

Date: Fri, Sep 6, 2024, 6:11 AM

Subject: The Grant for NUECES COUNTY COMMUNITY ACTION AGENCY
(06CH012858-01-00) has been awarded.

To: Alicia Mancha <alicia.mancha@nccaatx.org>



The Grant/Cooperative Agreement for Grant# 06CH012858-01-00 has been awarded and released.

Organization: NUECES COUNTY COMMUNITY ACTION AGENCY

Grant#: [06CH012858-01-00](#)

Application#: CH24062955

Application Type: New

Program Office: ACF/OHS Region VI Program Office

Grant Program: CH - Head Start Projects

Project Title: Head Start and Early Head Start

Agency: Administration for Children and Families



Recipient Information

- 1. Recipient Name**
NUECES COUNTY COMMUNITY ACTION
AGENCY
101 S Padre Island Dr
Corpus Christi, TX 78405-4102
361883720122
- 2. Congressional District of Recipient**
27
- 3. Payment System Identifier (ID)**
1741495127A2
- 4. Employer Identification Number (EIN)**
741495127
- 5. Data Universal Numbering System (DUNS)**
010527190
- 6. Recipient's Unique Entity Identifier (UEI)**
DH64RBBMH913
- 7. Project Director or Principal Investigator**
Ms. Alicia Mancha
Head Start Director
alicia.mancha@nccaatx.org
(361) 883-7201
- 8. Authorized Official**
Mr. Vic Medina
Board Chairperson
victor9305@att.net
(361) 633-7673

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information

- 11. Award Number**
06CH012858-01-00
- 12. Unique Federal Award Identification Number (FAIN)**
06CH012858
- 13. Statutory Authority**
42 USC 9801 ET SEQ
- 14. Federal Award Project Title**
Head Start and Early Head Start
- 15. Assistance Listing Number**
93.600
- 16. Assistance Listing Program Title**
Head Start
- 17. Award Action Type**
New
- 18. Is the Award R&D?**
No

Summary Federal Award Financial Information

19. Budget Period Start Date	08/31/2024	- End Date	12/31/2024
20. Total Amount of Federal Funds Obligated by this Action			\$4,785,675.00
20a. Direct Cost Amount			\$4,785,675.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$1,196,419.00
25. Total Federal and Non-Federal Approved this Budget Period			\$5,982,094.00
26. Period of Performance Start Date	08/31/2024	- End Date	12/31/2024
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$5,982,094.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer – Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Recipient Information
Recipient Name NUECES COUNTY COMMUNITY ACTION AGENCY 101 S Padre Island Dr Corpus Christi, TX 78405-4102 361883720122
Congressional District of Recipient 27
Payment Account Number and Type 1741495127A2
Employer Identification Number (EIN) Data 741495127
Universal Numbering System (DUNS) 010527190
Recipient's Unique Entity Identifier (UEI) DH64RBBMH913
31. Assistance Type Discretionary Grant
32. Type of Award Service

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$2,962,644.00
b. Fringe Benefits	\$718,298.00
c. Total Personnel Costs	\$3,680,942.00
d. Equipment	\$22,000.00
e. Supplies	\$486,212.00
f. Travel	\$8,517.00
g. Construction	\$0.00
h. Other	\$478,136.00
i. Contractual	\$109,868.00
j. TOTAL DIRECT COSTS	\$4,785,675.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$4,785,675.00
m. Federal Share	\$4,785,675.00
n. Non-Federal Share	\$1,196,419.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G064120	06CH01285801	ACFOHS	41.51	93.600	\$18,015.00	75-24-1536
4-G064121	06CH01285801	ACFOHS	41.51	93.600	\$39,895.00	75-24-1536
4-G064122	06CH01285801	ACFOHS	41.51	93.600	\$4,727,765.00	75-24-1536



35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH012858-01-00

FAIN# 06CH012858

Federal Award Date: 08/30/2024

Property

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

NUECES COUNTY COMMUNITY ACTION AGENCY

06CH012858-01-00

1. Remarks

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Nueces County Community Action Agency a project period of 08/31/2024-12/31/2024 for the operation of a Head Start and Early Head Start program in the designated service area(s). This action awards \$4,727,765 for operations; \$18,015 for Head Start training and technical assistance; and \$39,895 for Early Head Start training and technical assistance for the initial budget period of 08/31/2024-12/31/2024.

The projected operations costs based on the application submitted for this period are \$1,323,759 for Head Start and \$3,404,006 for Early Head Start.

Head Start population: 297 children.

Designated Head Start service area(s): Nueces County, Texas.

Approved program option(s) for the Head Start program: Center-based.

Early Head Start population: 434 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): Nueces County, Texas.

Approved program option(s) for the Early Head Start program: Center-based.

This grant is subject to the requirements included in Attachments 1, 2, and 3.

Under Section 641(f) of the Head Start Act, this grant action awards Nueces County Community Action Agency an interim grant for the period 08/31/2024-12/31/2024 (4 months) for the operation of Head Start and Early Head Start programs in the Nueces County, Texas designated service area. This action will include \$4,619,213 for Head Start and Early Head Start program operations and \$57,910 for training and technical assistance. This action also awards \$108,552 for Head Start and Early Head Start operations funds for the cost-of-living adjustment (COLA) for the period 8/31/2024-12/31/2024.

A new award will be issued to a separate and different entity to provide Head Start and Early Head Start program services in the designated service area of Nueces County, Texas, effective 1/1/2025. The \$4,785,675 awarded to Nueces County Community Action Agency is a result of the competitive process outcome and includes funding to support transitional activities during this interim period.

A Final Federal Financial Report will be due in PMS by 4/30/2025.

Attachment 1

Recipient Organization: Nueces County Community Action Agency

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 08/31/2024-12/31/2024 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

Attachment 2

Real Property Terms and Conditions

Terms and Conditions for Awards involving Property, if applicable

- Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-federal entity acquires or improves with the Administration for Children and Families (ACF) funds, including real property, equipment and supplies. The non-federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the non-federal entity to record liens or other appropriate notices such as Notices of federal Interest to indicate that real property has been acquired or improved with federal award funds and that use and disposition conditions apply to the property. The federal interest in the property cannot be defeated by a recipient's failure to file an appropriate notice of federal interest. A recipient may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or major renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the federal interest are encumbrance actions and subject to formal ACF approval, including the submission of the SF-429 Attachment B Acquire or Improve Request form (along with the supporting documentation) and the SF-429 Attachment C Encumbrance Request form (along with supporting documentation) in GrantSolutions On-Line Data Collection (OLDC) system. For guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 .
- The federal interest in real property purchased, constructed or renovated with federal funds does not expire and remains in place until formal disposition. When real property is no longer needed either because the non-federal entity is leaving the program or for another reason, the non-federal entity must obtain disposition instructions from ACF in accordance with C.F.R. §75.318(c) (1)-(3) and ACF Policy, including the submission of the SF-429 Attachment C Disposition Request form (along with supporting documentation) in the GrantSolutions On-Line Data Collection (OLDC) system. For additional guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 . While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-federal entity fails to request disposition instructions, ACF will direct disposition.

A recipient's failure to comply with ACF's disposition instructions will constitute a material

violation of the terms and conditions of this grant award. Recipients are responsible for maintaining accurate and up-to-date records of any non-federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Recipients must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320(e) and ACF policy, the recipient must request disposition instructions utilizing the SF-428 cover page, Attachment C, and S form along with supporting documentation from ACF Office of Grants Management for equipment purchased with federal funds and which is no longer needed either because the recipient is leaving the program or for another reason. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.

- If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, the non-federal entity must retain the supplies or use on other activities or sell them, but must, in either case, compensate the Federal government for its share. The amount of compensation must be computed in the same manner as equipment. See 45 C.F.R. §75.320(e)(2) for the calculation methodology. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.
- The inventory of equipment, supplies, and real property acquired with Head Start funds under any preceding award must be transferred and recorded under the grant agreement number identified in field 12 of this Notice of Award.
- Pursuant to 45 C.F.R. §75.317, a grant recipient must, at a minimum, provide the equivalent insurance coverage for real property and/or equipment acquired or improved with Federal funds, as provided to other property it owns. If a grant recipient uses federal funds to purchase or continue purchase (e.g. mortgage payments) on real property, including modular facility unit(s), it must maintain physical damage or destruction insurance at the full replacement value of the facility so long as it owns or occupies the facility. At a minimum, a grant recipient must obtain an insurance policy insuring against risk from physical destruction immediately upon acquiring real property or equipment, or upon completion of construction or modernization of a facility when federal funds were expended. The physical destruction insurance policy must insure the full-appraised value of the real property from risk of partial and total physical destruction, including flood insurance, or other special hazard riders, where appropriate. The policy must also include a requirement for the insurer to notify the Administration for Children and Families' Office of Grants Management of any changes in the policy or coverage, for example, loss payee endorsement.

Attachment 3
Budget Period 01 of the Project Period

Head Start grant recipients must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family childcare home where services are provided according to the following schedule, as applicable:
 - within 45 days of the start of the program or school year;
 - within 45 days of children receiving services in a new center and/or family childcare home; and/or
 - within 45 days of the start of the project period when the project period begins during the program or school year. See: <https://eclkc.ohs.acf.hhs.gov/publication/health-safety-screener>
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener>
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter. See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>

Nueces County Community Action Agency
Checks \$1500 - \$4999
Month of July 2024

Check Number	Check Date	Payable To	Amount	Purpose
248827	7/3/2024	Green Mountain Energy Company	\$ 4,120.85	Utility Assistance for 5 clients
248838	7/11/2024	Ambit Energy Assistance	\$ 2,059.81	Utility Assistance for 6 clients
EFT	7/11/2024	DBA AC R Services	\$ 1,765.11	Repairs made to the WSHP leak in hallway
248847	7/11/2024	Green Mountain Energy Company	\$ 4,067.12	Utility Assistance for 4 clients
EFT	7/11/2024	Malkan Broadcasting	\$ 1,577.00	Radio advertisement (KZFM-FM)
248856	7/11/2024	Stanley Steemer	\$ 1,838.00	Carpet cleaning at Soledad Building A & B
EFT	7/18/2024	Amigos Tile	\$ 3,814.57	Make ready repairs for Houston #1
248865	7/18/2024	ATT	\$ 2,709.67	Office on Hand HS Centers
248866	7/18/2024	Bodine-Scott Air Cond. Co. Inc	\$ 2,300.00	Heating & Cooling for 1 client
248876	7/18/2024	Everblue Training	\$ 2,999.00	HEP Energy Auditor Course for E. Suarez
248878	7/18/2024	Holiday Inn - Airport	\$ 2,970.82	Fee for summer training facility
EFT	7/18/2024	Home Depot Credit Services	\$ 2,809.59	Replenish supplies for warehouse
EFT	7/18/2024	Lower Your Electrical Bill	\$ 4,584.41	Weatherization for 1 client
EFT	7/18/2024	Lower Your Electrical Bill	\$ 4,174.91	Weatherization for 1 client
EFT	7/18/2024	NSM Insurance Services LLC	\$ 3,459.00	Policy# PHPA137825-006 Blanket Accident 08/31/24-08/31/25
248880	7/18/2024	Reliant Energy	\$ 2,109.88	Utility Assistance for 3 clients
248881	7/18/2024	TXU Energy Assistance Group	\$ 2,053.20	Utility Assistance for 4 clients
248882	7/18/2024	Walmart Community BRC	\$ 2,029.20	Returned Helium Ballon Tanks, Apartment Hurricane Preparedness, Formula and supplies for birth to five HS
EFT	7/25/2024	Abila Inc	\$ 2,293.69	Monthly Abila services C01226, August 2024
248885	7/25/2024	Ambit Energy Assistance	\$ 3,654.37	Utility Assistance for 9 clients
248899	7/25/2024	Christ the King Catholic Church	\$ 2,100.00	Stepping Stone Rent for August 2024
248905	7/25/2024	My Preschool & Child Develop	\$ 1,670.50	Daycare Assistance for 1 client
248907	7/25/2024	Power Your Potential Prof Dev	\$ 2,000.00	Active Subscription Training on July 17, 2024
EFT	7/25/2024	SV Construction	\$ 3,170.00	Repairs to walls in Room E at Cliff Maus
EFT	7/25/2024	SV Construction	\$ 2,120.00	Repairs to walls in Room D at Cliff MAus
EFT	7/25/2024	SV Construction	\$ 2,120.00	Repairs to classroom wall for La Armada
248918	7/25/2024	TXU Energy Assistance Group	\$ 1,631.55	Utility Assistance for 3 clients
248921	7/25/2024	Xerox Business Solutions SW	\$ 2,128.89	Xerox overage 03/01/24-05/31/24

Nueces County Community Action Agency
Checks \$5000 and over
Month of July 2024

Check Number	Check Date	Payable To	Amount	Purpose
248819	7/3/2024	Bodine-Scott Air Cond. Co. Inc	\$ 28,554.24	Heating & Cooling for 6 clients
248839	7/11/2024	Bodine-Scott Air Cond. Co. Inc	\$ 6,841.00	Heating & Cooling for 1 client
248886	7/25/2024	Bodine-Scott Air Cond. Co. Inc	\$ 18,367.57	Houston #1 AC Not Working and Heating & Cooling for 3 clients
248883	7/24/2024	Charlie Thomas Courtesy Ford	\$ 82,084.68	Two Ford F150's for HS Maintenance Department
248874	7/18/2024	City of Robstown	\$ 14,622.27	Water Assistance for 26 clients
248884	7/24/2024	Commercial Motor Co. Inc	\$ 41,146.64	Ford Transit Connect for It Department
EFT	7/25/2024	Diocese of Corpus Christi	\$ 7,250.00	Holy Family Rent for Soledad- Aug 2024
248901	7/25/2024	Frog Street Press Inc	\$ 11,997.00	Frog Street training for staff on July 15, 2024
EFT	7/25/2024	Lakeshore	\$ 6,636.09	Replenish classroom supplies
EFT	7/18/2024	Lower Your Electrical Bill	\$ 5,441.04	Weatherization for 1 client
EFT	7/18/2024	Lower Your Electrical Bill	\$ 9,831.17	Weatherization for 1 client
EFT	7/18/2024	Lower Your Electrical Bill	\$ 7,994.43	Weatherization for 1 client
EFT	7/18/2024	Lower Your Electrical Bill	\$ 22,103.09	Weatherization for 1 client
EFT	7/18/2024	Lower Your Electrical Bill	\$ 8,813.45	Weatherization for 1 client
248830	7/3/2024	Reliant Energy	\$ 7,479.93	Utility Assistance for 9 clients
248855	7/11/2024	Reliant Energy	\$ 10,893.13	Utility Assistance for 13 clients
248908	7/25/2024	Reliant Energy	\$ 8,816.49	Utility Assistance for 11 clients
248835	7/3/2024	TXU Energy Assistance Group	\$ 14,090.38	Utility Assistance for 16 clients
248861	7/11/2024	TXU Energy Assistance Group	\$ 6,471.39	Utility Assistance for 11 clients

**NUJECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED July 31, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT								
	BUDGET PERIOD: 09/2023 THRU 08/2024	34,784.65	2,488.29	138,833.94	0.00	140,000.00	1,066.06	99.24%	91.67%
01B	LOCAL: HOME PROGRAM-RENTAL								
	BUDGET PERIOD: 09/2023 THRU 08/2024	190,095.65	0.00	57,309.63	0.00	100,000.00	42,690.37	57.31%	91.67%
01R	HEB Donation								
	BUDGET PERIOD: N/A	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%	N/A
	<i>Contract amendment</i>								
06K	COMMUNITY SERVICES BLOCK GRANT								
	BUDGET PERIOD: 01/23 THRU 6/2024	466,181.00	0.00	466,181.00	0.00	466,181.00	0.00	100.00%	100.00%
06L	COMMUNITY SERVICES BLOCK GRANT								
	BUDGET PERIOD: 01/2024 THRU 12/2024	10,534.57	5,763.83	17,899.35	123.65	502,876.00	484,853.00	3.58%	58.33%
19A	DOE-WEATHERIZATION ASSISTANCE PROGRAM								
	BUDGET PERIOD: 07/2023 THRU 06/2024	133,870.81	0.00	133,870.89	0.00	176,771.00	42,900.11	75.73%	100.00%
19B	DOE.BIL								
	BUDGET PERIOD: 07/2023 THRU 06/2025	187,971.43	47,654.60	244,447.81	1,199.71	942,261.00	696,613.48	26.07%	54.17%
27	L.I.H.E.A.P.-W.A.P.								
	BUDGET PERIOD: 01/2023 THRU 06/2024	251,115.53	0.00	243,443.03	0.00	252,578.00	9,134.97	96.38%	100.00%
27A	L.I.H.E.A.P.-W.A.P.								
	BUDGET PERIOD: 01/2024 THRU 12/2024	21,296.86	4,629.26	36,035.45	16.65	173,918.00	137,865.90	20.73%	58.33%
23A	LHWAP								
	BUDGET PERIOD: 01/2022 THRU 3/2024	550,189.41	0.00	550,888.31	0.00	568,888.00	18,179.69	96.80%	100.00%
22	HEAD START PROGRAM								
	BUDGET PERIOD: 09/2023 THRU 08/2024	10,704,698.68	1,070,727.04	10,883,653.26	63,749.08	13,857,638.00	2,910,236.66	79.00%	91.67%
	INKIND	2,534,846.60	343,279.52	2,534,846.60		3,507,841.00	972,994.40	72.26%	
	PA-22 TOTAL	364,932.47	1,414,006.56	13,418,499.86	63,749.08	17,365,480.00	3,883,231.06		
28A	EARLY HEAD START - TTA/CDA PROGRAM								
	BUDGET PERIOD: 09/2023 THRU 08/2024		5,670.11	46,877.13	2,850.03	119,685.00	69,957.84	41.55%	91.67%
	PA-28A TOTAL		5,670.11	46,877.13	2,850.03	119,685.00	69,957.84		
30	H.S.-TTA/CDA PROGRAM								
	BUDGET PERIOD: 09/2023 THRU 08/2024		1,797.32	37,431.67	2,331.91	54,041.00	14,277.42	73.58%	91.67%
	PA-30 TOTAL		1,797.32	37,431.67	2,331.91	54,041.00	14,277.42		
40C	NEIGHBORWORKS AMERICA Hurricane Supplies								
	BUDGET PERIOD: N/A	12,500.00	0.00	12,468.28	19.96	12,500.00	11.74	99.91%	N/A
40E	NEIGHBORWORKS AMERICA Pandemic Suppl								
	BUDGET PERIOD: N/A	20,000.00	266.97	19,537.86	292.89	20,000.00	169.25	99.15%	N/A
40G	NEIGHBORWORKS AMERICA Rental Resilience								
	BUDGET PERIOD: N/A	25,000.00	8,081.00	21,071.50	630.77	25,000.00	3,287.73	86.81%	N/A
40H	NEIGHBORWORKS AMERICA Training								
	BUDGET PERIOD: N/A	14,500.00	65.00	12,457.93	0.00	14,500.00	2,042.07	85.92%	N/A
40I	NEIGHBORWORKS AMERICA Pandemic Recovery								
	BUDGET PERIOD: N/A	20,000.00	0.00	19,952.32	36.53	20,000.00	11.15	99.94%	N/A
40J	NEIGHBORWORKS AMERICA Disaster Kits								
	BUDGET PERIOD: N/A	500.00	0.00	496.84	0.00	500.00	3.16	99.37%	N/A

**NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED July 31, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
40L	NEIGHBORWORKS AMERICA Winter Storm URI BUDGET PERIOD: N/A	20,000.00	0.00	19,995.18	0.00	20,000.00	4.82	99.98%	N/A
40M	NEIGHBORWORKS AMERICA Suppl Training BUDGET PERIOD: N/A	11,750.00	0.00	10,310.95	0.00	11,750.00	1,439.05	87.75%	N/A
40N	NEIGHBORWORKS AMERICA_NWA Week BUDGET PERIOD: N/A	3,000.00	0.00	1,865.47	0.00	2,000.00	134.53	93.27%	N/A
41R	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	105,000.00	0.00	104,999.93	0.00	105,000.00	0.07	100.00%	N/A
41S	NEIGHBORWORKS AMERICA SIF_Disasters BUDGET PERIOD: N/A	75,000.00	0.00	66,339.40	0.00	75,000.00	8,660.60	88.45%	N/A
41V	NEIGHBORWORKS AMERICA_Rural BUDGET PERIOD: N/A	26,867.00	0.00	26,867.00	0.00	26,867.00	500.00	98.14%	N/A
41X	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	155,000.00	0.00	155,000.00	0.00	155,000.00	0.00	100.00%	N/A
41Z	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	0.00	177,000.00	0.00	177,000.00	0.00	100.00%	N/A
43	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	17,375.36	63,719.42	10,395.36	177,000.00	102,885.22	41.87%	N/A
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: N/A	38,861.32	0.00	7,538.68	0.00	43,837.00	36,298.32	17.20%	N/A
53A	Green Mountain Energy BUDGET PERIOD: N/A	12,674.43	0.00	12,339.37	0.00	12,673.97	334.60	97.36%	N/A
54	RELIANT ENERGY BUDGET PERIOD: N/A	61,417.09	0.00	40,075.40	0.00	66,416.00	26,340.60	60.34%	N/A
57	CPL-NN6 BUDGET PERIOD: N/A	159,206.61	0.00	154,956.20	0.00	159,956.00	4,999.80	96.87%	N/A
57B	DIRECT ENERGY NNP BUDGET PERIOD: N/A	2,500.00	0.00	1,471.91	0.00	24,500.00	23,028.09	6.01%	N/A
61B	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 12/2023	1,623,432.57	(189.43)	1,621,785.02	0.00	1,624,738.00	2,952.98	99.82%	100.00%
61C	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	1,183,749.48	95,811.82	1,528,619.95	2,497.06	2,676,877.00	1,145,759.99	57.20%	58.33%
61D	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	0.00	22,613.29	81,190.68	8.00	127,156.00	45,957.32	63.86%	58.33%
61Z	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 03/2024	641,756.00	0.00	641,756.00	0.00	641,756.00	0.00	100.00%	100.00%
74	CHILD CARE FOOD PROGRAM - HS								

NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED July 31, 2024

ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXP RED
BUDGET PERIOD: 10/2023 THRU 09/2024	585,843.85	1,776.11	590,056.06	0.00	723,508.35	133,452.29	81.55%	83.33%
TOTAL FUNDS	18,083,229.51	1,284,530.57	18,246,142.82	84,151.62	24,303,353.32	5,971,056.88		
TOTAL INKIND	2,534,846.60	343,279.52	2,534,846.60	0.00	3,507,841.00	972,984.40		
GRAND TOTAL	20,618,076.11	\$1,627,810.09	\$20,782,989.42	\$84,151.62	\$27,811,194.32	\$6,944,053.28		

Nueces County Community Action Agency

Statement of Financial Position

As of 7/31/2024

	<u>Current Year Balance</u>
Current Assets	
Cash and Cash Equivalents	1,711,645.30
Accounts Receivable	
Grants Receivable	<u>1,280,503.73</u>
Total Accounts Receivable	1,280,503.73
Other Assets	
	<u>224,494.03</u>
Total Current Assets	<u>3,216,643.06</u>
Noncurrent Assets	
Loans Receivable	1,503.94
Property Held for Resale	13,272.81
Property Held For Resale, Restricted	276,000.00
Property and Equipment	6,022,553.06
Operating Lease - Right of Use	158,384.00
Accumulated Depreciation	(3,434,391.36)
Accumulated Amortization	<u>(72,402.00)</u>
Total Noncurrent Assets	<u>2,964,920.45</u>
ASSETS	<u><u>6,181,563.51</u></u>
Current Liabilities	
Accounts Payable and Accrued Liabilities	244,761.30
Operating Lease Liability, Current	80,669.00
Finance Lease Liability, Current Portion	<u>72,470.00</u>
Total Current Liabilities	<u>397,900.30</u>
Noncurrent Liabilities	
Loans Payable	1,503.94
City of CC Chodo Note	953,610.23
Accumulated Comp Absences	259,723.65
Operating Lease Liability, NC	77,715.00
Finance Lease Liability, NC	<u>70,834.00</u>
Total Noncurrent Liabilities	<u>1,363,386.82</u>

Net Assets

Nueces County Community Action Agency
Statement of Financial Position
As of 7/31/2024

	<u>Current Year Balance</u>
Unrestricted Assets	3,352,451.80
Temporarily Restricted Assets	331,836.79
Permanently Restricted - Property & Equipment	<u>735,987.80</u>
Total Net Assets	<u>4,420,276.39</u>
LIABILITIES AND NET ASSETS	<u>6,181,563.51</u>

Nueces County Community Action Agency
Statement of Activities
From 7/1/2024 Through 7/31/2024

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	974,301.03	0.00	974,301.03
Other	0.00	35,268.00	35,268.00
In-Kind	<u>343,279.52</u>	<u>0.00</u>	<u>343,279.52</u>
Total Support	<u>1,317,580.55</u>	<u>35,268.00</u>	<u>1,352,848.55</u>
Expenditures			
Salaries	669,531.13	0.00	669,531.13
Fringe Benefits	151,880.21	0.00	151,880.21
Travel	(0.06)	0.00	(0.06)
Program Support	466,537.43	2,488.29	469,025.72
In Kind	<u>343,279.52</u>	<u>0.00</u>	<u>343,279.52</u>
Total Expenditures	<u>1,631,228.23</u>	<u>2,488.29</u>	<u>1,633,716.52</u>
Increase (Decrease In Net Assets)	<u>(313,647.68)</u>	<u>32,779.71</u>	<u>(280,867.97)</u>

Nueces County Community Action Agency
Checks \$1500 - \$4999
Month of August 2024

Check Numbe	Check Date	Payable To	Amount	Purpose
EFT	8/1/2024	Amazon.com Sales Inc.	\$ 2,845.39	Heavy duty shredder for RSC
248925	8/1/2024	Ambit Energy Assistance	\$ 4,220.65	Utility Assistance for 10 clients
EFT	8/1/2024	Amigos Tile	\$ 2,480.00	Tree trimming and disposal for Houston Apartments
248928	8/1/2024	City of Corpus Christi	\$ 1,646.54	Northwest, Serv: 6/11/24-7/12/24
EFT	8/1/2024	Lower Your Electrical Bill	\$ 4,822.01	Weatherization for 1 client
EFT	8/1/2024	Lower Your Electrical Bill	\$ 4,877.40	Weatherization for 1 client
EFT	8/1/2024	Lower Your Electrical Bill	\$ 4,584.41	Weatherization for 1 client
EFT	8/1/2024	Lower Your Electrical Bill	\$ 4,628.41	Weatherization for 1 client
EFT	8/9/2024	DBA AC R Services	\$ 1,657.50	Quartley Preventive Maintenance
248950	8/9/2024	HEB	\$ 2,000.00	Gas gift cards for CSBG clients
248964	8/16/2024	Ambit Energy Assistance	\$ 3,000.58	Utility Assistance for 10 clients
248968	8/16/2024	City of Corpus Christi	\$ 1,500.00	Annual fire inspections for HS centers
248969	8/16/2024	City of Robstown	\$ 3,131.83	Water Assistance for 8 clients
248971	8/16/2024	Direct Energy	\$ 1,728.76	Utility Assistance for 1 client
248973	8/16/2024	Green Mountain Energy Compar	\$ 1,783.68	Utility Assistance for 2 clients
EFT	8/16/2024	Philadelphia Insurance Compani	\$ 4,184.00	Crime Protection Policy# PHSD1812443-006 ACCT:112257
248977	8/16/2024	Stream SPE, LTD	\$ 2,725.65	Utiltiy Assistance for 5 clients
248980	8/23/2024	4AllPromos LLC	\$ 1,774.37	Supplies for CS advertising
EFT	8/23/2024	Abila Inc	\$ 2,293.69	Monthly Abila services C01226, September 2024
EFT	8/23/2024	Amazon.com Sales Inc.	\$ 2,416.11	Replenish supplies for education dept.
EFT	8/23/2024	American Filtration	\$ 1,786.04	Replenish air filters for HS Centers
EFT	8/23/2024	Amigos Tile	\$ 3,996.00	Flooring for Houston #1
248982	8/23/2024	ATT	\$ 2,709.67	Office on Hand for HS Centers
248995	8/23/2024	Christ the King Catholic Church	\$ 2,100.00	Stepping Stone Rent for September 2024
EFT	8/23/2024	Home Depot Credit Services	\$ 2,956.00	Mulch for HS playgrounds
EFT	8/23/2024	Lakeshore	\$ 3,698.40	Replenish supplies for classrooms
249008	8/23/2024	Pinnacle Medical Mgmt. Corp.	\$ 1,629.00	TB Test, Physical Capability, Non Dot Physical for New Hires
EFT	8/23/2024	Printing Dynamics	\$ 1,753.50	Table of content copies for records
249009	8/23/2024	Reliant Energy	\$ 3,489.96	Utility Assistance for 8 clients
EFT	8/23/2024	School Nurse Supply Inc.	\$ 4,348.32	Replenish supplies for HS Health
249017	8/23/2024	TXU Energy Assistance Group	\$ 4,200.52	Utility Assistance for 5 clients
249019	8/23/2024	Value Based Brands LLC	\$ 1,877.65	Utility Assistance for 2 clients
249022	8/30/2024	Ambit Energy Assistance	\$ 2,444.57	Utility Assistance for 11 clients
249024	8/30/2024	City of Corpus Christi	\$ 1,646.54	Northwest, Serv: 7/12/24-8/13/24
249032	8/30/2024	Colombican LLC	\$ 3,295.00	Lawncare services for HS Centers
249030	8/30/2024	Del Mar College	\$ 1,922.00	Tuition Assistance for 1 client
249033	8/30/2024	Green Mountain Energy Compar	\$ 1,535.21	Utility Assistance for 5 clients
249037	8/30/2024	My Preschool & Child Develop	\$ 1,670.50	Daycare Assistance for 1 client
249038	8/30/2024	NEC - COOP Energy	\$ 2,065.07	Utility Assistance for 3 clients
249043	8/30/2024	Stream SPE, LTD	\$ 1,800.29	Utility Assistance for 4 clients
EFT	8/30/2024	SV Construction	\$ 4,700.00	Replace floor outside of room 1 at Little Hornet HS
EFT	8/30/2024	SV Construction	\$ 2,700.00	Repairs to water damaged walls at Northwest HS
249049	8/30/2024	TXU Energy Assistance Group	\$ 4,391.10	Utility Assistance for 6 clients

**Nueces County Community Action Agency
Checks \$5000 and over
Month of August 2024**

Check Number	Check Date	Payable To	Amount	Purpose
EFT	8/1/2024	Amazon.com Sales Inc.	\$ 6,516.21	Replenish classroom supplies
EFT	8/1/2024	Lower Your Electrical Bill	\$ 6,960.24	Weatherization for 1 client
EFT	8/1/2024	Lower Your Electrical Bill	\$ 5,308.90	Weatherization for 1 client
EFT	8/1/2024	Lower Your Electrical Bill	\$ 5,308.90	Weatherization for 1 client
248938	8/1/2024	Reliant Energy	\$ 7,313.14	Utility Assistance for 12 clients
248941	8/1/2024	TXU Energy Assistance Group	\$ 6,106.59	Utility Assistance for 8 clients
248942	8/1/2024	Xerox Financial Services	\$ 6,097.81	Copier Lease July 2024
EFT	8/9/2024	DBA AC R Services	\$ 7,235.00	Replacement of circulating pump at Central Office
EFT	8/9/2024	Lakeshore	\$ 6,038.24	Replenish classroom supplies
EFT	8/9/2024	SV Construction	\$ 9,840.00	Repair to wall at SOH Room B
EFT	8/9/2024	SV Construction	\$ 23,700.00	Rebuild floors at SOH
248965	8/16/2024	Bodine-Scott Air Cond. Co. Inc	\$ 17,328.13	Heating & Cooling for 4 clients
248972	8/16/2024	Du-West Contruction, Inc	\$ 8,081.00	Concrete flatwork for 3609 Crestbrook Court
248976	8/16/2024	Reliant Energy	\$ 5,498.46	Utility Assistance for 10 clients
248978	8/16/2024	TXU Energy Assistance Group	\$ 5,112.82	Utility Assistance for 8 clients
248983	8/23/2024	Bodine-Scott Air Cond. Co. Inc	\$ 6,560.97	Heating & Cooling for 1 client
EFT	8/23/2024	Diocese of Corpus Christi	\$ 7,250.00	Holy Family Rent for Soledad - September 2024
EFT	8/23/2024	Staples Business Advantage	\$ 6,631.40	Replenish janitorial supplies for HS Centers
249042	8/30/2024	Reliant Energy	\$ 6,668.18	Utility Assistance for 15 clients
EFT	8/30/2024	SV Construction	\$ 5,100.00	Replace rotten boards at Centro De Ninos HS
249051	8/30/2024	Xerox Financial Services	\$ 6,097.81	Copier Lease August 2024

**NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED August 31, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT BUDGET PERIOD: 09/2023 THRU 08/2024	34,791.51	12.78	138,946.70	0.00	140,000.00	1,053.30	99.25%	100.00%
01B	LOCAL HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2023 THRU 08/2024	207,127.51	0.00	57,309.63	0.00	100,000.00	42,690.37	57.31%	100.00%
01R	HEB Donation BUDGET PERIOD: N/A	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%	N/A
06K	<i>Contract amendment</i> COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/23 THRU 6/2024	466,181.00	0.00	466,181.00	0.00	466,181.00	0.00	100.00%	100.00%
06L	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2024 THRU 12/2024	17,874.22	17,976.10	35,875.45	0.00	502,876.00	467,000.55	7.13%	66.67%
19A	DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2023 THRU 06/2024	133,870.89	0.00	133,870.89	0.00	176,771.00	42,900.11	75.73%	100.00%
19B	DOE-BIL BUDGET PERIOD: 07/2023 THRU 06/2025	244,399.52	5,486.27	249,958.27	0.01	942,261.00	692,302.72	26.53%	58.33%
27	L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2023 THRU 06/2024	251,115.53	0.00	243,443.03	0.00	252,578.00	9,134.97	96.38%	100.00%
27A	L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2024 THRU 12/2024	35,997.24	1,265.32	37,300.77	0.00	173,918.00	136,617.23	21.45%	66.67%
23A	LIHWAP BUDGET PERIOD: 01/2022 THRU 3/2024	550,189.41	0.00	550,688.31	0.00	568,868.00	18,179.69	96.80%	100.00%
22	HEAD START PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024	11,623,686.52	1,118,411.66	12,007,620.02	0.00	13,857,639.00	1,850,018.98	86.65%	100.00%
	INKIND	2,637,761.29	102,914.69	2,637,761.29		3,507,841.00	870,079.71	75.20%	
	PA-22 TOTAL	364,932.47	1,221,326.35	14,845,381.31	0.00	17,365,480.00	2,720,098.69		
28A	EARLY HEAD START - TTA/CDA PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024		977.92	47,855.05	0.00	119,685.00	71,829.95	39.98%	100.00%
	PA-28A TOTAL		977.92	47,855.05	0.00	119,685.00	71,829.95		
30	H.S.-TTA/CDA PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024		0.00	37,431.67	0.00	54,041.00	16,609.33	69.27%	100.00%
	PA-30 TOTAL		0.00	37,431.67	0.00	54,041.00	16,609.33		
40C	NEIGHBORWORKS AMERICA Hurricane Supplies BUDGET PERIOD: N/A	12,500.00	0.00	12,488.28	0.00	12,500.00	31.72	99.75%	N/A
40E	NEIGHBORWORKS AMERICA Pandemic Suppl BUDGET PERIOD: N/A	20,000.00	0.00	19,537.86	0.00	20,000.00	462.14	97.68%	N/A
40G	NEIGHBORWORKS AMERICA Rental Resilience BUDGET PERIOD: N/A	25,000.00	0.00	21,071.50	0.00	25,000.00	3,928.50	84.29%	N/A
40H	NEIGHBORWORKS AMERICA Training BUDGET PERIOD: N/A	14,500.00	0.00	12,457.93	0.00	14,500.00	2,042.07	85.92%	N/A
40I	NEIGHBORWORKS AMERICA Pandemic Recovery BUDGET PERIOD: N/A	20,000.00	0.00	19,952.32	0.00	20,000.00	47.68	99.76%	N/A
40J	NEIGHBORWORKS AMERICA Disaster Kills BUDGET PERIOD: N/A	500.00	0.00	496.84	0.00	500.00	3.16	99.37%	N/A

**NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED August 31, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
40L	NEIGHBORWORKS AMERICA Winter Storm URI BUDGET PERIOD: N/A	20,000.00	0.00	19,995.18	0.00	20,000.00	4.82	99.98%	N/A
40M	NEIGHBORWORKS AMERICA Suppl Training BUDGET PERIOD: N/A	11,750.00	0.00	10,310.95	0.00	11,750.00	1,439.05	87.75%	N/A
40N	NEIGHBORWORKS AMERICA _NWA Week BUDGET PERIOD: N/A	3,000.00	0.00	1,895.47	0.00	2,000.00	134.53	93.27%	N/A
41R	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	105,000.00	0.00	104,999.93	0.00	105,000.00	0.07	100.00%	N/A
41S	NEIGHBORWORKS AMERICA SIF_Disasters BUDGET PERIOD: N/A	75,000.00	450.22	66,789.62	200.50	75,000.00	8,009.88	89.32%	N/A
41V	NEIGHBORWORKS AMERICA _Rural BUDGET PERIOD: N/A	26,867.00	0.00	26,367.00	0.00	26,867.00	500.00	98.14%	N/A
41X	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	155,000.00	0.00	155,000.00	0.00	155,000.00	0.00	100.00%	N/A
41Z	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	0.00	177,000.00	0.00	177,000.00	0.00	100.00%	N/A
43	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	19,028.11	82,768.21	0.01	177,000.00	94,231.78	46.76%	N/A
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: N/A	38,861.32	0.00	7,538.68	0.00	43,837.00	36,298.32	17.20%	N/A
53A	Green Mountain Energy BUDGET PERIOD: N/A	12,674.43	0.00	12,339.37	0.00	12,673.97	334.60	97.36%	N/A
54	RELIANT ENERGY BUDGET PERIOD: N/A	61,417.09	0.00	40,075.40	0.00	66,416.00	26,340.60	60.34%	N/A
57	CPL-NNG BUDGET PERIOD: N/A	159,206.61	0.00	154,956.20	0.00	159,956.00	4,999.80	96.87%	N/A
57B	DIRECT ENERGY NNP BUDGET PERIOD: N/A	2,500.00	0.00	1,471.91	0.00	24,500.00	23,028.09	6.01%	N/A
61B	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 12/2023	1,623,432.57	0.00	1,621,785.02	0.00	1,624,738.00	2,852.98	99.82%	100.00%
61C	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	1,528,040.76	111,327.72	1,639,947.67	0.02	2,676,877.00	1,036,929.31	61.26%	66.67%
61D	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	81,184.78	24,541.68	105,732.36	8.00	127,156.00	21,415.64	83.16%	66.67%
61Z	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 03/2024	641,756.00	0.00	641,756.00	0.00	641,756.00	0.00	100.00%	100.00%
74	CHILD CARE FOOD PROGRAM - HS								

NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED August 31, 2024

ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
BUDGET PERIOD 10/2023 THRU 09/2024	585,843.85	53,731.36	643,787.42	0.00	723,508.35	79,720.93	86.98%	91.67%
TOTAL FUNDS	19,513,200.23	1,353,209.12	19,606,951.91	208.54	24,303,353.32	4,696,192.87		
TOTAL INKIND	2,637,761.29	102,914.69	2,637,761.29	0.00	3,507,841.00	870,079.71		
GRAND TOTAL	22,150,961.52	\$1,456,123.81	\$22,244,713.20	\$208.54	\$27,811,194.32	\$5,566,272.58		

Nueces County Community Action Agency
Statement of Financial Position
As of 8/31/2024

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	1,949,949.85
Accounts Receivable	
Grants Receivable	786,559.57
Total Accounts Receivable	786,559.57
Other Assets	
Temp MIP	228,689.30
Temp MIP	1,249,843.11
Total Current Assets	4,215,041.83
Noncurrent Assets	
Loans Receivable	1,503.94
Property Held for Resale	13,272.81
Property Held For Resale, Restricted	276,000.00
Property and Equipment	6,022,553.06
Operating Lease - Right of Use	158,384.00
Accumulated Depreciation	(3,434,391.36)
Accumulated Amortization	(72,402.00)
Total Noncurrent Assets	2,964,920.45
ASSETS	7,179,962.28
Current Liabilities	
Accounts Payable and Accrued Liabilities	580,390.29
Operating Lease Liability, Current	80,669.00
Finance Lease Liability, Current Portion	72,470.00
Temp MIP	1,249,843.11
Total Current Liabilities	1,983,372.40
Noncurrent Liabilities	
Loans Payable	1,503.94
City of CC Chodo Note	953,610.23
Accumulated Comp Absences	259,723.65
Operating Lease Liability, NC	77,715.00
Finance Lease Liability, NC	

Nueces County Community Action Agency
Statement of Financial Position
As of 8/31/2024

	<u>Current Year Balance</u>
	<u>70,834.00</u>
Total Noncurrent Liabilities	<u>1,363,386.82</u>
Net Assets	
Unrestricted Assets	2,765,378.47
Temporarily Restricted Assets	331,836.79
Permanently Restricted - Property & Equipment	<u>735,987.80</u>
Total Net Assets	<u>3,833,203.06</u>
LIABILITIES AND NET ASSETS	<u><u>7,179,962.28</u></u>

Nueces County Community Action Agency
Statement of Activities
From 8/1/2024 Through 8/31/2024

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	918,827.10	0.00	918,827.10
Other	0.00	17,031.86	17,031.86
In-Kind	<u>102,914.69</u>	<u>0.00</u>	<u>102,914.69</u>
Total Support	<u>1,021,741.79</u>	<u>17,031.86</u>	<u>1,038,773.65</u>
Expenditures			
Salaries	885,207.07	0.00	885,207.07
Fringe Benefits	195,514.53	0.00	195,514.53
Travel	208.83	0.00	208.83
Program Support	272,867.59	12.76	272,880.35
In Kind	<u>102,914.69</u>	<u>0.00</u>	<u>102,914.69</u>
Total Expenditures	<u>1,456,712.71</u>	<u>12.76</u>	<u>1,456,725.47</u>
Increase (Decrease In Net Assets)	<u><u>(434,970.92)</u></u>	<u><u>17,019.10</u></u>	<u><u>(417,951.82)</u></u>



MONTHLY ACTIVITY REPORT

TO: NCCAA Board of Directors
FROM: Linda Romero-Carrillo, Chief Executive Officer
DATE: September, 2024
SUBJECT: August Activity Reports

- Attended Head Start Pre-service
- Met with the Office of Head Start (OHS) weekly
- Held CSBG Budget Hearing
- Worked on CEAP Service Delivery Plan
- Met with BKCW Insurance Broker regarding benefits
- Met with Head Start Staff Zoom meeting regarding OHS grant update
- Attended Homeless Issue Partnership (HiP) Board meeting
- Attended NWAT Topic Meeting: Affordable Mortgage Products webinar
- Participated in the Head Start Relocation Plan meeting
- Met with Community Action Agency regarding CAP systems
- Met with Community Services staff regarding procedural updates
- Met with HiP Board to review bylaws



NCCAA

August Monthly Activity Report-2024 Community Services CEAP, HOUSING, & CSBG Diana Hernandez, Community Services Supervising Manager

Housing – Currently 1 vacancy #1 Houston Apts.; 2 bedroom/1 bath.

Comprehensive Energy Assistance Program (CEAP)

- Served 221 Households and 461 Individuals with utility assistance

Community Service Block Grant (CSBG)

- Served 32 Households and 10 Individuals

Heating and Cooling(CEAP)

- Served 11 Households and 19 Individuals

Birth to Five Head Start Director's Report Program Information Report (PIR) and On-Going Monitoring
A. Enrollment and Program Information as of August 31, 2024

Enrollment	Current
(Funded 563) HS PA22	211
(Funded 352) EHS PA28	340
(Funded 10) Pregnant Women	11
Wait List For 2022-2023	
*HS	110
On-line incomplete applications	
*EHS	158
On-line incomplete applications	
Children with Disabilities	
returning children HS requires 56	9.5
returning children EHS requires 35	11.4
Total Enrolled 10%	10%
Homeless Children & Families	
HS	2
EHS	6
Number of Operational Days	
August HS	14
August EHS	14
Volunteers	
August HS	0
August EHS	0
Overincome (PIRa)	
(w/qualifying disability) HS	7
(w/qualifying disability) EHS	8

Number of Children with Health Insurance		
Medicaid/CHIP		
	HS	139
	EHS	232
Private Insurance		
	HS	2
	EHS	3
Military Coverage		
	HS	0
	EHS	0
No Insurance		
	HS	73
	EHS	110 *
Health Screening (Physical & Dentals)		
Medical	HS	121
(PIR C-5)	EHS	201
Dental (PIR C-17)	HS	117
	EHS	195
Lead Screening		
For the month	HS	1
For the month	EHS	2
Immunization up to date (PIR C.11)		
Cumulative for Year	HS	213
	EHS	267
Opted Out (PIR C13)	HS/EHS	0/2
ADA (Average Daily Attendance)		
	HS	93%
	EHS	92%

Children Total Meals

May			Total	
(2024-25 reimbursement rate \$1.97) Breakfast	8178	@	2.21	\$18,073.38
(2024-25 reimbursement rate \$3.66) Lunch	8215	@	4.03	\$33,106.45
(2024-25 reimbursement rate \$1.00) Snack	7532	@	1.18	\$8,887.76
				\$60,067.59
			CIL	2,423.43
				\$62,491.02

Projected unaudited total

YTD Actual CACFP Revenue Received for contract year, October - September

\$62,491.02

*All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.

PROGRAM ACTIVITIES

Operations

Maintenance

The maintenance team is currently working on moving furniture and classroom supplies for Stepping Stone and Soledad to other centers to accommodate the children at Maintenance team is also assisting with transporting files to the agency retention center

Issues and Planning:

Issues and Planning:

STAFFING

Pre-School Division

Teachers:	
Total Positions	20
Vacancies	4
MS	0
BA	10
AA	6
CDA	0
No CDA	0

Aast. Teachers:

Total Positions	20
Vacancies	4
BA/ECE	1
AA/ECE	2
CDA	6
No CDA	7

Infant Toddler Division

Child Day Specialists	
Total Positions	106
Vacancies	33
PHD	0
Masters	1
BA	3
BA Other	3
AA	10
AA Other	3
CDA	34
No CDA	19

I/T Caregivers

Total Positions	28
Vacancies	5
BA/ECE	0
BA Other	1
AA/ECE	1
AA Other	2
CDA	8
Need CDA	11

In-kind Goal for EHS 2023/2024	Month	Monthly	Column1
\$2,806,749.00	September	\$69,766.71	
	October	\$126,479.55	
	November	\$115,238.37	
	December	\$80,871.11	
	January	\$279,246.65	
	February	\$167,377.71	
	March	\$109,528.10	
	April	\$180,577.53	
	May	\$79,097.18	
	June	\$227,699.37	
	July	\$226,297.33	
	August	\$74,307.00	
	September		
	YTD	\$1,736,487.2	\$1,070,261.72

In-kind Goal for HS 2023/2024	Month	Monthly	Column1
\$701,092.00	September	\$32,516.78	
	October	\$26,409.88	
	November	\$67,467.73	
	December	\$52,094.92	
	January	\$83,485.02	
	February	\$147,452.51	
	March	\$44,009.57	
	April	128,844.33	
	May	\$34,336.07	
	June	\$139,067.99	
	July	\$116,982.19	
	August	28,607.02	
	September		
	YTD	\$901,274.01	\$200,192.01



Austin / Zavala Neighborhood Council Meeting Agenda

Date: July 30th, 2024

Meeting called to Order: Mrs. Gloria Garga called today's meeting to order and announced that we had two special guests, Mr. Diane Hernandez and Invocation and Pledge of Allegiance: Mrs. Garga opened the meeting with prayer and following Mr. Baskin led the United States Pledge of Allegiance.

Approval of Minutes: We reviewed the status of all members still re-enlisting for the electric program that started July 1st thru the 11th. Mrs. Diane Hernandez said that 375 people were enlisted.
 Motion to accept minutes: Mrs. Baskin motioned to accept minutes and Mrs. Garga second. Approved.
 2nd Motion to accept minutes:

Old Business: Mrs. Diane Hernandez informed members of the processing of all applicants and reviewed the questions any/all present members and reviewed the weatherization program and took down the names of members to assist them with their heaters and other

New Business: Cooling Appliances
 There was a reminder that the following month we would be holding the new election for the incoming year and to please come on

Adjournment: August 13, 2024.
 Motion to adjourn Meeting: Mrs. Mary Calderon motioned to adjourn meeting and second by Mrs. Baskin. Ten members were present and thirty (30) were called. The next meeting Page 72 be held on August 13, 2024 at Greenwood Senior.

Banquete Neighborhood Council Minutes

8/20/2024

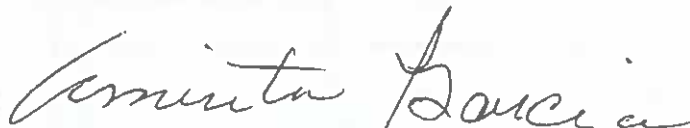
Meeting was called to order at 10:07 by Maria Martinez and seconded by Lupita Gonzalez.

Discussion: No updates from NCCAA besides us not taking applications. Question was asked if we would be taking applications again, I did let them know as of right now No, but they can check back with us. I did give out Resources and let them know they can call the Resources and see who is helping.

The question was asked of when we were going to start taking applications for next year. I did let them know we did not have a date and normally that is not discussed till closer to the end of the year. At that time, I am sure Aminta will find out at the meeting and share with the center. They also asked if we were going to do the same as last year and pass out like we did. Again, told them I was not sure as we will not find out till closer to the end of the year but the way it was done was very much liked.

Aminta asked if anyone would like to become the secretary and they stated no. Aminta stated she had a friend who she would as her son Orlando Trevino because he is very verbal and likes to be involved. She asked if anyone had any other questions and they said no. She (Aminta) stated she had the paper work for the Elections but was misplaced, she would find it, if not she would get another one from the meeting when she goes.

Meeting was adjourned at 10:18 by Maria Martinez and seconded by Janie Riojas.



Banqueiro CENTER
C1 ATTENDANCE

DAY / DATE Aug. 21, 2021 TUES.

Initial if you will
be eating
tomorrow

Print Name

	Print Name	Initial if you will be eating tomorrow
1	Janic Espinoza	J.E
2	MARY R HERNANDEZ	
3	AURORA Rios	A# AT
4	Mary Garcia	M.G.
5	Lapita Gonzalez	L.G.
6	Lela martinez	L.M
7	Enlora Perez	
8	Aurora Perez	
9	ERCILIA PEREZ	J.P.
10	Margaret RAMIREZ	MP
11	DIANA RAMIREZ	DR
12	JANIT KOJAS	J.K.
13	CARMEN Chapa	C.C.
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

Robstown NCCA meeting
Aug. 20, 2024

- Opening of meeting: Maria Pacheco
- Prayer led by: Mrs. Pacheco with the Pledge of Alligance.
- Mrs. Pacheco welcomed the people in attendance and thanked them for being there at the meeting.
- Mrs. Pacheco explained the purpose of the meeting was to have Elections for the coming year: 2024-2025.

Mrs. Pacheco opened the Floor for nominations for Chairperson and Vice-Chairperson.

Mrs. Esperanza Soliz made a motion for the Board to stay as is. She said they were happy that we were doing a great job.

So, Mrs. Juanita Garcia seconded the motion. Everybody were in favor, so the Board stays the same.

After the nominations, the meeting was closed at 3:30 P.M. motion by Juanita Garcia and sec. by Elisa Longoria

Mrs. Pacheco thanked all the people there, and served some refreshments for the attendees.
Next meeting will be on Sept. 17, 2024 at 3: P.M.

- Chair person : Maria Pacheco
- Vice. person : Barbarita
- Rep. - Maria ~~Pacheco~~ Ramirez
Pacheco

8/20/24
NCCA Meeting
Council meeting

1. Guadalupe Santos
2. Guanta Garcia
3. Amalia Infante
4. Ernesto Villeda
5. David Villeda
6. Reed & Meléndez
7. S B Fongoria
8. Elisa R Fongoria
9. JOSE SOLIZ
- ✓ 10. Esperanza Soliz
11. Gabby Hernandez
12. Maria Pacheco

**JOINT MEETING
EXECUTIVE COMMITTEE
FISCAL/AUDIT COMMITTEE**

**MEETING MINUTES
September 16, 2024**

EXECUTIVE COMMITTEE

MEMBERS PRESENT

Vic Medina
Dr. Nicholas Adame
Jean Gaskins
Aidee Hernandez
Jennipher Garcia
Kimberly Head

MEMBERS ABSENT

Vacant – Rep. of Private Sector (attorney)
Zulema Zapata – excused OTT
Maria Pacheco – no transportation

STAFF PRESENT

Linda R. Carrillo
Cindy Longoria
Alicia Mancha
Jennifer Ruiz
Martha Benavides

FISCAL/AUDIT COMMITTEE

MEMBERS PRESENT

Vic Medina
Jean Gaskins
Aidee Hernandez
Jennipher Garcia
Kimberly Head

MEMBERS ABSENT

None

CALL TO ORDER:

Chairperson Vic Medina declared a quorum and called the meeting to order at 5:30 p.m. The joint committee meeting was conducted in-person at the NCCAA Central Administrative Office located at 101 South Padre Island Dr., 78405.

APPROVAL OF MINUTES:

Chairperson Medina entertained a motion to approve the minutes of the June 17, 2024 Executive Committee & Fiscal/Audit Committee Joint Meeting, the July Board Summer Break and the August 12, 2024 no quorum. Presented by Vic Medina, Chairperson.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, to approve the minutes of the June 17, 2024 Executive Committee & Fiscal/Audit Committee Joint Meeting, the July Board Summer Break and the August 12, 2024 no quorum.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

Chairperson Vic Medina requested to move Action Item #7 CEO Evaluation to the end of the meeting, after informational items.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025. Presented by Martha Benavides, Chief Financial Officer.

CSBG Organizational Standard 8.9 – The governing body annually approves an organization-wide budget.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, for a favorable review of the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

2. Discussion and Possible Action of the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing. Presented by Linda R. Carrillo, Chief Executive Officer.

Chairperson Medina entertained a motion for a favorable review of the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, for a favorable review of the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

3. Discussion and Possible Action of the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes. Presented by Linda R. Carrillo, Chief Executive Officer.

CSBG Organizational Standard 4.2 - The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

CSBG Organizational Standard 4.3 - The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

CSBG Organizational Standard 4.4 – The governing board received the annual update on the success of specific strategies included in the Community Action Plan.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Jean Gaskins, for a favorable review of the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

4. Discussion and Possible Action of the 2024 NCCAA Customer Satisfaction Survey Results. Presented by Linda R. Carrillo, Chief Executive Officer.

CSBG Organizational Standard 1.3 – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

CSBG Organizational Standard 6.4 – Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

Chairperson Medina entertained a motion for a favorable review of the 2024 NCCAA Customer

Satisfaction Survey Results.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jennipher Garcia, for a favorable review of the 2024 NCCAA Customer Satisfaction Survey Results.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

- 5. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code. Presented by Linda R. Carrillo, Chief Executive Officer.

CSBG Organizational Standard 5.5 – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Board of Directors Attendance Roster.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, for a favorable review of the NCCAA Board of Directors Attendance Roster.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

- 6. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Texas Department of Agriculture. **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.** Presented by Linda Carrillo, Chief Executive Officer.

Board Compliance Requirements	Members Pending Compliance
Board Members Pending the Return of the Required Board Documents: Due November 30, 2023	All members in compliance
Board Members Pending Completion of the Open Meetings Act training:	Kimberly Head

Board Members Pending Completion of Public Information Act training:	Kimberly Head
Board Members Pending the Return of Compliance CACFP Forms: copy of driver's license and utility bill.	Kimberly Head, pending copy of driver's license and utility bill.
Board Compliance Requirements	Members Pending Compliance
Board Members Pending Completion of the Civil Rights Training.	Kimberly Head Pending Completion: Esmeralda Teran. Out of Compliance.

Chairperson Medina entertained a motion for a favorable review of the 2023 - 2024 Board Compliance Report.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, for a favorable review of the Board Compliance Report.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

B. Informational Items

1. Program Update – Administration - Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. Preparation for Annual Meeting – NCCAA Board of Directors Recruitment for 2024 – 2025. **Board appointment forms have been mailed out to the Low-Income Sector, Public Sector and Private Sector. Board appointment forms were due on or before Tuesday, September 3, 2024.** Copies of the appointment forms have been mailed to all current NCCAA board members. If you are interested in serving on the 2024 – 2025 NCCAA Board of Directors, please contact the sector that you represent. Board elections for 2024 – 2025 will take place at the Annual Board Meeting on Thursday, September 26, 2024. **If you are interested in a Board Officer position for 2024 – 2025, please submit your nomination by Friday, September 20, 2024.**
 - b. NCCAA 2025 Board of Directors Orientation will be Virtual. More information to come at a later date.
 - c. NCCAA Letter to Board of Directors – Birth-to-Five Head Start Team Cease Operations December 31, 2024.
 - d. NCCAA Letter to Policy Council – Birth-to-Five Head Start Team Cease Operations December 31, 2024.

2. Program Update – Community Services – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. TDHCA PY2024 On-Site Monitoring Review CAP Contract No. 58240004029, CEAP Contract No. 58940004177, CSBG Contract No. 61240004141, DOE Contract No. 56240004272, DOE BIL Contract No. 55220004061, LIHEAP Contract No. 81240004109.
 - b. City of Corpus Christi / NCCAA 2023 HOME Monitoring Close Out Letter - 3220 Houston Street – Review Closed.

3. Program Update - Birth-to-Five Head Start – Presented by Alicia Mancha, Director of Birth-to-Five Head Start
 - a. 2023 – 2024 School Year in Review Birth-to-Five Head Start Parent Feedback.
 - b. ACF Office of Head Start Grant 06CH012858-01-00 Notice of Award 4-month grant award 08/31/2024 – 12/31/2024.

4. Monthly Fiscal Reports – July 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Checks \$1,500 - \$4,999.99
 - b. Checks \$5,000 and over
 - c. Expenditure/Encumbrance Budget Reports
 - d. Bank Reconciliation
 - e. Credit Card Statements

5. Monthly Financial Reports – July 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Statement of Financial Position as of 07/31/2024
 - b. Statement of Activities from 07/01/2024 through 07/31/2024

6. Monthly Fiscal Reports – August 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Checks \$1,500 - \$4,999.99
 - b. Checks \$5,000 and over
 - c. Expenditure/Encumbrance Budget Reports
 - d. Bank Reconciliation
 - e. Credit Card Statements

7. Monthly Financial Reports – August 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Statement of Financial Position as of 08/31/2024
 - b. Statement of Activities from 08/01/2024 through 08/31/2024

A. Action Item # 7

Chairperson Medina entertained a motion to go into closed session at 6:05 P.M.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, to go into closed session.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Chairperson Medina entertained a motion to return to open session at 6:38 P.M.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, to return to open session.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

7. Discussion and Possible Action of the Chief Executive Officer Annual Evaluation and compensation review (annual evaluation completed by the Executive Committee members). Presented by Vic Medina, Board and Executive Committee Chairperson.

CSBG Organizational Standard 7.4 – The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

CSBG Organizational Standard 7.5 – The governing board reviews and approves CEO/executive director compensation within each calendar year.

Chairperson Medina entertained a motion for a favorable review of the Chief Executive Officer Annual Evaluation and compensation review. The evaluation rating was 4.978 out of 5.00. The Executive Committee recommendation is to revisit the CEO salary increase by March 1, 2025, or no later than 6 months. At that time, subject to further review a 3% increase may be recommended.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, for a favorable review of the Chief Executive Officer Annual Evaluation and compensation review. The evaluation rating was 4.978 out of 5.00. The Executive Committee recommendation is to revisit the CEO salary increase by March 1, 2025, or no later than 6 months. At that time, subject to further review a 3% increase may be recommended.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 6:45 P.M.

Birth-to-Five Head Start Policy Council Meeting

September 12, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Vic Medina	Cierra Felix	Chancene Leal (Vice-Chairperson)	Norma Munoz
Jennipher Garca			

Staff and Guests Present (Face to Face):

Jeannine Johnson	Stephanie Castro	Heather Zavala	Richard Lopez

I. Call to Order- Meeting Started at: 3:12pm Called to order by _Heather Zavala_.

- A. Roll Call- Heather Zavala**
- B. Establish Quorum- **Quorum established****

II. Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."

III. Approval of Minutes:

Minutes for the August 16, 2023 Regular Meeting Minutes were presented for approval. **Cierra Felix** motioned to approve the minutes as presented, second by **Jennipher Garcia**. Motion carried.

IV. Calendar: September 2nd - Labor Day, September 3-6th - Grandparents Celebration at Centers, September 10th - Policy Council Meeting (Rescheduled for September 12th due to not meeting quorum), September 12th - P.I.E Meeting, September 13th- Grand Parent Conference @ Del Mar, September 19th - S.E.A.T Meeting, September 26th - Board Meeting/P.I.E Meeting, September 27th - Staff Development Day/ CDA Class for Staff - 1-5pm. October 7-11th Card Board Challenge @ Centers, October 10th Early Release @ 12:00pm/DMHS Support Meeting , October 14th- Indigenous Peoples Day, October 18th - Fall Mini Conference, October 24 - P.I.E Meeting, October 25- Staff Development Day, October 31- Board Meeting.

V. Action Items:

A. Treasurer's Report: The treasurer's report for July 31, 2024 was presented by Heather Zavala. There was no service charge for this account in July and the ending account balance was \$8,885.72. **Chancene Leal** motioned to accept the treasurer's report for July, second by **Cierra Felix**. Motion carried.

B. Committee Reports:

1. By-laws Committee: No Meeting: No Action

2. Personnel Committee: No Meeting; No Action
3. Scholarship Committee: No Meeting; No Action.
4. Fundraiser Committee: No Meeting; No Action
5. Budget Committee: No Meeting, No Action.

VI. Program Governance

A. Administration:

1. Program Expenditures for August 01, 2024 to August 31, 2024. Program Encumbrance Reports and Credit Card Reports for August were included in the agenda. Stephanie Castro, Benefits and Payroll Accountant, reviewed the encumbrance reports for 22 Head Start, 28A EHS TTA and 30 HS TTA CDA. **Cierra Felix** motioned to accept the program expenditures and credit card activity reports for August 2024. Second motion made by **Chancene Leal**. Motion carried.

VII. New Business - Action Items

1. **Longevity and Retention Pay Policy** presented by TTA Coordinator Heather Zavala. Ms. Zavala explained the Longevity policy has had a revision to include that Longevity pay can be paid out in the same year as Retention Pay or paid one at a time based on the budget. The Retention Pay Policy was also reviewed and Heather Zavala stated Retention pay is a way for the agency to provide support to staff by strengthening the agency foundation. Retention pay is based on the number of months of continuous service to NCCAA and will be paid out in tiers of pay that are associated with the total period of employment. Retention Pay will be disbursed based on budget and grant availability. This policy is subject to adjustments or cancellation and will be determined through executive collaboration. **Chancene Leal** motioned to approve the Longevity and Retention Pay Policy. Second motion made by **Cierra Felix**. Motion Carried.
2. **Education Assistance Guidelines and Revisions** was presented by Training and Technical Assistance Coordinator Heather Zavala. The revisions included in the Education Assistance Guidelines include that staff can obtain online course credit from accredited colleges or licensed recourses as well as classes will be reimbursed to any staff who needs advanced education fir their current position with verification of denial of financial aid. And finally, Professional development training and courses will be paid for by NCCAA as needed.

VIII. Informational Items

1. **HR Staffing Report - Not reported due to HR representative not being present. Staffing report will be reviewed at next PC meeting.**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
9/12/24		EHS -	EHS-	EHS -	EHS -
		HS -	HS -	HS -	HS -

Closed Session Not required.

2. **Board Update-** Mr. Vic Medina presented the Board Update. Mr. Medina stated the Board of Directors received a letter from NCCAA Chief Executive Officer Linda Carrillo, which notified the board of the grant not being received and the program being taken over by a new entity as of January 1, 2024. Mr. Medina voiced not knowing what lies ahead but encourages everyone to assist the new entity for the best interest of the program and the families we serve. Mr. Medina thanked the agency for the ongoing support and community assistance that the agency has provided to children and families and hopes the families will continue to be served as there is still a need in the community.

3. **2024 Customer Satisfaction Survey Results** were presented by Training and Technical Assistance Coordinator Heather Zavala. Ms. Zavala reported that pages 20-24 included the results of the satisfaction survey that showed the results for overall experience, Quality of Services, Customer Service, Quality of Professionalism and Recommendation to the Community.
4. Head Start Parent Feedback was presented by Jeannine Johnson. Ms. Johnson stated the feedback included that NCCAA has served 1,212 children ages birth through 6 years old this past school year as well as given feedback on the parentpowered app as parents voiced their experiences while using the app and making access easy for families.
5. **Directors' Report** The Directors Report was presented by Associate Director Jeannine Johnson. Ms. Johnson stated maintenance is currently working hard with moving furniture and supplies out of Stepping Stone and Soledad HS centers as staff and children will be relocated to ensure safety of the children and staff.
6. **Notice Of Award Notification** presented by Associate Director Jeannine Johnson. Ms. Johnson notified the PC participants that the new grant awarded will be from August 31, 2024 - December 31st 2024 and the budget for four month period is for \$4,785,675.00 plus \$1,196.419.00 that is the total approved for inkind match which calculates to a total of \$5,982,094.00.
7. **Letter to Policy Council Head Start Team Cease Operations** was presented by Jeannine Johnson. Ms. Johnson. Ms. Johnson reported that NCCAA has received notification from the Office of Head Start regarding the 5 year grant and unfortunately the grant was awarded to a new entity. Ms. Johnson stated the NCCAA Head Start program will operate until December 31, 2024 while the transition of operations take place. Comments were voiced on the floor. Mr. Vic Medina stated he is glad services will not be interrupted and hes glad NCCAA is assisting on supporting the new entity during the transition to ensure the changes go smoothly. Vic Medina voiced how thankful he is to the program and all the hard work that has been done to keep the agency running and successful.

4. Program Plans. None

5. Revision and Update to Program Narrative: None

X. **Public Comments: None**

XII. Good and Welfare: None

XIII. Adjournment: Meeting adjourned at 3:50pm. First motion to end the meeting was made by **Cierra Felix**. Seconded by **Chancene Leal**. Motion carried. Meeting adjourned.

Chairperson Printed Name	Chairperson Signature	Date
Chancene Leal		

The Policy Council may elect to go into closed session at any time for:

- **Consultation between the Policy Council and its attorney**
- **Discussion with respect to real property**
- **Personnel issues**

Birth-to-Five Head Start Policy Council Meeting

August 16, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Vic Medina	Cierra Felix	Ann Johnson (Chairperson)	Chancene Leal (Vice Chairperson)
Claudia Infante			

Staff and Guests Present (Face to Face):

Linda Carrillo	Stephanie Castro	Alicia Mancha	Gabriela Ortegon
Jeannine Johnson	Heather Zavala	Cynthia Longoria	

I. Call to Order- Meeting Started at: 10:46am Called to order by Heather Zavala.

- A. Roll Call- Heather Zavala
- B. Establish Quorum- **Quorum established**

II. Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."

II. Approval of Minutes

- A. June 12, 2024 Regular Policy Council Meeting approved. First motion made by **Chancene Leal**. Second motion made by **Cierra Felix**. Motion carried.

IV. Calendar – August 1, 2024-Table of Contents training for Staff, August 2, 2024- Agency closed, August 5-6, 2024- Mandatory Human Resources/Annual training for staff, August 7-9, 2024 – Meet the Teacher and Parent Orientation, August 12, 2024 – First Day of School, August 13, 2024- Policy Council, August 22, 2024 – Child Record Workshop with Staff, August 29, 2024- Board Meeting, August 30, 2024 – Staff Development Day. September 2, 2024-Labor Day, September 3-6,2024- Grand Parents Celebration at Centers, September 10, 2024-Policy Council Meeting, September 12, 2024 – P.I.E Meeting, September 13, 2024 – Grandparent Conference @ Del Mar College, September 19, 2024 – S.E.A.T Meeting, September 26, 2024 Board Meeting/ P.I.E Meeting, September Staff Development Day/CDA class for staff.

V. Action Items:

A. **Treasurer’s Report:** The Treasurer’s Report for May 2024 and June 2024 were presented by Heather Zavala whom notified meeting participants that both May 2024 – June 2024 statements were both being reviewed due to no meeting taking place in July. Bank Statements were reviewed for May and June and the monthly balance on the Rally Account is \$8,885.72 with no service charges for the month of May or June. **Cierra Felix** motioned to accept the Financial Reports presented, seconded by **Chancene Leal**. Motion carried.

B. Committee Reports:

- 1. By-laws Committee: No Meeting: No Action

2. **Personnel Committee:** Approval of personnel Committee Meeting Minutes for July 11, 2024 and July 31, 2024. **Chancene Leal** motioned to accept the Personnel Committee Minutes, Seconded by **Claudia Infante**. Motion Carried.
3. **Scholarship Committee:** No Meeting; No Action.
4. **Fundraiser Committee:** No Meeting; No Action
5. **Budget Committee:** No Meeting, No Action.

VI. Program Governance

A. Administration:

1. Program Expenditures and Credit Card Reports for June 1, 2024 to July 31, 2024 were presented by Stephanie Castro. Encumbrance4 ABudge4t for June and July 2024 including travel, Early Head Start budget, Head Start Budget and TTA budget was reviewed. Stephanie Castro asked if there were any questions on the floor in regards to the Fiscal reported information presented. No questions were asked. First motion to approve the program Expenditures and credit card statements was made by **Cierra Felix**. Seconded by **Claudia Infante**. Motion Carried.

VII. New Business - None

VIII. Informational Items

1. HR Staffing Report.....Jennifer Ruiz, HR Director.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
8/16/24	241	EHS – 10	EHS- 4	EHS -2	EHS -2
		HS - 8	HS – 4	HS – 3	HS - 1

Closed Session Not required.

Board Update- At this time there is no board update according to Board Representative Vic Medina. Mr. Medina stated board has been having an issue meeting quorum at meetings therefore no board meeting has taken place. Mr. Medina referred the question to CEO Linda Carrillo. Mrs. Carrillo stated she had no update at this time.

2. **Directors' Report** The Directors report was presented by Birth to Five Head Start Director Alicia Mancha. Alicia Mancha reported that the directors report consisted of low numbers due to services being closed for the summer. Alicia Mancha reported that staff vacancies are filling up slowly as the Birth to Five Head Start Program are conducting job fairs weekly in attempts to recruit staff for the new school year. Alicia Mancha also reported maintenance has been working hard on different projects at the centers including an ac replacement at Soledad HS, wall rebuilding at Spirit of Hope and Cliff Maus and every day maintenance needed at the centers to ensure safety of staff, children and families. Alicia Mancha reported that 2 trucks have recently been purchased as well as a utility van for the IT department as they visit the centers with equipment. Alicia Mancha stated the monies for these purchases were presented in the previous Policy Council meeting and she wanted to notify everyone that the purchases have been completed as the budget revision was approved.
3. Alicia Mancha then reviewed the Office of Head Start Notification reports of the findings from the previous incidents that occurred. According to the letters received, both incidents that took place have been cleared.
4. Office Of Head Start Notice Of Extension was presented by Alicia Mancha. Alicia Mancha reported that an extension of services was granted pending the new grant for the Early Head Start/Head Start program. The extension letter states services for NCCAA have been extended to August 30th, 2024 while the Office Of Head Start continues working on the determination of if the grant will be renewed. No other information is available at this time.

4. Program Plans. None

5. Revision and Update to Program Narrative: None

X. **Public Comments**: None

XII. Good and Welfare: Alicia Mancha thanked the Policy Council Representatives for their ongoing commitment to our agency and voiced her appreciation as we move forward into our new school year. Chancene Leal thanked administration for assisting her family and child and prays the agency is able to thrive and continue supporting families in the community. Ann Johnson seconded what was said and thanked everyone for the hard work put into the program.

XIII. Adjournment: Meeting was adjourned at 11:01am. Motion to approve ending the meeting was made by **Ann Johnson**. Seconded by **Cierra Felix**. Motion carried, meeting adjourned.

Chairperson Printed Name

Chairperson Signature

Date

Ann Johnson



09/06/2024

The Policy Council may elect to go into closed session at any time for:

- Consultation between the Policy Council and its attorney**
- Discussion with respect to real property**
- Personnel issues**
- Any matter specifically made confidential by law or regulation**

October

2024

NCCAA Board of Directors

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Closed Agency Holiday Indigenous Peoples' Day	15 5:30 PM Officer Meeting	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 5:30 PM NCCAA Board of Directors Regular Meeting	October is the beginning of the 2024-2025 NCCAA Board of Directors	



Cynthia Longoria <cynthia.longoria@nccaatx.org>

Press Release - NCCAA B5HS Ceases Operation December 31, 2024

1 message

Cynthia Longoria <cynthia.longoria@nccaatx.org> Fri, Sep 13, 2024 at 1:34 PM
To: Vic Medina <nolongputters@gmail.com>, Zulema Zapata <zulemazap@gmail.com>, Aidee Hernandez <ayd.razo@gmail.com>, Priscilla Quintanilla <priscilla.quintanilla@nuecescountytx.gov>, Maria Pacheco <mariasandovalpacheco@gmail.com>, Jennipher Garcia <jennalee5908@gmail.com>, drnickadame@gmail.com, kimberly head <kimberly@elevate361.org>, Esmeralda Teran <teran395@gmail.com>
Cc: Linda Carrillo <linda.carrillo@nccaatx.org>, Cynthia Longoria <cynthia.longoria@nccaatx.org>, Alicia Mancha <alicia.mancha@nccaatx.org>, Jennifer Ruiz <jennifer.ruiz@nccaatx.org>, Martha Benavides <martha.benavides@nccaatx.org>

NCCAA Board of Directors,
For Your Information, we have issued the attached press release to the media.

Please inform those who you represent on our board.

After the end of the 4-month Birth-to-Five Head Start grant on December 31, 2024, NCCAA will continue to serve the community with our Community Services programs.

Thank you,
Cindy Longoria



Cynthia A. Longoria
Director of Operations
Nueces County Community Action Agency
101 South Padre Island Dr.
Corpus Christi, TX 78405
(361) 654-7941
cynthia.longoria@nccaatx.org

Press Release - NCCAA B5HS Ceases Operation Dec. 31, 2024.pdf
41K

NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive

Corpus Christi, TX 78405-4102 (361) 883-7201

FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

September 13, 2024

NCCAA To Cease Operations of the Birth-to-Five Head Start Program

Effective December 31, 2024

Nueces County Community Action Agency (NCCAA) is a private, non-profit organization created with the Economic Opportunity Act of 1964, to lead the battle of President Lyndon Johnson's "War on Poverty". Community Action Agencies (CAA's) were created to provide a wide range of human service programs to help individuals build self-sufficiency and rise out of poverty. As a result of this initiative, NCCAA through grants provided by the Office of Head Start, has operated the Birth-to-Five Head Start Program in Nueces County since 1965.

NCCAA has received notification from the Office of Head Start (OHS) regarding the upcoming 5-year grant beginning in January 2025. The grant has been awarded to another entity. NCCAA has received a 4-month grant to operate the program until December 31, 2024. During this time, we will work closely with the Office of Head Start and the new grantee Upbring to successfully transition the Birth-to-Five Head Start Program operations. Even though, NCCAA will no longer be operating the Birth-to-Five Head Start Program after December 31, 2024, Head Start services will still be offered within our community. Our hope is that with a smooth transition, our children and families should not experience an interruption in services. For more information regarding Upbring, please contact Darrell Cox, Ed.D., Executive Director of Education at Upbring (512) 706-7517 or by email HeadStart@upbring.org.

NCCAA will continue as an agency after the transition of the Head Start Program. The agency will continue to operate the Community Services Program. NCCAA will continue to serve Nueces County residents with utility assistance, heating and cooling, weatherization, housing and emergency services.

We would like to thank the community, Head Start staff of NCCAA and the Office of Head Start for their support during the last 59 years that Nueces County Community Action Agency operated the Head Start grant.

Kind Regards,


Linda Carrillo, NCRI, CCAP
Chief Executive Officer



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