



Community Service Programs of West Alabama, Inc.

Annual Report FY 2016 FY 2017





Chairman/Commissioner Bobby Miller
25 + Years of Service to CSP

Tribute to Bobby Miller



The year 2016 did not start off well for CSP. On January 29, 2016, we lost our beloved Chairman of the Board, Bobby Miller. There are so many things that we miss about Commissioner Miller, but at the top of that list is how much he cared for and contributed to this agency. He celebrated and cheered us on when the funding environment and outcome production was positive and uplifted our spirits when it looked like resources would be cut, thereby making staffing even more difficult. His legacy is his service to us, his constituents and the overall community. If service is indeed the measure of a person, then Bobby Miller was truly one of the greats---he endeavored to make a positive impact on all the lives he touched. He succeeded with us here

at CSP as he left the agency in better shape than it was when he first became Chairman.

We will continue to serve our low-income and vulnerable populations with the spirit and commitment with which Bobby Miller steered us in fulfilling our mission. WE MISS YOU, COMMISSIONER/CHAIRMAN BOBBY!

Freddie Washington, Jr.
Board Chairman

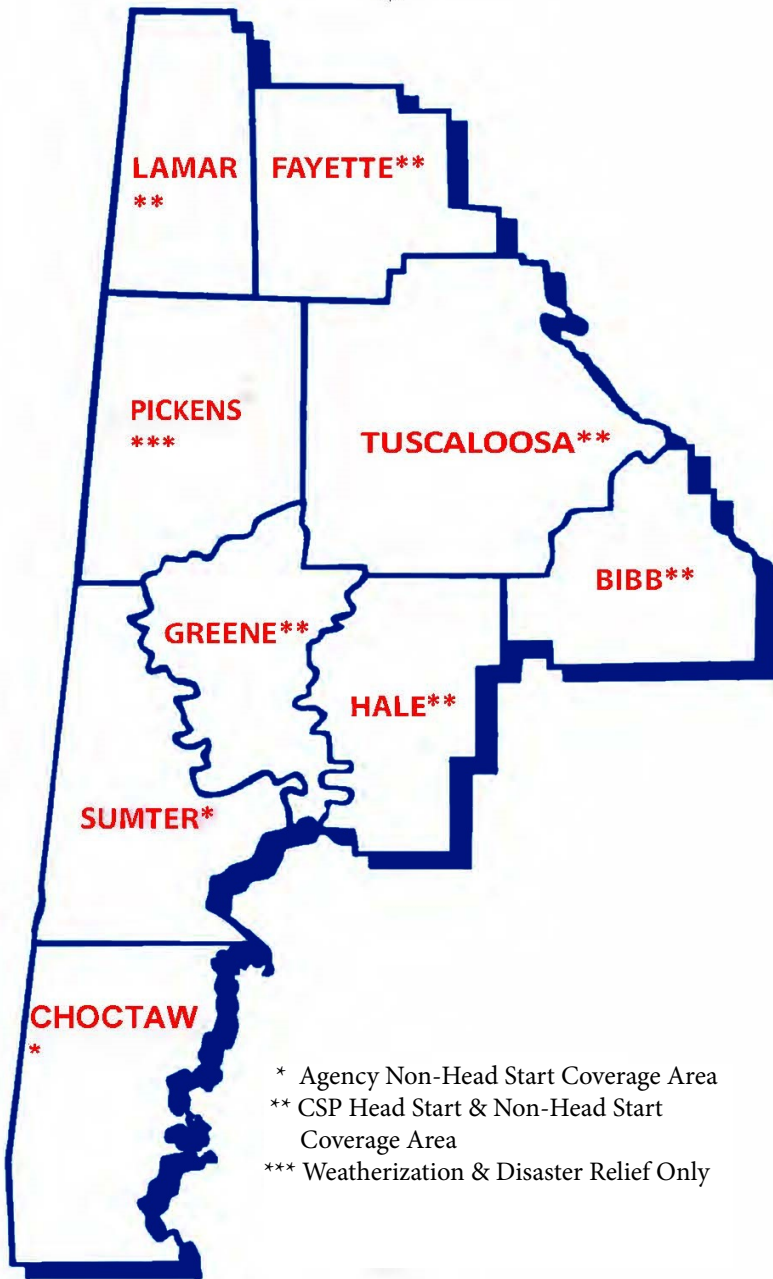
Cynthia W. Burton
Executive Director

Additional Memoriam

Exactly 30 days following the passing of Chairman Miller, we also lost our Meals on Wheels (MOW) Director, Sharon Carey. Sharon had succeeded our long-time MOW Director, Jane Drewry. She picked up the mantle of the program as Ms. Drewry had trained her and increased volunteer participation, as well as helped to improve the quality of our meals. Several of our program participants and community supporters have made donations to the program in honor of Sharon. Rest in peace!

The Board, Management and Staff
CSP of West Alabama

CSP Service Area and Board Members



Board Member	County
Lynne Cephus	Tuscaloosa
Debra Clark	Sumter
JoAnn Craighead	Bibb
Kevin Dixon	Lamar
Mary Hodge	Hale
Johnnie Knott	Greene
Ron Mason	Chactaw
Ray Nelson	Fayette
Beverly Nickerson	Tuscaloosa
Ottice Russelle	Sumter
Bobby Singleton	Hale
Karen Thompson	Tuscaloosa
Jerry Tingle	Tuscaloosa
Nick Underwood	Greene
Freddie Washington	Tuscaloosa

Mission Statement

Community Service Programs of West Alabama, Inc. (CSP) provides resources and services which resolve immediate needs and lead to long-term self-sufficiency for low-income and vulnerable populations

Vision Statement

CSP constituents have reduced barriers and increased potential to become self-sufficient.

Services and Programs Offered

Housing

New Construction

- Single Family Homes
- Multi-Family Dwellings

Housing Rehabilitation

- Weatherization
- Pre-Weatherization
- Housing Preservation

Property Management

- Rental Units - Apartments
- Lease/Purchase Housing



Counseling Activities

- Housing Education/Group Workshops
- Pre-purchase Homebuyer Counseling
- Foreclosure Prevention
- Home Maintenance and Financial Management
- Locating, Securing or Maintaining Residence in Rental Housing
- Individual Counseling

Supportive Services

- Food Referrals
- Food Distribution
(includes Meals on Wheels &
Mobile Food Pantries)
- Energy Assistance
 - Regular
 - Crisis
- Job Coaching/Life Skills Training
- Employment Placement
- Information and Referral Calls
- Disaster Recovery

Education

Head Start/Early Head Start

- Children 0 - 5 years old
- Families
- Expectant Mothers

Early Intervention

- Children 0-3 years old with disabilities
- Families
- High Risk Clinic (Screenings)

Client Characteristics 2016

1. Name of Agency Report: Community Service Programs of West Alabama, Inc.

2a. Total Non CSBG Resources Reported:

2b. Total amount of CSBG Funds allocated:

Total Resources for FY 2015 (2a + 2b):

3. Total unduplicated number of persons about whom one or more characteristics were obtained:

4. Total unduplicated number of persons about who no characteristics were obtained:

5. Total unduplicated number of families about whom one or more characteristics were obtained:

6. Total unduplicated number of families about whom no characteristics were obtained:

7. Gender
 a. Male
 b. Female
TOTAL*

8. Age
 a. 0 - 5
 b. 6 - 11
 c. 12 - 17
 d. 18 - 23
 e. 24 - 44
 f. 45 - 54
 g. 55 - 69
 h. 70+
TOTAL*

9. Ethnicity/Race
 a. Hispanic or Latino
 b. Not Hispanic or Latino
TOTAL*

RACE
 a. White
 b. Black or African American
 c. American Indian and Alaska Native
 d. Asian
 e. Native Hawaiian and Other Pacific Islander
 f. Other
 g. Multi-Race (any two or more of the above)
TOTAL*

10. Education Levels of Adults (# For Adults 24 Years of Older Only)
 a. 0 - 8
 b. 9-12/Non-Graduate
 c. High School Graduate/GED
 d. 12+ Some Post Secondary
 e. 2 or 4 year College Graduate
TOTAL*

11. Other Characteristics
 Yes No
 a. Health Insurance
 b. Disabled

Number of Persons*
 Total

12. Family Type
 a. Single Parent Female
 b. Single Parent Male
 c. Two Parent Household
 d. Single Person
 e. Two Adults - NO Children
 f. Other
TOTAL

Number of Families***

13. Family Size
 a. One
 b. Two
 c. Three
 d. Four
 e. Five
 f. Six
 g. Seven
 h. Eight or more
TOTAL***

Number of Families***

14. Source of Family Income
 a. Unduplicated # Families Reporting One or more sources of income
 b. Unduplicated # Families Reporting Zero Income

Number of Families

TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***

c. TANF
 d. SSI
 e. Social Security
 f. Pension
 g. General Assistance
 h. Unemployment Insurance
 i. Employment + Other Source
 j. Employment Only
 k. Other
TOTAL***

15. Level of Family Income (% Of HHS Guideline)
 a. Up to 50%
 b. 51% to 75%
 c. 76% to 100%
 d. 101% to 125%
 e. 126% to 150%
 f. 151% to 175%
 g. 176% to 200%
 h. 201% and over
TOTAL***

Number of Families***

16. Housing
 a. Own
 b. Rent
 c. Homeless
 d. Other
TOTAL***

Number of Families***

Client Characteristics 2017

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5. Total unduplicated number of families about whom one or more characteristics were obtained:

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 g. 176% to 200%
 h. 201% and over
TOTAL***

16. Housing
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 b. Rent
 c. Homeless
 d. Other
TOTAL***

Number of Persons*
 Total

Number of Families***

Number of Families***

Number of Families

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Number of Families***

Early Intervention

Early Intervention Mission Statement

Early Intervention (EI) is committed to providing quality services for eligible children, birth to three, and their families. The focus of Early Intervention is to train, equip and support parents/caregivers in being the first and best teachers for their children so that when they transition from Early Intervention, they will be able to continue to help their children develop.

Qualifications:

The Early Intervention Program assists families who have infants and toddlers (birth to three years of age) with developmental needs. Infants or toddlers with a 25% delay in one or more of the following areas of development may qualify for Early Intervention services: motor, adaptive, communication, socialization and cognitive development. A diagnosis that could potentially cause developmental delays, such as cerebral palsy, Down Syndrome, or extreme prematurity can also qualify a child for EI services. Qualification for Early Intervention is solely based on a child's developmental delay/diagnosis and is not based on family income.

Family-Centered, Community Based Services

A team of professionals will assist each family with understanding typical development and how their child is likely to develop based on factors which may include a medical diagnosis or delay. Services and home activities are designed to support the child's development. EI services are provided in a location where young children typically would be: home, childcare, playgrounds, etc. and are imbedded into the regular routines and activities of each family.

Services may include:

- Assistive technology device and service
- Audiology services
- Family training, counseling, and home visits
- Health services
- Medical services
- Nursing services
- Nutrition services
- Occupational therapy
- Physical therapy
- Psychological services
- Service coordination
- Sign language and cued language services
- Social services
- Special instruction
- Speech-language pathology services
- Transportation and related services
- Vision services

EI providers are all required to meet state of Alabama approved personnel standards.

All services are provided at no cost to families and are funded by the Alabama Department of Rehabilitation Services through a contract with the Alabama Department of Mental Health. EI also bills Medicaid for case management services, eligibility evaluations, and therapy services/family training for eligible children with parent consent.

Early Intervention

Service statistics:

The Early Intervention program is contracted to serve 140 children a month. In program years 2016-2017, the Early Intervention program served a total of 225 children/families each year in Bibb, Greene, Hale, Marengo, Pickens, Sumter, and Tuscaloosa Counties.

Early Intervention staff

Stephanie Covarrubia, Director

Javelin Lewis- Administrative Assistant/Office Manager

Cqshunda Addison - Service Coordinator/Special Instructor

Carla Allen – Service Coordinator/Special Instructor

Sam Burleson-Special Instructor

Marilynn Edwards- Special Instructor**retired January 2017

Amy Fernandez- Service Coordinator/Special Instructor

Michelle Harris - Service Coordinator/Special Instructor **hired February 2017

Devon Scott – Service Coordinator

Venus Washington- Service Coordinator

Staff highlight:

In January 2017, the Early Intervention team celebrated the retirement of Marilynn Edwards, Special Instructor. Marilynn (seated in the middle, wearing the banner) worked with CSP for 25 years, first as a teacher in the Head Start Program and then 23 years as an EI Special Instructor. Many former EI families as well as community partners participated in this celebration. Marilynn's spirit and passion for quality services for all children is greatly missed.



Special events/collaborations:

The CSP Early Intervention Program was selected to be a pilot site for Infant/Early Childhood Mental Health Consultation services with Alabama Project LAUNCH(Linking Actions for Unmet Needs in Children's Health). Mental health consultation is one approach to supporting social and emotional wellbeing in young children and their families. While early childhood mental health approaches support the child within the context of his/her relationship with parents and other primary caregivers, mental health consultation is designed specifically to build the capacity of the provider to support the child within the context of his/her relationships with parents and caregivers. This partnership supports the early intervention team to meet the complex needs of families in promoting the social and emotional development of their children. By promoting workforce development through joint training efforts and using a model of promotion, intervention, and treatment, the mental health consultants provide a range of supports and services, including consulting with the EI team to enhance their skills to support the family to address the social and emotional development of their child within the context of relationships and supporting reflective supervision practices that recognize the potential stress of engaging in relationship-based practices.

Stephanie Covarrubia, EI Director, participated in a panel at the 2017 Zero to Three Annual Conference in San Diego, CA. The presentation, "Improving Social Emotional Development through Partnerships for Mental Health Consultation in Part C Early Intervention", was based on the LAUNCH collaborations in AL and LA.



Community Service Programs of West Alabama, Inc.

STATEMENT OF ACTIVITIES
For the Year ended September 30, 2016
(with comparative totals for 2015)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 9/30/16	Total 9/30/16 (Memorandum Only)
<u>Support and Revenues</u>					
Contracts and Grants	\$ -	\$ 14,070,251	\$ 25,000	\$ 14,095,251	\$ 14,280,140
Local cash revenues	305,761	103,832	-	409,593	466,191
Local in-kind revenue	-	1,199,065	-	1,199,065	1,522,728
Rental income	101,930	124,234	-	226,164	205,843
Interest Revenue	19,411	1,984	1,430	22,825	22,672
Total support and revenues	427,102	15,499,366	26,430	15,952,898	16,497,574
 <u>Expenses</u>					
Salaries and wages	99,609	6,040,463	-	6,140,072	6,663,767
Fringe Benefits	32,416	1,587,161	-	1,619,577	1,638,238
Contract Services	8,848	342,456	-	351,304	386,033
Travel	5,255	168,717	-	173,972	188,656
Space costs	4,225	279,297	-	283,522	135,653
Consumable supplies	26,645	459,205	-	485,850	460,419
Other costs	139,661	6,383,308	-	6,523,369	6,564,130
Interests	25,697	56,562	-	82,359	82,960
Bad debt expense	34,771	-	-	34,771	-
Depreciation	26,511	141,396	-	167,907	199,427
Total expenses	403,638	15,458,965	-	25,862,603	16,319,283
Increase (decrease) in net assets	23,464	40,401	26,430	90,295	178,291
 <u>Other changes in net assets</u>					
	-	1,430	(1,430)	-	-
Net assets - beginning of year	2,162,171	2,342,812	962,684	5,467,667	5,289,376
Net assets - end of year	\$ 2,185,635	\$ 2,384,643	\$ 987,684	\$ 5,557,962	\$ 5,467,667

Community Service Programs of West Alabama, Inc.

STATEMENT OF ACTIVITIES Year Ended September 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 9/30/2017
<u>Support and Revenues</u>				
Contracts and Grants	\$ -	\$ 13,120,509	\$ 99,058	\$ 13,219,567
Local Cash Revenues	386,851	153,975	-	540,826
Local In-Kind Revenues	-	1,156,527	-	1,156,527
Rental Income	47,586	150,881	-	198,467
Interest Income	18,842	2,564	942	22,348
Total Support and Revenues	453,279	14,584,456	100,000	15,137,735
 <u>Expenditures</u>				
Salaries and Wages	108,730	4,028,601	-	5,037,331
Fringe Benefits	35,143	1,497,568	-	1,532,711
Contract Services	5,093	82,887	-	87,980
Travel	595	205,691	-	206,286
Space Costs	79,642	365,644	-	445,286
Consumable Supplies	31,130	372,984	-	404,114
Other Costs	71,053	5,753,496	-	5,824,549
Interest	19,136	51,359	-	80,495
Bad Debt Expense	360	-	-	360
Local In-Kind Expenses	-	1,156,527	-	1,156,527
Depreciation Expense	25,894	138,104	-	163,998
Total Expenditures	376,776	14,562,861	-	14,939,637
 <u>Increase (Decrease) in Net Assets</u>	 76,503	 21,595	 100,000	 198,098
Transfers In (Out) Between Funds	(292,500)	275,000	17,500	-
 <u>Net Assets - Beginning</u>	 2,185,635	 2,384,643	 987,684	 5,557,962
 <u>Net Assets - Ending</u>	 \$ 1,969,638	 \$ 2,681,238	 \$ 1,105,184	 \$ 5,756,060

Head Start/Early Head Start by the Numbers FY2016 - FY2017

FY 2015-2016, FY 2016-2017 Annual Head Start Reports Community Service Programs of West Alabama, Inc.

Freddie L. Washington, Board President
Cynthia W. Burton, Executive Director
Earnest L. Palmer, Head Start Director
<http://www.cspwal.com>

	FY 2016	FY 2017
Total Funded Head Start/Early Head Start Enrollment	714	714
Head Start Cumulative Enrollment	578	578
Cumulative Enrollment – Ethnicity and Race		
Hispanic or Latin	0	10
Non-Hispanic		
Black or African American	505	495
White	85	70
Bi-racial	33	34
Cumulative Early Head Start Enrollment Ages	136	136
Under 1 year	21	11
1 year old	24	50
2 years old	91	75
Cumulative Early Head Start Enrollment – Ethnicity and Race		
Black or African American	131	111
Bi-racial	7	16
White	15	
Primary Language of Family at Home Head Start		
English	626	599
Spanish	14	2
Hispanic		10
English -Early Head Start	153	122
Pre-K Blended Locations		
Bibb	17	17
Greene	0	17

Head Start/Early Head Start by the Numbers FY2016 - FY2017

Early Head Start-Child Care Partnership		
Tuscaloosa – Tender Loving Care	0	16
Fayette- Tiny Tots	0	8
Sites Providing Transportation Services		
Tuscaloosa, Bibb, and Lamar Counties	275	142
Number of Site Locations	8	8
Number of Early Head Start Teachers		
Head Start	117	103
Early Head Start	46	40
Total Number of Head Start Classes	34	34
Total number of Early Head Start Classes	17	17
Administrative Staff	9	8
Center Managers	8	8
Assistant Center Managers	2	2
Total Policy Council Members	23	23
Community Service Programs of West Alabama Governing Board	15	15
Total Head Start Volunteers		
Number of volunteers	1,444	1,299
Number of Current or Former HS Parents	727	685
Total Early Head Start Volunteers	269	373
Number of Current or Former Early Head Start Parent Volunteers	186	176
Total Grant Budget	\$6,358,401	\$6,556,042
Total In-Kind Contributions	\$1,589,600	\$1,189,760
Total Number of Children Identified with Disabilities (IEP)	66	58
Average total Monthly Hours of Mental Health Professionals	25	8
Head Start Children with Continuous and Accessible Dental Care	638	578
Head Start Children Continuous and Accessible Health Care	638	611
Head Start Children Up-To-Date Preventive and Primary Health	603	578
Early Head Start Children Up-To-Date on Preventive and Primary	142	136
Early Head Start Children with Health Insurance	153	141
Early Head Start Children Continuous and Accessible Health Care	153	121
Early Head Start Children continuous and accessible Dental Care	150	136
Number of Head Start and Early Head Start Families	751	712
Number of Agreements with Local Education Agencies	6	6



Parent, Family, Community Engagement with Head Start/Early Head Start

Four of the eight CSP of West Alabama, Inc. Head Start sites have star ratings under the Quality Rating Improvement System (QRIS), established as a service quality guideline through the Alabama Department of Human Resources, the licensing agency for Head Start/Early Head Start and day care centers. Rated sites include Bibb, Fayette, Moundville, and Greene Counties – the most of any single Grantee in the State of Alabama during the initial rating period.

One of the primary components of the Head Start Act is that of engaging stakeholders in Early Childhood developmental learning. The concept of “It takes a village...” is fundamental in learner success and community empowerment.

CSP Head Start/Early Head Start, which includes six counties, seven communities, eight locations, and 714 children, has strategically engaged community partners in meeting School Readiness goals for children: PNC Bank, University of Alabama Athletic Department and the Fayette Community Foundation.

PNC Bank has underwritten the cost of providing Science and Math experiences for the children through the use of space simulators and technology. Using a virtual space panorama and the volunteerism of bank employees, children were able to experience the mysteries of space at an age-appropriate level, stimulating peer dialogue around the subject matter areas. The cash value was \$8,880 to the program.

Members of the University of Alabama Athletic Department volunteered to read to the children. Subsequently, this collaboration evolved into a landscaping of the Alberta site grounds and painting of several classrooms with a cash value of \$1,540.

The Fayette Community Foundation is based in Fayette, Alabama where there are both Head Start and Early Head Start classrooms. Each year the foundation requests applications and funds projects proposed by Fayette-based non-profits. This year, the Fayette Foundation funded the purchase of materials, classroom supplies and playground equipment in the amount of \$5,000 for the Head Start Program which helped to enhance the activities of the children.

CSP Head Start/Early Head Start continues to develop partnerships with individuals, local businesses and larger corporations to add value to the program. Our program is successful because of the strong community ties and quality curriculum.

Nurtured by Nature

Experiencing nature in its simplest form is part of Early Childhood Development. These experiences can easily be derived from hands-on contact by the children and peer interaction. Head Start and Early Head Start engage children with nature in a variety of ways.

Head Start centers have collaborated with community partners who come prepared to expand the child’s universe of nature. Classes have planted vegetables and flower gardens near the playgrounds. They have been able to see seedlings turn to blossoms and branches sprouting. Family members are encouraged to help their children cultivate the plots of ground in contrast to the concrete of city living.



Human Resources

Management Team as of 09/30/2017

Executive Director
Cynthia W. Burton

Chief Financial Officer
Sandra Fair (2016) Heather Siavelis (2017)

Director of Compliance and Special Projects
Sontonia Stephens

Head Start/Early Head Start Director
Earnest L. Palmer

Human Resources Director
Victoria Perry

Early Intervention Director
Stephanie Covarrubia

Head Start Parent, Community and Family Engagement Coordinator
Alexis Wilson (2017)

Property, Facilities and Asset Manager
Eddie Sides

Housing Rehabilitation Coordinator
Monica Eubanks

For the fiscal year ending September 30, 2016

48 positions filled – 1 unemployed at time of hire
38 Head Start/Early Head Start
10 for other departments, including:
Supportive Services (9)
Agency administration (1)

Total Employment 195 FTEs
Part time staff 34

For the fiscal year ending September 30, 2017

45 positions filled – 4 unemployed at time of hire
23 Head Start/Early Head Start
11 for other departments, including:
Supportive Services (7)
Agency administration (3)
Housing Counseling (1)

Total Employment 176.5 FTEs
Part time staff 29



Community Service Programs of West Alabama, Inc. is one of 21 designation community action agencies in the State of Alabama. Community action agencies are committed to aid individuals and families to attain self-sufficiency as noted in the

COMMUNITY ACTION PROMISE

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



*Thanks to our collaborators and partners
who aid in carrying out our mission.*