

SIGNATURE PAGE

COPY

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Child Care Aware of Northcentral Arkansas (a program of WRPDD)		
Address:	PO Box 2396 (location 1652 White Drive)		
City:	Batesville	State:	AR Zip Code: 72503-2396
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned		
AR Certification #: _____		* See <i>Minority and Women-Owned Business Policy</i>	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Debbie Mize	Title:	CCANA Program Director
Phone:	870-793-5233	Alternate Phone:	870-307-1014
Email:	dmize@wrpdd.org		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Janet Smith Title: Executive Director
Use Ink Only.

Printed/Typed Name: Janet Smith Date: 4-30-2019

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

None

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**


Vendor Name:	Child Care Aware of Northcentral AR a program of White River Planning & DD	Date:	5/2/2019
Authorized Signature:	<i>Janet Smith</i>	Title:	WRPDD Executive Director
Print/Type Name:	Janet Smith		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NONE

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Child Care Aware of Northcentral AR a program of White River Planning & DD	Date:	5/2/2019
Authorized Signature:		Title:	WRPDD Executive Director
Print/Type Name:	Janet Smith		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NONE

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Child Care Aware of Northcentral AR a program of White River Planning & Development	Date:	5/2/2019
Authorized Signature:	<i>Janet Smith</i> District, Inc.	Title:	WRPDD Execuitve Director
Print/Type Name:	Janet Smith		

PROPOSED SUBCONTRACTORS FORM

- Do not include additional information relating to subcontractors on this form or as an attachment to this form.


PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
Judy Clay, Retired Regional Educational Cooperative Agency Director	860 Cordoba	Conway, AR 72034

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

By signature below, vendor agrees to and shall fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	White River Planning & Development District operating Child Care Aware of Northcentral AR	Date:	5/2/2019
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Janet Smith		

JUDY CLAY M.S.E.

860 Cordoba

Conway, AR 72034

(501) 428-2168

VITA

PAST BUSINESS ADDRESS

Arch Ford Education Service Cooperative
101 Bulldog Drive
Plumerville, AR 72127
(501) 354-2269

EDUCATION

1971-1975 Speech Pathology, University of Central Arkansas
1980-1982 Special Education, Learning Disabilities, University of Central Arkansas
1986-1987 Special Education Supervision, University of Central Arkansas
1989-1991 Early Childhood Special Education, Northeast Louisiana University,
University of Central Arkansas

LICENSURE

Supervision Special Education
Speech Pathology
Special Education Instruction Specialist
Special Education Early Childhood Instruction Specialist

PROFESSIONAL MEMBERSHIPS

Arkansas Special Education Early Childhood Professionals, Past President
Arkansas Association for Education Administrators
Arkansas Association for Special Education Administrators, Executive Board
Arkansas Council for Exceptional Children, Past Membership Chair
Arkansas Early Childhood Association
Arkansas Council for Administrators of Special Education, Past Representative
Comprehensive System for Personnel Development
Conway Collaborative Partners Board
Division of Early Childhood, Past Membership Chair
National Association of the Education of Young Children
Regional Interagency Coordinating Council, Past Chair
University of Central Arkansas Early Childhood Advisory Board

PROFESSIONAL EXPERIENCE

- June 2015 Retired
Currently National Trainer for Mutt-i-grees Social /Emotional Curriculum, Yale University
- 1987-2015 Director of Early Childhood Special Education
Arch Ford Education Service Cooperative
Plumerville, Arkansas
- Implemented the first early childhood special education program for Arch Ford Education Cooperative serving children ages three to five with disabilities on the behalf of 34 school districts. Responsible for employing, training and supervising teachers, therapists and related services personnel, maintaining and operating budgets and financial reports, serving as a liaison with the Arkansas Department of Education following due process procedures and regulations, working with agencies and school district administrators throughout the cooperative region in an effort to locate, identify and serve children who meet eligibility criteria as established by the Individuals With Disabilities Education Act (IDEA). Job duties included the establishment of a Regional Interagency Council and Advisory Council to ensure quality services for children as well as providing trainings at local, state and national conferences. National Trainer Muttigrees Social / Emotional Curriculum with Yale University.
- 1977- 1987 Speech Language Pathologist
Perryville Public Schools
Perryville, Arkansas
- Initiated and implemented the speech therapy program for the Perryville Public School District serving children kindergarten through 12th grade. Job requirements included the due process of referrals, parent conferences, speech evaluations and placement and therapy for students identified as speech impaired.
- 1975- 1977 Speech Pathologist
Counseling Associates
Russellville, Arkansas
- Job duties involved with the initiation of a block speech therapy system for five school districts. Job requirements included contact with administrators, parents and direct speech therapy services for students. Also organized an outreach office setting working with preschool children, school aged students and adults. Job responsibility included attending weekly meetings with staff physicians and psychologists to review cases.

HONORS AND RECOGNITION

Arkansas Department of Education Paraprofessional Trainer
Pre K ELLA Trainer (Early Language & Literacy in Arkansas)
Arkansas Better Chance Program Grant Award, 1991
Arkansas Outstanding Early Childhood Special Education Program Award, 1997
American Council on Rural Special Education Exemplary Program Award, 1997
School of the 21st Century Grant Award, Southside School District, 2004
Economic Development Building Grant Award, Southside School District, 2006
Computer Automated Systems Educator Loyalty Award, 2008
Arkansas CEC Special Education Administrator of the Year Award, 2008
National Trainer for Mutt-i-grees Social / Emotional Curriculum with Yale
University. (Current)

PUBLICATIONS

Smith, S.M., Clay, J.M. (2006) "Arch Ford Early Childhood Behavior Services"
The Arkansas Special Educator, Fall '06, 37-38.

Yale University

*The Edward Zigler Center in
Child Development and Social Policy
310 Prospect Street, 3rd Floor
New Haven, Connecticut 06511-2187*

Matia Finn-Stevenson, Associate Director

Telephone: 203 432-9944

Fax: 203 432-9945

April 29, 2019

To Whom It May Concern:

I am writing in support of Judy Clay, providing herein an endorsement of her ability as a trainer of the Mutt-i-grees Curriculum.

As the creator of the Mutt-i-grees Curriculum and the director of the program, I highly recommend Judy as a Mutt-i-grees trainer. She received extensive training to enable her to serve as a Mutt-i-grees Curriculum National Trainer and since 2011, has trained hundreds of teachers and preschool staff on the implementation of the program. In addition to her role as a trainer, Judy has experience in implementing the program and directing its implementation.

I frequently call on Judy to provide training at national and regional conferences as well as provide on-site training in local schools and childcare centers. Participant evaluations of her presentations and training skills have always yielded top marks.

I endorse Judy as a knowledgeable and highly effective trainer and will be happy to answer any questions in her behalf.

Sincerely,



Matia Finn-Stevenson, Ph.D.
Creator and Director, the Mutt-i-grees
Curriculum and Associate Director, the
Zigler Center in Child Development and Social
Policy, School of Medicine, Child Study
Center, Yale University. 310 Prospect
Street, New Haven, CT 06511
516 547-4009; 203 432-9944

matia.finn-stevenson@yale.edu

**MELANIE BRINDLEY
1235 SALEM ROAD
CONWAY, AR 72034
(501) 733- 0183**

April 29, 2019

To Whom It May Concern,

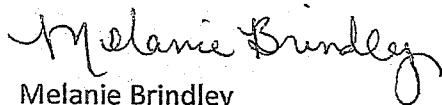
Please accept this a letter of endorsement on behalf of Judy Clay, national Mutt-i-grees Trainer. I have had the privilege of receiving initial training from Judy as well as joining her as a presenter at educational conferences.

Over the years of working with Judy, I found her to be very knowledgeable about the curriculum and always enthusiastic in her delivery of the program content. She was readily available to help when needed and answered questions from participants. She made the training fun and relevant for all who attended her trainings.

I highly recommend Judy Clay as a trainer for students, educators and administrators. She is informative and approachable. It is obvious that she is dedicated to helping others learn and it is evident in her presentations and method of delivery.

If I can be of further assistance, please be assured of my support.

Sincerely,



Melanie Brindley
Early Childhood Special Educator
Arch Ford Education Cooperative

Molly Angell

April 25, 2019

Snuggle Bug Café Preschool

Conway AR 72032

501-327-5309

To whom it may concern,

This letter of recommendation is for Judy Clay.

My name is Molly Angell and I work for The Snuggle Bug Café, Preschool. I am the lead teacher there and we have started to implement the Muttigrees Curriculum.

I was very tentative to introduce the curriculum without some initial training so Judy agreed to step me through the curriculum and give me some tips on how to implement it. She had examples of what other teachers had done and had been successful with in their classrooms. She was very thorough and I was much more confident moving forward. I was able to use the curriculum as a base and move forward with some of my own ideas to adapt the curriculum to my own classroom.

Judy understood the curriculum and presented it to me in a way that was exciting and motivating. She was able to explain the research based curriculum in a way that I understood the purpose and direction I should take with my own classroom. I appreciated her guidance and support. She made it very clear that she would be a continued resource to me. I appreciated her knowledge base and enthusiasm!

Muttigrees has impacted our classroom in a very positive way. The children are trying to be kinder and are showing more self-control. We are very thankful to Judy, for her instruction, and for this curriculum.

I am looking forward to more tutoring and leadership with this curriculum.

A handwritten signature in cursive script that reads "Molly Angell". The signature is written in black ink and is positioned above the typed name.

Molly Angell, Preschool Teacher

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____

Yes No

TAXPAYER ID NAME: White River Planning & Development District, Inc.

IS THIS FOR:
 Goods? Services? Both?

YOUR LAST NAME: Smith

FIRST NAME: Janet

M.I.: _____

ADDRESS: PO BOX 2396

CITY: BATESVILLE

STATE: AR

ZIP CODE: 72503-2396

COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board, commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane C. Public, spouse, John Q. Public, Jr., child, etc.]</small>	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent; or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Ownership Interest (%)	Position of Control
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Jared Smith Title WRPDD Executive Director Date 5/2/2019
Vendor Contact Person Debbie Mize Title CCANA Program Director Phone No. 870-793-5233

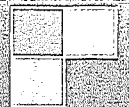
Agency use only
Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ or Grant No. _____

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Effective June 25, 1991

Revised and updated March 2019

AFFIRMATIVE ACTION PLAN



CONTENTS

INTRODUCTION.....	1
POLICY STATEMENT AND AUTHORITIES.....	1
WRPDD Policy	
Statement Authorities	
ORGANIZATION.....	2
EO Coordinator	
Organizational Structure	
ADMINISTRATION.....	2
Recruitment	
Selection, Appointment and Placement	
Promotion and Transfer	
Compensation	
Disciplinary Measures and Terminations	
Benefits	
Layoffs and Downgrading	
Facilities	
PROGRAM RESPONSIBILITIES.....	4
RESOLUTION OF COMPLAINTS.....	4
APPENDICES	
Appendix 1 – Board of Directors.....	6
Appendix 2 – EO Organizational Structure	7
Appendix 3 – Nondiscrimination Complaint Procedures.....	9
Appendix 4 – Complaint Information Form.....	11
Appendix 5 – Notice to the Public.....	12

**EQUAL OPPORTUNITY POLICY
FOR
WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT**

Introduction

White River Planning and Development District (WRPDD) was created as a non-profit corporation in 1965, as a result of the passage of the Economic Development Act of 1965. In 1969 the District boundaries were established by ACT 118 and P.L. 89-136, signed by Governor Winthrop Rockefeller. WRPDD serves Cleburne, Fulton, Independence, IZARD, Jackson, Sharp, Stone, Van Buren, White and Woodruff counties and seventy-one (71) municipalities.

By matching local dollars with federal grants, WRPDD is able to provide local governments with a common resource pool of professional staff who are available to assist the local governments in a variety of ways. Grantsmanship, planning, and technical assistance management and other areas are provided to the local units of government.

The District operates numerous programs that permeate many segments of local communities and provides direct services to a diverse cohort of clientele. The programs it operates require the involvement of citizens from all levels of society. Also, there are mandated periodic reviews of its programs involving funding agencies and stakeholders. Extensive community involvement and periodic reviews are in addition to the District's policies that provide employees and clients ample opportunities to register discrimination complaints. History attests to the fact that there has not been any form of discrimination in regard to its employees nor its clientele.

Governance, Boards, and Committees

WRPDD is governed by a thirty-two (32) member *Board of Directors* comprising persons appointed by the local units of government. Through the Board of Directors, local governments can stress their needs and plan for new and innovative projects which may be administered through the District.

The Board of Directors may appoint special committees that are required or deemed necessary for the efficient operation of the District's affairs.

Board of Directors (see Appendix 1)

Policy Statement and Authorities

WRPDD Policy Statement

It is a fundamental policy of WRPDD to provide equal opportunity to all its employees and applicants for employment, and to assure that there shall be absolutely no discrimination against any person on the grounds of race, color, religion, sex, age, national origin, disability, political affiliation or belief. This obligation extends to all areas of employment, including, but not limited to, recruitment, selection, appointment, placement, promotion and transfer, compensation, disciplinary measures and terminations, benefits, layoffs and downgrading, and other personnel actions.

The importance of fulfilling this policy is given priority and consideration in the day-to-day operations of WRPDD. This Equal Opportunity Policy serves to take the place of plans and documents required by individual agencies, such as Affirmative Action Plans, Title VI Plans, and other similar agencies' specific documents. If there is additional language or assurances required by a particular contractor or funding sources, it will be addressed on a case-by-case basis and limited to that function only. This Equal Opportunity Policy replaces all other such policies.

Authorities

WRPDD's activities ensures nondiscrimination and equal employment opportunity as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1994.

Organization

WRPDD's Executive Director (ED) is responsible for ensuring implementation of the agency's Equal Opportunity Policy. The ED, along with each Division Head, will disseminate and communicate the District's policy of equal opportunity.

EO Coordinator

The Equal Opportunity (EO) Coordinator, under supervision of the Chief Executive Officer, is responsible for coordinating the overall administration of the Equal Opportunity Policy. The EO Coordinator will conduct periodic reviews of WRPDD's personnel actions and procedures to ensure that the policy of equal opportunity is being adhered to and carried out. The EO Coordinator will issue a report to include, but not limited to, the number of personnel actions, type actions, and a summary of the characteristics of the employees involved.

The EO Coordinator's responsibility is to recognize and assess any pattern of problems developing and to apply high priority to correct deficiencies. S/he will keep management and supervisory staff alert to the Equal Employment Policy and changes therein. The EO Coordinator will also post the District's Equal Opportunity Policy Statement on a conspicuous bulletin board in the District Office.

EO Organizational Structure (see Appendix 2).

Internal Administration

Recruitment

WRPDD utilizes two methods for filling job vacancies; in-house recruitment and outside recruitment. At any time a vacancy occurs or a new position is available, an in-house memorandum will be posted on the Agency's bulletin board. Employees who apply and meet position qualifications will be interviewed and given first consideration. The Executive Director will ensure compliance with the Equal Employment Policy in hiring decisions.

If the position is not filled from within, the current applications on file are then reviewed to determine if a qualified candidate exists.

Vacancies not filled by promotion or from current files are advertised in a newspaper(s) of wide circulation. In these instances, WRPDD will identify itself as an equal opportunity employer.

All key supervisory and administrative personnel have been instructed in the non-discriminatory policy of WRPDD.

In all recruiting efforts, clearly written job descriptions and announcements of vacancies are provided to recruitment sources. Such information is provided without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.

Selection, Appointment, and Placement

WRPDD evaluates all applicants only on the basis of job related criteria which predict the likelihood of satisfactory job performance.

All applicants for employment with WRPDD are interviewed for various jobs for which they are qualified, based upon questions structured around job classification and performance on the job, without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.

All job placements, with regard to position and place of work, are assigned to applicants on a non-discriminatory basis.

Promotion and Transfer

WRPDD assures that all decisions regarding promotions are made in accordance with the policy on Equal Employment Opportunity. Likewise, all decisions regarding transfers are made and administered without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.

Compensation

The rates of pay for all new employees will be based on skill level, past experience, and the nature of work to be assigned. Criteria considered in the upgrading of personnel will continue to be, first, demonstrated job performance and secondly, education and/or ability.

WRPDD will continue to pay each employee a wage commensurate with the degree of job responsibility and the quality of work without regard to race, color, religion, sex, age, national origin, disability, political affiliation or belief.

Disciplinary Measures and Terminations

WRPDD commits itself to the policy that under no circumstances will an employee's race, color, religion, sex, age, national origin, disability, political affiliation or belief cause or influence his/her being reprimanded, disciplined, or fired.

For any alleged violation of policy, WRPDD will utilize all the appropriate resources to thoroughly investigate all aspects of the situation. WRPDD will assure that underlying prejudices do not influence a decision regarding the employee's conduct and subsequent action. A formal grievance procedure is available to all employees on a non-discriminatory basis. Decisions rendered through this process are likewise made without regard to race, color, religion, sex, age, national origin, disability, political affiliation, belief or other discriminatory factors. WRPDD retains written documentation of personnel transactions for three years.

Benefits

WRPDD assures that all awards and other benefits are made available to all its employees on a non-discriminatory basis.

Layoffs and Downgrading

WRPDD will ensure that layoffs, downgrading, and recalls from layoffs are made without regard to race, color, religion, sex, age, national origin, disability, political affiliation or belief.

Facilities

District facilities will not be segregated and the same policy will be observed with respect to any employee programs or activities which are sponsored or supported by WRPDD.

Resolution of Internal Complaints

Any individual may exercise their right to file a complaint with WRPDD if that person believes that they or any other program beneficiary has been subjected to unequal treatment or discrimination in their receipt of benefits/services on the grounds of race, color, religion, sex, age, national origin, disability, political affiliation, belief or other discriminatory factors. WRPDD will make a concerted effort to resolve complaints informally at the lowest level, using the agency's Procedures for Discrimination Complaint.

Procedures for Internal Discrimination Complaint (see Appendix 3)

External Administration – Program Responsibilities

In order to accomplish goals of WRPDD, the District receives federal, state and local funds to carry out a work program. The work program principally consists of comprehensive regional and community planning, assisting communities with receiving federal grants to carry out these plans, and various forms of technical assistance to local governments in improving the management and administrative capabilities of local officials.

Each program function will adhere to WRPDD's Equal Opportunity Policy in the operation of its program. In addition, each federal grantor agency and/or state agency may impose stricter guidelines to achieve specific program goals and objectives. In such case, the program will adhere to each federal grantor agency or state agency guidelines. Following is a list of WRPDD programs, federal grantor agencies and state level funding sources:

Programs	Federal Grantor Agency	State Agency
Planning	Department of Commerce/EDA	N/A
AEDC	Housing and Urban Development	AR Economic Development Administration
Child Care	U.S. Dept. of Health and Human Services	AR Department of Human Services
Workforce Training	Department of Labor	AR Department of Workforce Services
Revolving Loan Fund	Department of Commerce/EDA	N/A
Intermediary Relend Program	USDA	USDA

Resolution of External Complaints

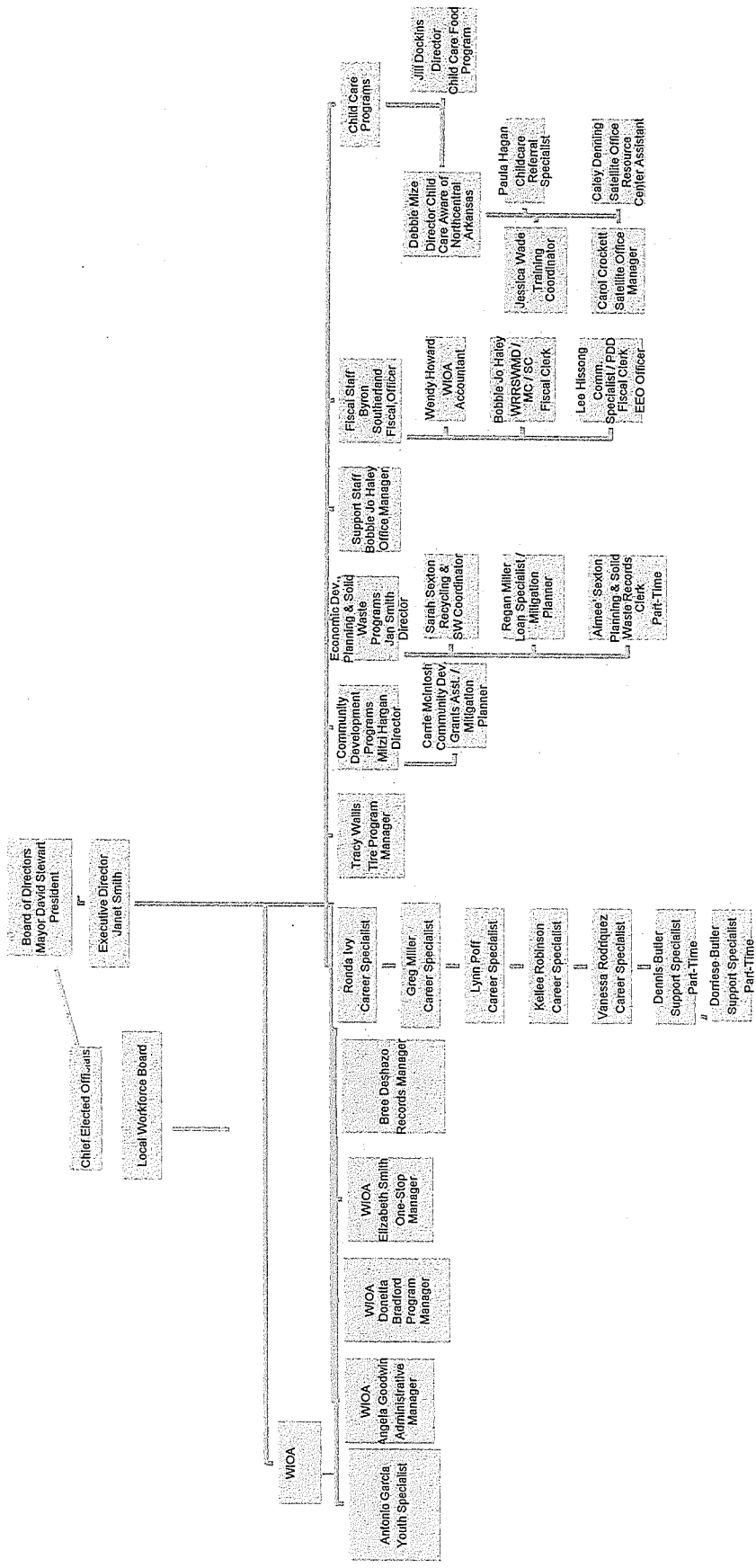
Any individual may exercise their right to file a complaint with WRPDD if that person believes that they or any other program beneficiary has been subjected to unequal treatment or discrimination in their receipt of benefits/services on the grounds of race, color, religion, sex, age, national origin, disability, political affiliation, belief or other discriminatory factors. WRPDD will make a concerted effort to resolve complaints informally at the lowest level, using the agency's Procedures for Discrimination Complaint.

WRPDD is to assure that no person is denied the opportunity to participate in the transportation planning process because of their race, color, or national origin. The WRPDD has the obligation to inform all persons in the WRPDD study area of transportation planning decisions, and to hold public meetings and hearings on transportation planning issues. The WRPDD will inform the public through regular legal notices published in all major newspapers, and in newspapers that target minority populations. The WRPDD will use additional tools to keep the public informed and engaged including posting information on the Internet. WRPDD will review its planning activities to ensure compliance with Environmental Justice.

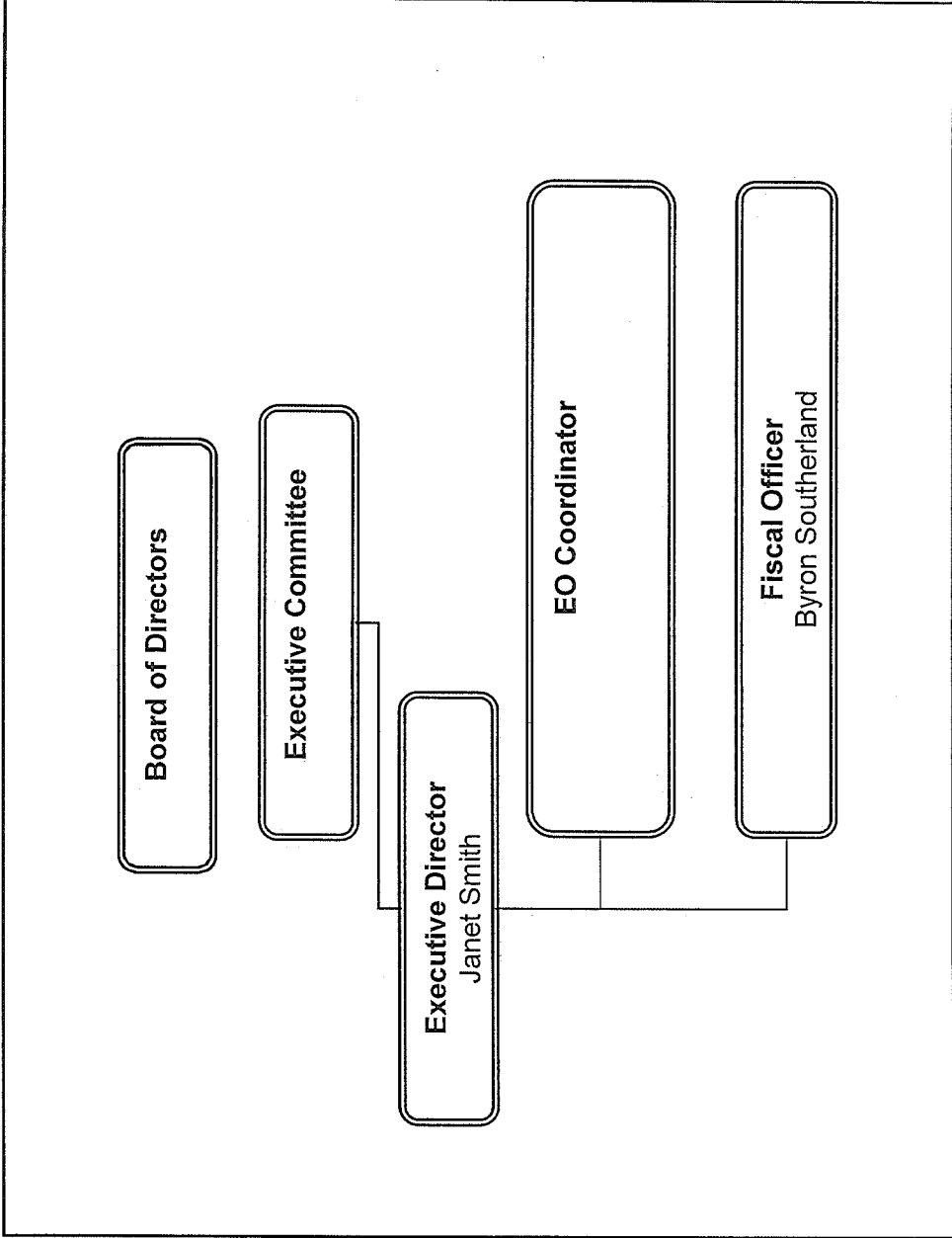
Appendix 1

32-Member Board of Directors of White River Planning and Development District				
County	Name	Representative Group	Race	Gender
Cleburne	Jerry Holmes Jimmy Clark Terry Cornett	County Judge Mayor Business	White White White	Male Male Female
Fulton	Jim Kendrick Curren Everett Carolyn Lewis	County Judge Business Business	White White White	Male Male Female
Independence	Boris Dover Rick Elumbaugh Robert Griffin	Business Mayor County Judge	White White White	Male Male Male
Izard	Eric Smith Dennis Wiles Vacancy	County Judge Business	White White	Male Male
Jackson	Phillip Brown Jerry Carlew Jeff Phillips David Stewart	Business Business County Judge Mayor	White White White White	Male Male Male Male
Sharp	Jon Abel Garry Lawrence Gene Moore	Business Business County Judge	White White White	Male Male Male
Stone	Stacey Avey Roger Gardner Stan Townsend	County Judge Mayor Business	White White White	Male Male Male
Van Buren	Roger Hooper Dale James Richard McCormac	Business County Judge Mayor	White White White	Male Male Male
White	Janet Hearyman Michael Lincoln Vacancy	Business County Judge	White White White	Female Male Male
Woodruff	Regina Burkett Beverly Chapple Charles Dallas Jim Kelley	Business Business County Judge Business	White Black White White	Female Female Male Male

WHITE RIVER PLANNING & DEVELOPMENT DISTRICT ORGANIZATIONAL CHART



EO ORGANIZATIONAL CHART



Procedures for Internal Discrimination Complaint

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act, 1994.

Any individual may exercise his or her right to file a complaint with WRPDD if that person believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits/services or on the grounds of race, color, religion, sex, age, national origin, disability, political affiliation, belief or other discriminatory factors.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the EO Coordinator may be utilized for resolution at any stage of the process. The EO Coordinator will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities. The EO Coordinator will submit a written notice to the CEO of complaints and their resolution when they are resolved through informal mediation meeting(s).

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to prohibited discrimination may file a complaint with WRPDD's EO Coordinator. A formal complaint must be filed with the EO Coordinator within five (5) business days of becoming aware of the grievable issue. WRPDD publishes brochures explaining the complaint process and contact information.
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination. This is the date when the complainant(s) became aware of the alleged discrimination, or the date on which that conduct was discontinued or the latest instance of the conduct.
 - c. Present a brief description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
2. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed with the EO Coordinator within five (5) business days of the alleged occurrence or when the alleged discrimination became known to the complainant.
 - b. The allegation(s) must involve a covered basis such as race, color, religion, sex, age, national origin, disability, political affiliation, belief or other discriminatory factor(s) prohibited by discrimination statutes and regulations.
3. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.

4. Once the Executive Director, or designee, accepts the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days by the EO Coordinator.
5. The Executive Director, or designee will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have five (5) working days from the date of WRPDD's written notification to furnish his/her response to the allegations.
6. Within 40 calendar days of the acceptance of the complaint, the EO Coordinator will prepare an investigative report for review by the agency's Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. The report will be released when finalized.
7. The Executive Director, or designee will notify all parties involved concerning the final disposition of the alleged discrimination. If the complainant is dissatisfied with WRPDD's ruling, they may appeal its decision within three (3) business days following the receipt of the final disposition to the WRPDD Board of Directors through the use of the same Complaint Form.
8. The Board of Directors, or its representative, is required to meet with the complainant. This meeting will be informal with the aggrieved party, the representative(s) of the Board of Directors, any resource personnel deemed appropriate by the Board of Directors, and the appropriate witness(es) present.
9. The complainant may have a representative and the appropriate witness(es) present at this meeting. The Chief Executive Officer will notify any WRPDD employees who will be a witness, to attend the meeting. The complainant is to inform the EO Coordinator the name(s) of the employee (s) who will serve as witness(es) at least three (3) business days prior to the hearing.
10. The Board of Directors will give the complainant a written response within ten (10) business days of the meeting.
11. The Board of Directors' decision is final.
12. If the grievance is not presented within the time limit as set forth above, it will be considered concluded. If a grievance is not appealed to the next step within the specified time limit or an agreed upon extension thereof, it will be considered settled on the basis of the last response.
13. Time limits on each step may be extended by mutual written agreement of the parties involved.

Appendix 4

Complaint of Discrimination Form

Basis of Complaint (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Race/Color | <input type="checkbox"/> Religion |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Political Affiliation |
| <input type="checkbox"/> Age | <input type="checkbox"/> Belief |
| <input type="checkbox"/> Other _____ | |

(Please print or type)

Complainant's Name: _____ Social Security #: _____

Mailing Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

Department and/or person whom you believe has discriminated against you:

Name: _____ Phone: _____

Mailing Address: _____

City/State/Zip: _____

Brief description of complainant's allegation (use additional sheets if necessary)

Date of occurrence: _____

What remedy do you wish to obtain by filing this complaint? _____

I affirm that the above information is true to the best of my knowledge, information and belief under penalty of perjury.

Complainant's Signature: _____ Date: _____
Or

Authorized Representative Signature: _____ Date: _____

If you have any questions concerning these procedures, you may contact:
EO Coordinator
White River Planning and Development District, Inc.
Post Office Box 2396
Batesville, Arkansas 72501
Telephone: 870-793-5233

Appendix 5

Notice to the Public

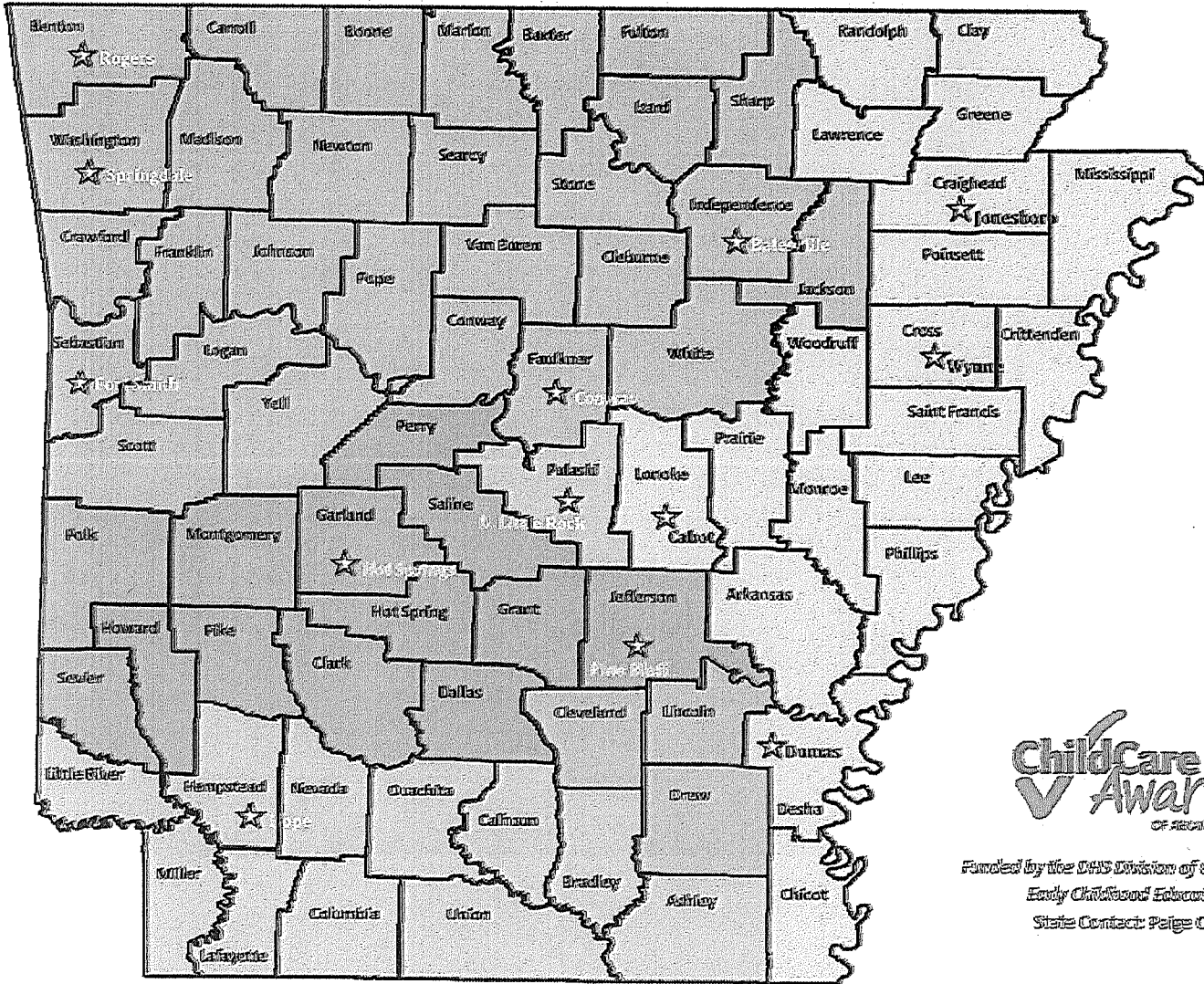
The following may be used in publications:

WRPDD fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, see <http://www.wrpdd.org> or call 870-793-5233.




Or

WRPDD is an Equal Opportunity Employer

Child Care Aware of Arkansas Resource & Referral Network



Powered by the DHS Division of Child Care &
Early Childhood Education
State Contact: Paige Cox

-  Northwest Arkansas and River Valley Region
-  Northcentral Arkansas Region
-  Central and Southwest Arkansas Region

Technical Proposal

Child Care Aware of Northcentral Arkansas
A Program of
White River Planning and Development District, Inc.

2.1 Introduction

Child Care Aware of Northcentral Arkansas (CCANA) is a program of White River Planning and Development District, Inc. (WRPDD). In 1997 WRPDD began its Child Care Resource and Referral agency and operated as *CHILDREN* of Northcentral Arkansas until 2012 when all of the CCR&Rs became a state network and aligned to Child Care Aware of America. This proposal is for CCR&R coverage of Northcentral Arkansas.

CCANA currently serves fourteen counties in Northcentral Arkansas. Those counties are: Baxter, Cleburne, Conway, Faulkner, Fulton, Independence, Izard, Jackson, Marion, Searcy, Sharp, Stone, Van Buren and White Counties. CCANA operates two offices, the home office is located in Batesville and the satellite office is in Conway. Both offices operate a resource center and lending library serving the child care programs within the designated service area.

Child Care Aware of Northcentral staff delivers a wide variety of trainings and support to both parents and early childhood educators. CCANA offers free child care referrals to families, supplies parent education materials, and offers other community agency referrals as needed. CCANA also provides a variety of training opportunities for the early childhood educator. Trainings include topics for infant, toddler, preschool and out of school age teachers as well as administrators. Technical assistance and coaching is readily available to assist in starting a child care business, becoming licensed, operating a quality program, moving in the quality rating scale, and addressing the needs of birth to five and the out of school time children.

CCANA works hard to foster and grow community partnerships with early childhood professionals and common stakeholders. Staff participates in multiple United Way events annually and other community outreach such as Toad Suck Daze, Chamber of Commerce events, public school activities and Arkansas Children's Week activities and more. CCANA has an Advisory Council representing all fourteen counties. These Council members greatly assist staff in ensuring that area employers and other leaders in their communities are informed of the services of CCANA and how to access early care and education and school age youth development services. CCANA also works closely with the Division of Child Care and Early Childhood Education to ensure the needs of families and child care providers are met and Arkansas children/families have access to quality care and education.

2.2 Minimum Qualifications

CCANA is an active member of Child Care Aware of America and has been since the agency began providing services in 1997. Documentation of the paid membership for 2019 is included in Attachment # 4.

2.3

Scope of Work

White River Planning & Development District and Child Care Aware of Northcentral AR

A. Family Services

Child Care Aware of Northcentral Arkansas (CCANA), a program of White River Planning and Development District (WRPDD), will continue to operate as a Child Care Resource and Referral (CCR&R) agency. CCANA will operate an online database called NACCRRAware which houses all the licensed child care provider information within our fourteen county service area. This online database enables CCANA to provide child care referrals that meet the needs of parents. The database is updated monthly using the information available from the Division of Child Care Licensing Unit as well as updates from the facilities on changes in vacancies, rates, hours of operations, capacity changes, etc. CCANA has a positive working relationship with both licensing specialists and voucher specialist that serve this area. Staff promotes and provides the voucher application for families, often making the call for parents who need guidance or more information about the voucher protocol. CCANA provides parent education materials on what quality care should look like and a child care check list to use as they visit potential programs. CCANA also invites families who are involved with respite care and/or foster care to trainings on child development, social-emotional and infant/toddler care. CCANA has both local and toll free phone numbers and online form submission through our website for parents seeking child care referrals allowing parents to make request 24/7. Referrals are always answered within a 48-60 hour window, depending on the time of the request (weekends/holidays).

Child Care Aware of Northcentral Arkansas services to parents currently include:

- ✓ A complete, up-to-date listing of registered and licensed child care centers, family child care homes, Head Starts, ABC, Faith-based and Out of School Time programs
- ✓ Information on how to choose a child care provider
- ✓ A parent's checklist for evaluating the quality of a child care program
- ✓ Education, guidance and support materials for parents
- ✓ Referrals to other service programs such as: AR Kids First, Voucher/Subsidy, TEA Program, Food Banks, Workforce Investment Opportunity Act (WIOA), Career Pathways, Section 8 Housing, County DHS or Health Departments and more.

CCANA has a parent education component in the referral packets. Brochures are distributed in various places of parent access (Health Department, DHS offices, pediatrician offices, community colleges, industry break rooms, etc.) We often partner with public schools, United Way or other community organizations during "Back to School" events, and Work Force or Chamber of Commerce events to get information and resources to parents.

B. Provider Services

CCANA will continue to offer professional development opportunities to child care providers within our service area. CCANA offers a wide variety of classes to help meet the needs of infant, toddler, and preschool teachers and administrators. All trainings are posted on the Professional Development Registry. CCANA will provide continued technical assistance and coaching to new and established child care programs as they begin the licensing process and into the quality continuum. **Coaching and technical assistance will remain a high priority; especially for new child care programs.** CCANA staff has been trained in Strength Based Coaching and Director has attended the Hudson Institute of Coaching. CCANA will assist in guiding programs in planning family engagement activities, often speaking on requested topics relative to families. The lending libraries have materials that can be checked out for use directly for family engagement activities, and staff is available to direct providers on how to use the materials. CCR&R staff training to enrich our skills on family engagement is already scheduled. Technical assistance and/or coaching is made available to all providers we serve.

Professional Development and Coaching – CCANA staff is certified to offer a variety of training topics to new and existing providers. Should CCANA not provide requested classes we will host other DCCECE contractors who are content specialists in the requested topic areas. CCANA was lead developer and Train-the-Trainer for the *Safe Baby* course, and will continue to offer this course as it is part of the requirements for the new Arkansas Infant/Toddler Certificate. All of CCANA trainings have an evaluation piece that is made available at each training. Multiple trainings have a pre and post test for evaluating the effectiveness of the training. Evaluations are also conducted on the Professional Development Registry. CCANA has certified trainers or consultants in the following subjects:

Training	Core Competencies	Target Audience	Training Length	PDR Level
Ages & Stages Developmental Screening	Child Observation & Assessment	Birth to Five Providers	3 hours	Intermediate
Ages & Stages Social-Emotional Screening	Child Observation & Assessment	Birth to Five Providers	2 hours	Intermediate
Nutrition & Physical Activity of Child Care	Health, Safety and Nutrition	All Child Care Providers	3 hours	Foundation
Nap Sacc Self-Assessment	Health, Safety and Nutrition	All Child Care Providers	5 hours	Intermediate
Disaster Preparedness	Health, Safety and Nutrition	All Child Care Providers	3 hours	Foundation
Family Child Care Orientation	Learning Environment, Health, Safety, Professionalism, Program Mgmt.	Family Child Care Providers – this is a required training per Licensing	6 classroom – 2 homework Total 8 hours	Foundation
Family Engagement	Family Engagement	All Child Care	2 hours	Foundation

		Providers		
B.A.M.M.M.	Learning Environment & Curriculum	Toddlers/Preschool	1 hour	Foundation
Pre-Licensing	Program Mgmt.	Directors, Owners	2 hours	Foundation
AR Early Learning Standards – CDELS	Child Growth & Development, Learning environment & Curriculum, Positive Interactions, Child Observation	Infant /Toddler	16 hours	Advanced
The Growing Brain	Child Growth & Development, Positive Interactions, Learning Environment, Health	All Child Care Providers	21 Hours	Intermediate
CLASS	Child Observation, Positive Interactions	All Child Care Providers	1 hour	Foundation
Baby Basics	Positive Interactions, Health, Safety , Nutrition, Learning Environment	Infant/Toddler	2 hours	Foundation
Safe Baby	Health, Safety , Nutrition	All Providers - especially Infant/toddler	2 hours	Foundation
Money Matters	Program Management	Administrators	4 hours	Intermediate
Mutt-i-grees	Learning Environment & Curriculum, Mental Health	All child care providers	3 hours	Intermediate
Annual Conferences	All Key Content Areas	All child care providers	6 hours	Foundation/intermediate
Curriculum Training – Adventures in Learning, A for Toddlers, Connecting with Infants	Learning Environment & Curriculum	All child care providers	1 hour 2 hour with make-n-take	Foundation
Family Child Care Business Management	Program Management	Family Child Care	4 hours	Foundation
<i>Business Success in Child Care</i>	Program Management	All new directors, owners	Ongoing technical assistance/coaching	Foundation & Intermediate
Coaching/guidance for Better Beginnings	Program Management	All child care providers	Ongoing technical assistance	Foundation & Intermediate
Strength Based Coaching	Professionalism & Leadership	All child care providers	Ongoing	Foundation & Intermediate

Training and Technical Assistance for New and Existing Child Care Programs – A project we are calling *Business Success in Child Care (BSCC)*

CCANA proposes to develop a guide for child care centers and family child care homes that would be utilized as a reference tool on next steps as they move along the continuum from establishing their business to operating a quality program. Currently there is no step-by-step guide to assist child care centers or family child care homes through the licensing process and the move into the quality rating system. Even with a reference guide, providers will still need technical assistance, encouragement, and guidance through the process. CCANA would update material and/or provide new materials as relevant. Areas covered in *BSCC* are:

- I. Child Care Center & Family Child Care Home Start-Up
 1. *Are You Ready to Start a Child Care Business?*
 2. Complete a Needs Assessment
 3. Identify Type of Licensure Right for You
 4. Attend Pre-Licensing Training
 5. Complete Licensing Application
 - a. Obtaining Tax Identification Number
 - b. Diagram of Facility
 - c. Satellite Photo of Playground
 - d. Background Checks
 - e. Articles of Incorporation
 6. Review Qualifications of Owner/Director
 7. Consider Legal, Tax, and Insurance Needs
 8. Preparation of Budget
 9. Develop a Small Business Plan
 10. Consider Location, Building, Zoning Codes, & Evaluation of Space
 11. Acquire Necessary Inspections
 - a. Fire
 - b. Health
 - c. Boiler
 - d. Mobile Home
 - e. Catering
 - f. Well Water
 12. Develop an Emergency Disaster Plan
 13. Develop Policies & Procedures
 14. Determine Staff Qualifications & Hiring Process
 15. Develop a Marketing Plan, Strategies, & Budget
 16. Apply for USDA Special Nutrition Program (CACFP)
 17. Apply for Child Care Assistance/Voucher Program
 18. Research Funding Sources

- a. Steps to Obtain Non-Profit Status
- b. For-Profit versus Non-Profit
- c. Profit and Loss Statements
- d. Arkansas Economic Development Commission (AEDC) Child Care Facilities Grant Preparation and Process
- e. Procurement of Architectural Firms for Floor Plan Design (AEDC Grants)
- f. Other Grant Writing and Critique
- g. Researching Grant Options
- h. DCCECE Guaranteed Loans
- i. WRPDD or Regional Planning & Development Revolving Loan or Micro Loan Funds (In-house Lending Programs specific to each region of the state)

II. Operating Successful Child Care Program

1. Record Keeping & Financial Reporting
2. QRIS & Accreditation
3. Health & Nutrition Practices
4. Supervision & Safety Practices
5. Review & Revise Emergency Preparedness Plan
6. Staffing Practices
7. Employee Performance Evaluations
8. Parent/Employee Program Evaluation
9. Developmentally Appropriate Practices
10. Curriculum Selection & Implementation
11. Assisting with the PAS/BAS portfolio
12. Family Engagement Activities
13. Caregiver-Child Interactions
14. Indoor/Outdoor Environments
15. Risk Management
16. Child Assessment

III. Staff Training

1. Arkansas Professional Development Registry (PDR)
2. Required Trainings for Licensure
 - a. Arkansas New Hire Orientation
 - b. New Director's Orientation
 - c. Family Child Care Provider Training
3. Required Better Beginnings Trainings
 - a. Program Administrator Scale/Business Administrator Scale
 - b. Environmental Rating Scale
 - c. Developmentally Appropriate Physical Activity Training

- d. Nutrition for Children Training
- e. Early Learning Standards Training
- 4. Annual Training Requirements
- 5. Developing Individual Professional Development Plans

IV. Community Collaborations and Partnerships

- 1. Knowledge of Community Resources
- 2. Connecting Families with the Community
- 3. Educational Referrals
- 4. Community and State Agencies

V. Other

- 1. Rapid Response for Programs in Distress
- 2. Evaluation of Program
- 3. Referrals to Community Partners
- 4. Strategic Planning (Short Term & Long Term)

Successful start-up of a new child care center or family child care home is a lengthy and often confusing process for most new child care providers. Successful operation of a child care program is an ongoing need and struggle for most child care facilities. *Business Success in Child Care* offers one-on-one assistance, resources, training, mentoring and coaching for all child care providers upon request. **One of the many lessons learned by CCANA staff when doing in-depth technical assistance with new providers is that without coaching and mentoring many do not succeed in the business.** CCANA staff has always offered guidance on Better Beginning Quality Rating System; and will continue to do so as Levels 4, 5 and 6 are added to the system and as requirements change per DCCECE. Staff will attend professional development courses to stay proficient and up-to-date on all content offered within this project.

Physical Health, Nutrition and Obesity Prevention – CCANA has a long history of providing training and support for nutrition and physical activity for child care. WRPDD has sponsored the USDA Child and Adult Care Food Program since 1983. Through this program, CCANA has access to current national/state nutrition policies, directives, and resources. The manager of this program has been a trainer with CCANA since its beginning. Partnerships with the Arkansas Department of Health, Community Health Coalitions, providing nutrition and physical activity training, and managing the Nap Sacc program (Nutrition and Physical Activity Self-assessment for Child Care) has always been part of what we do. CCANA proposes to continue to offering classes in nutrition and physical activity and work with child care providers to promote prevention of childhood obesity. This grant cycle CCANA will be delivering the B.A.M.M.M. (Books and Movement, a Magical Mix) training incorporating literacy and physical activity into the preschool classroom. CCANA works closely with Healthy Child Care Arkansas to deliver health trainings to our service area, and to stay abreast of any health concerns affecting the child

care community. CCANA Director serves on the HCCAR Advisory Board and is a Certified Child Care Health Consultant. Staff also serve on various community health coalitions and state level projects.

Emergency Preparedness for Child Care – CCANA staff is certified to deliver disaster preparedness training. Staff has attended extensive training through Save the Children on responding to the needs of child care programs before, during and after a disaster. CCANA has established relationships with all of the Offices of Emergency Management within the service area, as well as agencies at the state level. CCANA staff has participated in a three year project to develop an Arkansas state plan of child reunification in partnership with DHS and the Center for Exploited and Missing Children. This opportunity enabled staff to build relationships with ADEM, VOAD and many other responsive agencies on the state level. CCANA offers training for Disaster Preparedness for Child Care multiple times a year, and as part of our business management model, also assists child care providers in writing their emergency plans and understanding the evaluation process and need in choosing quality partners. CCANA, along with sister CCR&R is currently attending classes sponsored by Save the Children to strengthen our knowledge, resources and skills on a multilevel approach to children in disasters.

Family Engagement - CCANA will assist in guiding programs in planning family engagement activities, often speaking on requested topics relative to families. The lending libraries have materials that can be checked out for use directly for family engagement activities, and staff is available to direct providers on how to use the materials. CCR&R staff training to enrich our skills on family engagement is already scheduled. Technical assistance and/or coaching is made available to all providers we serve. Often CCANA staff is asked to speak at parent or grandparent meetings on topics relative to quality child care, early childhood development, and the importance of early intervention.

Infant and Toddler Care – Child Care Aware of Northcentral has a long history of supporting infant and toddler care. An infant/toddler specialist is on staff and is certified in various birth to three topics. CCANA Director was part of the team that developed the Arkansas Infant Toddler Certificate, a 60 hour certification. CCANA offers a variety of trainings targeted at the infant/toddler care giver and offers technical assistance for issues such as biting, tantrums, potty training, language development, etc. PDR classes include Safe Baby, Baby Basics, The Growing Brain, Infant and Toddler Early Learning Standards, Ages and Stages early intervention, and curriculum training. Director is a certified CLASS observer for infant and toddler (this is an annual certification) and has been trained in Making the Most of Classroom Interactions for infant and toddler. Director is also a certified trainer with Ages and Stages Developmental and Social Emotional Questionnaires for early intervention, having attended the Training Institute multiple times.

Additional Services

Addressing the Social-Emotional Needs: The Mutt-i-grees Curriculum - As CCANA works to support early childhood educators, we are finding more and more frustrations with challenging behaviors in the classroom. To address this need, and for this grant cycle, CCANA proposes to begin implementation of a program called Mutt-i-grees. *Mutt-i-grees Curriculum* addresses trauma based social-emotional deficits in children. When teachers and providers establish positive relationships with children from birth through the early years, value their families and diverse cultures, then children can feel safe and secure, laying the foundations for healthy social-emotional development. This process affects how children experience the world, express themselves, manage their emotions, and establish positive relationships with others.

Too often teachers are at a loss in helping these children cope, they simply do not have the training or tools available in the classroom. Research shows that a strong social-emotional foundation in early childhood powerfully impacts children's later positive attitudes and behaviors, academic performance, career path, and adult health outcomes. Positive social-emotional development carries important benefits for all children and particularly for children from low-income families and young children with developmental delays or disabilities who may start school behind their peers. Mutt-i-grees was developed by Yale University's School of the 21st Century in conjunction with and collaboration between Pet Savers Foundation and the Millan Foundation. The *Curriculum* is the combination of research based knowledge about social-emotional development and engaging children in learning and encouraging them to be caring and contributing members of their community by learning to be caring and humane. With its concentration on social-emotional skills, the *Curriculum* builds on the research base and program development in the areas of Emotional Intelligence (EI) and Social and Emotional Learning (SEL), which focuses on facilitation of children's self and social-awareness, relationship skills, and problem solving abilities as a way to enhance children's social-emotional competencies and related academic skills.

Currently Child Care Aware of Northcentral is piloting the *Curriculum* with a child care program in Conway with great success. The children in the pilot program adopt a stuffed puppy. Along with the puppy, each child received a certificate of adoption and instructions on caring for the puppy. The facility is teaching and mentoring the program with the children and parents. Staff are observing the children develop a stronger sense of empathy and taking responsibility for caring for their puppies. The developers from Yale have asked that this pilot site be part of their survey group for 2019. Judy Clay is a retired special education teacher and past Director of the Arch Ford Educational Cooperative. Judy is the Arkansas Liaison for the Mutt-i-grees program with Yale University and will be the consultant and trainer as this project is implemented. CCANA staff will be trained in the Mutt-i-grees program as trainers and coaches to assist child care facilities within our service area that would like to implement this research-based, and highly successful social-emotional program. The Mutt-i-grees *Curriculum* can be a very useful

tool for the classroom teacher in assisting with challenging behaviors, teaching empathy, responsibility, and self-regulation to name a few. Mutt-i-grees is being used with great success in many early care programs as well as in the public school system. The *Curriculum* is researched based and is laid out in such a way that any classroom teacher could easily facilitate. CCANA will select three programs per year to participate in the Mutt-i-grees project according to criteria guidance used in past support programs. Criteria will include but not be limited to: programs accepting vouchers, areas with excessive Low to Moderate Income (LMI) numbers, and/or programs that request the *Curriculum* due to excessive challenging behavior issues. CCANA will budget for three sets of curriculum annually. Any other child care programs that would like to attend the training and purchase the curriculum themselves are always welcome to the training and will receive the follow-up coaching.

Recruitment – CCANA staff actively works with communities, cities and counties to recruit child care providers in areas of service gaps. We have utilized a variety of methods to let the general public know when service gaps are identified. These include: newspaper advertisements, press releases, interviews on local radio stations, organizing meetings with community leaders and educating and informing communities of child care needs and offering to assist those interested in opening a child care center or family child care home.

Providing Access to Resources - CCANA will continue and maintain our lending libraries at Batesville and Conway offering providers quality, age appropriate materials that can be checked out for classroom use. Staff will continue to look for funding opportunities and partners to add additional resources and replenish used materials.

CCANA staff developed trainings to encourage and guide providers in the use of the state sponsored curriculums: Connecting Literacy and Math (CLAM), Adventures in Learning, Adventures for Toddlers, and Connecting with Infants. This training is a one hour course to give instruction on the use of the curriculum and how to build the curriculum into daily/weekly lesson plans. We have found that teachers often need the basics of how to build a lesson plans; this is repeated technical assistance request. To meet the needs of the providers, we have also expanded from the one hour original class to developing a make-n-take add on class that gives teachers the hands on materials to expand the learning opportunities when using the curriculum. CCANA charges \$5.00 for the make-n-take classroom materials. The demand for the make-n-take class has been so overwhelming, that our budget could not support the cost of the materials and lamination. CCANA staff has written grants to assemble the curriculum and supporting materials into units that can be checked out from the resource centers; total cost for one complete set of the curriculum is between \$900 and \$1,200. CCANA has also fostered partnerships with area libraries to house the curriculum kits and offer the checkout services in several of our counties; enabling child care programs to have access to the curriculum when connecting with the two resource centers is a hardship. Currently we have agreements with libraries in Sharp County,

Stone County, Cleburne County and ASU Beebe. A goal for FY 2020 is to find additional grant funding and place the curriculum in the Baxter County Library, as they have agreed to house it as well.

C. Community Outreach and Collaboration Activities

Child Care Aware staff works closely with the licensing specialists and supervisors within this service area and beyond. Through this collaboration, CCANA often helps bridge communication between licensing staff and the child care providers. We are advocates of quality and the *Better Beginnings* rating system, giving significant guidance and support to providers as they move into quality and work to maintain it. We have collaboration agreements with the Community Colleges (ASU Heber Springs, Mountain Home & Beebe, Ozarka College, U of A Morrilton/Batesville) within our service area, as well as Lyon College, Harding University and University of Central Arkansas. This collaboration enables us to connect to early childhood students, offering support and use of our resource centers, and joint facility usage agreements for training space.

CCANA has active agreements with United Way of Central Arkansas and the United Way of Northcentral Arkansas. Staff participates in multiple United Way events annually and other community outreach such as Toad Suck Daze, Chamber of Commerce events, public school activities and Arkansas Children's Week activities and more. CCANA currently supports the Teen Parent programs within our service area, often speaking/training on infant and toddler topics. CCANA Director is currently serving on the Grade Level Reading Campaign and Healthy Child Care Arkansas Advisory Board. CCANA has a working agreement to support the Early Head Start partnerships and works closely with the EHS Hub to deliver trainings and technical assistance to the EHS partnership staff. This collaboration has led to a stronger relationship with the Head Start agencies serving Northcentral Arkansas and CCANA is providing in-service training for all of the Head Start teachers.

CCANA has an Advisory Council made up of a variety of community leaders that assist staff in connecting with communities within all fourteen counties. The Council members give guidance as to the needs and service gaps within their respective areas. They offer expertise and assistance in finance, human resources, marketing, education and outreach, speaking at area civic clubs and introducing staff to local community leaders and more.

CCANA has had a special opportunity to partner with AETN Early Childhood Programs. With this partnership AETN has designed art work for the resource center; given multiple resources that providers can access. We are currently working on a project using Daniel the Tiger materials to address the needs of children making decisions, self-regulation, building friendships, new experiences, sharing and other social emotional skills. This project is currently being piloting with 20 child care facilities in Faulkner County. There will be a special end of project in June, and Daniel the Tiger will come to Conway to meet all the children from the area. This partnership will also give CCANA access to quality marketing materials as we host projects together, as well as having access to quality, research-based educational materials that we can

then share with providers. Another growing partnership is with Lakeshore Learning. The Lakeshore representative has set up topic centers in the Conway resource center and lending library to show providers an example of how to replicate the centers in their classrooms. Lakeshore and AETN will be presenters at our conferences.

As Child Care Aware of Northcentral is working within our service area we are always looking for ways to build collaborative partnerships. Through the connection of one of our Council members, CCANA has been invited to speak on a regular basis on a regional television show based in Mountain Home. The coverage area for this show is all of Northcentral Arkansas and Southern Missouri. This format of communication will be utilized to inform the public about the need for quality child care, understanding what quality child care should be, understanding brain development and developmental milestones and other topics relative to early care and education. CCANA also partners with other DCCECE contractors to be on this show; Dawson Co-op will be delivering information on bullying in May. CCANA strives to raise the awareness of quality child care within all we do whether it is working with programs to increase quality or speaking to civic groups, parent groups, community organizations or industry.

D. Information Gathering/Database Management

CCANA has multiple staff proficient in the use of the online database of NACCRRAware. This online program houses the information of all licensed child care programs within our service area. NACCRRAware can be utilized to do various searches using filters to gather specific data, such as listing of providers by county, capacity totals, etc. It is also utilized to give referrals for parents who are looking for child care and provide a personalized printout to be given to the parents listing providers that meet their stated needs. NACCRRAware can be accessed anywhere a WIFI connection can be found, enabling CCANA staff to offer onsite referrals. Staff attends all available training and/or contacts NACCRRAware should assistance be needed. CCANA also used a monthly contact form, documenting calls, contacts, referrals, technical assistance needs, emails, etc. This data is compiled into monthly reports for the DCCECE. CCANA has assisted DCCECE with the market rate survey since 2002 and will continue to assist gathering this information. Any request for data collection by DCCECE or Child Care Aware of America will be honored.

E. Project Management and Control Methods

Management of Projects - Child Care Aware of Northcentral is a current member of Child Care Aware of America is documented in Attachment 4. CCANA Director and staff will be under the oversight and governance of WRPDD's Executive Director and Board. CCANA also has the Advisory Council as a community partnership builder. Management systems are in place for financial oversight and accountability through White River Planning and Development whose Chief Financial Officer is a Certified Public Accountant. A comprehensive yearly audit is conducted on all WRPDD programs and is submitted to DHS for review. The audit is also provided to each of the WRPDD 33 member Board of Directors.

Control Project Activities

Currently CCANA employs five full time staff and one part time staff member. Staff is provided training to ensure adequate coverage of contractual obligations. All CCANA staff is a member of the Professional Development Registry and are certified trainers. Staff is purposefully cross-trained to make service delivers as seamless as possible. Project lead staff is assigned at the beginning of each fiscal year on the various components of the DCCECE contract. Project leads report to the Program Director weekly on status of projects, scheduling, service delivery, etc.

Report Progress and Coordinate with DHS

DCCECE monthly reports are prepared from the information submitted by staff to the Program Director, who then compiles the data into the format required by DCCECE for submission. Director of CCANA will be responsible for coordinating with and reporting to DHS and DCCECE. CCANA has a good working relationship with DCCECE, our sister CCR&R agencies and other DCCECE contractors. CCANA attends all quarterly DCCECE hosted meeting/trainings and participates in sharing new ideas or resources and successes. CCANA will adhere to and follow all directives given by DCCECE relating to job performance, reporting, data collection and/or any additional requests.

Ensure Required Staffing

CCANA currently has an Infant/Toddler Specialist and a Child Care Health Coordinator. The Training Coordinator has a P-4 Arkansas Teaching Licensure, and other staff have multiple certifications in a variety of topics related to early childhood and/or business. CCANA staff is encouraged to acquire professional development by attending Train-the-Trainer courses, state, regional and national conferences and any online courses that would add to their skillset or are in the early childhood field. Continued professional development of staff will ensure staying abreast on new research, evidence, knowledge and opportunities within early childhood field and assist in delivery of quality training. Trainings and responsibilities are spread among staff adhering to certifications and/or qualifications. CCANA staff work together as a team, supporting one another, and attending annual risk management and ethics training through WRPDD.

Respond to Request by DCCECE

CCANA has always strived to respond to any and all DCCECE request timely and to the best of our abilities. CCANA will continue this practice. CCANA will adhere to and follow all directives given by DCCECE relating to job performance, reporting, data collection and/or any additional requests.

Interaction and Coordination with Other Involved Parties

Often coordination and interaction with sister CCR&R agencies is necessary. CCANA attends all quarterly DCCECE meeting/training and participated in sharing new ideas and resources with other agencies. CCANA partners with other DCCECE contractors to deliver trainings or supply training/meeting space. CCANA also work in conjunction with Child Care Aware of America on projects such as disaster preparedness, access to quality care, Power to the Profession to name a few.

Routine email blasts and often phone calls are utilized to stay in touch with child care programs within the service area to announcement training opportunities, public health messages, or grant opportunities.

CCANA currently has working relationships with Southside Home Visiting (HIPPIY), Batesville and Conway's teen parent programs, Parents as Teachers program, Head Start cap agencies, the early childhood coordinators at our local community colleges, other DCCECE contractors, Arkansas Educational Television Network, our county libraries, county extension offices, area Chambers of Commerce, Special Olympics, United Way of Central and Northcentral Arkansas, Healthy Child Care Arkansas, local health departments, Arkansas Advocates for Children and Families, White County Cares, Impact Independence, Grade Level Reading Campaign, Rotary and other civic clubs, state and regional early childhood associations, interagency community groups and more.

Child Care Aware of Northcentral Arkansas prides itself in the continued and ongoing efforts to partner, interact, and coordinate with other entities and with shared stakeholder desiring high quality outcomes for children and families.

2.5 A

Executive Summary for Operating as a Resource and Referral Agency White River Planning and Development District & Child Care Aware of Northcentral AR

Child Care Aware of Northcentral Arkansas is a program of White River Planning and Development District, Inc. (WRPDD). Child Care Aware of Northcentral Arkansas (CCANA) began as *CHILDREN* of Northcentral Arkansas in 1997, because of a great need in our community for accessible child care. Since that time CCANA has worked diligently to serve the families and child care providers within our service area. Originally *CHILDREN* served eight counties and in 2012, the Child Care Resource and Referral map was restructured and six additional counties were added, making our service area a total of fourteen counties. These counties are: Baxter, Cleburne, Conway, Faulkner, Fulton, Independence, Izard, Jackson, Marion, Searcy, Sharp, Stone, Van Buren, and White.

Being part of White River Planning and Development District enables CCANA access to a variety of professional services. WRPDD has a Certified Public Accountant on staff, notary services, accounting/office support staff; all the WRPDD programs undergo an extensive audit each year. The staff of WRPDD has well over 100 years of experience in grant writing, accounting, economic development, community collaborations, administration of state and federal programs, providing technical assistance, training and services in early childhood education, etc. CCANA can tap into all of these resources as we strengthen our business training programs and community outreach.

WRPDD, who will be the contractor with the Department of Human Services, and Child Care Aware of Northcentral Arkansas proposes to continue to serve the families and child care providers within the fourteen county service area as a resource and referral agency. CCANA will continue to operate the online database through NACCRRAware which contains all licensed child care facilities within CCANA's service area and serve families by providing child care referrals. Parents receive educational materials with every referral request on the value of quality care and a child care checklist. CCANA has historically assisted parents with many different types of referrals to community agencies such as housing, job search programs, GED programs, food banks, DHS assistance, child support issues, car seat safety, etc. CCANA has a positive working relationship with both licensing specialists and voucher specialists that serve our area. We promote and provide the voucher application for families, often making the call for parents who need guidance or more information about the voucher protocol. CCANA captures data to support DCCECE reporting and Child Care Aware of America requests. Often we are asked for information to support educational and/or economic grants within our service area. Child Care Aware of Northcentral Arkansas is a current member of Child Care Aware of America.

CCANA will also continue offering professional development for child care providers in numerous content areas such as business, health, nutrition, physical activity, infant/toddler care, curriculum, disaster preparedness, early intervention, family engagement and other trainings deemed needed by providers in coordination with DCCECE. CCANA will continue to offer an annual early care and education conference giving the child care providers from around the state the opportunity to attend a quality, one day training with multiple presenters. The conference will help meet training needs of infant, toddler, preschool, and school age teachers as well as program administrators. Annual attendance for this conference is 300+. All CCR&R reporting will be conducted in accordance with the requirements of the Division of Child Care and Early Childhood Education or DCCECE.

CCANA also proposes to develop and administrator the *Business Success in Child Care* program. This in-depth technical assistance for child care providers in the “start-up” phase is a very valuable tool to not only assist providers as they enter the licensing process, but to work with and coach them through the first year of business and as they move into and up the quality rating system of *Better Beginnings*. CCANA is developing a tool kit to be used with coaching and technical assistance. The tool kit will have samples of all documents that are required for the licensing process, budgeting, Program Administrative Scale (PAS), Business Administration Scale (BAS), Better Beginnings forms, requirements, tip sheets and much more. Since 2012, CCANA has been conducting in-depth technical assistance on business focused areas with new and existing child care programs. We have seen the number of **quality rated programs increase by 70%** and have assisted over **50 new** child care programs through the licensing process and into their first year of business. Successful start-up of a new child care center or family child care home is a lengthy and often confusing process for most new child care providers. Successful operation of a child care program is an ongoing need and struggle for most child care facilities. More details are available in the technical approach section. This technical assistance is a very needed and appreciated source by the child care providers and new business owners.

WRPDD and CCANA propose to continue operating a satellite office in Conway. Faulkner County is our most populated county and the satellite office houses a resource center and lending library. The resource center has a spacious training room that can accommodate up to 40 participants. The Conway training room is being scheduled by many other DCCECE contractors as it is a great central location for statewide trainings. CCANA has developed a user agreement due to the high demand for training space. Currently two full time staff operates the resource center and satellite office.

The resource centers in both Batesville and Conway continue to grow in use and in developing educational units and materials. CCANA staff continually looks for grant opportunities to help purchase materials to meet the educational needs of infant, toddler, preschool and school age teachers and to develop the Adventures in Learning, Adventures for Toddlers, and Connecting

with Infants curriculum for checkout. The Batesville resource center houses over 20,000 items for checkout. We currently have a financial/working agreement with Southside School District that operates a large child care center serving over 300 children. CCANA staff delivers materials to the seventeen classrooms twice monthly throughout the school year and to all licensed child care programs within their school district. The resource centers are also available to early childhood students from local universities in Batesville, Conway and surrounding counties. The Conway resource center currently has over 10,000 items for checkout. The foot traffic of the Conway resource center continues to steadily grow as more and more providers become aware of its resources. The average is 150+ visitors monthly.

CCANA staff has developed trainings to assist providers in the use of the Adventures in Learning, Adventures for Toddlers, CLAM (connecting literacy and math), and Connecting with Infants curriculums. Showing classroom teachers how to make weekly lesson plans that incorporate the curriculum has been one of the most requested trainings in the Conway office, along with the examples of expanding the curriculum with make-n-take sessions. These trainings have been approved by the Professional Development Registry. The classes are requested on a monthly basis; however the cost to conduct the make-n-take sessions has been prohibitive (i.e. lamination, card stock, color printing, etc.). Therefore we began charging a \$5.00 fee for the make-n-take sessions as our budget does not support this cost. The providers show no hesitation in paying the fee. Having an approved curriculum is part of being a quality program and the accessibility of these curriculums on the DCCECE website is very beneficial. However, to purchase all of the books that go along with the curriculum cost approximately \$900 to \$1,200 per set. This cost is excessive to most child care programs. CCANA has successfully written grants or has been gifted the funds by community partners to assemble specific units of the curriculum and it is available for checkout at both the lending libraries in Conway and Batesville; to date 40 curriculum units have been assembled. Providers in our rural counties have struggled to have access to the curriculum. In meeting this need, CCANA has developed partnerships with several of our county libraries. They house and check out the curriculum to providers by using our online library program called Library World. CCANA pays an annual subscription fee to have access to this library program. Currently, we have agreements with ASU Beebe, Stone County Library, Sharp County Library, Cleburne County Library and are in the process of forming a working agreement with the Baxter County Library. This is the “extra” length CCANA has gone in the last seven years to help child care programs advance in the *Better Beginnings* program.

As CCANA works to support early childhood educators, we are finding more and more frustrations with challenging behaviors in the classroom. To address this need and for this grant cycle, CCANA proposes to begin implementation of a program called Mutt-i-grees. Mutt-i-grees addresses trauma based social-emotional deficits in children. When teachers and providers establish positive relationships with children from birth through the early years, value their

families and diverse cultures, then children can feel safe and secure, laying the foundations for healthy social-emotional development. This process affects how children experience the world, express themselves, manage their emotions, and establish positive relationships with others.

According to the Adverse Childhood Experiences (ACEs), **Arkansas ranks highest in the nation for the number of children with two or more ACEs, meaning one in three children in Arkansas have had two or more adverse experiences.**

Too often teachers are at a loss in helping these children cope, they simply do not have the training or tools available in the classroom. Positive social-emotional development carries important benefits for all children and particularly for children from low-income families and young children with developmental delays or disabilities who may start school behind their peers. The Mutt-i-grees Curriculum was developed by Yale University's School of the 21st Century in conjunction with and collaboration between Pet Savers Foundation and the Millan Foundation. The *Curriculum* is the combination of research based knowledge about social-emotional development and engaging children in learning and encouraging them to be caring and contributing members of their community by learning to be caring and humane. With its concentration on social-emotional skills, the *Curriculum* builds on the research base and program development in the areas of Emotional Intelligence (EI) and Social and Emotional Learning (SEL).

Mutt-i-grees Curriculum is being used in 5,000 schools nationwide. Currently Child Care Aware of Northcentral is piloting the *Curriculum* with a child care facility in Conway with great success. The developers from Yale have asked that this pilot site be part of their survey group for 2019. We feel that this is quite an honor and look forward to giving positive feedback. Judy Clay is the Arkansas liaison for the Mutt-i-grees program with Yale University. She will be our consultant and trainer as we move into this project. All of Child Care Aware of Northcentral Arkansas staff will be trained in the Mutt-i-grees program as trainers and coaches to assist child care facilities within our service area that would like to implement this research-based, successful social-emotional program. The Mutt-i-grees Curriculum can be a very useful tool for the classroom teacher in assisting with challenging behaviors, teaching empathy, responsibility, self-regulation and so much more. The Curriculum is researched based and is laid out in such a way that any classroom teacher could facilitate.

CCANA Director and staff will continue to enrich and grow our community partnerships. Connecting to our communities allows us to reach out to early childhood stakeholders, support the local child care providers, learn of any service gaps and build relationships with community leaders. CCANA has an Advisory Council that is made up of members from all of our fourteen counties and represents various interests such as finance, education, marketing, human resources, industry, working parents and grandparents. CCANA conducts quarterly Advisory Council

meetings. The Council members have been a tremendous asset for introducing CCANA into their local communities and opening doors for community partnerships.

CCANA staff also work closely with the Licensing Specialists to help new child care programs through the licensing process; assist with deficiencies or action plans and professional development needs. Many of the technical assistance requests come from the Licensing Specialists. Director and staff have also participated in a three year project with DHS to develop a state plan for reunification of children with family after a disaster. While serving on this working group CCANA has established working relationships with many state agencies also participating; such as ADEM, American Red Cross, VOAD and more. This experience will enrich our delivery of disaster preparedness trainings and response to child care providers within our service area. CCANA staff is currently working on an initiative with Save the Children organization to strengthen the CCR&R response to serving children and families during and after a disaster through a multi-level approach.

CCANA staff serves on several initiatives both at the local and statewide levels. The Director is currently serving on the Healthy Child Care Arkansas Advisory Board, Grade Level Reading Campaign, the NADC Early Head Start Education Board, and the Region 8 Housing Authority Family Services Committee. Staff also works with and supports the area affiliates of the Arkansas Early Childhood Association, the Arkansas Imagination Library, the Independence County Health Coalition, Arkansas Family Child Care Association, UACCB's Business, Technology and Public Service Advisory Board, Arkansas Kids Count Coalition, and other state and local health initiatives. Staff member is also NAFCC National Quality observer.

One outstanding partnership CCANA has nurtured is with AETN in Conway. Karen Walker, the Education Specialist, is currently working on a project with us to get quality educational materials into the hands of classroom teachers. AETN has furnished the Conway office with art work that reflects the monthly topics of the Adventures in Learning curriculum. In collaboration with AETN CCANA is filming short teaching segments on using the resources in the library and on specific topics relative to early childhood education. The current and past Arkansas Teacher of the Year assisted with clips for us to share. These short video clips are being posted on our Facebook page. Lakeshore Early Learning is also a new collaborative partner; and is setting up centers in the lending library to show child care providers how to utilize different topic centers in their classrooms. Both AETN and Lakeshore Learning will be presenting at our conference in 2019.

White River Planning and Development District and Child Care Aware of Northcentral have had a long successful history of serving families, early childhood educators and our communities. We also enjoy a good working relationship with our sister CCR&R agencies and other DCCECE contractors. CCANA staff has a long history of providing, and the certifications to continue to

provide coaching, technical assistance and professional development to the child care community. Management systems are in place for financial oversight and accountability through White River Planning and Development; as well as having annual staff training on risk management, staff orientation/development, and ethics. CCANA staff is certified trainers within the Arkansas Professional Development Registry and hold either degrees in early childhood, business, or a Child Development Associate (CDA), and have multiple certifications in a variety of early childhood specialty areas.

2.5 B. Technical Approach of Scope of Work/Viable Implementation Plan

The Scope of Work beginning on page 3 fully outlines not only services to providers, parents and communities within the 14 county service area, but also outlines CCANA's plan for meeting the objectives laid out within.

- Identify the Early Childhood and Education and Core Competencies
 - These are contained in the Scope of Work on pages 4 and 5
- Target Audience
 - CCANA's target audience will not only be center and home based programs, but also includes families, employers and communities within the 14 county service area. This will also include collaborations and partnerships with similar stakeholders and early childhood organizations.
- Training Length and PDR Level
 - These are contained on pages 4 and 5 of this proposal under 2.3 Scope of Work, B
- Method for Evaluating Training and Services
 - Training evaluations and/or pre/post tests are always provided to each training attendee. These are reviewed by and compiled by staff and suggestions are very often implemented when possible. As additional oversight, the Advisory Council is presented with Fall Conference evaluation summaries during the quarterly meeting following the conference. Staff takes the evaluations seriously and strives to make improvements for future events. Providers also must enter evaluation data into the PDR for trainings to be added to their transcript.
- Implementation Plan for Delivery
 - At the beginning of each fiscal year staff meets to go over contract obligations and Director assigns various project leads. Training dates are often set during the beginning of the fiscal year according to request and rotation of location. Throughout the year CCANA strives to meet the needs of the child care programs within the service area with training, technical assistance or coaching. Staff meets weekly to address project progress and/or barriers. Trainings and obligations are reported in the DCCECE monthly reports.
- Referral Services to Families
 - Referrals to families are handled in an on demand fashion during operating hours. Website referrals are available 24/7 and are responded to within 48 to 60 hours if

possible. Other community referrals are made as needed. CCANA strives to keep updated community agency information to share with parents. Activities are reported by the Director on monthly reports.

- Partnership

- The Partnerships CCANA enjoys with other entities are vast in number. For this proposal CCANA has documented formal partnerships through MOUs with Southside HIPPIY Program, AETN, and Cleburne County Library. A more detailed list of community partners is listed in this proposal on page 12 & 13 in 2.3 C.

- Assurance of Success the Proposal will Provide

Much of the above has been extensively addressed in 2.3 Scope of Work. However, this Child Care Aware agency demonstrates many measures of accountability which include not only reports to DCCECE, but also the accountability to the CCANA Advisory Council, the WRPDD Executive Director and the WRPDD Board of Directors. The 22 years of experience of operating a successful regional CCR&R program by CCANA and WRPF also offers assurances for future success.

2.5 C Project Organization, Staffing, and Experience

1. Project Organization

White River Planning and Development District, Inc.(WRPDD), serves ten counties within Northcentral Arkansas. WRPDD's Executive Director is Janet Smith. The Planning District is governed by a Board of Directors consisting of ten county judges, city mayors and other industry and community leaders within the ten county service area. WRPDD is a registered non-profit established in 1968. White River Planning and Development District is located at 1652 White Drive in Batesville, Arkansas. Hours of operation are Monday-Thursday 8:00 a.m. until 5:00 p.m. and on Fridays office hours are 8:00 a.m. until noon. Child Care Aware on Northcentral Arkansas is a program of WRPDD and was established as a Child Care Resource and Referral agency in 1997. CCANA became an affiliate of Child Care Aware of America in 2012. Prior to 2012 the agency was a member of the National Association of Child Care Resource and Referral Agencies since its inception in 1997. CCANA operates within fourteen counties and has a satellite office in Conway. That address is 2215 East Oak Street, Conway. Operating hours at the Conway office are the same as WRPDD hours. Organizational chart is included in Attachment #1. CCANA has a program director that is directly responsible for the operations of the program and accountability to DCCECE and reports to the WRPDD Executive Director.

2. Staffing

Currently CCANA employs five full time staff and one part time staff member. Resumes of all CCANA staff are included in Attachment # 5. Carol Crockett and Caley Denning are two full time staff members that operate the Conway satellite office. Carol has over thirty years' experience in early childhood as a family child care provider, and became the Satellite Office Manager in 2012. She brings a wealth of experience and knowledge to the agency and has various certifications in early care and education topic specific areas. She is responsible for the daily operations of the satellite office. Carol is very involved with community events and has been an outstanding liaison to the community as CCANA grows the work in Faulkner and surrounding counties. Caley works as the resource center manager and handles the general office duties. Caley also handles the parent referrals within Faulkner and surrounding counties. She has excellent computer skills and is proficient in the use of the NACCRRAware online database and Library World program.

The staff at the Batesville office consists of the Director, training coordinator, referral specialist/database manager and the CACFP program director. Debbie Mize has been with the CCR&R since 2002 and became the Director in 2018. Debbie has served as the Infant/Toddler Specialist, Child Care Health Consultant, Lead Trainer, Project Manager (both local and statewide), and Assistant Program Director. She has also been an early childhood classroom teacher. Debbie has multilevel experience in the operations of a CCR&R as well as managing budgets and personnel and is a trained coach. She and her husband has operated a private business since 1980 where she is the accountant. She has a background and degree in business,

holds a Child Development Credential and numerous certifications in early childhood topic specific areas. Debbie is a certified trainer within the U of A Early Care and Education system and the Arkansas Professional Development Registry (PDR).

Jessica Wade is CCANA's newest employee and serves as the Training Coordinator. Jessica began with CCANA in January 2019. She has been an Arkansas Better Chance classroom teacher and holds a current P-4 Arkansas teaching licensure. Jessica brings classroom experience, early childhood development knowledge, and coaching skills to the job. Jessica will be managing the training schedule for CCANA and will deliver training, technical assistance and coaching to the child care programs. Jessica has also met all of the requirements to be certified as a trainer in the PDR.

Paula Hagan is the Referral Specialist and Database Manager. Paula has vast experience in computer programs and is proficient in the online database NACCRRAware program. Paula is responsible for generation of reports and other data needs. She works with other staff to assemble training materials and assist in general office duties. She has recently taken on the role of part-time Resource Center Manager as our former manager took another position within the parent company. Paula is proficient in the use of the online library program called Library World. These duties include checking materials in and out for classroom use by the providers. CCANA has a current working agreement with the Southside School District (serves 300+ children) and within this agreement educational materials are delivered to their classrooms and to any other child care provider within the district by-monthly during the school year. CCANA plans to hire another Resource Center Manager within the next fiscal year.

Jill Dockins is the part time staff member at the Batesville office. Jill is currently the Director of the USDA CACFP program under WRPDD. Jill has multiple certifications in early childhood topic areas and is the nutrition and physical activity coordinator for CCANA. Jill is also a certified trainer in the PDR system. Jill has been a trainer for the CCR&R since its inception.

Being under the umbrella of White River Planning and Development District Being allows CCANA access to other qualified staff within the areas of business, community development, grant writing, and fiscal management. These staff are: Regan Miller, Small Business Administration Loan Office; Byron Southerland, Chief Financial Officer; Janet Smith, Executive Director and Director of Planning; Mitzi Hargan, Economic and Community Development Director. Tracy Lee Hissong and Bobbi Jo Haley are financial and clerical support staff.

3. Experience

CCANA has a 22+ year history of working with the early childhood educators, community partners, elected officials, and other stakeholders in early care and education. The number of staff and the qualifications support the future success of Child Care Aware of Northcentral

Arkansas. There is over 130 years' experience in early childhood, training adults, business management and coordination with the current CCANA staff. Three letters of recommendation are included in Attachment # 2.

2.5 D. Management Plan/Financial Disclosure

Management and Control of Projects - CCANA Director and staff will be under the oversight and governance of WRPDD's Executive Director. CCANA also has the Advisory Council as a community partnership builder who also provides guidance in meeting CANA's vision and mission in each of their respective counties. All CCANA staff is encouraged to acquire professional development by attending Train-the-Trainer courses, state, regional and national conferences and any online courses that would add to their skillset or are in the early childhood field. Continued professional development of staff will ensure staying abreast on new research, evidence, knowledge and opportunities within early childhood field and assist in delivery of quality training. Trainings and responsibilities are spread among staff adhering to certifications and/or qualifications, with many staff cross-trained. CCANA staff work together as a team, supporting one another, and attending annual risk management and ethics training through WRPDD. CCANA staff regularly promotes the field of early care and education and are ambassadors for DCCECE, Better Beginnings Quality Rating System, and White River Planning and Development District, Inc.

Report Progress and Coordinate with DHS - CCANA Director will be responsible for coordinating with and reporting to DHS and DCCECE. A management model is in place, job descriptions and duties are detailed and understood. CCANA will adhere to and follow all directives given by DCCECE relating to job performance, reporting, data collection and/or any additional requests.

Collect, Track and Report Data - CCANA has multiple staff proficient in the use of the online database of NACCRRAware. This online program houses the information of all licensed child care programs within our service area. NACCRRAware can be utilized to do various searches using filters to gather specific data, such as listing of providers by county, capacity totals, etc. Staff attends all available training and/or contacts NACCRRAware should assistance be needed. CCANA also used a monthly contact form, documenting calls, contacts, referrals, technical assistance needs, emails, etc. This data is compiled into monthly reports for the DCCECE. CCANA will track, collect and report any and all request for data from DCCECE.

Summary of Financial Standing – White River Planning and Development District Chief Financial Officer is Certified Public Account on staff that oversees all of the finances and financial reporting. All of WRPDD's programs undergo an extensive audit annually. This audit is reviewed by DHS annually. CCANA will compile an annual budget in compliance with guidance set forth by DCCECE. The program director and the CFO work together to insure all

standard accounting practices are met in accordance with DHS procedures. Monthly billing will be submitted to DHS for services rendered by CCANA. Any reporting or documentation requested by DCCECE or DHS will be made available. Requested documentation is included in Attachment # 6.

Balance Sheets – Refer to audit, page(s) 3-4

Statement of Income – Refer to audit, page(s) 5

Statement of Change in Financial Position – Refer to audit, page(s) 6

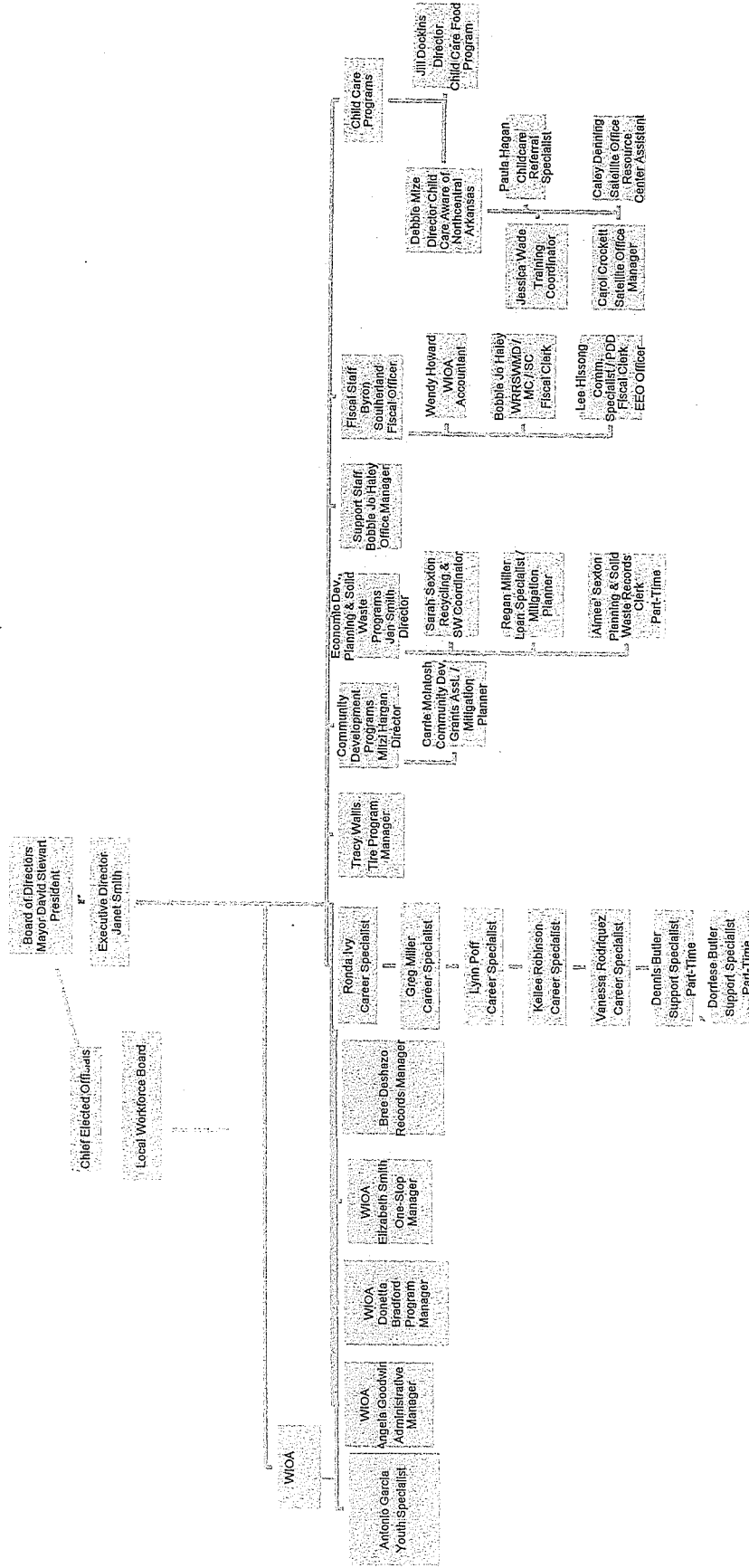
Notes to Financial Statements – Refer to audit, page(s) 7-18, 29-31

Child Care Aware of Northcentral is a current member of Child Care Aware of America, documentation is included in Attachment # 1 WRPDD and CCANA have had a long successful history of serving families, early childhood educators and our communities. We also enjoy a good working relationship with our sister CCR&R agencies and other DCCECE contractors. CCANA staff has a long history of providing coaching, technical assistance and professional development to the child care community. CCANA has certified trainers within the Arkansas Professional Development Registry and hold either degrees in early childhood, business, or a Child Development Associate (CDA), and have multiple certifications in a variety of early childhood specialty areas. Resumes and certifications are in Attachment # 5. CCANA has a solid history of working with and meeting the requirements of the Division of Child Care and Early Childhood Education.

Attachment #1

WRPDD Organization Chart

WHITE RIVER PLANNING & DEVELOPMENT DISTRICT ORGANIZATIONAL CHART



Attachment # 2
Required Reference Letters

Debra J. Combs
President, Arkansas
Family Child Care
Association



1206 W. Martin St.
Heber Springs AR 72543
501-206-1694

January 10, 2019

I would like to express our sincere gratitude to Child Care Aware of North Central Arkansas and their staff. Their support and encouragement are key to our being able to do our jobs daily. From the R&R offices, to technical assistance, and the trainings offered, they go above and beyond to provide us with the tools and trainings that empower us to provide quality child care to the littles of our great state. Their true heart and passion for the early childhood group is evident in everything they do. Thank you again for all that you do for our littles and the Family Child Care Home providers.

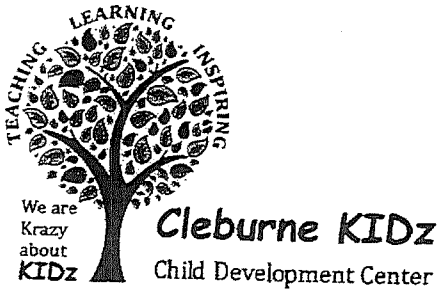
Debra J. Combs

Warm regards,

Debra J. Combs

President, Arkansas Family Child Care Association





Cleburne KIDz Child Development Center
300 Trailwood Drive
Heber Springs, AR 72543
www.cleburnekidz.com
info@cleburnekidz.com

01/08/2019

To Whom it Concerns:

Our Daycare center Cleburne Kidz Child Development would like to make you aware of how much we appreciate Debbie Mize as well as Child Care Aware. When we were first opening our center, we had a tremendous support from the office in Batesville. We were given help designing our classroom to meet the DHS space requirements as to how to set up each classroom for the different ages. In our baby room she came in and explained how our baby bed should be arranged. Also, which type of sheets we needed. She helped us by explaining the types of toys we needed for the age in each classroom.

Back last fall we had some issues with biting in one of our classes and Debbie gave us a lot of advice on different things we could try to get this under control. When I needed some training on Shaken Baby Syndrome she came down to Heber Springs and held a class for my center and other workers came from other daycares to take the class.

Several weeks ago, I had a conversation with her about the minimum wage new law that went into effect back in November. I explained to her that independent owned daycare like mine would be hurt tremendously without any other means of support. I told her I might have to close. She listened and said she would try to talk to the state and try her best to get some options for us. Then before Christmas she came into our center and made a lot of suggestions of things we could do. One option we are working on with her help is applying for Better Beginnings Level II. She brought us a chart and went over each thing and explained how we needed to accomplish this. Debbie has been a great asset to my daycare as many other day cares around this area. We hope we can continue the relationship that we've had with Debbie as well as Child Care Aware.

Thank you,

Billie Kirkpatrick Owner/Director

Billie Kirkpatrick
Cleburne Kidz Child Development Center



2/12/2019

LETTER OF COMMITMENT

United Way of Central Arkansas is pleased to offer this Letter of Commitment for Child Care Aware of Northcentral Arkansas. Our United Way has been a strong supporter of Child Care Aware since the satellite office opened in Conway in 2012 and began serving the families in Faulkner and surrounding counties. Child Care Aware staff has supported the various initiatives that United Way has sponsored, and we could not do the things we do to support our families without the volunteerism of our community and organizations like Child Care Aware.

United Way of Central Arkansas and Child Care Aware of Northcentral Arkansas share a common goal of serving the children and families of our communities. With the lending library, child care providers now have access to a great number of quality, enriching materials to enhance early learning for our youngest population. Child Care Aware also offers a variety of professional development opportunities for the early childhood educators and this raises the quality of the profession. We fully understand that child care is a basic need for economic development to happen and we are delighted to have Child Care Aware working to help families find child care, offer quality materials to support early learning and to help support and encourage expansion of the availability of child care.

United Way of Central Arkansas is happy to offer financial support to Child Care Aware, but also supports them in the good work they are doing for our families and children.

Maret Cahill Wicks

Maret Cahill Wicks
United Way of Central Arkansas
Executive Director
501-327-5087
cell 501-339-3234
m.cahill@uwcark.org

Attachment # 3

Collaborative Partners – Memorandums of Understanding

Memorandum of Understanding

Between

Child Care Aware of Northcentral Arkansas

And

Cleburne County Library

This Memorandum of Understanding (MOU) set for the terms and understanding between Child Care Aware of Northcentral Arkansas (CCANA) and Cleburne County Library to support access to the Adventures in Learning and the Adventures for Toddlers Curriculum.

CCANA and the Cleburne County Library have been working together for the common goal of supporting families, children and early childhood educators by supplying access to curriculum.

This MOU sets forth the commitment to continue working together for our common goals. The Cleburne County Library houses the curriculum for child care providers and uses our Library World online system to check the curriculum units out. CCANA provides technical assistance with Library World and pays the annual user fee. CCANA also conducts scheduled reviews of the materials to revise or replace outdated/damaged resources. Without this great partnership access to a quality, age appropriate curriculum would be prohibitive to the child care community.

Evaluation of the effectiveness and adherence to the agreement will be done annually by both parties.

No direct funding will transpire between said parties.

This MOU is at-will and may be modified by mutual consent of authorized officials from Child Care Aware of Northcentral Arkansas and Cleburne County Library and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Child Care Aware of Northcentral Arkansas
Debbie Mize, Director
1652 White Drive
Batesville, AR 72501
(870)793-5233 Fax: 870-793-4035
dmize@wrpdd.org

Cleburne County Library
Pat Hoisager
1009 West Main Street
Heber Springs, AR 72543
(501)362-2477

Pat Hoisager
Partner Signature

Date: 4-25-19

Debbie Mize
Partner Signature

Date: 4/25/19

Memorandum of Understanding

Between

Child Care Aware of Northcentral Arkansas

And

Arkansas Educational Television Network (AETN)

This Memorandum of Understanding (MOU) set for the terms and understanding between Child Care Aware of Northcentral Arkansas (CCANA) and AETN to support professional development and access to resources for childhood educators.

CCANA and AETN have had a history of working together for the common goal of supporting families, children and child care providers within our shared service area.

This MOU sets forth the commitment to continue working together for our common goals. AETN has gifted CCANA with art work for the resource center and has furnished quality educational materials for the lending library. AETN and CCANA are currently working on a pilot project with the *Daniel the Tiger* Curriculum for child care programs. CCANA works to promote the early childhood programs of AETN and offers training space as needed. AETN and CCANA are also working jointly to publish a series of videos to demonstrate use of the educational materials available for checkout or review at the resource center and lending library.

Evaluation of the effectiveness and adherence to the agreement will be done annually by both parties.

This MOU is at-will and may be modified by mutual consent of authorized officials from Child Care Aware of Northcentral Arkansas and Southside HIPPIY and will remain in effect until modified or terminated by any one of the partners by mutual consent.

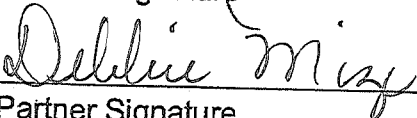
Child Care Aware of Northcentral Arkansas
Debbie Mize, Director
1652 White Drive
Batesville, AR 72501
(870)793-5233 Fax: 870-793-4035
dmize@wrpdd.org

AETN Early Childhood Programs
Karen Walker, Education Manger
350 S. Donaghey
Conway, AR 72034
(501) 682-2386
kwalker@aetn.org



Partner Signature

Date: 4/26/19



Partner Signature

Date: 4/26/19

Memorandum of Understanding

Between

Child Care Aware of Northcentral Arkansas

And

Southside School District HIPPY Program

This Memorandum of Understanding (MOU) set for the terms and understanding between Child Care Aware of Northcentral Arkansas (CCANA) and Southside HIPPY to support professional development and access to resources.

CCANA and Southside Hippy have had a history of working together for the common goal of supporting families, children and child care providers within our shared service area.

This MOU sets forth the commitment to continue working together for our common goals. Southside HIPPY lends time and personnel to help organize and support the annual child care conference. This support is vital to the overall success of the conference, enabling early childhood educators access to quality professional development. CCANA will support Southside HIPPY through use of our lending library for access to educational resources, through promotion of the HIPPY program, and through joint sharing of grant opportunities.

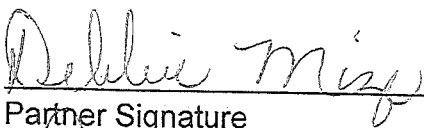
Evaluation of the effectiveness and adherence to the agreement will be done annually by both parties.

No direct funding will transpire between said parties.

This MOU is at-will and may be modified by mutual consent of authorized officials from Child Care Aware of Northcentral Arkansas and Southside HIPPY and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Child Care Aware of Northcentral Arkansas
Debbie Mize, Director
1652 White Drive
Batesville, AR 72501
(870)793-5233 Fax: 870-793-4035
dmize@wrpdd.org

Southside HIPPY Program
Lori Satterwhite, Coordinator
70 Scott Drive
Batesville, AR 72501
(870) 251-4024
lori.satterwhite@southsideschools.org


Partner Signature

Date: 4/24/19


Partner Signature

Date: 4-24-19

Attachment # 4

Proof of Membership with Child Care Aware of America



Invoice

Date	Invoice #
2/8/2019	300003969

Member Information
Debbie Mize Child Care Aware of Northcentral Arkansas P.O. BOX 2396 Batesville, AR 72503-2396 United States

Bill To
Debbie Mize Child Care Aware of Northcentral Arkansas P.O. BOX 2396 Batesville, AR 72503-2396 United States

PAID

PO	Terms	Due Date
	Due on receipt	2/8/2019

Description	Amount
Budget \$100,001-\$300,000	\$349.00
Regular Membership	----
Total	\$349.00

Payments/Adjustments

Description	Amount
Payment via Check/Money Order (check/ref. no. 34367) <i>Applied to invoice on 3/14/2019 10:32:18 AM</i>	(\$349.00)
Total Payments/Adjustments	(\$349.00)
Balance Due	\$0.00

Current Membership Expires: 2/1/2020

Child Care Aware of America
 1515 N. Courthouse Road, 3rd Floor, Arlington, VA 22201
 Phone: 1-800-793-0324 x105
memberservices@usa.childcareaware.org
<https://usachildcareaware.site-ym.com/>

Attachment # 5
Staff Resumes

Experience

2002–Present White River Planning & Development, Batesville, AR
Current title within Child Care Aware of Northcentral Arkansas:
Director, Infant/Toddler Specialist & Child Care Health Coordinator

- ▶ Director of Child Care Aware
- ▶ Infant/Toddler lead trainer for Child Care Aware (CCA)
- ▶ Trained Child Care Health Coordinator and training facilitator
- ▶ Certified trainer of Classroom Assessment Scoring System (CLASS)
- ▶ Certified classroom observer for CLASS
- ▶ University of Arkansas Early Care and Education certified trainer
- ▶ Technical assistance coordinator for Child Care Aware of NCAR
- ▶ Certified trainer for Ages & Stages Early Intervention
- ▶ Coordinator and Train-the-Trainer for AR Child Care Resource and Referral Network in Ages and Stages Early Intervention
- ▶ Certified trainer for Nutrition & Physical Activity Self-Assessment in Child Care (Nap Sacc)
- ▶ Coordinator and Train-the-Trainer for AR Child Care Resource and Referral Network in Nap Sacc
- ▶ Conference Chair for both CCA annual fall conference and Nap Sacc statewide conference
- ▶ Experience with building community collaborations
- ▶ Creation and editing of print materials
- ▶ Business management trainer for child care family homes
- ▶ Certified trainer in disaster preparedness for child care
- ▶ Grant writer and certified grant writing trainer
- ▶ Proficient in the Naccraware database program
- ▶ Monitoring for Child Care Food Program and in home technical assistance to providers.

1981–2004 Pizza Meister of Batesville Batesville, AR

Owner/Operator

- ▶ Responsible for all daily operations of the restaurant
- ▶ Responsible for all scheduling and merchandise ordering
- ▶ Responsible for recruitment, supervision and retention of employees
- ▶ Responsible for all accounting and tax reports
- ▶ Responsible for all advertising and public relations of business
- ▶ Head cook and waitress, as well as trainer of new employees

1983–1985 North Arkansas Christian School Batesville, AR

Preschool Teacher

- ▶ Taught the toddler preschool class, including planning and implementing the chosen curriculum.

1975–1980 Pizza Hut Batesville, AR

Assistant Manager

- ▶ Ran the company's number one high volume store for five years
- ▶ Involved in all daily operations of the business
- ▶ Responsible for recruitment, supervision and retention of employees
- ▶ Responsible for all scheduling and merchandise orders
- ▶ Responsible for daily, monthly and quarterly sales/cost reports

Education

2001-2004 University of Arkansas Community College, Batesville, AR

- ▶ AA Business Administration & Computer Science, *summa cum laude*
- ▶ AA Web Design, *summa cum laude*
- ▶ Child Development Associate (CDA) AR State University 2007

**Training
Experience
and Job
Duties**

- ▶ Development and/or delivery of infant and toddler specific training, such as Safe Baby, Baby Basics, and Infant/Toddler Resources
- ▶ Certified trainer for the Arkansas Infant and Toddler Early Learning Standards or CDELS (16 hour course through U of A)
- ▶ Certified trainer for The Growing Brain, developed by the national Zero to Three organization (21 hour course through U of A)
- ▶ Certified Coach through the Hudson Coaching Institute & Certified in Strength Based Coaching
- ▶ Certified trainer of CLASS, Classroom Assessment Scoring System (24 hour course through MMCI)
- ▶ Certified classroom observer for CLASS
- ▶ Pre-Licensing trainer for new facilities
- ▶ Certified trainer for Ages and Stages Developmental and Ages and Stages Social Emotional Early Intervention, (ASQ). I've been part of the working group that began this project in 2008 within the AR Division of Child Care and have been trained by the ASQ Institute three times for updated certification
- ▶ Regularly train child care facilities on ASQ within our service area, as well as training new Resource and Referral staff from all over the state
- ▶ Certified trainer for the Nap Sacc program, as well as training new Resource and Referral staff from all over the state. Within this role managed the coordination of the project on a statewide basis, chair of the Nap Sacc statewide conference since 2011, and publish monthly statewide newsletters dealing with nutrition and physical activity for child care
- ▶ Trained child care health consultant, working closely with Healthy Child Care Arkansas and the community health nurses to deliver a variety of trainings on health related topics
- ▶ Trained in disaster preparedness for child care and serve on the AR disaster reunification task force for children working on the state plan
- ▶ Technical assistance coordinator, assisting with a wide variety of topics: business management, staffing, budgets, quality rating, opening a child care, best practices, etc.
- ▶ Working closely with NADC Early Head Start (EHS) – this has required becoming familiar with the standards and best practices of

- Early Head Start, giving technical assistance to Hub & partners
- Chair of the annual child care provider conference for several years: duties included the recruitment of presenters, exhibitors, and food service providers, as well as creation of and mail out of promotional materials, keeping the registration updated, printing the program and name tags and overall management of the conference
- Experience in building community collaborative partnerships. Have spoken at multiple events and agencies in both our service area and around the state.
- Hands on experience in creation and editing of print materials
- Certified trainer of the Tom Copeland Family Child Care Business Management program
- Proficient in the Naccraware online database program
- Grant writer, both State Parks and foundation grants as well as a certified grant writing trainer
- Experience in monitoring for the Child Care Food Program and in home technical assistance to providers
- Past experience in utilization of the lending library, filling requests and delivering materials to providers in multiple counties, and in constructing educational units
- Experience in ongoing reporting of all programs to the Division of Child Care and in house reporting
- Experience in working with the CCA Advisory Council and with the Board of White River Planning and Development District
- Actively supports United Way projects and assisted in writing the United Way grants
- Member of the AR Family Child Care Home Association, National Family Child Care Association, Arkansas Early Childhood Association and the White River area affiliate of AECA
- Current member of the Northeast AR Chapter of the American Red Cross
- Serve on the Healthy Child Care Arkansas Advisory Board
- Serve on the Grade Level Reading Campaign for Independence Co.
- Serve on the Arkansas Early Childhood Collective Impact Group
- Active in United Way projects, was recipient of the 2009 Award of Excellence
- Active member of the North Heights Church of Christ, serving on the missions committee and as a teacher
- Past Cub Scout Master of Pack 320, and current Eagle Scout board of review member (20+ years of experience in scout leadership)

Community Involvement

Personal References

Mr. Roger Rich, Superintendent, Southside Public Schools
870-251-2341

Mrs. Deborah Frazier, Chancellor, UACCB
870-612-2000

Angela Davis, Myers Davis Life Coaching
870-307-1004

Carol Crockett 12 Jetta Circle, Conway Ar. 72032 501-499-0463
carolcrockett5@gmail.com

Profile

I have been employed by Childcare Aware of Northcentral Arkansas for the last 7 years.

Over the last 7 years, with the support of my colleagues and our Parent company, I have:

* Introduced Childcare aware to Faulkner County and surrounding counties.

** I have become a trainer of professional development

*I have opened the Conway Resource and Referral office, which included mentoring staff and volunteers, organizing and developing curriculum, developing community partnerships, looking for grant opportunities, encouraging and promoting facilities to become Better Beginning participants. Presenting professional development, helping to organize conferences and presenters.

Expanded the resource and referral, am now overseeing the expansion and making additional relationships and partnerships

Prior to Childcare Aware, My work experience has included organizing and facilitating my own preschool. I am able to provide quality child care in a quality environment. While providing this service I am also able to provide each family with individual care and attention that is desired and appreciated by each family. Organizational business management, and people skills are required and necessary for our facility to run happily, which I take very seriously. I am very considerate, energetic, supportive cooperative and happy. I enjoy learning and serving in such a wonderful environment. I am happily married and I am a very proud Mother of 5 precious children and 19 grandchildren.

Experience

Child Care Aware of North Central Arkansas 2012-2019

*Community outreach; Introducing Childcare aware to Faulkner County and surrounding counties, developing community partnerships, making relationships with facilities.

*Opening and managing Conway's first Resource and Referral Office

*Developing curriculum and resources

*Overseeing the growth of the resource room

*Becoming a Trainer of professional development in areas such as:

Pre-Licensing

Nap Sacc

ASQ

FCCBM

Money Matters

Disaster Preparedness

Safe Baby

Baby Basics

Adventures in Learning

Adventures for Toddlers

Connecting With Infants

Health and Fitness

*Overseeing and opening the Resource Room expansion, growing the resource room.

Licensed Home Day Care (16 Children) Conway Arkansas 1995-2012

I created a developmentally appropriate preschool, The Snuggle Bug Cafe that fosters children into being Kindergarten ready through age appropriate curriculum and play. The standards adhered to are in accordance to NAEYC standards. This includes using a curriculum, structured circle time, outdoor play, centers, extracurricular gymnastics, extensive parental involvement, field trips and USDA approved meals and snacks.

Developed a detailed parent information booklet that is user friendly and serves as a very helpful resource for families.

Became Quality Approved; which meant that our facility met standards that were higher than what were applied by the Arkansas Department of Human Services. To obtain this rating I was inspected and rated in a way that required "Best Practices". This also required additional training and growth. Everything was rated from the environment to the interactions between the students and the teachers.

Achieved a 3 Star Rating with Better Beginnings, The highest in the State of Arkansas; This prestigious rating was acquired after a total rating of our program. This rating consisted of everything that was required with Quality Approval and more, plus an additional accounting of my business practices. It was acquired after numerous trainings, hours and hours of preparation and having had passed the assessment of my facility.

Cooperated with UCA and BYU student placement programs and have accepted numerous students to acquire observation hours at our facility and have mentored others while they have done their practicum here for their Early Childhood Education Degrees.

Licensed Home Day Care (10 Children); Layton Utah 1988-1995

Licensed by the State of Utah

Continued participating in trainings and developing my facility. Participated in programs that facilitated age appropriate development for the children. Developed and implemented curriculum.

Participated in USDA Food program, which included training in Health, Nutrition and other age appropriate skills.

Licensed Home Day Care, (10 Children); Conway Arkansas 1982-1988

During this time our program was licensed by the State of Arkansas, and we participated in a USDA Food Program.

Developed a program that was organized, child friendly and developmentally appropriate. Developed customer service skills, leadership skills, and business skills. Developed a program that was sought after and appreciated by Parents in our community.

Education

Arkansas State University, Jonesboro 1977-1978

University Of Central Arkansas, Conway 1978-1980,

University Of Central Arkansas, Conway 2005-2006

130 total college credit hours, 36 hours specific to ECE

Tapp Training Transcript Attached 2005-2012

These are hours of training that are self-initiated as well as what were required for "Better Beginnings"

Skills

Business Management skills; familiar with Microsoft Word, Power Point, 10 key. Leadership skills; organizing and presenting programs and trainings and conferences, People Skills; Mentoring Staff, Organizing and motivating volunteers, helping people to problem solve and implement new ideas, Classroom organizational skills; organizing the class room and implementing the curriculum. Encouraging and motivating everyone to work together for the common good of all.

Volunteer:

Former Relief Society President 2013-2018 (religious organization of local and regional women) serving to seek out and provide relief for those in need, to inspire moral values and strengthen families. To provide training and instruction annually and as needed. Organizing regional Women's conferences.

Member at large on the board for AFCCA: providing instruction by way of Webinars or in the classroom. Organizing conferences.

Volunteer since 2000 for Toad Suck Daze, Community Fair that benefits college student's tuition. Helped to coordinate Children's activities for the fair.

PTA Board member and room Mother for numerous years. Organized Florence Mattison School's enrichment Day for 2 years which entailed inviting presenters and speakers for each grade level. Managing lunch time and special needs of all involved.

Current Primary President: SINCE 2018 (religious organization of local children) my responsibilities are to organize the 18-20 teachers, provide instruction and curriculum. Organize Activity quarterly activity days.

Referrals

Kathy Powers : Teacher of the Year 2011-2012

1520 Buddy Circle

Conway Arkansas 72034

501-513-3374

Jeanne Love: Vice President Lending, Centennial Bank

23 Silver Springs Dr., Greenbrier Arkansas 72058

501-679-3461 Cell: 501-472-5272

Marna Farris: Education and Instruction Coordinator, Family and Consumer Sciences State Office
13 Jetta Circle, Conway AR 72032
501-682-1140 Cell:501-697-2677

JESSICA WADE

1840 Blackland Rd, Oil Trough, AR. 72564 · 870-799-9013

Jessica@wrpdd.org

With a background in Early Childhood Education, I am eager to further my education and training to ensure students can grow and succeed in a place where they feel safe. I am dedicated to doing what is best for our children while building life skills through cooperative activities and partnerships.

EXPERIENCE

JAN 2019 - PRESENT

TRAINING COORDINATOR, CHILD CARE AWARE OF NORTHCENTRAL ARKANSAS

- Prepare and deliver trainings to child care providers in our region.
- Gather statistics and other data for grants.
- Write and distribute our monthly nutrition newsletter.

MAY 2017 – JAN 2019

COA, SLOAN EYE CLINIC

- Create, organize and maintain surgery charts while ensuring accuracy of patient information.
- Work patients up to be seen by the doctor and administer tests based on doctor's orders.
- Follow HIPPA laws. Keep rooms orderly and clean.

AUGUST 2014 – JANUARY 2017

PRE-K TEACHER, MIDLAND SCHOOL DISTRICT

- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music and storytelling while following the frameworks.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.

EDUCATION

DECEMBER 2017

COA, JCHAPO

MAY 2014

BSE: EARLY CHILDHOOD EDUCATION, ASU

- GPA: 3.973

State of Arkansas

EDUCATOR LICENSE

By virtue of the authority vested in the Arkansas State Board of Education, we hereby issue this Educator License to

JESSICA HEATHER WADE

This is to certify that person named hereon is licensed under the laws of Arkansas to teach or serve in the public schools in the capacity indicated.

CID: 8811287

Bachelors

Code	Area	Type	Grade Level	Valid From	Valid To
001	Early Childhood Education	Standard	PK - 4	1/1/2019	12/31/2023



Johnny Key
COMMISSIONER OF EDUCATION

Melissa Jacks
MANAGER - EDUCATOR LICENSURE

PAULA S. HAGAN

206 KYLER ROAD
BATESVILLE, AR 72501
Phone: (501) 206-2016
Email: dspshagan@yahoo.com

OBJECTIVE

A position allowing me to use my skills in office management and customer support.

SUMMARY OF QUALIFICATIONS

Motivated, creative and flexible Administrative Assistant with seventeen years experience working for the president of a company and four years working for the director of a non-profit organization.

Computer skills include Microsoft Work, Excel and Access. Skilled in letter writing and building charts, graphs and spreadsheets. Familiar with all aspects of health insurance, worker's comp insurance and OSHA. Proficient in accounting.

Worked in the banking industry for twenty-one years, first as the manager of the computer department, then as administrative assistant to the President.

For fifteen years I worked as administrative assistant to the president of a manufacturing and engineering firm.

For two years I owned and managed Persimmon Cottage, first as a physical store and then as an Internet business.

For the last four years I have worked as an administrative assistant to the director of a non-profit organization.

WORK EXPERIENCE

Administrative Assistant to the Director (April, 2015 to present)

Referral and Data Specialist for Child Care Aware of North Central Arkansas.

Responsible for management of online referral program, managing website for Child Care Aware, managing Social Media output, answering phone, preparing numerous monthly and annual reports, and collecting data from parents and providing referrals for child care.

Resource Center Manager (October 2018 to present)

Management of the online database, Library World and train child care providers on the use of Library World, entering all new materials, labeling and shelving materials, pulling requests for checkout from providers, checking materials in and out, making resource deliveries to facilities that have contracts with Child Care Aware, managing resource materials, updating, refurbishing or assembling new units, managing offsite materials at public libraries, and technical assistance to visitors.

Business Owner (August,2013 – December, 2018)

Own and operate Persimmon Cottage which started as a physical store and progressed into an online business. Responsible for all aspects of the business. This includes all accounts, purchasing, pricing and cost analysis of stock, marketing, customer service, photography of stock for sale and all aspects of packaging and shipping.

Administrative Assistant to President (June, 1998 – March, 2013)

Gar-Bro Mfg. Co., Inc., Heber Springs, AR

Responsible for insurance selection, implementation and reporting, Workers Comp reports and record upkeep, OSHA reporting and file upkeep, customer telephone orders, creating charts and graphs, building information data bases, letter writing, marketing, creating and implementing pricing for products and general office duties. I am proficient in Microsoft Work Access, and Excel.

Administrative Assistant to President (1996-1998)

The Cleburne County Bank, Heber Springs, AR

Responsible for all administrative duties including loan documentation preparation, loan closing at bank and title companies, speaking with loan customers, answering mail, making small loans, marketing bank services, data entry and letter writing, Responsible for representing the bank at social and industry gatherings.

Manager of Computer Operations (1980-1996)

The Cleburne County Bank, Heber Springs, AR

Responsible for management of computer department including all check processing, back and storage of all files, generating statements, check sorting, month-end reporting, year-end reporting and management of all employees in the computer department.

Bookkeeping and Customer Service (1977-1980)

The Cleburne County Bank, Heber Springs, AR

General Bookkeeping including filing checks, data entry, answering telephone, processing statement and assisting customers.

EDUCATION

Money Matters, Part 2 (06/07/16)

Money Matters, Part 1 (06/06/16)

Nutrition and Physical Activity Conference (04/23/16)

Train-the-Trainer, Family Engagement (01/13/16)

Family Child Care Business Management (01/13/16)

Conscious Discipline Preschool Part 3 (10/28/15)

Conscious Disciplines for Preschool Part 2 (10/07/15)

Conscious Disciplines for Preschool Part 1 (09/16/15)

ASQ Train-the-Trainer (09/10/15)

NAP SACC Train-the-Trainer (08/19/15)

Emergency Preparedness (07/29/15)

Family Child Care Business Management Train-the-Trainer (06/11/15)

Pre-Licensing Training (06/09/15)

Commercial Lending Diploma (January, 1998) American Institute of Banking

AIB Commercial Lending Certificate (12/11/97) Gateway Technical College,
Batesville, AR

Consumer Credit Diploma (August, 1997) American Bankers Association American
Institute of Banking

Accounting Basics (August, 1997) American Institute of Banking

Essentials of Banking (May, 1997) American Institute of Banking

Commercial Lending School (04/09/97) Arkansas Banking Schools, Arkansas Bankers
Association, Banker's Management, Inc.

Analyzing Financial Statements (May, 1996) American Institute of Banking

General Banking Diploma (February, 1995) American Bankers Association, American Institute of Banking

Marketing Principles (September, 1994) American Institute of Banking

Law and Banking (December, 1993) American Institute of Banking

Economics for Bankers (December, 1992) American Institute of Banking

Accounting I (December, 1991) American Institute of Banking

Money and Banking I (December, 1990) American Institute of Banking

Principles of Banking (December, 1989) American Institute of Banking

High School Graduate (1977) Quitman High School, Quitman, AR

REFERENCES

Debbie Mize
Director
Child Care Aware of NC AR
P.O. Box 2396
Batesville, AR 72503
Phone: (870) 793-5233
Email: dmize@wrpdd.org

Royce and Rita Wilson
Wilson's Pharmacy
Batesville, AR 72501
Phone: (870) 251-2390

Pam Wright
Wright & Associates
Developmental & Speech-Language Associates, Inc.
1652-B White Drive
Batesville, AR 72501
Phone: (870) 307-4966

John and Vickey Ramsey
110 Ramsey Place
Heber Springs, AR 72543
Phone: (501) 519-1070
(501) 519-1099

CALEY DENNING

4055 Glenwood Drive #5512, Conway, AR 72034 | 501-499-2463 | caleydenning@gmail.com

SKILLS AND QUALIFICATIONS

- Computer* Very familiar with Microsoft Word
- Experience with creating and presenting slideshows with PowerPoint
- Experience working productively in groups for numerous projects
- Communication* Able to take notes that are both thorough and understandable
- Experience working with customers in a professional and friendly way
- Able to effectively receive and carry out tasks

EXPERIENCE

- Nov, 2016 – Retail Field Merchandiser, *Watch-Us Inc.*
- Apr, 2017 · Performed regularly scheduled service visits to Fred’s and Kroger stores, planned and executed routes, effectively communicated with store management to provide the best service, moved new stock to the sales floor, processed returns as needed, and recorded inventory levels.
- Jun, 2017 – General Laborer, *Premier Staffing*
- Mar, 2018 · Organizing schematics and machine parts, assembling machinery, operating industrial grade machinery, maintaining a clean and safe work environment, and performing various clerical and transitory tasks as needed. Assigned to work with Vestcom Retail Solutions located in Conway, Arkansas.
- April, 2018 – Resource Center Manager, *Child Care Aware or Northcentral Arkansas*
- Present · Operating the on-site lending library, organizing early child care resources into appropriate age and topical categories
- Composing monthly stat reports, creating promo materials, and general office duties
- Provide technical assistance to early childhood professionals.
- Certified trainer in the Arkansas Professional Registry (PDR)
- Community outreach projects coordination and representative of Child Care Aware

EDUCATION

- May, 2015 Associate of Arts, *University of Arkansas Community College at Morrilton (UACCM)*
- May, 2015 Associate of Science, *University of Arkansas Community College at Morrilton (UACCM)*

ACADEMIC ACHIEVEMENTS

- 2014-2015 Named to UACCM Chancellor’s List fall and spring 2014, fall and spring 2015
- Fall 2014 Inducted into Phi Theta Kappa Honor Society

Public Relations, fall 2014

Vice President, spring 2015

Jill Dockins
Director of Child Care Food Program
White River Planning and Development District

Education Child Development Associate, August 2010
University of Central Arkansas, Conway, AR General Classes 1976-77
Southside High School, Batesville, AR 1976

Experience Serves as director for the White River Planning and Development District, USDA Child and Adult Care Food Program (CACFP) that sponsors family child care homes in a fifteen county area. Coordinate and plan activities of the nutrition program; supervising coordination of the USDA and state program requirements and budgets within our service area. Provide and coordinate training and education information to program participants and various community activities and functions. Length of service: May 1985 to present.

Coordinate statewide conferences and provide technical assistance for child care directors and staff, as well as people interested in becoming child care providers. Provide statewide training on grant writing designed specifically for child care staff. Coordinate NAPSACC training and follow up, Trainer for Ages and Stages, AI's Caring Pals and Arkansas Fit Kids.

Certified Observer for the National Association of Family Child Care Association - Multiple times during the year, travel to family child care homes in Arkansas and surrounding states to observe the home in order for them to be nationally accredited.

Member of Arkansas Sponsor's Association (Secretary/Treasurer 2009-2019), Member of National Sponsor's Association (Arkansas State Representative for 4 years), Member of the Independence County Childcare Coalition, Member of CDA Advisory Board, Member of National Family Child Care Association, Arkansas Family Child Care Association, Southern Early Childhood Association and White River Early Childhood Association.

ATTACHMENT # 6

Proof Of Non Profit

Attachment # 67

WRPDD Audit

**WHITE RIVER PLANNING AND
DEVELOPMENT DISTRICT, INC.**

**Independent Auditor's Report
and Financial Statements**

June 30, 2018

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

June 30, 2018

Table of Contents

	<u>Page</u>
Independent Auditor's Report	1-2
Financial Statements	
Statement of Financial Position	3-4
Statement of Activities	5
Statement of Cash Flows	6
Notes to Financial Statements	7-18
Supplementary Information	
Schedule of Functional Revenues and Expenses	19
Loan Programs – Schedule of Revenues and Expenses	20
Workforce Innovation and Opportunity Act Grants – Schedule of Revenues and Expenses	21-22
Early Childhood Programs – Schedule of Revenues and Expenses	23
Schedule of Units of Service Provided – Child and Adult Care Food Program	24
Schedule of Indirect Cost Rate	25
Schedule of Expenditures of Federal Awards	26-27
Notes to Schedule of Expenditures of Federal Awards	28-29
Schedule of State Awards	30
Other Required Reports	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	31-32
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	33-34
Schedule of Findings and Questioned Costs	35-39
Schedule of Prior Year Findings and Questioned Costs	40-41
Supplemental Data Sheet	42
Corrective Action Plan	43-44

**INDEPENDENT
AUDITOR'S
REPORT**



Welch, Couch & Company, PA
Certified Public Accountants

John Ed Welch, CPA | William T. Couch, Jr., CPA | Jeff D. Welch, CPA, JD
Members of American Institute of Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
White River Planning and Development District, Inc.
Batesville, Arkansas

Report on the Financial Statements

We have audited the accompanying financial statements of White River Planning and Development District, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Batesville: PO Box 2094 | Batesville, AR 72503 | P: 870.793.5231 | F: 870.793.7788
Salem: PO Box 647 | Salem, AR 72576 | P: 870.895.3212 | F: 870.895.2998
West Plains: 1386 Bill Virdon Blvd. | West Plains, MO 65775 | P: 417.256.6624 | F: 417.256.1171

www.welchcouch.com

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of White River Planning and Development District, Inc. as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the financial statements.

The accompanying supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 2019, on our consideration of White River Planning and Development District, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering White River Planning and Development District, Inc.'s internal control over financial reporting and compliance.

Welch, Couch & Company, PA
Certified Public Accountants

Batesville, Arkansas
February 4, 2019

**FINANCIAL
STATEMENTS**

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Statement of Financial Position

June 30, 2018

Assets

Current assets

Cash and cash equivalents - Notes 1 and 9	\$ 778,912
Certificates of deposit	916,672
Investments - Notes 2 and 6	120,222
Accounts receivable - Note 3	1,110,412
Prepaid expenses - Note 1	15,830
Other receivables	12,080
Accrued interest receivable	1,230
Total current assets	<u>2,955,358</u>

Property, plant and equipment

Land	404,842
Construction in progress	36,003
Total property, plant and equipment	<u>440,845</u>

Assets limited as to use

Restricted cash - Notes 4 and 9	4,712,245
Restricted certificates of deposit - Notes 4 and 9	391,753
Loans receivable, net of allowances - Note 5	1,429,727
Accrued interest receivable - loans	46,421
Accrued interest receivable - lease	50,891
Total assets limited as to use	<u>6,631,037</u>

Other non-current assets

Lease receivable, net of current portion - Note 15	2,061,386
Real estate held for resale	70,000
	<u>2,131,386</u>

Total assets

\$ 12,158,626

The notes to financial statements are an integral part of this statement.

Liabilities and Net Assets

Current liabilities

Current maturities of long-term debt - Note 10	\$ 160,902
Accounts payable	82,529
Accrued payroll expenses	296,221
Accrued interest payable	63,076
Deferred revenue - Note 14	569,924
Total current liabilities	<u>1,172,652</u>

Long-term liabilities, net of current maturities - Note 10	<u>3,996,231</u>
---	------------------

Total liabilities	<u>5,168,883</u>
--------------------------	------------------

Net assets - Note 1

Unrestricted	982,745
Temporarily restricted - Note 11	5,103,998
Permanently restricted - Note 11	903,000
Total net assets	<u>6,989,743</u>

Total liabilities and net assets	<u>\$ 12,158,626</u>
---	----------------------

The notes to financial statements are an integral part of this statement.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Statement of Activities

For the Year Ended June 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenue and support				
Federal revenue	\$ -	\$ 3,061,931	\$ -	\$ 3,061,931
State revenue	-	386,789	-	386,789
Contract administration revenue	545,638	-	-	545,638
Interest revenue - loans	-	94,101	-	94,101
Interest revenue - lease	107,351	-	-	107,351
Investment income - Note 2	10,794	8,342	-	19,136
Local dues	27,948	-	-	27,948
Other revenue	42,842	-	-	42,842
Net assets released from restriction	3,357,420	(3,357,420)	-	-
Total revenue and support	<u>4,091,993</u>	<u>193,743</u>	<u>-</u>	<u>4,285,736</u>
Program expenses				
Workforce Training Programs	2,279,869	-	-	2,279,869
Early Childhood Programs	931,854	-	-	931,854
Solid Waste Programs	215,799	-	-	215,799
Community Development Programs	283,206	-	-	283,206
Business Loan Programs	218,202	-	-	218,202
Total program expenses	<u>3,928,930</u>	<u>-</u>	<u>-</u>	<u>3,928,930</u>
General and administrative expenses	<u>309,688</u>	<u>-</u>	<u>-</u>	<u>309,688</u>
Total expenses	<u>4,238,618</u>	<u>-</u>	<u>-</u>	<u>4,238,618</u>
Increase (decrease) in net assets	(146,625)	193,743	-	47,118
Net assets, beginning of year	<u>1,129,370</u>	<u>4,910,255</u>	<u>903,000</u>	<u>6,942,625</u>
Net assets, end of year	<u>\$ 982,745</u>	<u>\$ 5,103,998</u>	<u>\$ 903,000</u>	<u>\$ 6,989,743</u>

The notes to financial statements are an integral part of this statement.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Statement of Cash Flows

For the Year Ended June 30, 2018

Cash flows from operating activities:	
Change in net assets	\$ 47,118
Loan loss reserve	153,308
Net changes in:	
Accounts receivable	(310,432)
Accrued interest receivable	7,810
Prepaid expenses	13,544
Accounts payable	46,657
Accrued expenses	(37,667)
Deferred revenue	(95,390)
Net cash flows (used in) operating activities	<u>(175,052)</u>
Cash flows from investing activities:	
Purchase of property and equipment	(36,003)
Change in restricted cash and cash equivalents, net	(193,743)
Change in long-term lease receivable	222,649
Investments, net	1,524
New loans made	(26,775)
Loan program collections	324,876
Net cash flows provided by investing activities	<u>292,528</u>
Cash flows from financing activities:	
Repayments of long-term debt	(380,817)
Net cash flows (used in) financing activities	<u>(380,817)</u>
Net (decrease) in cash and cash equivalents	(263,341)
Cash and cash equivalents, beginning of year	<u>1,958,925</u>
Cash and cash equivalents, end of year	<u>\$ 1,695,584</u>
 <u>Supplemental disclosures</u>	
Interest paid	<u>\$ 144,647</u>
Reconciliation of cash to the statement of financial position:	
Cash and cash equivalents	\$ 778,912
Certificates of deposit	916,672
Total	<u>\$ 1,695,584</u>

The notes to financial statements are an integral part of this statement.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 1 – Summary of Significant Accounting Policies

Nature of Activities

White River Planning and Development District, Inc. (the District) oversees and directs a number of public service activities including job training, nutrition and child care, loans for development and public works, business management advisory, and other programs in North Central Arkansas. The District's financial support comes primarily from federal and state awards. Contributions of cash and non-cash items received from individuals and organizations are used by the Agency to meet federal and state matching requirements for the grants it receives.

The relative significance of the Agency's programs, in terms of total expenditures are as follows:

Loan Programs	5.2%
Solid Waste Programs	5.1%
Workforce Training Programs	53.8%
Early Childhood Programs	22.0%
Community Development Programs	6.7%
Administration	<u>7.2%</u>
Total	<u>100.0%</u>

Method of Accounting and Use of Estimates

These financial statements have been prepared using the accrual basis of accounting. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The District has been recognized as exempt from income taxes under Section 501 of the Internal Revenue Code and a similar provision of state law. However, the District is subject to federal income tax on any unrelated business taxable income. Management annually reviews its tax position and has determined that there are no material uncertain tax positions that require recognition in the financial statements. The past three years are still open and are subject to IRS examination.

Net Assets

The District reports information regarding its financial position and activities according to three classes of net assets:

- Unrestricted - the only limits on using unrestricted net assets are the broad limits resulting from the District's nature, purpose, and operating environment and limits resulting from contractual agreements.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 1 – Summary of Significant Accounting Policies (Cont.)

Net Assets (cont.)

- Temporarily restricted - temporarily restricted net assets are those whose use is restricted by donor (or grantor) imposed stipulations that either expire with the passage of time or can be removed by the District's actions (in accordance with agreements).
- Permanently restricted - the District's use of permanently restricted net assets is limited by donor (or grantor) imposed stipulations that do not expire with the passage of time and cannot be removed by the District's actions.

Cash and Cash Equivalents

Cash and cash equivalents include bank checking and savings accounts and certificates of deposit with an original maturity of three (3) months or less, excluding amounts whose use is limited by board designation or other arrangements under trust agreements or with third-party payors.

Investments

Investments in trading securities with readily determinable fair values are measured at fair value in the balance sheet. Investment income or loss (including unrealized gains and losses on investments and dividends) is included in the change in net assets.

Prepaid Insurance

These amounts represent the unexpired portions of insurance premiums paid or accrued prior to the year ended June 30, 2018.

Loans Receivable

Loans receivable consists of loans outstanding to individuals, companies and governmental agencies and are recorded as incurred. The District states loans receivable at net realizable amounts from borrowers. Collections of outstanding loans depend on the borrower's ability to repay their debt obligations. The District uses historical collection percentages to establish an allowance for doubtful accounts and loans are written-off when they are deemed uncollectible by management. Interest income for loans receivables are charged based on rates determined for each loan individually and is recognized as collected.

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the District has been limited by donors to a specific time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by the District in perpetuity.

Expense Allocation

The District allocates indirect costs to its various programs based on an indirect cost rate assigned by its cognizant agency. The rate assigned for the year ended June 30, 2018 was 28%. The deficit allocations of \$11,580 have been recognized as an asset in the statement of financial position.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Notes to Financial Statements

June 30, 2018

Note 1 – Summary of Significant Accounting Policies (Cont.)

Compensated Absences

The District's policies permit all employees to accumulate annual and sick leave after one month of employment. Annual leave earned and maximum carry-over is based on the employee's years of employment. The maximum carry-over caps out at 30 days (240 hours) for annual leave. Sick leave accrues at a rate of one day of each complete month of employment. The maximum sick leave that an employee can accumulate and carry-over is 120 days (960 hours).

Expenses and related liabilities are recognized as annual and sick leave as earned. Compensated absence liabilities are computed using the regular pay rates in effect at the balance sheet date multiplied by the accrued annual and sick leave hours available.

Contributions

Unconditional promises to give cash and other assets are accrued at estimated fair value at the date each promise is received. Gifts received with donor stipulations are reported as either temporarily or permanently restricted support. When a donor restriction expires, that is, when a time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported as an increase in unrestricted net assets. Conditional contributions are reported as liabilities until the condition is eliminated or the contributed assets are returned to the donor.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional gifts expected to be collected in future years are reported at the present value of estimated future cash flows. The resulting discount is amortized using the level-yield method and is reported as contribution revenue.

Risk Management

The District is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years.

Accounting for the Impairment of Long-Lived Assets

The District reviews the carrying value of long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying amounts of any asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to future net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount that the carrying amount of the assets exceeds the fair value of the assets. Based upon management's assessment of existing assets, no impairment loss needs to be recognized during the years ended June 30, 2018.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 2 – Investments

Investments as of June 30, 2018 are summarized as follows:

	<u>*Cost</u>	<u>Fair Value</u>	<u>Unrealized Gain/(Loss)</u>
Available for sale			
Mutual funds	<u>\$ 126,539</u>	<u>\$ 120,222</u>	<u>\$ (6,317)</u>

* The original cost of a mutual fund with a fair market value of \$23,613 is unknown. As such, the cost included in total costs of investments is the fair market value for this mutual fund.

The following schedule summarizes the investment return and its classification in the statement of activities for cash and cash equivalents, certificates of deposit, and other investments for the year ended June 30, 2018:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Interest and dividends	\$ 14,535	\$ 8,342	\$ 22,877
Unrealized gains	<u>(3,741)</u>	<u>-</u>	<u>(3,741)</u>
Total investment return	<u>\$ 10,794</u>	<u>\$ 8,342</u>	<u>\$ 19,136</u>

Certain investments are reported in the financial statements at an amount less than their historical cost. These declines primarily resulted from recent decreases in market interest rates.

Based on evaluation of available evidence, including recent changes in market interest rates, management believes the declines in fair value for these securities are temporary.

Should the impairment of any of these securities become other than temporary, the cost basis of the investment will be reduced and the resulting loss recognized in net income in the period the other-than-temporary impairment is identified. The following table shows the investments' gross unrealized losses and fair values, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position at June 30, 2018.

<u>Description of Securities</u>	<u>Less Than 12 Months</u>		<u>Greater Than 12 Months</u>	
	<u>Fair Value</u>	<u>Unrealized Losses</u>	<u>Fair Value</u>	<u>Unrealized Losses</u>
Mutual Funds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,579</u>	<u>\$ (6,317)</u>
Totals	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,579</u>	<u>\$ (6,317)</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 3 – Accounts Receivable

Substantially all accounts receivable are considered collectible. Accordingly, no provision for uncollectible accounts has been provided. If amounts become uncollectible, they will be charged to operations when that determination is made. As of June 30, 2018, White River Planning and Development District, Inc. had accounts receivable from the following sources:

	<u>Amount</u>
White River Regional Solid Waste Management District	\$ 287,497
White River Regional Services Center, Inc.	369,921
White River Regional Management Corporation	223,651
Community Development Contracts	67,471
Child Care Development Grant	87,680
Child and Adult Care Food Program	20,595
WIOA Cluster	53,070
Other receivables	527
	<hr/>
Total accounts receivable	<u><u>\$ 1,110,412</u></u>

White River Regional Management Corporation and White River Regional Services Center, Inc. accounts receivable are accumulated charges for personnel and related fringe benefits and other direct and indirect costs billed to the related parties for materials and services. White River Regional Solid Waste Management District accounts receivable is management fees charged by the District but not paid as of year-end. All other accounts receivable represent allowable expenditures incurred and contract services performed for various programs and grants for which funding had not been received as of June 30, 2018.

Note 4 – Restricted Cash and Certificates of Deposit

Restricted cash represents funds whose use is restricted by federal and state funding guidelines and as of June 30, 2018, consists of amounts belonging to the following programs:

	<u>Amount</u>
Micro Loan Fund	\$ 12,518
Revolving Loan Fund	1,110,839
Intermediary Relending Program	3,263,544
Bond Funds - Clinton Library	133,695
General Improvement Funds	583,402
	<hr/>
Total	<u><u>\$ 5,103,998</u></u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 4 – Restricted Cash and Certificates of Deposit (Cont.)

	<u>Amount</u>
Assets limited as to use:	
Restricted cash	\$ 4,712,245
Restricted certificates of deposit	<u>391,753</u>
Total	<u>\$ 5,103,998</u>

Note 5 – Loans Receivable

Loans receivable at June 30, 2018, consist of loans to individuals, companies and governmental agencies under the following programs:

	<u>Loans Receivable</u>	<u>Allowance For Bad Debts</u>	<u>Loans Receivable Net</u>
Revolving Loan Program	\$ 677,875	\$ (42,750)	\$ 635,125
Intermediary Relending Program	<u>1,179,756</u>	<u>(385,154)</u>	<u>794,602</u>
Total	<u>\$ 1,857,631</u>	<u>\$ (427,904)</u>	<u>\$ 1,429,727</u>

Collections on outstanding loan balances above are dependent on the borrowers' ability to meet their debt obligations.

Note 6 – Fair Value Measurements

Major classes of assets and liabilities that are measured at fair value are categorized according to a fair value hierarchy that prioritizes the inputs to value techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3).

Level 1 inputs are readily determinable using unadjusted quoted prices of identical assets in an active market. Level 2 inputs are derived from quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets which are observable for the asset or liability, either directly or indirectly. Level 3 inputs are derived from valuation techniques in which one or more significant inputs or a significant value derived is unobservable.

When available, the District uses quoted market prices to determine fair value and classifies such items as Level 1.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 6 – Fair Value Measurements (Cont.)

The following table presents the District's fair value hierarchy for the financial assets measured at fair value on a recurring basis:

	<u>Fair Value Measurements at Reporting Date Using</u>	
	<u>Fair Value</u>	<u>Quoted Prices in Active Markets For Identical Assets (Level 1)</u>
	<u>2018</u>	<u>2018</u>
Available for sale Mutual Funds	<u>\$ 120,222</u>	<u>\$ 120,222</u>

Note 7 – Local Match

Local match requirements were met for all contracts. Match percentages and dollars applied during the year ended June 30, 2018, were calculated for each grant requiring match.

Note 8 – Related Party Transactions

White River Planning and Development District, Inc. (WRPDD) shares common board members with White River Regional Services Center, Inc. (WRRSC), White River Regional Management Corporation (WRRMC) and White River Regional Solid Waste Management District (WRRSWMD).

The following is a summary of balances and transactions with each related entity:

- **White River Regional Services Center, Inc.**

WRPDD leases building space and equipment under one year operating type leases from WRRSC. Total lease payments made to WRRSC during the year were \$178,115. WRPDD also charged WRRSC for personnel, fringe benefits and other direct and indirect costs under administrative service contracts in the amount of \$7,240. The outstanding receivable balance of these accumulated charges was \$369,921 as of June 30, 2018. Further, WRPDD owes WRRSC \$3,939 for the year ended June 30, 2018 for WRRSC payments made on behalf of WRPDD.

- **White River Regional Management Corporation**

WRPDD charged WRRMC for personnel, fringe benefits and other direct and indirect costs under administrative service contracts in the amount of \$81,117. The outstanding receivable balance of these accumulated charges was \$223,651 as of June 30, 2018.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 8 – Related Party Transactions (Cont.)

• **White River Regional Solid Waste Management District**

WRPDD receives education, administrative, anti-litter and other grant funds under administrative service agreements with WRRSWMD. Such grant funds received during the fiscal year ended June 30, 2018 amounted to \$161,309. Further, WRPDD billed WRRSWMD for contract administrative fees in the amount of \$82,163 during 2018 and the outstanding receivable balance was \$287,497 as of June 30, 2018.

Note 9 – Concentrations

Deposits

At June 30, 2018, the District's carrying amount of deposits was \$6,812,024 and the bank balance was \$7,317,000. Of the bank balance, \$1,176,434 was covered by FDIC insurance, \$1,297,432 was covered by pledged collateral held by the pledging financial institution in the District's name and \$4,843,134 was uninsured and uncollateralized.

Due to higher cash flows at certain times during the year, the District's risk for uninsured and uncollateralized deposits could be higher or lower than at year end.

Grants and Contracts

Approximately 82% of the funding for the District's activities is from governmental grants, loans, and contracts. Accordingly, the District is economically dependent on these governmental programs for its continued operations.

Note 10 – Long-Term Debt Obligations

Long-term debt at June 30, 2018, consisted of the following:

	<u>Amounts</u>
4.95% Lease Revenue Improvement Bonds Series 2015. Yearly installments starting on July 1, 2016. First installment will be \$1,000,000 with subsequent annual payments of \$330,000. Bonds mature July 1, 2025. See further details below.	\$ 2,194,481
1% installment note from the R.D.A. - U.S. Department of Agriculture. This obligation represents the amount owed on the funds drawn from the Intermediary Relending Program award of \$1,000,000. Yearly installments of principal and interest of \$42,450 are payable on October 12th of each year. Note matures October 2024.	284,890

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 10 – Long-Term Debt Obligations (Cont.)

	<u>Amounts</u>
1% installment note from the R.D.A. - U.S. Department of Agriculture. This obligation represents the amount owed on the funds drawn from the Intermediary Relending Program award of \$1,000,000. Yearly installments of principal and interest of \$42,450 are payable on October 12th of each year. Note matures October 2026.	\$ 362,278
1% installment note from the R.D.A. - U.S. Department of Agriculture. This obligation represents the amount owed on the funds drawn from the Intermediary Relending Program award of \$500,000. Yearly installments of principal and interest of \$21,225 are payable on October 5th of each year. Note matures October 2029.	235,881
1% installment note from the R.D.A. - U.S. Department of Agriculture. This obligation represents the amount owed on the funds drawn from the Intermediary Relending Program award of \$750,000. Yearly installments of principal and interest of \$31,838 are payable on April 12th of each year. Note matures April 2031.	385,906
1% installment note from the R.D.A. - U.S. Department of Agriculture. This obligation represents the amount owed on the funds drawn from the Intermediary Relending Program award of \$1,000,000. Yearly installments of principal and interest of \$42,450 are payable on October 12th of each year. Note matures October 2035.	<u>693,697</u>
Total long-term debt	4,157,133
Less current portion	<u>(160,902)</u>
Total long-term debt, net of current portion	<u>\$ 3,996,231</u>

The schedule of principal repayments on long-term debt for the next five years consists of the following:

<u>June 30,</u>	<u>Amount</u>
2019	\$ 160,902
2020	327,055
2021	391,343
2022	404,489
2023	417,947
Thereafter	<u>2,455,397</u>
Total	<u>\$ 4,157,133</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 10 – Long-Term Debt Obligations (Cont.)

U.S.D.A. Notes

The fair market value of the District's notes does not approximate the book value of the five notes due the R.D.A. - U.S. Department of Agriculture. As of June 30, 2018, the combined fair value of these loans was approximately \$1,517,483. This value was calculated using interest rates charged on the prevailing interest rate on other bank loans for the Intermediary Relending Program and the repayment schedules established for these programs.

Lease Revenue Improvement Bonds

On February 5, 2015, White River Planning and Development District, Inc. issued \$3,100,000 of Lease Revenue Improvement Bonds, Series 2015 to finance the cost of constructing and equipping a building to be leased to Van Buren County for the operation of the County library. The bonds were issued pursuant to the resolution adopted by the District's Board of Directors on December 9, 2014. The Series 2015 bonds will carry an interest rate of 4.95% and will mature July 1, 2025. The bonds are secured by lease agreement with Van Buren County. The lease agreement provides for payments of rent by the County in amounts sufficient to provide for the payment of the principal of and interest on the bonds. The lease agreement dated January 30, 2015 between the District and Van Buren County expired on December 31, 2015 but provides for one-year renewal terms. Lease shall terminate upon full payment of the outstanding bonds and the conveyance of legal title to the leased property by the District to the County.

Note 11 – Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are available for the following purposes at June 30, 2018:

	<u>Amount</u>
Programs:	
Micro Loan Program	\$ 12,518
Revolving Loan Program	1,110,839
Intermediary Relending Program	3,263,544
Bond Funds - Clinton Library	133,695
General Improvement Funds	<u>583,402</u>
 Total temporarily restricted net assets	 <u><u>\$ 5,103,998</u></u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Notes to Financial Statements
June 30, 2018

Note 11 – Temporarily and Permanently Restricted Net Assets (Cont.)

Permanently restricted net assets at June 30, 2018, are restricted to:

	<u>Amount</u>
Loan Program	\$ 903,000
Total permanently restricted net assets	\$ 903,000

Note 12 – Retirement Plan

White River Planning and Development District, Inc. currently maintains a 403(b) and a SEP (Simplified Employee Pension Plan). The 403(b) allows for employee pretax contributions and the SEP allows for employer contributions. All full-time employees are eligible to participate in the plans upon commencement of employment. The employer contributes 10% of participating employees' salaries into the SEP, and the employees may elect to contribute between 2% and 10% of their salary into the 403(b). There are no vesting schedules related to either of these plans and contributions can be changed at any time by either the employee and/or employer. The District's contributions to the plan were \$93,224 for the fiscal year ended June 30, 2018. The District also pays for the benefit of its employees' long-term disability policy.

Note 13 – Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Note 14 – Deferred Revenue

Advances from federal or state awarding agencies before year end for which the related expenses have not been incurred are recorded as deferred revenue. At June 30, 2018, the District had deferred revenues under the following program:

	<u>Amount</u>
General Improvement Funds	\$ 569,924
Total deferred revenue	\$ 569,924

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Notes to Financial Statements

June 30, 2018

Note 15 – Lease Receivable

White River Planning and Development District, Inc. entered into a lease agreement with Van Buren County on January 30, 2015. The District is leasing the 11,000 square foot building in Clinton, Arkansas to Van Buren County for the use of the County library. This lease is payable in annual installments starting July 1, 2016 with an annual interest rate of 4.95%. The first installment is for \$1,000,000 with subsequent annual payments of \$330,000. The lease is due to mature July 1, 2025.

Future minimum lease payments under this capital lease receivable as of June 30, 2018, were as follows:

<u>Year Ended</u> <u>June 30,</u>	<u>Amount</u>
2019	\$ 330,000
2020	330,000
2021	330,000
2022	330,000
2023	330,000
2024 and later	<u>892,459</u>
	2,542,459
Less amount attributable to interest	<u>(481,073)</u>
Present value of lease payments	2,061,386
Less current obligations	<u>0</u>
Long-term capital lease receivable	<u><u>\$ 2,061,386</u></u>

Note 16 – Subsequent Events

Management has evaluated subsequent events through February 4, 2019, the date on which the financial statements were available to be issued. No events were noted which would require recognition or disclosure in the financial statements.

**SUPPLEMENTARY
INFORMATION**

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Functional Revenues and Expenses

For the Year Ended June 30, 2018

	Business Loans	Solid Waste	Workforce Training	Early Childhood	Community Development	Program Totals	General and Administrative	Totals
Revenues								
Federal revenue	\$ -	\$ -	\$ 2,266,072	\$ 685,026	\$ 110,833	\$ 3,061,931	\$ -	\$ 3,061,931
State revenue	-	186,136	3,694	82,750	-	272,580	114,209	386,789
Contract administration revenue	-	39	-	114,567	174,459	289,065	256,573	545,638
Interest revenue - loans	94,101	-	-	-	-	94,101	-	94,101
Interest revenue - lease	-	-	-	-	-	-	107,351	107,351
Investment income	8,342	-	-	-	-	8,342	10,794	19,136
Local dues	-	-	-	-	-	-	27,948	27,948
Other revenue	-	7,625	-	-	-	-	35,217	42,842
Total revenues	<u>102,443</u>	<u>193,800</u>	<u>2,269,766</u>	<u>882,343</u>	<u>285,292</u>	<u>3,733,644</u>	<u>552,092</u>	<u>4,285,736</u>
Expenses								
Salaries and wages	19,582	89,988	1,089,262	282,396	121,394	1,602,622	154,166	1,756,788
Fringe benefits	14,266	64,306	302,681	158,753	87,423	627,429	71,884	699,313
Space and equipment rental	-	-	19,558	-	-	19,558	151,131	170,689
Contract services	-	6,028	1,518	40,461	75	48,082	137,239	185,321
Travel and training expense	-	3,127	35,583	16,621	11,681	67,012	5,065	72,077
Telephone and internet	-	469	9,990	4,242	-	14,701	118,692	133,393
Supplies	-	4,882	12,270	42,649	328	60,129	19,647	79,776
Advertising and public notices	-	488	-	436	1,656	2,580	1,030	3,610
Dues and subscriptions	-	1,710	326	1,623	1,340	4,999	13,585	18,584
Insurance and bonding	-	-	-	-	-	-	100,028	100,028
Miscellaneous expense	(77)	-	8,904	19,195	(95)	27,927	(4,583)	23,344
Postage and freight	-	28	-	-	33	61	8,858	8,919
Fees and permits	-	-	-	-	185	185	2,118	2,303
Meetings	-	1,571	3,191	9,084	717	14,563	16,409	30,972
Interest expense - lease	21,645	-	-	-	-	21,645	107,351	128,996
Bad debt expense (recovery)	153,308	-	-	-	-	153,308	-	153,308
Supportive services	-	-	449,897	-	-	449,897	-	449,897
Direct assistance	-	-	-	232,880	-	232,880	-	232,880
Total expenses	<u>208,724</u>	<u>172,597</u>	<u>1,933,180</u>	<u>808,340</u>	<u>224,737</u>	<u>3,347,578</u>	<u>902,620</u>	<u>4,250,198</u>
Indirect cost allocation								
Indirect costs	9,478	43,202	346,689	123,514	58,469	581,352	(592,932)	(11,580)
Total allocated cost	<u>218,202</u>	<u>215,799</u>	<u>2,279,869</u>	<u>931,854</u>	<u>283,206</u>	<u>3,928,930</u>	<u>309,688</u>	<u>4,238,618</u>
Change in net assets	<u>\$ (115,759)</u>	<u>\$ (21,999)</u>	<u>\$ (10,103)</u>	<u>\$ (49,511)</u>	<u>\$ 2,086</u>	<u>\$ (195,286)</u>	<u>\$ 242,404</u>	<u>\$ 47,118</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Loan Programs – Schedule of Revenues and Expenses

For the Year Ended June 30, 2018

	<u>Revolving Loan Program</u>	<u>Intermediary Relending Program</u>	<u>Micro Loan Program</u>	<u>Total</u>
Revenues				
Interest revenue - loans	\$ 35,216	\$ 58,624	\$ 261	\$ 94,101
Investment income	1,322	7,020	-	8,342
Total revenues	<u>36,538</u>	<u>65,644</u>	<u>261</u>	<u>102,443</u>
Expenses				
Salaries and wages	4,053	15,529	-	19,582
Fringe benefits	2,953	11,313	-	14,266
Indirect costs	1,962	7,516	-	9,478
Interest expense	-	21,645	-	21,645
Bad debt expense (recovery)	-	153,308	-	153,308
Miscellaneous	(77)	-	-	(77)
Total expenses	<u>8,891</u>	<u>209,311</u>	<u>-</u>	<u>218,202</u>
Excess of revenues over expenses	<u>\$ 27,647</u>	<u>\$ (143,667)</u>	<u>\$ 261</u>	<u>\$ (115,759)</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Workforce Innovation and Opportunity Act Grants

Schedule of Revenues and Expenses

For the Fiscal Year Ended June 30, 2018

	Adult					Youth		
	05-PY16-Adult-20	05-FY16-Adult-20	05-PY17-Adult-20	05-FY17-Adult-20	05-FY-18-Adult-20	PY 17 WIOA 1Stop WRPDD	05-PY16-Youth-20	05-PY17-Youth-20
Revenues								
Federal revenue	\$ 7,137	\$ 6,476	\$ 100,195	\$ 450,548	\$ 388,972	\$ 36,945	\$ 447,837	\$ 87,612
State revenue	-	-	-	-	-	-	-	-
Total revenues	<u>7,137</u>	<u>6,476</u>	<u>100,195</u>	<u>450,548</u>	<u>388,972</u>	<u>36,945</u>	<u>447,837</u>	<u>87,612</u>
Expenses								
Salaries and wages	1,642	-	34,410	242,841	63,522	20,774	246,271	53,212
Fringe benefits	656	-	9,464	66,531	26,061	10,320	75,305	13,285
Rental costs	-	-	351	1,917	7,647	560	1,946	1,460
Contract services	-	-	-	804	(303)	-	385	-
Dues and subscriptions	-	-	-	-	109	-	108	-
Travel and training expense	260	-	638	6,809	5,683	1,393	14,966	649
Telephone and internet	-	-	394	364	2,062	642	2,922	206
Supplies	-	-	598	1,990	1,300	328	3,706	118
Miscellaneous expense	-	-	407	1,869	405	326	2,921	26
Meetings	57	-	201	159	375	241	943	37
Supportive services	-	-	41,354	48,802	262,720	393	13,062	(505)
Indirect costs	643	-	12,284	86,625	25,083	8,706	90,041	18,619
Total expenses	<u>3,258</u>	<u>-</u>	<u>100,101</u>	<u>458,711</u>	<u>394,664</u>	<u>43,683</u>	<u>452,576</u>	<u>87,107</u>
Excess (deficit) of revenues over expenses	<u>\$ 3,879</u>	<u>\$ 6,476</u>	<u>\$ 94</u>	<u>\$ (8,163)</u>	<u>\$ (5,692)</u>	<u>\$ (6,738)</u>	<u>\$ (4,739)</u>	<u>\$ 505</u>

(Continued)

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Workforce Innovation and Opportunity Act Grants
Schedule of Revenues and Expenses (Cont.)
For the Fiscal Year Ended June 30, 2018

	Dislocated Worker				National Emergency Grants				Total
	05-PY16- DWL-20	05-FY-16- DWL-20	05-PY17- DWL-20	05-FY17- DWL-20	06-FY18- DWL-20	Arkansas Sector Partnership NEG-26	Disaster- NEG-AR-28 Severe Storms Tornadoes/ Floods-2016	Disaster- NDW-29-NC Severe Storms 2017	
Revenues									
Federal revenue	\$ 73,710	\$ (18,174)	\$ 21,081	\$ 380,335	\$ 9,871	\$ 12,619	\$ 97,426	\$ 163,462	\$ 3,694
State revenue	-	-	-	-	-	-	-	-	-
Total revenues	<u>73,710</u>	<u>(18,174)</u>	<u>21,081</u>	<u>380,335</u>	<u>9,871</u>	<u>12,619</u>	<u>97,426</u>	<u>163,462</u>	<u>3,694</u>
Expenses									
Salaries and wages	45,667	-	7,689	171,615	4,426	3,166	52,675	141,142	-
Fringe benefits	6,095	-	7,996	61,292	3,323	2,310	5,677	14,366	-
Rental costs	-	-	45	1,101	-	33	-	4,498	-
Contract services	-	-	-	632	-	-	-	-	-
Dues and subscriptions	-	-	-	109	-	-	-	-	-
Travel and training expense	288	-	297	4,438	(48)	24	38	148	-
Telephone and Internet	80	-	230	2,038	-	11	-	1,031	-
Supplies	519	-	376	3,018	-	(112)	-	429	-
Miscellaneous expense	1,389	-	18	1,386	-	1	-	166	-
Meetings	61	-	26	843	-	1	-	247	-
Supportive services	5,209	-	-	72,729	-	-	(202)	676	-
Indirect costs	14,493	-	4,394	65,220	2,170	5,659	16,389	488	-
Total expenses	<u>73,811</u>	<u>-</u>	<u>21,081</u>	<u>384,421</u>	<u>9,871</u>	<u>12,627</u>	<u>74,777</u>	<u>163,181</u>	<u>3,694</u>
Excess (deficit) of revenues over expenses	<u>\$ (101)</u>	<u>\$ (18,174)</u>	<u>\$ -</u>	<u>\$ (4,086)</u>	<u>\$ -</u>	<u>\$ (6)</u>	<u>\$ 22,649</u>	<u>\$ 301</u>	<u>\$ (10,103)</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Early Childhood Programs

Schedule of Revenues and Expenses
For the Fiscal Year Ended June 30, 2018

	Child and Adult Care Food Program	Child Care Resources and Referral Program	Child Care Training	Other Programs	Totals
Revenues					
Federal revenue	\$ 268,532	\$ 227,979	\$ 188,515	\$ -	\$ 685,026
State revenue	-	25,000	57,750	-	82,750
Contract administration revenue	-	74,583	39,984	-	114,567
Total revenues	<u>268,532</u>	<u>327,562</u>	<u>286,249</u>	<u>-</u>	<u>882,343</u>
Expenses					
Salaries and wages	13,502	151,759	117,135	-	282,396
Fringe benefits	9,836	69,494	79,423	-	158,753
Contract services	32,894	5,300	2,267	-	40,461
Travel and training expense	1,342	7,539	7,740	-	16,621
Telephone	-	3,582	660	-	4,242
Supplies	772	16,665	24,903	309	42,649
Dues and subscriptions	-	1,131	492	-	1,623
Miscellaneous expense	-	11,026	8,169	-	19,195
Printing	-	-	-	-	-
Postage and freight	-	-	-	-	-
Meetings	-	2,763	6,321	-	9,084
Advertising	-	436	-	-	436
Direct assistance	232,880	-	-	-	232,880
Indirect costs	6,535	-	-	-	6,535
Total expenses	<u>297,761</u>	<u>331,637</u>	<u>55,037</u>	<u>309</u>	<u>931,854</u>
Excess (deficit) of revenues over expenses	<u>\$ (29,229)</u>	<u>\$ (4,075)</u>	<u>\$ (15,898)</u>	<u>\$ (309)</u>	<u>\$ (49,511)</u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Schedule of Units of Service Provided

Child and Adult Care Food Program

For the Year Ended June 30, 2018

	<u>Breakfast</u>	<u>Lunch</u>	<u>Snacks</u>	<u>Supper</u>	<u>Totals</u>
July	3,563	3,926	4,014	258	11,761
August	4,294	4,484	5,078	354	14,210
September	4,126	4,077	4,905	308	13,416
October	4,565	4,438	5,323	383	14,709
November	4,079	4,017	4,726	275	13,097
December	3,465	3,433	4,041	254	11,193
January	4,062	4,056	4,771	180	13,069
February	4,132	3,960	4,691	170	12,953
March	4,111	4,101	4,731	213	13,156
April	4,374	4,388	5,140	231	14,133
May	4,182	4,334	4,784	171	13,471
June	3,659	3,972	4,155	60	11,846
Totals	<u><u>48,612</u></u>	<u><u>49,186</u></u>	<u><u>56,359</u></u>	<u><u>2,857</u></u>	<u><u>157,014</u></u>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Schedule of Indirect Cost Rate

For the Year Ended June 30, 2018

	<u>Costs to Be Allocated</u>
Indirect cost	
Salaries and wages	\$ 75,614
Fringe benefits	43,172
Space and equipment rental	151,131
Contract services	67,670
Travel and training expense	5,459
Telephone and internet	117,142
Supplies expense	19,124
Dues and subscriptions	13,585
Insurance and bonding	100,028
Miscellaneous expenses	(2,200)
Printing	1,030
Advertising	16,385
Quarterly board meetings	2,118
Utilities	511
Postage and freight	8,858
	<hr/>
Total indirect cost	\$ 619,627
	<hr/> <hr/>
Indirect cost rate allowable	28.0000%
	<hr/> <hr/>

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2018

<u>Federal Grantor/ Pass-Through Grantor/Program Title</u>	<u>Federal Contract Period</u>	<u>Federal CFDA Number</u>	<u>Grant Number/ Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>	<u>Expenditures to Subrecipients</u>
<u>U.S. Department of Agriculture</u>					
Passed-Through the Arkansas Department of Human Services:					
Child and Adult Care Food Program	10/01/17 - 09/30/18	10.558	B0005	\$ 200,420	\$ -
Child and Adult Care Food Program	10/01/16 - 09/30/17	10.558	B0005	68,112	-
				<u>268,532</u>	<u>-</u>
Direct Award:					
Intermediary Relending Program Loans Made (outstanding loan balance)	N/A	10.767	N/A	\$ 1,179,756	\$ -
Total U.S. Department of Agriculture				\$ 1,448,288	\$ -
<u>U.S. Department of Commerce</u>					
Direct Award:					
Economic Development - Support for Planning Organizations	01/01/17 - 12/31/19	11.302	ED17AUS9020004	\$ 87,500	\$ -
Direct Award:					
Economic Adjustment Assistance - Revolving Loan Fund	N/A	11.307	08-30-02325	\$ 1,592,497	\$ -
Total U.S. Department of Commerce				\$ 1,679,997	\$ -
<u>U.S. Department of Labor</u>					
Passed-Through the Arkansas Employment Security Division:					
<i>WIOA Cluster:</i>					
WIA/WIOA Adult Program	07/01/16 - 06/30/18	17.258	05-P16-Adult-20	\$ 3,258	\$ -
WIA/WIOA Adult Program	07/01/17 - 06/30/19	17.258	05-P17-Adult-20	100,101	-
WIA/WIOA Adult Program	10/01/16 - 06/30/18	17.258	05-F17-Adult-20	457,693	-
WIA/WIOA Adult Program	10/01/17 - 06/30/19	17.258	05-F18-Adult-20	391,134	-
WIA/WIOA Youth Activities	04/01/16 - 06/30/18	17.259	05-P16-Youth-20	452,576	-
WIA/WIOA Youth Activities	04/01/17 - 06/30/19	17.259	05-P17-Youth-20	87,107	-
WIA/WIOA Dislocated Worker Formula Grants	07/01/16 - 06/30/18	17.278	05-P16-DWL-20	73,710	-
WIA/WIOA Dislocated Worker Formula Grants	07/01/17 - 06/30/19	17.278	05-P17-DWL-20	21,081	-
WIA/WIOA Dislocated Worker Formula Grants	10/01/16 - 06/30/18	17.278	05-F17-DWL-20	384,420	-
WIA/WIOA Dislocated Worker Formula Grants	10/01/17 - 06/30/19	17.278	05-F18-DWL-20	9,871	-
WIA/WIOA Dislocated Worker Formula Grants	07/01/17 - 06/30/18	17.278	05-PY17 1Stop WRPDD	43,683	-
				<u>\$ 2,024,634</u>	<u>\$ -</u>
Passed-Through the Arkansas Employment Security Division:					
WIA National Emergency Grants	03/01/16 - 12/31/17	17.277	Disaster NEG-AR-28 EM-28173-16-60-A-5	\$ 74,777	\$ -
WIA National Emergency Grants	07/01/15 - 06/30/18	17.277	ASPNEGAR-26F15-20 EM-27343-15-60A-5	12,619	-
WIA National Emergency Grants	07/01/17 - 06/30/18	17.277	Disaster NDWG-AR-29 NDW AR-29 NC	163,181	-
				<u>\$ 250,577</u>	<u>\$ -</u>
Total U.S. Department of Labor				\$ 2,275,211	\$ -

(Continued)

See accompanying notes to schedule of expenditures of federal awards.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Expenditures of Federal Awards (Cont.)
For the Year Ended June 30, 2018

<u>Federal Grantor/ Pass-Through Grantor/Program Title</u>	<u>Federal Contract Period</u>	<u>Federal CFDA Number</u>	<u>Grant Number/ Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>	<u>Expenditures to Subrecipients</u>
<u>Delta Regional Authority</u>					
Direct Award:					
Delta Regional Development	2018	90,200	N/A	\$ 23,333	\$ -
<u>U.S. Department of Health and Human Services</u>					
Passed-Through the Arkansas Department of Human Services:					
<i>Cluster:</i>					
Child Care and Development Block Grant	07/01/17 - 06/30/18	93,575	4600024941	\$ 227,979	\$ -
Child Care and Development Block Grant	07/01/17 - 06/30/18	93,575	4600024939	188,515	-
Total Department of Health and Human Services				<u>\$ 416,494</u>	<u>\$ -</u>
Total Expenditures for Federal Awards				<u>\$ 5,843,323</u>	<u>\$ -</u>

See accompanying notes to schedule of expenditures of federal awards.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2018

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of White River Planning and Development District, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2 – Summary of Significant Accounting Policies

- 1) Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are not limited as to reimbursement.
- 2) Pass-through identifying numbers are presented when available.
- 3) The District has elected not to use the 10% de minimis indirect costs rate as allowed under the Uniform Guidance.

Note 3 – Matching Requirements

Certain federal programs require that the District contribute non-federal funds (matching funds) to support the federal funded programs. The District has complied with the matching requirements. The expenditures of non-federal matching funds is not included on the schedule.

Note 4 – Loans Outstanding

White River Planning and Development District, Inc. had the following loan balances outstanding at June 30, 2018. These loan balances outstanding are also included in the calculation of federal expenditures presented in the schedule.

<u>Cluster/Program Title</u>	<u>Federal CFDA Number</u>	<u>Ending Balance of Previous Year Loans</u>	<u>Loans Outstanding for Year Ended June 30, 2018</u>
Intermediary Relending Program	10.767	\$ 1,394,978	\$ 1,179,756
Revolving Loan Fund	11.307	760,754	677,875

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Notes to Schedule of Expenditures of Federal Awards (Cont.)
For the Year Ended June 30, 2018

Note 5 – Revolving Loan Fund

Revolving Loan Fund calculation for SEFA:

	<u>Amount</u>
Outstanding loan balance	\$ 677,875
RLF cash and cash equivalents	1,110,839
RLF administrative expenses	8,890
	1,797,604
Federal share	88.59%
	\$ 1,592,497

Note 6 – Subrecipients

No awards were passed through to subrecipients.

Note 7 – Contingencies

In connection with various federal grant programs, the District is obligated to administer related programs and spend the funds in accordance with regulatory restrictions, and is subject to audit by grantor agencies and other auditors. In cases of noncompliance, the agencies involved may require the District to refund program funds.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Schedule of State Awards

For the Year Ended June 30, 2018

	<u>Cash</u> <u>Receipts</u>	<u>Revenues/</u> <u>Expenditures</u>
<u>Assistance From the State of Arkansas</u>		
State of Arkansas General Improvement Funds	\$ 114,209	\$ 114,209
Arkansas Department of Environmental Quality - Passed-Through the White River Regional Solid Waste Management District: Recycling and Education Grant	186,136	186,136
Arkansas Department of Human Services: ABC Program Funding	57,750	57,750
DCCECE-ABC Administrative	25,000	25,000
Arkansas Employment Security Division WIOA Implementation Assistance	<u>3,694</u>	<u>-</u>
Total State Awards	<u>\$ 386,789</u>	<u>\$ 383,095</u>

**OTHER
REQUIRED
REPORTS**



Welch, Couch & Company, PA
Certified Public Accountants

John Ed Welch, CPA | William T. Couch, Jr., CPA | Jeff D. Welch, CPA, JD
Members of American Institute of Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
White River Planning and Development District, Inc.
Batesville, Arkansas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of White River Planning and Development District, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 4, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered White River Planning and Development District, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of White River Planning and Development District, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described as 2018-03 in the accompanying schedule of findings and questioned costs to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with

Batesville: PO Box 2094 | Batesville, AR 72503 | P: 870.793.5231 | F: 870.793.7788
Salem: PO Box 647 | Salem, AR 72576 | P: 870.895.3212 | F: 870.895.2998
West Plains: 1386 Bill Virdon Blvd. | West Plains, MO 65775 | P: 417.256.6624 | F: 417.256.1171

www.welchcouch.com

governance. We consider the deficiencies described as 2018-01 and 2018-02 in the accompanying schedule of findings and questioned costs to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether White River Planning and Development District, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

White River Planning and Development District, Inc.'s Response to Findings

White River Planning and Development District, Inc.'s response to findings identified in our audit is described in the accompanying corrective action plan. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Welch, Couch & Company, PA
Certified Public Accountants

Batesville, Arkansas
February 4, 2019



Welch, Couch & Company, PA
Certified Public Accountants

John Ed Welch, CPA | William T. Couch, Jr., CPA | Jeff D. Welch, CPA, JD
Members of American Institute of Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of
White River Planning and Development District, Inc.
Batesville, Arkansas

Report on Compliance for Each Major Federal Program

We have audited White River Planning and Development District, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular Compliance Supplement* that could have a direct and material effect on each of White River Planning and Development District, Inc.'s major federal programs for the year ended June 30, 2018. White River Planning and Development District, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of White River Planning and Development District, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about White River Planning and Development District, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of White River Planning and Development District, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, White River Planning and Development District, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Batesville: PO Box 2094 | Batesville, AR 72503 | P: 870.793.5231 | F: 870.793.7788
Salem: PO Box 647 | Salem, AR 72576 | P: 870.895.3212 | F: 870.895.2998
West Plains: 1386 Bill Virdon Blvd. | West Plains, MO 65775 | P: 417.256.6624 | F: 417.256.1171

Other Matters

The results of our auditing procedures disclosed another instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2018-04. Our opinion on each major federal program is not modified with respect to this matter.

White River Planning and Development District, Inc.'s response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. White River Planning and Development District, Inc.'s response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of White River Planning and Development District, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered White River Planning and Development District, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of White River Planning and Development District, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Welch, Couch & Company, PA
Certified Public Accountants

Batesville, Arkansas
February 4, 2019

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Findings and Questioned Costs
For The Year Ended June 30, 2018

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report:	Unmodified
Internal control over financial reporting:	
Material weakness identified	Yes
Significant deficiencies identified that are not considered to be material weaknesses	Yes
Non-compliance material to financial statements noted:	None Reported

Federal Awards

Internal control over major programs:	
Material weakness identified	None Reported
Significant deficiencies identified that are not considered to be material weaknesses	None Reported
Type of auditor’s report issued on compliance for major programs:	Unmodified
Findings required to be reported in accordance with 2CFR Section 200.516(a):	Yes

Identification of major programs:

CFDA number:

<i>Cluster:</i>	U.S. Department of Labor:
17.258	WIA – Adult Program
17.259	WIA – Youth Activities
17.278	WIA – Dislocated Worker
10.767	U.S. Department of Agriculture: Intermediary Relending Program
11.307	U.S. Department of Commerce: Economic Adjustment Assistance - Revolving Loan Fund

Dollar threshold for Type A programs:	\$750,000
Auditee qualified as low risk auditee:	Yes

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Findings and Questioned Costs (Cont.)
For the Year Ended June 30, 2018

Section II – Financial Statement Findings

Significant Deficiencies

2018-01 Segregation of Duties

Questioned Costs

N/A

Condition: The District has a limited number of personnel, effectively precluding an adequate segregation of duties relating to the billing, collection, recording, coding and classification of transactions that affect the general ledger.

Criteria: Internal controls should be in place to eliminate the simultaneous functions of authorization, physical custody of assets and recording of transactions.

Cause: Small number of people responsible for the financial transactions of the District.

Effect: Inadequate segregation of duties could allow errors or irregularities in the accounting records to go undetected for extended periods of time.

Recommendation: When possible, such activities should be split between employees with reconciliations and other key accounting data verified by management.

Views of Responsible Officials and Planned Corrective Action: See corrective action plan.

2018-02 Documentation

Questioned Costs

\$ -0-

Condition: During oversight agency monitoring visits, transactions were noted that were not fully supported by all aspects of required documentation. Deficiencies noted in the areas of competitive procurement, contracts, board approvals, cost allocation, policies and other technical requirements.

Criteria: Policies and procedures should be in place to ensure adequate documentation for all program costs is obtained.

Cause: White River Planning and Development District, Inc. took responsibility for administering the WIOA cluster and WIA NEG grants from North Arkansas Development Council, Inc. in October 2015. There was insufficient time to update policies, sign contracts, obtain board approvals and implement other changes prior to taking over the program.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Findings and Questioned Costs (Cont.)
For the Year Ended June 30, 2018

Section II – Financial Statement Findings (Cont.)

Significant Deficiencies

2018-02 Documentation (cont.)

Questioned Costs

Effect: The documentation matters caused the oversight agency to identify expenditures that they considered questioned costs. Management has provided additional information in response to those findings that they believe should satisfy the documentation requirements.

Recommendation: We recommend that management implement policies and procedures that will ensure that all required approvals, bids, contracts and other support are obtained.

Views of Responsible Officials and Planned Corrective Action: See corrective action plan.

Material Weaknesses

2018-03 Indirect Cost Allocation

Questioned Costs

Condition: During an oversight agency monitoring visit, it was discovered that reimbursement for indirect costs, that were allocated to non-major National Emergency Grants under the Department of Labor, was requested and was not allowable under the grant award or grant budget as follows:

\$ 42,370

<u>Federal Grant Number</u>	<u>Amount</u>
EM-30946-17-60-A-5 Severe Storms 2017	\$ 42,370
	<u>\$ 42,370</u>

Criteria: Internal controls should be in place to ensure that indirect costs are properly allocated and that reimbursement is not requested for nonallowable costs.

Cause: White River Planning and Development District, Inc. took responsibility for administering the WIOA cluster and WIA NEG grants from North Arkansas Development Council, Inc. in October 2015. The accounting software was inadvertently set up to allocate indirect costs to participant wages. As a non-major program, the NEG grants were not otherwise directly tested for compliance. No oversight monitoring was done until February 2018 when the issue was discovered.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Findings and Questioned Costs (Cont.)
For the Year Ended June 30, 2018

Section II – Financial Statement Findings (Cont.)

Material Weaknesses

2018-03 Indirect Cost Allocation (cont.)

Questioned Costs

Effect: The indirect costs reimbursed by these programs may be disallowed.

Recommendation: We recommend that management implement policies and procedures to review all grant documents for the allowability of indirect costs. Reimbursement for indirect costs should not be requested from programs if not allowable under the terms of the grant agreement.

Views of Responsible Officials and Planned Corrective Action: See corrective action plan.

Major Federal Award Programs Audit Findings

Department of Labor

**2018-04 WIOA Cluster, CFDA Numbers 17.258, 17.259 and 17.278
Grant No. Adult, Youth and DLW (P16, P17, F17, F18)**

Questioned Costs
\$ 13,454

Condition: Direct rental costs were charged to the WIOA program for building rent. Rental costs paid by White River Planning and Development District, Inc. were also included in indirect costs which were then allocated to the WIOA program resulting in duplicative costs. In addition, direct pool mile charges were charged to the WIOA program while the actual costs of renting and operating the vehicles were included in the indirect cost pool resulting in duplicative charges as follows:

<u>Federal Grant Number</u>	<u>Amount</u>
Building Rental	\$ 12,397
Pool Miles	1,057
	<hr style="width: 100%;"/>
	\$ 13,454

Criteria: Policies and procedures should be in place to identify nonallowable costs and ensure reimbursement is not requested.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Findings and Questioned Costs (Cont.)
For the Year Ended June 30, 2018

Section II – Financial Statement Findings (Cont.)

Major Federal Award Programs Audit Findings (cont.)

Department of Labor (cont.)

2018-04 WIOA Cluster, CFDA Numbers 17.258, 17.259 and 17.278
Grant No. Adult, Youth and DLW (P16, P17, F17, F18)

Questioned Costs

Cause: The buildings and vehicles are leased from a related party and management did not realize that the charges were being duplicated.

Effect: The costs described above may be disallowed.

Context: The duplicate costs above were obtained from the general ledger and management believes this to represent 100% of the duplicative charges.

Recommendation: We recommend that the practice of charging direct pool miles and building rental should be discontinued.

Views of Responsible Officials and Planned Corrective Action: See corrective action plan.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Prior Year Findings and Questioned Costs
For the Year Ended June 30, 2018

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report:	Unmodified
Internal control over financial reporting:	
Material weakness identified	None Reported
Significant deficiencies identified that are not considered to be material weaknesses	Yes
Non-compliance material to financial statements noted:	None Reported

Federal Awards

Internal control over major programs:	
Material weakness identified	None Reported
Significant deficiencies identified that are not considered to be material weaknesses	None Reported
Type of auditor’s report issued on compliance for major programs:	Unmodified
Findings required to be reported in accordance with 2 CFR Section 200.516(a):	None Reported

Identification of major programs:

CFDA Number:

<i>Cluster:</i>	U.S. Department of Labor:
17.258	WIA – Adult Program
17.259	WIA – Youth Activities
17.278	WIA – Dislocated Worker
	U.S. Department of Agriculture:
10.767	Intermediary Relending Program
	U.S. Department of Commerce:
11.307	Economic Adjustment Assistance – Revolving Loan Fund

Dollar threshold for Type A programs:	\$750,000
Auditee qualified as low risk auditee:	Yes

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
Schedule of Prior Year Findings and Questioned Costs (Cont.)
For the Year Ended June 30, 2018

Section II – Financial Statement Findings

Significant Deficiency

2017-01 Segregation of Duties

Condition: The District has a limited number of personnel, effectively precluding an adequate segregation of duties relating to the billing, collection, recording, coding and classification of transactions that affect the general ledger.

Criteria: Internal controls should be in place to eliminate the simultaneous functions of authorization, physical custody of assets and recording of transactions.

Cause: Small number of people responsible for the financial transactions of the District.

Effect: Inadequate segregation of duties could allow errors or irregularities in the accounting records to go undetected for extended periods of time.

Recommendation: When possible, such activities should be split between employees with reconciliations and other key accounting data verified by management.

Current Status: Finding appears to still be applicable in the current year.

Section III – Federal Award Findings and Questioned Costs

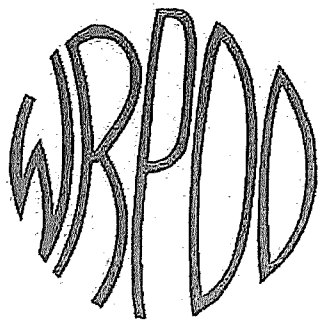
None Reported

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Supplemental Data Sheet

June 30, 2018

Entity's Full Name:	White River Planning and Development District, Inc.
Address:	1652 White Drive P.O. Box 2396 Batesville, AR 72503
Employer Identification Number:	71-0398870
Phone Number:	870-793-5233
Name of Director:	
Name of Contact Person:	Byron Southerland, Fiscal Officer
Cost of Audit:	Available to Arkansas Department of Human Services upon request



White River Planning & Development District, Inc.

(870) 793-5233 P.O. Box 2396 Batesville, Arkansas 72503-2396

Janet E. Smith – Executive Director

Fax: (870) 793-4035

CORRECTIVE ACTION PLAN

Cognizant or Oversight Agency for Audit

White River Planning and Development District, Inc. respectfully submits the following corrective action plan for the year ended June 30, 2018.

Name and address of public accounting firm:

Welch, Couch & Company, PA
P.O. Box 2094
Batesville, AR 72503

Audit period: June 30, 2018

The findings from the June 30, 2018 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS – FINANCIAL STATEMENT AUDIT

SIGNIFICANT DEFICIENCIES

2018-01 Segregation of Duties

Recommendation: It was recommended that the District segregate the functions of authorization, physical custody of assets and recording of transactions.

Action Taken: White River Planning and Development District, Inc. has a limited number of accounting personnel available to perform its accounting and reporting responsibilities. We will continue to segregate internal control functions to the greatest extent possible. However, it is not feasible from a cost/benefit standpoint to hire additional personnel in order to obtain greater segregation of duties.

2018-02 Documentation

Recommendation: It was recommended that management implement policies and procedures that will ensure that all required approvals, bids, contracts and other support are obtained.

Action Taken: Management has provided additional information including copies of invoices, contracts, updated policies and procedures, board minutes and other information in response to the oversight monitor's findings that is intended to satisfy the

documentation requirements. In addition, changes to policies and procedures have been implemented to ensure future compliance with such requirements.

Byron Southerland is the company official responsible for corrective action. The recommendation has been implemented.

MATERIAL WEAKNESSES

2018-03 Indirect Cost Allocation

Recommendation: It was recommended that management implement policies and procedures to review all grant documents to determine if indirect costs are allowable. Reimbursement for indirect costs should not be requested from programs if not allowable under the terms of the grant agreement.

Action Taken: Subsequent to year end, management has made repayment of the questioned costs by reducing requested draws. In addition, changes have been made within the cost allocation system to prevent indirect costs from being allocated to these grants.

Byron Southerland is the company official responsible for corrective action. The recommendation has been implemented.

FINDINGS – FEDERAL AWARD PROGRAMS AUDIT

Department of Labor

2018-04 WIOA Cluster, CFDA Numbers 17.258, 17.259 and 17.278

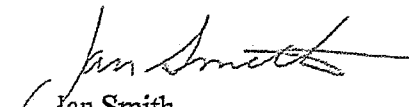
Recommendation: It was recommended that the practice of charging direct pool miles and building rental be discontinued.

Action Taken: Subsequent to year end, the practice of charging direct pool miles and building rental was discontinued.

Byron Southerland is the company official responsible for corrective action. The recommendation has been implemented.

If the cognizant or oversight agency for audit should have questions or comments regarding this plan, please feel free to contact Jan Smith at (870) 793-5233.

Sincerely yours,


Jan Smith
Executive Director