



2020-2021 Annual Report

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About STEP

STEP (Solutions That Empower People), Inc. is a community action agency that provides programs and services in Franklin and Patrick counties, as well as Bedford, Martinsville, and Danville. Our focus includes Head Start and Early Head Start; youth services including LIFES Academy and Project Discovery; senior services including Meals on Wheels and transportation; supportive services including re-entry and homelessness prevention; housing services including rental assistance and weatherization; and tax preparation assistance.

OUR MISSION: STEP, and our partners, facilitate Solutions That Empower People to overcome their barriers to economic, educational, and developmental success within the communities we serve.



www.StepIncVA.com



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Message

"The greatness of a community is most accurately measured by the compassionate actions of its members." – Coretta Scott King

Message from STEP, Inc., Board of Directors: Mrs. Betty Kingery & Dr. Pamela C. Cobler

This quote is very appropriate when thinking about or describing what we do at STEP, Inc., from our Board of Directors to our staff and administration, to our students, our teachers, and all programs, to our clients and volunteers, our funders, and to our community partners. On behalf of the communities we serve, it's all about the members of our entire team.

Our program year 2020-2021 has continued to improve, and includes much success, and many challenges as we move from the pandemic to a plan forward, and as we learn from the past and plan for the future. We continue to learn to adapt and adjust, and we will continue to set goals we want to achieve for those we serve. In this report, we are highlighting our successes, and exhibiting the many programs we manage to include but not limited to Head Start & Early Head Start; Youth Services – Life's Academy & Project Discovery; Housing Services-Re-entry, Weatherization, Homelessness, and Support Services; Senior Services – Meals on Wheels, Feeding America, Transportation, and serving the kitchens for Franklin and Patrick Counties.

In addition to our programs, we continue to strengthen our financial stability by renewing grants and building our programs. For the future, we will strive to build new initiatives, maintain our foundational support, and increase our funding in order to serve more clients and our communities of Franklin County, Patrick County, Pittsylvania County, Danville, and Martinsville. Together, we know, it takes TEAMWORK TO MAKE THE DREAMWORK.

Thank you for your support!

Mrs. Betty Kingery, **President**, STEP, Inc. Board of Directors

Dr. Pamela C. Cobler, **Member**, STEP, Inc. Board of Directors



Accountability

CSBG: Empowering Local Communities

The Community Services Block Grant (CSBG) provides U.S. federal funding for Community Action Agencies and other programs that seek to address poverty at the community level. The goal of the CSBG Block Grant is the reduction of poverty, revitalization of low-income communities and the empowerment of low-income families and individuals to become fully self-sufficient.



Tripartite Board

Community Action Agencies are governed by tripartite boards - a minimum of one-third of the members must be democratically elected low-income individuals in the community. This ensures that local needs are accurately reflected in the priorities of organizations funded by CSBG.

Community Needs Assessment

CSBG services are among the most diverse of any federal antipoverty program, supporting everything from job training, to education, nutrition, and housing. A hallmark of CSBG is the use of a Community Needs Assessment, a project that surveys the local community and tailors the local agencies' services to unique community needs.



Accountability

CSBG incorporates a strong framework of accountability and data reporting standards called Results Oriented Management and Accountability (ROMA). This ensures that programs are serving low-income communities effectively while fostering a culture of continuous improvement and innovation.



Infographic adapted from NASCSP. For more information about STEP's Board of Directors and our Community Needs Assessment, visit our website at www.stepincva.com



2020-21 Head Start Annual Report

20-21 Enrollment and Attendance Data						
	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021
EHS Enrollment	-	57	67	69	70	71
EHS Attendance	-	96%	93%	95%	93%	99%71
HS Enrollment	-	112	114	111	114	119
HS Attendance	-	97%	93%	90%	95%	97%
	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021
EHS Enrollment	71	72	71	70	68	68
EHS Attendance	94%	90%	92%	92%	89%	86%
HS Enrollment	118	117	117	113	26	summer
HS Attendance	94%	93%	95%	83%	82%	summer

SCHOOL READINESS: MET or EXCEEDED		
Head Start	FALL 2020	SPRING 2021
MATH	49%	75%
SOCIAL EMOTIONAL	74%	94%
PHYSICAL SKILLS	82%	89%
LITERACY	54%	78%
LANGUAGE	61%	83%
APPROACHES TO LEARNING	56%	90%

Health Information	Parental Involvement
99% of children/pregnant w/health ins. 100% of children w/primary medical home. 100% of children w/up to date immunizes. 62% of children have a primary dental home* *No dentist for infants and toddlers	41% - Fathers involved in family assessment 41% - Fathers involved in family goal setting 39% - Fathers involved in child dev. experiences 10% - Fathers serving in program governance 4% - Participation in parent education workshops 1% - Parents received services in financial education 25% - Parents participated in training and events

2020-2021 HS Finances		
EHS-HS Public & Private Funds		
	Budget	Actual
Operating Grant Funds	2,943,944.00	2,164,803.69
Training/Technical Asst.	42,868.00	20,126.77
USDA	119,687.00	99,256.80
Local/Other Revenue	167,434.00	53,484.00
Donations	41,640.00	47,151.00
Non-Federal Share	533,416.00	608,541.32
TOTAL REVENUE	3,848,989.00	2,993,363.58
Budget Categories		
Salaries	1,348,032.00	1,097,793.18
Fringe Benefits	305,601.00	249,480.50
Insurance	15,667.00	18,523.16
Consulting-Contractual	50,231.00	54,298.40
Nutrition-Kitchen Costs	200,040.00	71,617.33
Program-Classroom Supplies	171,621.00	29,550.89
ALL Other	784,500.00	367,749.70
NFS Donations	533,416.00	608,541.32
Total Direct	3,409,108.00	2,497,554.48
Indirect Charges	382,447.00	314,604.40
TOTAL EXPENSES	3,791,555.00	2,812,158.88

MISSION: STEP, and our partners, facilitate solutions that empower people to overcome their barriers to economic, educational, and developmental success within the communities we serve.

STEP EHS-HS is funded to provide services to 218 infants, toddlers, pregnant women, preschoolers, and their families. Our enrollment includes 138 three- and four-year-olds, and 80 infants, toddler, or expectant moms.

HEAD START—we served a cumulative total of 136 preschoolers.

Early Head Start—we served a cumulative total of 82 infants, toddlers, and pregnant women.

2020-2021 Head Start Policy Council
Chairperson: Lakeisha Young
Secretary: Sherry Clark
Treasurer: MaQueena Gil

Senior Services

STEP provides Senior Services in certain programs for certain days and hours. Program 1-Home-Delivered Meals (Meals on Wheels): Partnering with the Southern Area Agency on Aging (SAAA) our staff and volunteers provide home delivered meals to home bound senior citizens in certain areas of Franklin and Patrick Counties. We also offer a friendly face, someone to chat with, and the comfort of knowing that someone cares! Pet food is also delivered to seniors who we serve through our Meals on Wheels program so that they can afford to keep their companions with them in their homes. Program 2-Senior Cafes (where seniors gather to share a meal in a social setting): STEP prepares nutritious lunches that are combined with interesting educational programs and activities. These meals are prepared in our own kitchen and served to some 150 seniors each week at various locations in our community. Program 3- Senior Transportation: We offer transportation services for Patrick County seniors to congregate lunches, medical appointments, and grocery shopping. More than 50 seniors take advantage of these services every week, allowing them the freedom to be more mobile, more self-sufficient and more independent. Program 4-Feeding America: We deliver shelf-stable food to seniors once-a-month.

Senior Cafés

- Clients Served- 39
- Meals Served – 6,840

Home Delivered Meals {Types of Meals Provided Hot, Frozen, Shelf Stabled}

- Clients Served – 104
- Meals Served – 14,232

Transportation

- Clients Served – 15
- Total Trips – 150
- Total Miles – 18,000

Feeding America

- Clients Served – 60
- Boxes Delivered - 720

Supportive Services

In 2021, not only did STEP's Supportive Services and Housing Team continue to navigate the evolving needs, but we also, like organizations around the globe, grappled with the on-going safety, health, and business challenges created by the COVID-19 pandemic. But drive forward we did, responding to these challenges with clarity, speed, and an unwavering dedication to our community and stakeholders while racking up some notable wins along the way. Felecia Watkins, Housing Director

Despite a myriad of unforeseen challenges, 2021 provided some huge wins for STEP. As the lead agency for the West Piedmont Better Housing Coalition that serves the cities of Danville, Martinsville, and the counties of Franklin, Henry, Patrick, and Pittsylvania, SEP and the WPBHC Executive Committee were able to add six community partners to the membership. This increase in community partners is vital in meeting the needs of those experiencing or at risk of becoming homeless. There are two programs: Rapid Rehousing and Targeted Prevention. The CoC uses the Coordinated Entry Referral form for referrals to homeless services. HUD requires a collaborative process (coordinated entry) through the CoC to move those experiencing homelessness to the best referral source. There is a screening process, referring agencies, and case management for documentation. To be eligible for services, there are income-based criteria, risk factors, and support networks.

- Virginia Housing Solutions Program (VHSP) & Homeless Prevention: 137 served
- Rapid Re-Housing: 82 served

Housing & Weatherization

STEP, Inc. has provided Franklin and Patrick County residents with help making their homes more energy efficient since 1969 -- before it became fashionable! We employ highly trained industry professionals who use the latest technology, including infrared and thermal imaging, to properly diagnose each client's specific energy saving needs and address them accordingly. Our services benefit both the homeowner and the environment by: Making homes safer, more comfortable, and more efficient. Reducing the energy consumption in each home, which helps to create a healthier, greener environment. Helping our friends and neighbors save money on their utility bills.

- Section 8 Housing: 153 served
- Weatherization/Number of Projects: 36
- APCO/LiHeap/DOE: \$385,899.09 – Amount in housing improvements

Youth Services



LIFES Academy

Dear LIFES Academy Community,

It has been a year of challenges and growth for our school, and we are proud of our students and staff for their hard work and dedication.

At the start of the school year, we faced a significant teaching shortage, with only one teacher on staff. To address this challenge, we brought on a volunteer mentor teacher who assisted in overseeing Special Education compliance and helped onboard new staff as we grew throughout the year.

Our current enrollment is at five students, down from nine at the start of the year. We have experienced some transitions as two students have returned to Franklin County Public Schools, and three are in the midst of transition. Nevertheless, we remain committed to providing our students with quality education and the support they need to succeed.

We are pleased to report that we have added the APEX and Edmentum learning platforms to our curriculum, allowing our students to explore a broader range of subjects. Our students have been working on gaining deeper levels of math understanding and engagement in reading, with a focus on preparing for semester exams and SOL testing.

Throughout the year, we have welcomed visitors to our school, including a member of the U.S. Army and an officer from the Rocky Mount Police Department, a private school representative from the Virginia Department of Education, and a local medical doctor. Most were able to join us for breakfast and the pledge of allegiance. We are grateful for their support and look forward to building stronger relationships with our community partners.

As we look ahead to the new year, we are expecting more opportunities for growth and are excited to welcome a new staff member and a new student to our school. Thank you for your continued support of LIFES Academy.

Sincerely,

Larry Darnell Moore II
Director of Youth Services
LIFES Academy/STEP, Inc.

Annual Report for LIFES Academy (2020/2021)

Introduction

- I am pleased to present the annual report for LIFES Academy for the year 2021. LIFES Academy provides an engaging alternative setting for students with special needs, helping them shape appropriate attitudes, behaviors, and life skills to realize their fullest potential both academically and socially. As we continue to serve our students and families, we remain committed to upholding our mission and values.

Enrollment

- During the year 2021, LIFES Academy had an average enrollment of 5 students. However, we are proud to report that we have recently interviewed and accepted three new students into our school community. Two students have already started attending our school, the third student will start at the beginning of the 2020-2021 academic year. All three students have been referred to LIFES Academy through their Local Education Agency's (LEA's) special education department. We are excited to work with these new students and their families and provide them with the support they need to succeed academically and socially.

Staff

- LIFES Academy has welcomed a new staff member in 2021, which has allowed us to work on strengthening our foundation with the goal of preparing for new students. We believe that investing in professional development is essential for the success of our school. As part of this effort, we have partnered with the Board of Directors and other community partners to enhance the knowledge and skills of our staff.

Partnerships

- LIFES Academy embraces a partnership approach, working with each student, family, and other community partners to provide the support our students need to succeed. We are grateful for the support of the Board, investment from the Deputy Director, and other community partners who have given us the opportunity to invest in new avenues of growth.

Achievement

- LIFES Academy had a successful year in 2021, with two students transitioning from our school back to Franklin County Public Schools. We are proud of the progress these students made while at our school and wish them all the best in their future endeavors. Additionally, our students loved the holiday meal and gifts provided by the Board. Ms. Kingery and Ms. Sampson particularly did an amazing job with the gifts, and Mr. Ferguson's provided meal was Amazing! We also appreciated the assistance of Ms. Murphy with the serving. It was a wonderful close to calendar year of 2021.

Conclusion

- LIFES Academy is looking forward to continued growth and success in the years to come. We remain committed to upholding our mission and values and providing our students with the support they need to succeed academically and socially. We are grateful for the support of the Board, our staff, and our community partners, and we look forward to working together to make a positive impact on the lives of our students and their families.

Project Discovery

Project Discovery is a college access program offered in grades 9-12 through STEP. Project Discovery encourages students to stay in and graduate high school, and it provides resources and tools for students to successfully make the transition to education beyond high school. Through Project Discovery we empower students enrolled at Franklin County High School and LIFES Academy by providing tutoring, educational support, SAT and college application preparation, college visits, and other related assistance to low-income and first-generation high school students who want to go to college.

- Number of High School Students Served: 18
- Number of Middle School Students Served: 26

VITA

The federal Volunteer Income Tax Assistance (VITA) program ensures that poor families have access to the Earned Income Tax Credit (EITC) and the Child Tax Credit (CTC), two tax provisions that target low- and moderate-income taxpayers and significantly reduce taxes on low- and middle-income families with children. STEP manages the federal Volunteer Income Tax Assistance (VITA) program in Franklin and Patrick counties.

In 2021:

- Number of Federal tax returns prepared: 552
- Number eligible for Earned Income Tax Credit (EITC): 112
- Number eligible for Child Tax Credit (CTC): 33
- Average credits for the EITC: \$1453
- Average credits for the CTC: \$939

Financial Reporting

SOLUTIONS THAT EMPOWER PEOPLE, INC.

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR THE YEARS ENDED JUNE 30,

2021

	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE			
Grants	\$ 4,644,286	-	4,644,286
Contributions	61,472	-	61,472
Program service fees	3,044	-	3,044
Realized and unrealized gain/(loss) on investments	28,841	-	28,841
Dividend income	62	-	62
In-kind contributions	584,282	-	584,282
Miscellaneous income	25,957	-	25,957
Net assets released from restrictions	-	-	-
Total support and revenue	5,347,944	-	5,347,944
EXPENDITURES			
Program Services:		-	
Head Start	2,666,084	-	2,666,084
Youth Services	372,215	-	372,215
Housing	539,659	-	539,659
Senior Services	438,757	-	438,757
Homeless Prevention	751,218	-	751,218
CSBG	333,795	-	333,795
Financial Services	39,392	-	39,392
Total program services	5,141,120	-	5,141,120
Support Services		-	
Management and general	114,711	-	114,711
Total support services	114,711	-	114,711
Total expenses	5,255,831	-	5,255,831
Change in Net Assets (Deficit)	92,113	-	92,113
Net Assets, Beginning of Year	604,764	455,050	1,049,814
Transfers of Net Assets	225,276	-	225,276
Net Assets, End of Year	<u>\$ 922,153</u>	<u>455,050</u>	<u>1,367,203</u>

Board of Directors

Betty Kingery, President

Owner, RE/Max Mountain to Lake Realty

Angela Phillips, Vice President

Director, Franklin County Family Resource Center

Greg Winge, Secretary/Treasurer

Former C.S.A. Program Director

Pam Cobler

Community Advocate, Disability Rights and Resource Center

Michael Ferguson

Director of Dining Services, Ferrum College

Sue Turner

Tri-Area Community Health

Patti O'Neal

Day Care Provider, Retired

Rita Murphy

Educator, Retired

W. Cooper Brown

Attorney

Crystal Harris

Patrick County Board of Supervisors

Antron Brown

U.S. Army, Retired

Mike Smith

Farm Equipment Sales

Mary Bonds

Manufacturing Professional, Retired

Lorie Smith

Franklin County Board of Supervisors

Donors

We greatly appreciate all of our donors. Your generosity has allowed us to practice stewardship in our community through an unprecedented adverse couple of years. Please know that your contributions are investments in our community and the futures of our neighbors. We are truly thankful and value your passion for STEP's mission.

Interested in becoming a STEP donor?

STEP relies on donations and sponsorships from our community so that we can help our friends and neighbors in need. You can play a role in helping us continue this good and necessary work. You can make a difference!

Ways to Give:

- A donation by cash or check.
- A donation of appreciated stock or property.
- Sponsorship of a program or special event.
- A gift in memory of a loved one.
- Planned giving with a bequest, charitable trust, or by naming STEP as a beneficiary of a life insurance policy.

As a 501(c)(3) non-profit organization, contributions to STEP, Inc. are tax deductible.

Neighborhood Assistance Program (NAP) state tax credits are available to individuals, trusts and businesses making eligible donations to STEP, Inc., an approved NAP non-profit organization. In return for their contributions, donors may receive combined tax credits about equal to 90 percent of the donation deducted from their state and federal income tax liability.