
AUDIT REPORT

COMMUNITY ACTION PARTNERSHIP FOR DUTCHESS COUNTY, INC. (CAPDC)



APRIL 2023



OFFICE OF THE
DUTCHESS COUNTY COMPTROLLER

ROBIN L. LOIS, COMPTROLLER

**Office of the Comptroller
Dutchess County**

**22 MARKET STREET
POUGHKEEPSIE, N.Y. 12601**

(845) 486-2050

FAX (845) 486-2055

E-MAIL: comptroller@dutchessny.gov

**Robin L. Lois
Comptroller**

**Brian D. Kelly
Deputy Comptroller**

Dear County Officials and Taxpayers,

The Dutchess County Comptroller's Office has completed an audit of the Community Action Partnership for Dutchess County, Inc. (CAPDC or the Agency), a contracted agency providing services on behalf of Dutchess County government. The scope of this audit was for the calendar years 2019 through 2021, focusing on compliance with County contracts and the Agency's financial internal control procedures.

The Agency is a City of Poughkeepsie based non-profit organization whose mission is to "partner with individuals and families to eliminate poverty and identify the resources and opportunities available to them to enhance their self-reliance."

The County contracts with CAPDC to provide assistance administering the Home Energy Assistance Program (HEAP), the Weatherization Packaging Program (WRAP), and the Heating Equipment Repair & Replacement (HERR) program, After Hours Emergency Heat Program, and the Community Services Block grant programs. These are all funded by the Department of Community & Family Services. The Agency also provides meal delivery and transportation to the Beacon location of the Office of the Aging.

Our audit found that the CAPDC has complied with the material provisions of their contracts with the County and we found no deficiencies in their financial internal control procedures.

A general finding identified by our office in all contract agency audit reports over the last five years is again cited in this audit in that 100% of the contracts for the audit period were executed after the contract period began. Our office recommends that the County Attorney's office and the Administration prioritize the identification of the causes of late contract execution and implement procedures that will result in timely execution of contracts.

Our office also found that some claims for payment were not processed timely and/or adjustments to the contracted budget were necessary. We recommend claiming schedules be maintained and adhered to in order to help ensure timely processing of payments.

We thank Executive Director Spira and the staff at CAPDC for their assistance and patience during this audit process. We also thank and acknowledge the Agency for their very needed and valued partnership in delivering important services to the residents of Dutchess County.

Respectfully submitted,



Robin L. Lois
Dutchess County Comptroller

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Background & Organization

Community Action Partnership for Dutchess County, Inc. (CAPDC), previously known as Dutchess County Community Action Agency, Inc. is a non-profit organization incorporated in 1979. Their mission is “to partner with individuals and families to eliminate poverty and identify the resources and opportunities available to them to enhance their self-reliance.” Additional information is available on [their website](#).

The last CAPDC audit completed by the Office of the Dutchess County Comptroller was for 2011 and released in 2012.

Total assets for the agency at year end 2021 was **\$635,899**. Total revenue and expenses for 2021 was **\$3,134,397** and **\$2,809,199** respectively. Detailed revenue and expenses for 2018-2021 is shown in Exhibit I as reported on the agency’s audited financial statements.

Funding provided to CAPDC from Dutchess County for the audited years was **\$532,931** in 2019, **\$504,265** in 2020, and **\$527,615** in 2021. Funding to CAPDC from Dutchess County between 2019-2021 represents an average of **15%** of CAPDC’s total revenue.

Addendum I provides detailed descriptions of the major programs funded by Dutchess County.

Audit Scope & Objectives

The scope of this audit included a review of CAPDC’s general financial procedures and compliance with material provisions of County contracts which provided services to Dutchess County for the period January 1, 2019 to December 31, 2021.

The audit objectives were to determine if:

- CAPDC complied with material provisions included in their contracts.
- Fiscal controls were adequate for the County contracts.
- The programming provided by CPCA followed program objectives.
- Contract outcome metrics are being met.
- In addition, this report offers information to the public regarding programs CAPDC offers County residents.

Methodology

The audit encompassed a review of:

- The agency’s fiscal policies and procedures.
- Personnel costs to the agency’s W2’s and respective payroll records. Salaries were verified based on the wage allocation information provided with the monthly contract claim requests. Costs related to non-personnel expenses were also reviewed.
- Banking and financial information including bank statements, bank reconciliations, check registers, general ledgers, and invoices.
- Financial reports including the annual report, performance reports, audited financial statements, and the federally required IRS Form 990 and NYS Annual Filing for Charitable Organizations Report.
- Information provided from interviews with key individuals from CAPDC and the County.
- Program outcomes and metrics (where available).

Summary of Findings & Recommendations by Area

(Detailed findings and recommendations are in the body of the report.)

General Findings:

- All contracts were executed after the contract period.
- Two budget amendments were submitted with incorrect contract information or totals.
- For selected claims to Dutchess County, 17% were signed by the Agency timely but were not processed by the County department timely.

General Recommendations:

- The County Attorney's Office and the Administration should review and revise procedures to execute contracts timely.
- Budget amendments should be reviewed for accuracy prior to approval.
- Claiming schedules should be maintained and adhered to in order to help ensure payments are processed timely by the funding departments.

Observation:

- Audited Financial Statements combined grants and contract revenue with contributions beginning in 2019 and thereafter which made it difficult to determine the sources of revenue.

Recommendation:

- Revenue categories should clearly define source in the spirit of transparency.

Funding

A summary of funds paid by the County and examined for this audit totaled **\$1,699,286**:

2018*	\$134,475
2019	532,931
2020	504,265
2021	527,615
Total	\$1,699,286

**Partial year contracts 10/1/2018-12/31/2018*

A detailed chart of programs by department can be found in **Exhibit II**.

Details of each contract number, execution dates, first claim payment, and last payment date is provided in **Exhibit III**.

Contracts and Payment Provisions

A review of contract execution and payment requests was conducted and is shown in **Exhibit III**.

Findings:

- 100% of contracts between the County and CAPDC were executed after the contract term began.
- Payment requests are not consistently processed in a timely manner.
- Budget adjustments were not always submitted with correct totals or contract information.

Recommendations:

- The County Attorney's Office and managing departments need to determine how they can ensure timely execution of contracts.
- The department and the agency should implement a timeline/schedule and process to ensure timely submission and processing of claims. This will help regulate cash flow and accuracy for both the agency and the County.
- Budget adjustments should be verified for accuracy before execution.

Programs by Department

A detailed description of each program can be found in **Addendum I**.

Department	Program	2019	2020	2021
Office for the Aging	Beacon Meal Delivery & Transportation	\$25,240	\$25,240	\$25,240
Planning & Development	Census Outreach	--	\$10,590	--
Community & Family Services	After-Hours Emergency Heat Program	\$52,509	\$46,349	\$46,812
Community & Family Services	Community Services Block Grant	\$111,602	\$111,602	\$106,602
Community & Family Services	Emergency Rental Assistance Program (COVID-related)	--	--	\$50,000
Community & Family Services	Home Energy Assistance Program Outreach & Weatherization Packaging	\$199,208	\$186,868	\$188,737
Community & Family Services	Heating Equipment Repair & Replacement	\$149,496	\$132,356	\$133,680

**The fiscal year for heating contracts is October through September.*

► **OFFICE FOR THE AGING**

The Office for the Aging funded the Beacon Meal Delivery & Transportation program for the time period audited. This program works in conjunction with the Office for the Aging and Retired Senior Volunteer Program (RSVP) to provide home delivered meals in Beacon and surrounding areas as well as transportation to the Beacon Senior Friendship Center. A total of **\$25,240** was payable to the Vendor for each year as follows:

Beacon Meal Delivery & Transportation	2019	2020	2021
Contracted	\$25,240	\$25,240	\$25,240
Expensed	\$24,825	\$22,110	\$16,095

Payment Provisions		
	Meal Delivery	Transportation
Price Per Day of Service	\$45	\$40
Monthly Service Fee	\$300	\$130

Findings

- Claims were not entered and paid timely.
 - Contract 20-0359 for 2020 was not executed until August of the contract year. Fifteen claims were initially entered by the County three or more months after the claim period. Claims from January to July were not initially entered until 2-4 months after the contract was executed.
 - 20-0359 A1 for the 2021 contract term had one claim initially entered three or more months after the claim period due to staffing issues.

Recommendations

- A claiming schedule should be maintained and adhered to in order to help ensure timely submission and payment of claims.
- Understanding claiming issues that delay approvals by the department should be addressed.

► **PLANNING & DEVELOPMENT**

Planning funded a one-time Census Outreach Program through a grant award from NYS focused on census outreach activities in hard-to-count communities located in rural areas of Dutchess County. This was facilitated by CAPDC’s Dover site to easily reach eastern Dutchess residents. A total of **\$10,590** was payable to the Vendor for 2020.

Census Outreach	2020
Contracted	\$10,590
Expensed	\$10,590

► COMMUNITY & FAMILY SERVICES

The Department of Community & Family Services funded five programs during the time period audited.

After-Hours Emergency Heat Program

This program provides emergency fuel to low-income residents outside of normal County business hours.

After-Hours Emergency Heat Program (AHEHP)	2018-2019	2019-2020	2020-2021	2021-2022
Contracted	\$52,509	\$52,509	\$46,349	\$46,812
Expensed	\$52,440	\$41,066	\$44,421	\$46,812

Findings

- A budget adjustment submitted by the agency and approved by the department was incorrect for the 2021-2022 contract 21-0573. DCFS and the CA (County Attorney's Office) were contacted, and it was determined a contract amendment needed to be processed (A1) which was signed 9/22/22.
- Claims were not consistently submitted timely.
 - 17-0601 A4-5 (due 15th of each month): Three claims although signed by the agency the next month were initially entered three or more months after the claim period.
 - 21-0573 (due 25th of each month): Five claims were initially entered three or more months after the claim period. Of those five, one claim for October was submitted four months after the claim period. (Signed by agency 2/16/22, paid 2/22/22.)

Recommendations

- Budget adjustments should be submitted before being reflected in claim submissions and verified for accuracy before execution. Contract amendments should be processed when required per guidelines.
- There should be adherence to contractual payment schedules. Vouchers should be submitted monthly, on a specified date of the following month.

Observation

- 2020-2021 contract 17-0601 A4/5 metrics are below the target of households served. Metrics details can be found in **Exhibit IV**.

Community Services Block Grant (CSBG)

This program is also referred to as the Poor & Elderly program and is used to fund the operation of programs for low-income and elderly residents.

CSBG/Poor & Elderly	2019	2020	2021
Contracted	\$111,602	\$111,602	\$106,602
Expensed	\$111,602	\$111,602	\$106,602

Observations

- Some metrics during the audited period were below target (detailed chart in **Exhibit IV**).
 - 2019: 3 out of 6 metrics exceeded target while the remaining 3 targets fell short of set goal.
 - 2019: Reported metrics with incorrect target, although target was still surpassed.
 - 2020: 4 of 6 goals exceeded while the remaining 2 goals were below target.
 - 2021: Only one goal exceeded target and others did not meet target.

Emergency Rental Assistance Program (ERAP)

This program is a COVID-related program which provides aid to eligible households unable to pay rent and utilities due to the COVID-19 pandemic.

ERAP	2021
Contracted	\$50,000
Expensed	\$50,000

Findings

- Claim payments were not processed timely.
 - Three claims were initially entered three or more months after the claim period but were signed by the agency on the last day of the claim periods.
- Contract budget adjustment was not processed as required.
 - A budget adjustment dated 11/8/21 was not originally filed when required. The budget adjustment was submitted with errors, as the summary and detail did not match.

Recommendations

- The agency and department should work together to ensure adherence to the contractual payment schedule.
- Budget adjustments should be submitted before being reflected in claim submissions and verified for accuracy before execution.

Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)

This program is funded through the Department of Community and Family Services from October through September. This program interviews residents to determine eligibility for HEAP and Weatherization Programs. The Agency also serves in the capacity of alternate certifier, conducting the face-to-face interview with the clients. This eliminates the department's need to schedule a face-to-face appointment and delaying the processing of the HEAP benefit.

HEAP/WRAP	2018-2019	2019-2020	2020-2021	2021-2022
Contracted	\$199,208	\$199,208	\$186,868	\$188,737
Expensed	\$199,206	\$194,436	\$186,041	\$186,833

Heating Equipment Repair and Replacement (HERR)

This program assists eligible residents to restore heating systems which have become inoperable, unsafe, or in need of repair with an energy efficient system.

HERR	2018-2019	2019-2020	2020-2021	2021-2022
Contracted	\$149,496	\$149,496	\$132,356	\$133,680
Expensed	\$149,496	\$134,306	\$126,696	\$133,680

Finding

- Claims were not consistently submitted for payment timely by the department.
 - 2020-21 Contract (16-0524 A9-10): Seven claims were signed by the agency the month following the claim period but initially entered for payment three or more months after the claim period.
 - 2021-22 Contract (21-0602): Five claims were initially entered for payment three or more months after the claim period. October's claim was signed by the agency four months after the claim period.

Recommendation

- Approval oversight should be enhanced to ensure adherence to contractual payment provisions and budgets.

Observations

- Claims between May and September for contract 16-0524 A8 had approved budget columns which did not match the approved contract budget. The annual claims did not exceed the contracted budget.
- HEAP/HERR – Metrics have been met each year. 18-19 included additional metrics not set by the contract.

Addendum I - Funded Program Descriptions

AHEHP – After Hours Emergency Heat Program

This program operates an After-Hours Emergency Heat Program in Dutchess County. Emergency telephone services are provided to receive calls regarding no (non-utility) fuel for heating from low-income residents after normal County business hours and on weekends or holidays. Either delivery of one to two-day supply of the emergency fuel and/or pick-up from a fuel site within Dutchess County is arranged. Relationships are maintained with NYS HEAP Participating Fuel Vendors to make an emergency 50-gallon heating oil delivery to disabled, frail/elderly homes and homes with infants. Vendors dispense 10-20 gallons of heating oil, propane, kerosene, or an equivalent amount of wood to other low-income Dutchess County residents who either are without heating fuel or have fuel supply that will not last until the next County business day.

Beacon Meal Delivery, Kitchen Assistant & Transportation

This program works in conjunction with the Dutchess County Office for the Aging and Retired Senior Volunteer Program (RSVP) to provide home delivered meals in Beacon and surrounding areas as well as transportation for members of the Beacon Senior Friendship Center.

Census Outreach

This program which was funded through a grant award from NYS focused on census outreach activities in hard-to-count communities located in rural areas of Dutchess County. Public engagement events and outreach activities focused on communities identified as hard-to-count such as families with children under age 5, senior citizens, rural communities, inner city neighborhoods, new Americans, non-English speaking community members, and support to families facing issues relative to poverty and digital divide. Events provided Internet access for people to complete the census online. Per contract scope, focus areas appear to be rural-Webutuck, Dover, Pine Plains, Millbrook, and Wingdale which is facilitated by their Dover site.

CSBG – Community Services Block Grant Support/Poor & Elderly

This contract provides local funding required to draw down the federal Community Services Block Grant for the operation of programs for the County's low income and elderly residents. Community Action operates a Case Management Program to support and coach eligible families. They facilitate the Food Stamps EZ App Program by providing the use of a postage machine and covering printing and supply expenses. They provide food pantries at four sites and maintain adequate stock, provide emergency financial assistance for rent or mortgage, provide emergency financial assistance for utilities and/or fuel, maintain a Career Center to provide employment readiness and interview skill development, maintain a Dress for Success Boutique and Suited to Succeed, which provides employment appropriate attire.

Addendum I - Funded Program Descriptions Cont.

ERAP – Emergency Rental Assistance Program (COVID-Related)

This program stems from NYS enacting the “COVID-19 Emergency Rental Assistance Program of 2021.” (Through this act Dutchess County received \$8.7M from the US Dept of Treasury’s Emergency Rental Assistance Program (ERAP) to aid eligible households that are unable to pay rent and utilities due to the COVID-19 pandemic.) The agency outreach includes conducting a comprehensive public information campaign/education regarding the ERAP including requirements, benefits, ways to apply, and where to seek help with the application. Application assistance is provided directly (applying on behalf of an applicant) and indirectly (providing advice and guidance) to tenants and landlords including those referred by the State or the County. Advice is provided to households who are found ineligible or property owners that house ineligible tenants about other social services, benefits, and/or assistance that may be applicable.

HEAP/WRAP – Home Energy Assistance Program Outreach & Weatherization Packaging

This program conducts interviews with clients to assess eligibility for both HEAP and referrals to the Weatherization Assistance Program which is operated through NYS Homes and Community Renewal (HCR) to reduce the client’s financial burden. Referrals to other appropriate services are provided to reduce energy related costs, assistance to individuals in making program application(s) and providing energy conservation education.

HERR – Heating Equipment Repair & Replacement

This program provides eligible clients with an assessment of needed measures to restore heating when a no heat emergency has occurred. Provision of or arrangement for emergency burner/furnace repairs and start up are provided when equipment is inoperable or unsafe and in need of repair or maintenance. This may include but is not limited to providing clients with temporary space heater(s). Upon authorization from DCFS, replacement of heating systems that are not cost effective to repair may be arranged. Equipment installed will be Energy Star Rated at 92% or higher. If not, the reason must be documented. Vendors must be on file with NYS OTDA. Repairs must be completed within 72 hours of authorization.

Exhibit I - Consolidated Statement of Activities

Community Action Partnership of Dutchess County, Inc. Consolidated Statement of Activities					
Source: Financial Statements					
	2018	2019	2020	2020*	2021
Revenue:					
In-Kind Support	\$1,149,851	\$1,725,328	\$992,223	\$81,379	\$100,645
Contributions	\$2,213,759	\$2,332,179	\$2,478,559	\$2,478,559	\$2,477,686
Rental Income	\$38,567	\$35,256	\$35,256	\$35,256	\$35,256
Town and Villages	\$33,897	\$34,640	\$27,970	\$27,970	\$35,867
Program Services	\$501,213	\$537,122	\$435,519	\$435,519	\$453,613
Gain on Sale of Assets	\$-	\$1,200	\$47,837	\$47,837	\$-
Interest	\$-	\$-	\$-	\$-	\$98
Investments Gain on Subsidiary	\$-	\$-	\$-	\$-	\$4,151
Miscellaneous	\$53,938	\$42,261	\$25,701	\$25,701	\$27,081
Total Revenue	\$3,991,225	\$4,707,986	\$4,043,065	\$3,132,221	\$3,134,397
Expenses:					
Personnel	\$1,207,590	\$1,130,029	\$1,235,714	\$1,235,714	\$1,230,387
Client Assistance	\$163,310	\$170,018	\$359,925	\$359,925	\$240,814
Other Programs	\$2,334,374	\$3,022,075	\$2,107,486	\$1,196,642	\$1,072,404
Management and General	\$221,830	\$346,379	\$253,592	\$253,592	\$265,594
Total Expenses	\$3,927,104	\$4,668,501	\$3,956,717	\$3,045,873	\$2,809,199
Change in Net Assets	\$64,121	\$39,485	\$86,348	\$86,348	\$325,198
Net Assets - Beginning of Year	\$120,747	\$184,868	\$224,353	\$224,353	\$310,701
Net Assets - End of Year	\$184,868	\$224,353	\$310,701	\$310,701	\$635,899

*Reported in 2021 statement that, "Reclassifications have been made to certain 2020 balances in order to conform them to the 2021 presentation."

Exhibit II - Contract Summary

		2018	2019	2020	2021
Office of the Aging					
Beacon Meal Delivery & Transportation Programs					
17-0214-12/17-OA-A2	1/1/2019-12/31/2019		\$25,240		
20-0359-12/20-OA	1/1/2020-12/31/2020			\$25,240	
20-0359-12/20-OA-A1	1/1/2021-12/31/2021				\$25,240
Planning					
Census Outreach					
20-0364-9/20-PL & A1	8/1/2020-9/30/2020			\$10,590	
Community & Family Services					
Heating Equipment Repair & Replacement (HERR)					
Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)					
16-0524-9/17-SS-A5 & A6	10/1/2018-9/30/2019	\$341,213			
16-0524-9/17-SS-A7	10/1/2018-9/30/2019	\$7,491			
16-0524-9/17-SS-A8	10/1/2019-9/30/2020		\$348,704		
16-0524-9/17-SS-A9 & A10	10/1/2020-9/30/2021			\$319,224	
21-0602-9/22-SS	10/1/2021-9/30/2022				\$322,417
Community Services Block Grant Support					
16-0125-12/16-SS-A3	1/1/2019-12/31/2019		\$111,602		
16-0125-12/16-SS-A4	1/1/2020-12/31/2020			\$111,602	
16-0125-12/16-SS-A5	1/1/2021-12/31/2021				\$106,602
After Hours Emergency Heat Program (AHEHP)					
17-0601-9/18-SS-A1	10/1/2018-9/30/2019	\$60,000			
17-0601-9/18-SS-A2	10/1/2018-9/30/2019	(\$7,491)			
17-0601-9/18-SS-A3	10/1/2019-9/30/2020		\$52,509		
17-0601-9/18-SS-A4 & A5	10/1/2020-9/30/2021			\$46,349	
21-0573-9/22-SS & A1	10/1/2021-9/30/2022				\$46,812
Emergency Rental Assistance Program (ERAP COVID-Related)					
21-0277-12/21-SS	5/1/2021-12/31/2021				\$50,000
Totals		\$401,213	\$538,055	\$513,005	\$551,071
No Consideration Contracts					
Community & Family Services					
SNAP e-App					
16-0601-12/17-SS-A1	1/1/2018-12/31/2019				
16-0601-12/17-SS-A2	1/1/2020-12/31/2020				
Low Income Home Energy Assistance Act Agreement					
19-0587-8/20-SS	8/31/2019-8/31/2020				
20-0436-12/21-SS	8/31/2020-12/31/2021				
21-0683-12/22-SS	8/31/2021-12/31/2022				

Exhibit III - Contract Detail of Execution and Payment Dates

Department	Program	Contract	Term	Executed	First Claim Payment	Last Payment
OFA	Beacon Meal Delivery & Transportation Programs	17-0214-12/17-OA-A2	1/1/2019-12/31/2019	3/27/2019	5/3/2019	1/24/2020
OFA	Beacon Meal Delivery & Transportation Programs	20-0359-12/20-OA	1/1/2020-12/31/2020	8/14/2020	11/13/2020	2/12/2021
OFA	Beacon Meal Delivery & Transportation Programs	20-0359-12/20-OA-A1	1/1/2021-12/31/2021	2/5/2021	3/26/2021	1/28/2022
Planning	Census outreach	20-0364-9/20-PL & A1	8/1/2020-9/30/2020	8/18/2020	10/16/2020	10/23/2020
DCFS	Heating Equip. Repair & Replacement (HERR) Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	16-0524-9/17-SS-A5 & A6	10/1/2018-9/30/2019	11/13/2018	12/14/2018	11/15/2019
DCFS	Heating Equip. Repair & Replacement (HERR) Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	16-0524-9/17-SS-A7	10/1/2018-9/30/2019	9/24/2019	"same as above"	"same as above"
DCFS	Heating Equip. Repair & Replacement (HERR) Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	16-0524-9/17-SS-A8	10/1/2019-9/30/2020	11/19/2019	12/20/2019	11/6/2020
DCFS	Heating Equip. Repair & Replacement (HERR) Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	16-0524-9/17-SS-A9 & A10	10/1/2020-9/30/2021	10/9/2020	1/15/2021	11/26/2021
DCFS	Heating Equip. Repair & Replacement (HERR) Home Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	21-0602-9/22-SS	10/1/2021-9/30/2022	12/10/2021	2/11/2022	12/2/2022
DCFS	Community Services Block Grant Support (CSBG)	16-0125-12/16-SS-A3	1/1/2019-12/31/2019	4/11/2019	5/3/2019	1/10/2020
DCFS	Community Services Block Grant Support (CSBG)	16-0125-12/16-SS-A4	1/1/2020-12/31/2020	2/21/2020	4/24/2020	2/5/2021
DCFS	Community Services Block Grant Support (CSBG)	16-0125-12/16-SS-A5	1/1/2021-12/31/2021	3/4/2021	6/4/2021	3/18/2022
DCFS	After Hours Emergency Heat Program (AHEHP)	17-0601-9/18-SS-A1 & A2	10/1/2018-9/30/2019	12/19/2018	1/11/2019	11/15/2019
DCFS	After Hours Emergency Heat Program (AHEHP)	17-0601-9/18-SS-A3	10/1/2019-9/30/2020	12/5/2019	12/20/2019	11/6/2020
DCFS	After Hours Emergency Heat Program (AHEHP)	17-0601-9/18-SS-A4 & A5	10/1/2020-9/30/2021	10/9/2020	1/15/2021	1/14/2022
DCFS	After Hours Emergency Heat Program (AHEHP)	21-0573-9/22-SS	10/1/2021-9/30/2022	11/30/2021	3/4/2022	11/18/2022
DCFS	Emergency Rental Assistance Program (ERAP-COVID-related)	21-0277-12/21-SS	5/1/2021-12/31/2021	7/2/2021	9/10/2021	2/18/2022
No Consideration Contracts						
DCFS	SNAP e-App	16-0601-12/17-SS-A1	1/1/2018-12/31/2019	2/8/2019		
DCFS	SNAP e-App	16-0601-12/17-SS-A2	1/1/2020-12/31/2020	6/19/2020		
DCFS	Low Income Home Energy Assistance Act Agreement 2019-20	19-0587-8/20-SS	8/3/2019-12/31/2019	12/26/2019		
DCFS	Low Income Home Energy Assistance Act Agreement 2020-21	20-0436-12/21-SS	8/31/2020-12/31/2021	10/6/2020		
DCFS	Low Income Home Energy Assistance Act Agreement 2021-22	21-0683-12/22-SS	8/31/2021-12/31/2022	2/2/2022		
2022 Contracts						
Planning	Handicap Accessibility Improvements & Water Damage Abatement (Amenia)	22-0150-8/23-PL	3/1/2022-8/31/2023	3/24/2022		
DCFS	Community Services Block Grant Support	22-0089-12/22-SS	1/1/2022-12/31/2022	2/14/2022		

Exhibit IV - Program Outcomes

	2018-2019	2019-2020	2020-2021
After Hours Emergency Heat Program (AHEHP)	SERVED/TARGET	SERVED/TARGET	SERVED/TARGET
Households receive no more than one (1) fuel depot visit or deliveries unless DCFS Supervisor authorizes any additional fuel pickup.	234/100	110/100	86/100
Households who receive fuel through the depot and appear eligible for HEAP apply for HEAP or have an active HEAP case.	112/50	85/50	33/50
Heating Energy Assistance Program Outreach & Weatherization Packaging (HEAP/WRAP)	SERVED	SERVED	SERVED
Heating Equipment Repair & Replacement (HERR)			
100% of DCDCFS requests to conduct a home visit within five (5) business days of referral to perform HEAP Outreach Weatherization Referral are met. (HEAP)	0	0	0
Appropriate action is taken in 100% of the cases to resolve the emergency situation with 18 hours of the emergency benefit application date if an eligible household is without heat or within 48 hrs. if loss of heat is imminent. (HERR)	81	60	63
80% of the cases of heating equipment repair or replacement work is completed within five (5) business days of bid approval/authorization by DCDCFS. (HERR)	70	59	51
	2019	2020	2021
Community Services Block Grant Support (CSBG)	SERVED/TARGET	SERVED/TARGET	SERVED/TARGET
Individuals obtain/maintain adequate nutrition	2517/2700	3247/2700	1572/2700
Individuals remain in their homes and avoid homelessness	246/225	229/225	155/225
Families' utilities remain on, providing lights and heat	616/800	591/800	725/800
Individuals obtain assistance to meet medical needs and/or purchase prescriptions	327/300	413/300	260/300
Individuals seeking employment obtain readiness and interview skills	160/100	102/100	136/100
Individuals in need of employment appropriate clothing are provided necessary attire	215/250	107/250	189/250

CAPDC Response Letter



Family Development Centers
Administrative Offices - 77 Cannon Street, Poughkeepsie NY 12601 (845) 452-5104
84 Cannon Street, Poughkeepsie NY 12601 (845) 452-5104
Northern Dutchess - 44-46 East Market Street, Red Hook NY 12571 (845) 876-1611
Southern Dutchess - 31 Eliza Street, Beacon NY 12508 (845) 831-2620
Eastern Dutchess - 3414 Route 22, Dover Plains NY 12522 (845) 877-9272

visit us at www.dutchesscap.org

April 19, 2023

Robin L. Lois
Dutchess County Comptroller
22 Market Street
Poughkeepsie, NY 12601

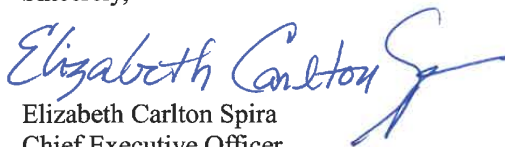
Dear Honorable Lois,

We have received the Dutchess County audit report for January 1, 2019 through December 31, 2021. On behalf of the Board of Directors and myself, I want to thank you and your team for your thorough review and thoughtful recommendations.

Community Action Partnership values the long-standing, collaborative working relationship the agency has with the department. The complexity of the multiple contracts presents numerous challenges, and we look forward to working with Dutchess County Department of Community & Family Services to strengthen processes to improve timely submissions.

Thank you again for your time and effort.

Sincerely,


Elizabeth Carlton Spira
Chief Executive Officer



Our Mission...

*To partner with individuals and families to eliminate poverty and identify the resources and opportunities available to them to enhance their self reliance.
"Engaging Communities, Empowering Individuals"*

The programs provided by this agency are partially funded by monies received from the County of Dutchess

OFFICE OF THE DUTCHESS COUNTY COMPTROLLER
ROBIN L. LOIS, COMPTROLLER



22 MARKET STREET, 4TH FLOOR
POUGHKEEPSIE, NEW YORK 12601

WWW.DUTCHESSNY.GOV/COMPTROLLER
COMPTROLLER@DUTCHESSNY.GOV

(845) 486-2050