

**STEPS**  
*Incorporated*



**ANNUAL REPORT 2014-2015**

*For over thirty years,  
STEPS Inc. has paved  
a road with many  
positive impacts  
on the lives of those  
we have had the  
privilege of serving.*

*“In the time we have  
it is surely our duty to do all the good we can  
to all the people we can  
in all the ways we can.”*

*William Barclay*

This quote seems extremely appropriate as STEPS continues to expand our impact...not only through new service lines, but also into new geographic regions. The roads we travel now include a geographic land base of 5,588 square miles covering twelve counties in South Central Virginia: Amelia, Appomattox, Brunswick, Buckingham, Charlotte, Cumberland, Goochland, Halifax, Lunenburg, Mecklenburg, Nottoway and Prince Edward. We take great pride in providing services that target eliminating poverty and empowering individuals to become fully integrated, contributing members of the community.

Our mission says it best and it is my responsibility to ensure that we never lose sight of our mission:

**STEPS is committed to coordinating, creating and delivering quality comprehensive services in an effort to foster self-sufficiency and eliminate poverty.**

For over twenty-five years, it has been my honor to lead an organization that is focused on improving the quality of life of our neighbors. Our STEPS Team is led by a committed Board of Directors, highly dedicated employees and a strong base of valued volunteers. Together these groups of devoted individuals have turned STEPS into one of the premier not for profit organizations in the State.

If you have not toured our operations, I encourage you to take the time to do so. I am certain you will see the positive impact STEPS is having on the lives of citizens in our region. Your support has been extremely valuable to our organization and we hope we can continue to count on you for many years to come.

Most sincerely,

Sharon L. Harrup, MS  
President & CEO



# Paving the Road

For over thirty years, STEPS, Inc. has paved a road with many positive impacts on the lives of those we have had the privilege of serving. In November of 2014, Governor McAuliffe announced STEPS was awarded the responsibility of becoming the designated **Community Action Agency** for Amelia, Buckingham, Cumberland, Nottoway, Lunenburg and Prince Edward. This was a “sign” on the road making it ever so clear what the mission of STEPS was destined to be in the future. This designation energized STEPS into focusing even more on a mission of promoting self-sufficiency and alleviating poverty. STEPS has twenty-nine programs under its four pillars of service; Economic Development, Education, Workforce Development and Housing. STEPS realized a void of leadership in South Central Virginia; early childhood education. Once again, STEPS responded to this call for leadership. In June of 2015, STEPS was awarded the grant for the provision of the Head Start Early Childhood Education program in nine counties: Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Goochland, Lunenburg Nottoway and Prince Edward. STEPS assumed operational responsibility on October 1, 2015. In July, 2015, STEPS agreed to manage *Project Discovery* and *SoarVA*, programs that encourages high school students to focus on their future by planning for advanced education following high school graduation. STEPS projects that the number of clients served during the first quarter of Fiscal Year 2016 will exceed by 50% the 921 clients that were served in the final quarter of Fiscal Year 2015. This momentum is inevitable in an organization founded on the solid principals evident in STEPS.

The poverty rate in the Commonwealth of Virginia is 11.1%. When comparing the individual county rates in our region to the State average, you can see how significant the need is:

Amelia:	10.1 %
Buckingham:	24.7 %
Cumberland:	14.4 %
Nottoway:	16.8 %
Lunenburg:	22.4%
Prince Edward:	19.7 %

*\*Statistics from Community Commons.org.*

With this knowledge, it is imperative STEPS plans strategically to put programs in place to positively impact the impoverished in our community. A Comprehensive Needs Assessment was developed and implemented with a tremendous base of responses. The Needs Assessment results will provide the Board of Directors with knowledge regarding community weaknesses in order to construct a meaningful plan for the future. STEPS is an organization eager to build a system of service delivery through partnerships to meet the needs of low income individuals and solidify the strengths of the community. Through an operationalized Total Quality Improvement Plan, STEPS will measure the impact of existing programs and ensure any new investment dollars will be targeted to the most intense needs.

Taaluma Totes manufactured  
in STEPS Victoria plant.

[www.carryacountry.com](http://www.carryacountry.com)



## THE PROMISE OF COMMUNITY ACTION

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

*Leading  
the way  
for change...*



As part of the *Balance of State in the Continuum of Care*, STEPS is the lead agency for the *Heartland Local Planning Group* (HLPG). The HLPG is a collaborative group of twenty-one member agencies/individuals in our region. Through a contractual agreement with the Virginia Department of Housing and Community Development, STEPS ensures that the HLPG remains focused on reducing/eliminating homelessness in our region by working collaboratively with each other.

The goal to end chronic homelessness includes the following guiding principles to:

- End Veteran Homelessness;
- End Family and Youth Homelessness; and
- Setting a path to end all Homelessness.

Annually, the Heartland Local Planning Group participates in a *Point in Time Count* to identify homeless individuals and to document the rate of homelessness in the region. Two statistics in this region that indicate an increased vulnerability are:

- 18.02 % of the population live at or below the poverty level; and
- 24.75 % has less than a high school diploma.

These are only two factors that make the likelihood of homelessness in the Heartland Local Planning Group probable. The planning group meets twice a year and the HLPG Board of Directors meets at least quarterly. These meetings typically take the form of sharing information, merging efforts and resources. STEPS is taking the lead to develop a resource guide to offer individuals so they are aware of regional emergency resources that are available.

## *Heartland Local Planning Group:*

*A coalition of  
twenty-one partners  
joining efforts to end  
homelessness*

## Our Four Pillars of Service

### I. ECONOMIC DEVELOPMENT

- **Recycling Center** - Employs adults with disabilities in a “green” business line recycling over 800 tons of material on an annual basis.
- **Secure Document Destruction** - Employs adults with disabilities in a “green” business line which shreds confidential documents for businesses/citizens and recycles over 400 tons of paper each year, while ensuring the security of all documents entrusted to our care.
- **Victoria Job Training and Manufacturing Plant** - Employs individuals with disabilities in an integrated competitive manufacturing environment producing *Taaluma Totes*® (recently seen on *Shark Tank*®), *Puppy Bumpers*®. Several new product lines are currently in development.
- **STEPS Centre** - Provides a local option for conferences, organizations and not-for-profits by renting the facility, pipe/drape and tables/chairs.
- **Transportation** - Funds a public transportation route in rural Virginia for all citizens to have access to affordable transportation. STEPS also provides client-specific transportation to STEPS’ worksites.

### II. EDUCATION

- **Head Start** - Provides early childhood education to 286 three & four year old children in nine South Central Virginia counties (operational October 1, 2015).
- **Project Discovery & SoarVA** - Provides support to students who are at risk of dropping out of school.
- **Family Partnership Facilitation** - Provides local Departments of Social Services a certified facilitator to aid in making a safe plan for a child.

### III. HOUSING

- **Energy Share** - Provides assistance in paying heating and cooling bills for families in need.
- **Virginia Homeless Solutions Program** - Provides case management services to individuals/families who are homeless or at risk of becoming homeless.

### IV. WORKFORCE DEVELOPMENT

- **Senior Community Employment Service** - Employs individuals 55 and older who find it challenging to obtain employment due to their skill level and age.
- **Services to Citizens with Disabilities** - Offers employment programs through a vendorship agreement with the Department of Aging and Rehabilitative Services
- **Transitional Work Adjustment Training** - Provides employment opportunities to special education students transitioning from public education to the non-entitlement adult world of work.
- **Workplace Supports** - Assists TANF recipients locate employment in order to move off of public assistance and become self-sufficient.

Diversity  
of Service  
Optimizes  
STEPS  
Impact



In 2014, STEPS partnered with Dominion Virginia Power to operate their *EnergyShare* program. This desperately needed resource allows for payment of heating and cooling expenses when client eligibility is met. As stewards of the Dominion Virginia Power *EnergyShare* funds, we carefully manage these precious dollars to ensure assistance will be targeted to those with the most need. Last fiscal year, 241 households had their energy sources stabilized through the generosity of the Dominion Virginia Power *EnergyShare* funds.

*Virginia  
Homeless  
Solutions  
Program*



*STEPS'  
Virginia  
Homeless  
Solutions  
Program  
served  
eighty-two  
households  
in 2015*

In July of 2013, STEPS began providing services to citizens who are homeless or those at risk of becoming homeless. In addition, the presenting client must also have a household income at or below 125% of the *Household Federal Poverty Guidelines*. This critically important program, the Virginia Homeless Solutions Program (VHSP), is funded through the Virginia Department of Housing and Community Development. STEPS services and funds are divided into three separate programs:

- **Prevention** funds are targeted to help “prevent” someone from becoming homeless. The client must have an eviction or pay quit notice as well as fall under the household poverty guidelines. The client is expected to provide the following documentation in order to qualify: the pay or quit/eviction notice, picture identification, verification of income/assistance and birth certificates for minors in the household. Payment may be made to assist in retaining the existing housing or transition to alternative housing. Placement could be with relatives or friends or a shelter operation
- **Shelter Operations** is targeted for clients who are literally homeless and have nowhere to go that is habitable. STEPS will place the client in a shelter unit until we can identify suitable housing and ultimately transition the client to the next stage of the program, Rapid Rehousing.
- **Rapid Rehousing** services address several different issues: assisting a client currently residing in a shelter with rehousing; stopping a pending eviction; and facilitating relocation due to a domestic violence situation. STEPS, Inc. can aid the client by obtaining a habitable rental unit as well as providing the first month’s rent and security deposit if necessary.

The STEPS Housing Case Manager uses a comprehensive assessment to identify the individual/family needs and focus his energy appropriately. Through our case management services, STEPS staff is often able to facilitate the client’s ability to stabilize, maintain, or obtain adequate permanent housing, often with a family member. This program served eighty-two households in 2015.

# Affiliations & Memberships

## STEPS, Inc., Statement of Financial Position

As of June 30, 2015

### ASSETS

Cash & Cash Equivalents	88,233
Accounts Receivable	178,595
Prepaid Expenses	21,668
Property & Equipment	1,518,730
<b>Total Assets</b>	<b>1,807,226</b>

### LIABILITIES

Accounts Payable	246,470
Payroll Liabilities	54,425
Line of Credit	404,936
Notes Payable	484,689
<b>Total Liabilities</b>	<b>1,190,520</b>

**NET ASSETS 616,706**

**LIABILITIES & NET ASSETS 1,807,226**





**Corporate Office**  
225 Industrial Park Road  
Farmville, VA 23901  
Telephone 434-315-5909

**Victoria Plant**  
300 Court Street  
Victoria, VA 23974

**Human Services/CAA**  
225 Industrial Park Road  
Farmville, VA 23901

**STEPS Centre**  
*Head Start Administrative Offices  
and Secure Document Destruction*  
100 Industrial Park Road  
Farmville, VA 23901

**Visit our website**  
[www.STEPS-Inc.org](http://www.STEPS-Inc.org)

**For information email STEPS**  
[info@STEPS-Inc.org](mailto:info@STEPS-Inc.org)

## *Board of Directors*

*FISCAL YEAR 2014–2015  
EXECUTIVE COMMITTEE*

**KEN PATTERSON**  
Chair

**WANDA BASS**  
Vice Chair

**TERESA STEWART**  
Treasurer

**JENNIFER TOWNSEND**  
Secretary

**TESSIE B. BACON**  
Attorney

## *Donations*

July 1, 2014 - June 30, 2015

### **INDIVIDUALS**

Mr. and Mrs. Ernest H. Bowling

Pamela Butler

Anne Hamlett

Robert M. Jones

Joseph F. Morrissette

Donna Perry Andrews

Sheryla A. Reitz

Dr. John H. Varner, Jr.

Bettye A. Williams

### **NAP\* DONOR**

Kyanite Mining Corporation

\*The Neighborhood Assistance Program (NAP) uses state income tax credits as incentives for individuals and businesses to invest directly in certain approved community projects designed to benefit impoverished people. In return for an individual's contribution of cash or marketable securities and businesses' contributions of cash, goods, or professional services to approved organizations, donors receive a tax credit equaling 40% of the value of the contribution that they may apply against their state income tax liability.

### **BUSINESSES & ORGANIZATIONS**

Abilene Motor Express, Inc.

Blackstone Ruritan Club

Centra Southside Community Hospital

Citizens Bank and Trust Company

Eureka Baptist Church

Farmville Lions Club

Fourth Street Motor Company, Inc.

Honeycutt & McGuire

Prospect Volunteer Fire Department,  
Inc. Auxiliary

The Bank of Charlotte County

Wal-Mart

Womans Club of Farmville, GFWC

Woodforest National Bank

Please send inquiries to:  
Cynthia A. Saunders  
434.315.5909 x209  
[csaunders@STEPS-inc.org](mailto:csaunders@STEPS-inc.org)

*STEPS is an equal opportunity  
provider and employer.*

Every effort has been made to ensure the  
accuracy of this list. We apologize for any  
errors or omissions.

