



DATE	October 20, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 198 922 740#

Budget & Finance Committee Agenda

Per Governor's Executive Order N-29-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. Call to Order

2. Roll Call

Janea Benton (Chair)
Fred Plane

Jonathan Mullings
Ana Vigil

Guadalupe Perez

3. Public Comments

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

- | | |
|--|---|
| <p>a. Head Start / Early Head Start Budget to Actual Reports – Info Item</p> <ol style="list-style-type: none"> 1. Kern Head Start Budget to Actual for the Period Ended September 30, 2021 (p. 3-5) 2. Kern Early Head Start budget to Actual for the Period Ended September 30, 2021 (p. 6-9) 3. San Joaquin Early Head Start budget to Actual for the Period Ended September 30, 2021 (p. 10-13) 4. Early Head Start Child Care Partnerships & Expansion budget to Actual for the Period Ended September 30, 2021 (p. 14-16) 5. American Rescue Plan Funding Budget to Actual for the Period Ended September 30, 2021 (p. 17-19) | <p>Heather McCarley, Finance Manager</p> |
| <p>b. Federal Volunteer Income Tax Assistance (VITA) Program One Year Award – Action Item (p. 20-21)</p> | <p>Freddy Hernandez, Director of Youth & Community Services</p> |
| <p>c. Call 2-1-1 Information and Referral Service Agreement with the County of Kern – Action Item (p. 22-29)</p> | <p>Jennifer Jordan, 211 Kern Program Administrator</p> |
| <p>d. Application for Continued Funding of Early Head Start San Joaquin – Action Item (p. 30-32)</p> | <p>Jerry Meade, HS Assistant Director - Programs</p> |
| <p>e. Application to Consolidate Head Start Grants – Action Item (p. 33-35)</p> | <p>Jerry Meade, Senior Community Development Specialist</p> |

- f. Funding Profile – Health & Human Services Agency for the VITA CalEITC+ Program – **Action Item (p. 36-44)** Vanessa Cortez, Partnership Administrator
- g. Selection of Insurance Broker – **Action Item (p. 45-46)** Emilio Wagner, Director of Operations
- h. September 2021 Financial Statements – **Action Item (p. 47-106)** Tracy Webster, Chief Financial Officer

5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
12:00 pm
Wednesday, November 10, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, October 15, 2021. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Budget and Finance Committee
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: October 20, 2021
Subject: *Head Start - Kern*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 51% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 57% of the budget.

Carryover Funds

Overall expenditures are at 35% of the budget.

COVID Cares Funds

Overall expenditures are at 74% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

Non-Federal share is at 63% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2021 - February 28, 2022

Report Period: March 1, 2021 - September 30, 2021

Month 7 of 12 (58.3%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	4,622,109	5,378,413	46%	54%
FRINGE BENEFITS	2,787,432	1,475,081	1,312,351	53%	47%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	269,709	463,730	37%	63%
CONTRACTUAL	148,506	60,298	88,208	41%	59%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	1,914,630	834,195	70%	30%
INDIRECT	1,583,809	816,927	766,882	52%	48%
TOTAL BASE FUNDING	18,002,533	9,158,754	8,843,779	51%	49%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	6,375	35,529	15%	85%
SUPPLIES	23,986	14,440	9,546	60%	40%
CONTRACTUAL	22,800	25,849	(3,049)	113%	-13%
OTHER	72,752	45,777	26,975	63%	37%
INDIRECT	16,144	9,350	6,794	58%	42%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	101,790	75,796	57%	43%

CARRYOVER

SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	899,385	1,377,518	40%	60%
OTHER	20,000	0			
INDIRECT	231,443	0	231,443		
TOTAL CARRYOVER	2,545,640	899,385	1,626,255	35%	65%

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	139,291	156,043		
OTHER	155,558	60,699	94,859		
INDIRECT	46,675	33,196	13,478		
TOTAL COVID CARES	497,567	366,570	130,997	74%	26%

GRAND TOTAL HS FEDERAL FUNDS	21,223,326	10,526,499	10,676,827	50%	50%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	911,248	656,390	58%	42%
CALIF DEPT OF ED	5,193,619	3,314,545	1,879,074	64%	36%
TOTAL NON-FEDERAL	6,761,257	4,225,793	2,535,464	63%	37%

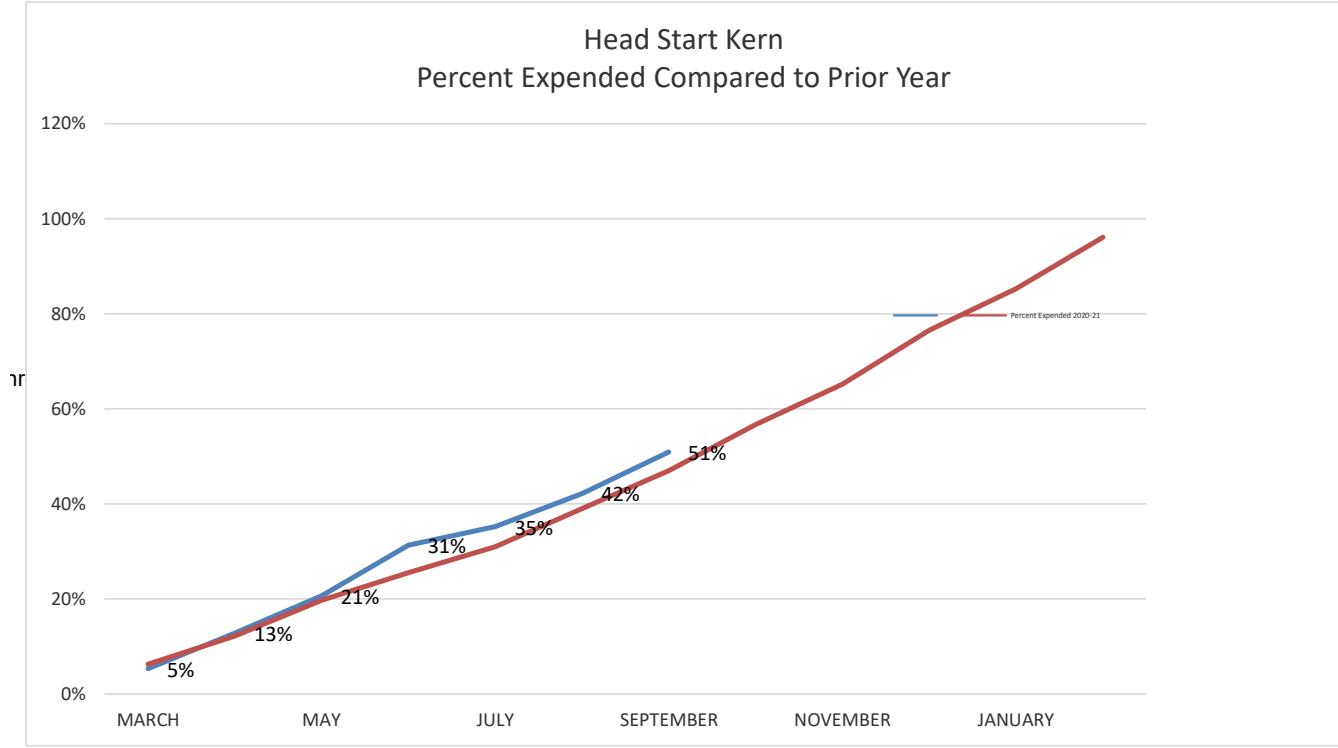
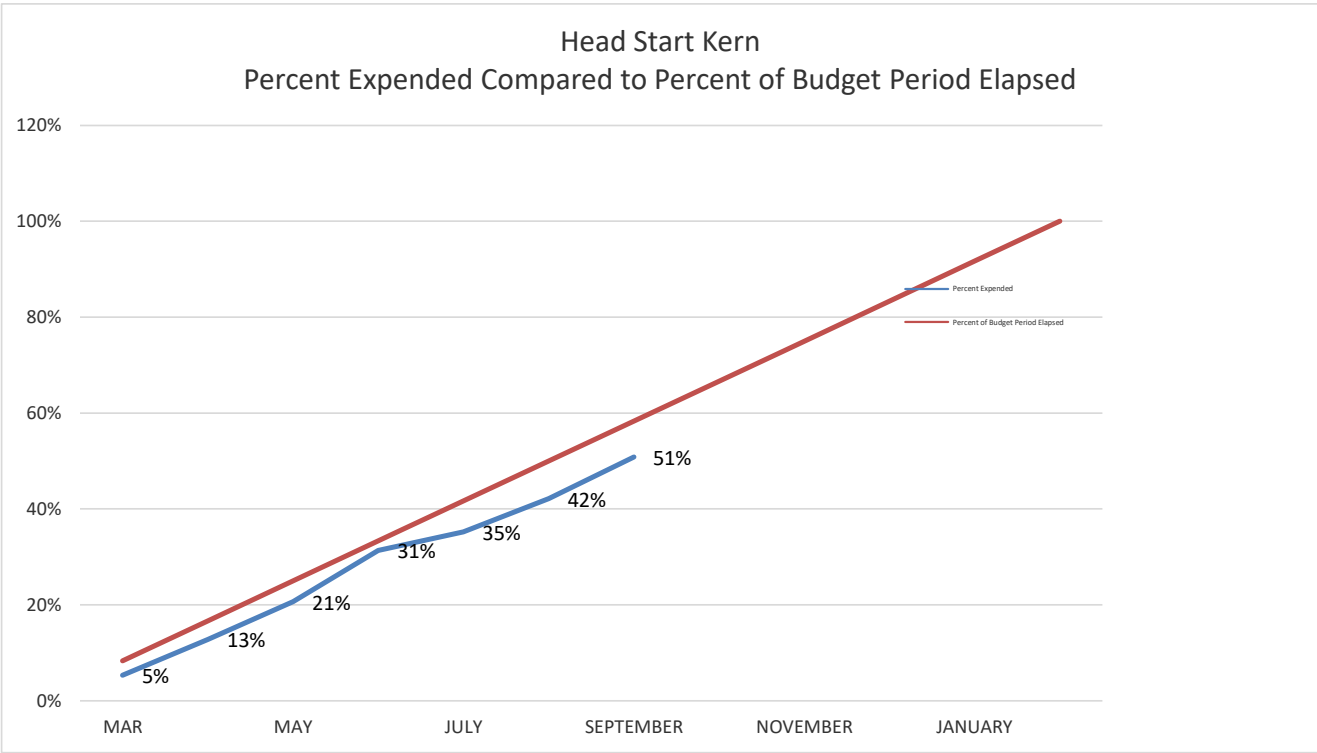
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

Administrative Cost for HS and EHS Kern **6.9%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	29,614				29,614	10/15/2021
Lowe's	1,239.71				1,240.00	10/7/2021
Smart & Final	81.38				81	10/1/2021
Save Mart	2,901.87				2,902	10/6/2021
Chevron & Texaco Business Card	9,200				9,200	10/6/2021
Home Depot	404				404	10/5/2021
	43,441	0	0	0	43,441	





MEMORANDUM

To: Budget and Finance Committee
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: October 20, 2021
Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 44% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 49% of the budget.

Carryover Funds

Overall expenditures are at 1% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

**Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - September 30, 2021
Month 7 of 12 (58.3%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	2,300,159	2,720,974	46%	54%
FRINGE BENEFITS	1,751,175	652,957	1,098,218	37%	63%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	161,339	322,105	33%	67%
CONTRACTUAL	36,432	22,662	13,770	62%	38%
CONSTRUCTION	0	0	0		
OTHER	920,158	474,517	445,641	52%	48%
INDIRECT	809,704	339,933	469,771	42%	58%
TOTAL BASE FUNDING	9,022,046	3,951,569	5,070,477	44%	56%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	32,253	2,791	29,462	9%	91%
SUPPLIES	6,807	4,837	1,970	71%	29%
CONTRACTUAL	11,412	48,516	(37,104)	425%	-325%
OTHER	102,788	18,245	84,543	18%	82%
INDIRECT	15,326	7,423	7,903	48%	52%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	81,812	86,774	49%	51%

CARRYOVER

SUPPLIES			0	#DIV/0!	#DIV/0!
CONTRACTUAL			0	#DIV/0!	#DIV/0!
CONSTRUCTION	4,208,158	60,926	4,147,232	1%	99%
OTHER		0	0		
INDIRECT	117,543	0	117,543		
TOTAL CARRYOVER	4,325,701	60,926	4,264,775	1%	99%

COVID CARES

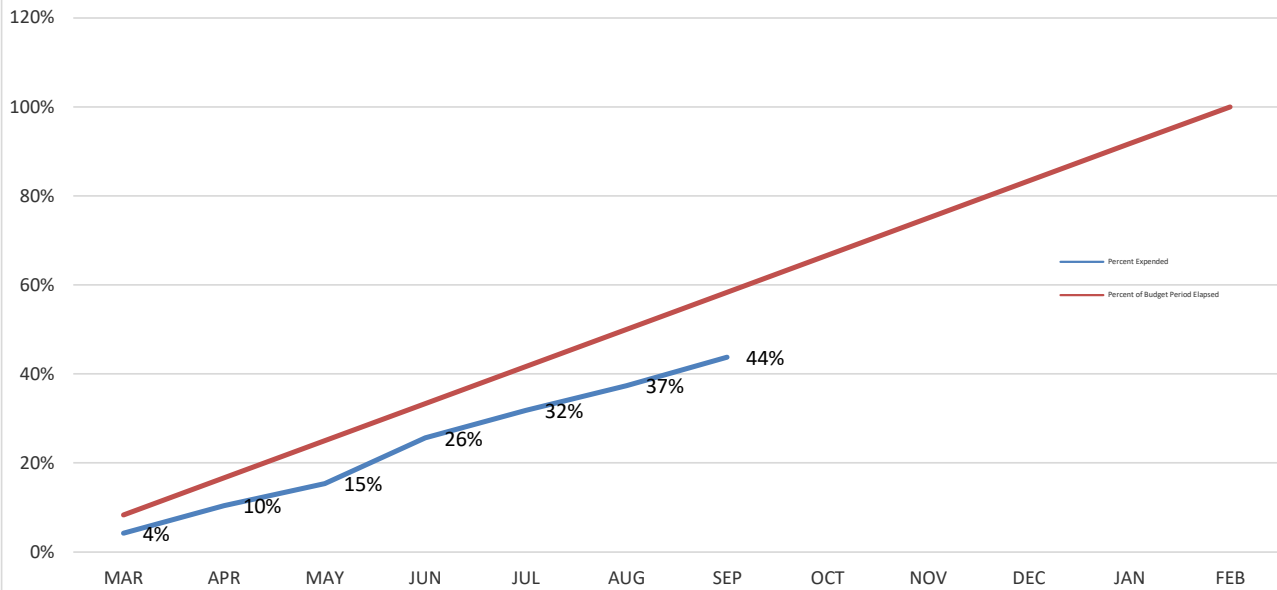
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	182	66,739	0%	100%
OTHER	18,194	19,457	(1,263)	107%	-7%
INDIRECT	9,068	11,103	(2,035)		
TOTAL COVID CARES	94,182	94,413	(231)	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	13,610,515	4,188,720	9,421,796	31%	69%
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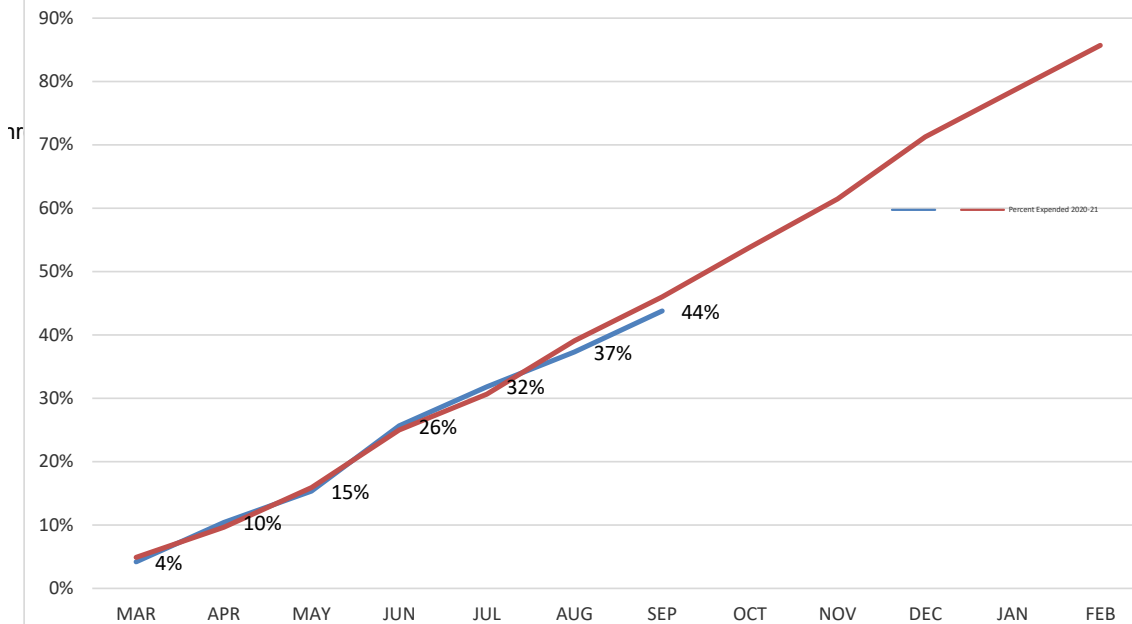
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
 Budget Period: March 1, 2021 through February 28, 2022
 Report for period ending **August 31, 2021** (Month 6 of 12)
 Percent of budget period elapsed: **50%**

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	36	10,225	40,535	25%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	144	16,006	20,268	79%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	1,968	79	15,211	60,803	25%
Broadway	40	9,072	8,492	6,658	0	0	804	95	25,122	40,535	62%
California City	34	7,983	7,727	3,833	0	0	492	136	20,171	34,455	59%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	0	72,232	23,308	310%
Delano	76	19,953	21,082	15,436	8,265	6,572	2,353	0	73,661	77,017	96%
East California	52	14,322	16,129	16,718	15,278	15,044	7,483	75	85,049	52,696	161%
Fairfax	40	8,429	9,246	5,856	0	0	1,529	127	25,187	40,535	62%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	55	32,160	40,535	79%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	5,600	0	60,674	158,087	38%
Heritage	20	5,914	6,825	3,362	0	0	397	109	16,607	20,268	82%
Home Base	123	12,960	10,178	8,707	6,057	6,723	3,784	0	48,409	62,323	78%
Lamont	20	3,352	4,009	406	1,055	1,485	0	0	10,306	20,268	51%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	5,192	0	183	34,465	72,963	47%
McFarland	20	2,099	2,182	1,391	0	0	985	161	6,817	20,268	34%
Mojave	20	7,890	10,296	5,212	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	1,557	0	27,588	60,803	45%
Pete H. Parra	128	9,302	10,728	9,209	0	0	0	0	29,238	129,713	23%
Planz	20	0	1,168	0	0	0	0	68	1,237	20,268	6%
Primeros Pasos	78	13,394	9,779	8,252	2,597	3,316	2,133	149	39,619	79,044	50%
Rosamond	80	5,024	6,643	2,972	1,649	0	0	51	16,340	81,070	20%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,361	0	15,390	40,535	38%
Seibert	40	0	0	0	0	0	0	0	0	40,535	0%
Shafter	20	3,661	2,948	2,292	1,198	0	0	145	10,244	20,268	51%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	1,094	73	11,930	25,334	47%
Sterling	124	7,380	8,415	7,213	8,151	7,074	1,170	73	39,475	125,659	31%
Sunrise Villa	20	2,328	1,874	651	1,718	0	789	0	7,361	20,268	36%
Taft	63	4,500	5,261	3,946	0	0	430	53	14,191	63,843	22%
Tehachapi	34	2,181	0	0	0	0	0	136	2,318	34,455	7%
Vineland	20	4,160	2,420	923	1,009	1,100	609	133	10,354	20,268	51%
Virginia	40	3,948	4,743	3,377	0	0	0	85	12,153	40,535	30%
Wesley	60	27,407	27,036	13,247	0	0	2,686	0	70,376	60,803	116%
Willow	55	5,130	4,162	2,753	0	0	762	0	12,807	55,736	23%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	15,000	
Program Services		23	130	119	10,127	0	0	6,907	17,306	74,265	23%
SUBTOTAL IN-KIND	1,763	240,533	249,365	180,185	105,391	78,122	50,954	9,074	913,625	1,813,530	50%

State General Child Care*	218,706	214,532	221,798	216,097	167,020	182,708	187,329	1,408,189	2,821,834	50%
State Preschool*	395,510	387,783	334,094	184,445	165,206	155,454	233,778	1,856,270	3,865,832	48%
State Migrant Child Care*	9,413	9,710	9,016	9,016	4,013	4,161	4,756	50,085	125,833	40%
SUBTOTAL CA DEPT of ED	623,628	612,025	564,909	409,558	336,238	342,324	425,863	3,314,545	6,813,499	49%

GRAND TOTAL **864,161** **861,390** **745,094** **514,949** **414,360** **393,278** **434,937** **4,228,170** **8,627,029** **49%**

*May include estimates



MEMORANDUM

To: Budget and Finance Committee
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: October 20, 2021
Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through September 30, 2021. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 56% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 66% of the budget. The combined personnel and fringe benefit expenses are at 66% of this budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 96% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County**

Budget to Actual Report

Budget Period: February 1, 2021 - January 31, 2022

Report Period: February 1, 2021 - September 30, 2021

Month 8 of 12 (66.67%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	1,773,599	1,465,970	55%	45%
FRINGE BENEFITS	913,403	470,200	443,203	51%	49%
TRAVEL	0	10,092	(10,092)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	130,220	78,085	52,135	60%	40%
CONTRACTUAL	9,500	10,567	(1,067)	111%	-11%
OTHER	720,292	467,273	253,019	65%	35%
INDIRECT	498,077	269,867	228,210	54%	46%
TOTAL	5,556,061	3,110,873	2,445,188	56%	44%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	49,670	32,568	17,102	66%	34%
FRINGE BENEFITS	21,950	14,711	7,239	67%	33%
TRAVEL	3,260	1,809	1,451	55%	45%
SUPPLIES	6,815	748	6,067	11%	89%
CONTRACTUAL	7,345	8,100	(755)	110%	-10%
OTHER	19,301	14,084	5,217	73%	27%
INDIRECT	10,834	7,194	3,640	66%	34%
TOTAL	119,175	79,214	39,961	66%	34%

CARRYOVER

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	481,986	0	481,986	0%	100%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,873	30,070	59%	41%
OTHER	24,314	29,715	(5,401)	122%	-22%
INDIRECT	9,726	11,861	(2,135)	122%	-22%
TOTAL	106,983	106,983	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,264,205	3,297,070	2,967,135	53%	47%
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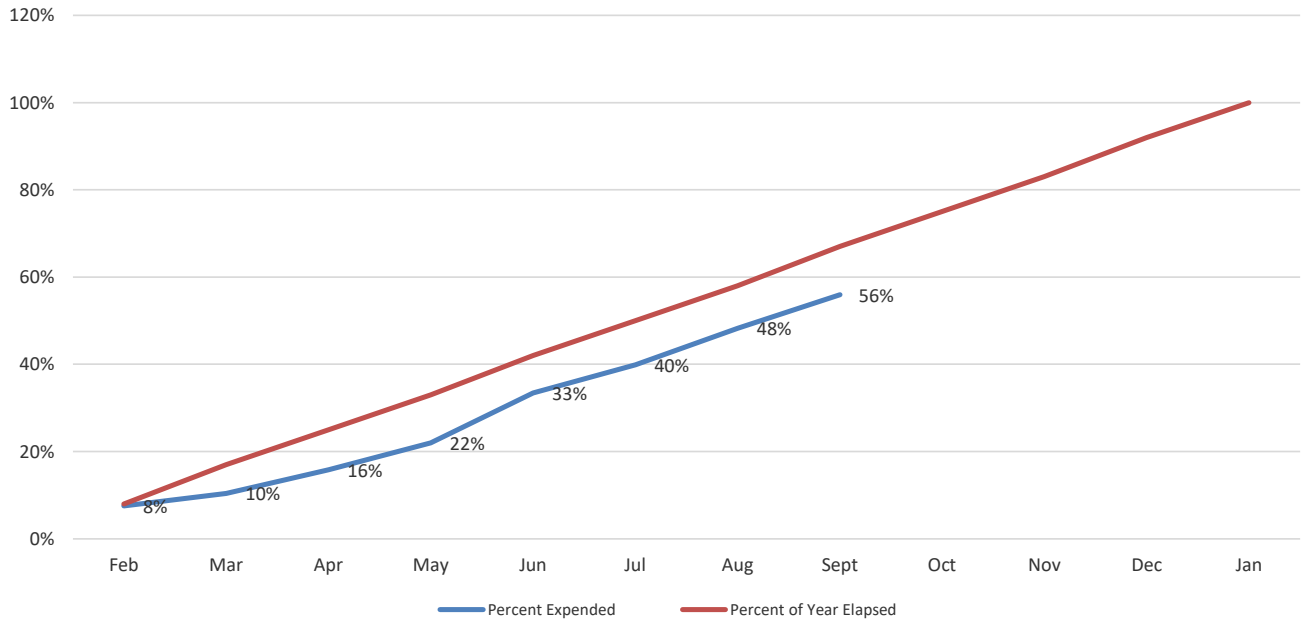
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	1,340,390	61,678	96%	4%
TOTAL NON-FEDERAL FUNDS	1,402,068	1,340,390	61,678	96%	4%

Centralized Administrative Cost 6.0%
Program Administrative Cost 3.0%
Total Administrative Cost 9.0%

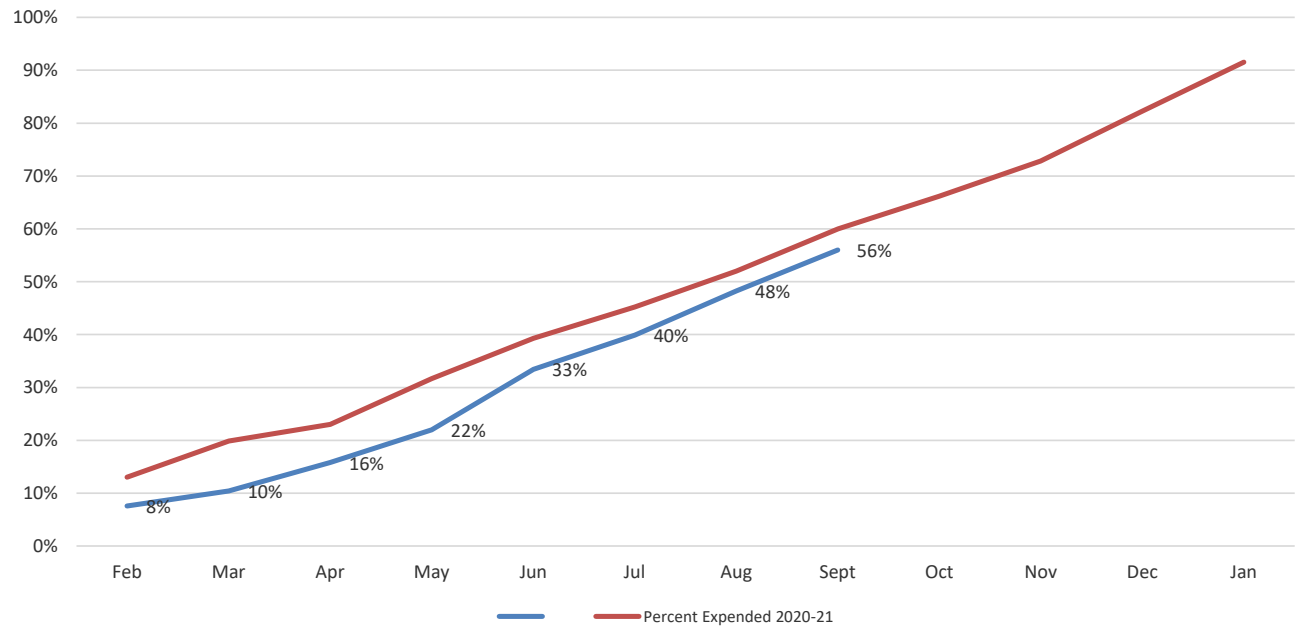
Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind Year-to-Date Report

Budget Period: February 1, 2021 through January 31, 2022

Report for period ending July 31, **2021** (Month 6 of 12)

Percent of budget period elapsed: **50%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,330	364	1,180	627	11,202	39,646	28%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,454	3,486	18,686	33,039	57%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	8,472	26,431	32%
Kennedy	16	1,188	858	927	699	844	1,095	1,260	6,870	26,431	26%
Lodi Home Base	35	0	6,413	5,295	1,712	3,093	871	0	17,384	28,909	60%
Lodi UCC	30	3,271	3,946	2,019	5,524	2,934	2,945	3,246	23,886	49,558	48%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	17,443	9,912	176%
Marci Massei	24	2,453	3,257	2,521	1,766	2,170	2,231	1,597	15,994	39,646	40%
St. Mary's	24	3,029	2,929	3,172	2,203	1,809	2,760	0	15,901	39,646	40%
Stockton Home Base	90	5,231	9,230	10,569	6,339	4,433	6,659	4,036	46,496	74,337	63%
Tracy Home Base	12	0	0	0	0	0	1,654	0	1,654	9,912	17%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,347	23,881	39,646	60%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	133,163	108,412	123%
Policy Council		0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	40,606	55,437	56,773	46,441	31,696	38,138	28,666	341,032	526,525	65%

State General Child Care*	120,553	164,511	162,164	150,886	151,577	80,599	85,432	999,357	1,175,152	85%
SUBTOTAL CA DEPT of ED	120,553	164,511	162,164	150,886	151,577	80,599	85,432	999,357	1,175,152	85%

GRAND TOTAL **161,159 219,948 218,937 197,327 183,273 118,737 114,098 1,340,389 1,701,677 79%**

*May include estimates



MEMORANDUM

To: Budget and Finance Committee
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: October 20, 2021
Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 37% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 47% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report

Budget Period: March 1, 2021 - February 28, 2022

Report Period: March 1, 2021 - September 30, 2021

Month 7 of 12 (58.3%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	334,321	334,560	50%	50%
FRINGE BENEFITS	183,736	94,041	89,695	51%	49%
SUPPLIES	37,083	45,418	(8,335)	122%	-22%
CONTRACTUAL	1,091,504	199,028	892,476	18%	82%
OTHER	231,300	141,758	89,543	61%	39%
INDIRECT	215,164	76,342	138,822	35%	65%
TOTAL BASE FUNDING	2,427,668	890,907	1,536,761	37%	63%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	838	4,456	16%	84%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	695	28,698	2%	98%
INDIRECT	5,107	368	4,739	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	4,054	52,131	7%	93%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	0	2,458,581	0%	100%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	39,000	(24,879)	276%	-176%
INDIRECT	4,412	0	4,412	0%	100%
TOTAL CARRYOVER	2,507,114	39,000	2,468,114	2%	98%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,917	70,818	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	112,302	20,948	95,554	19%	81%

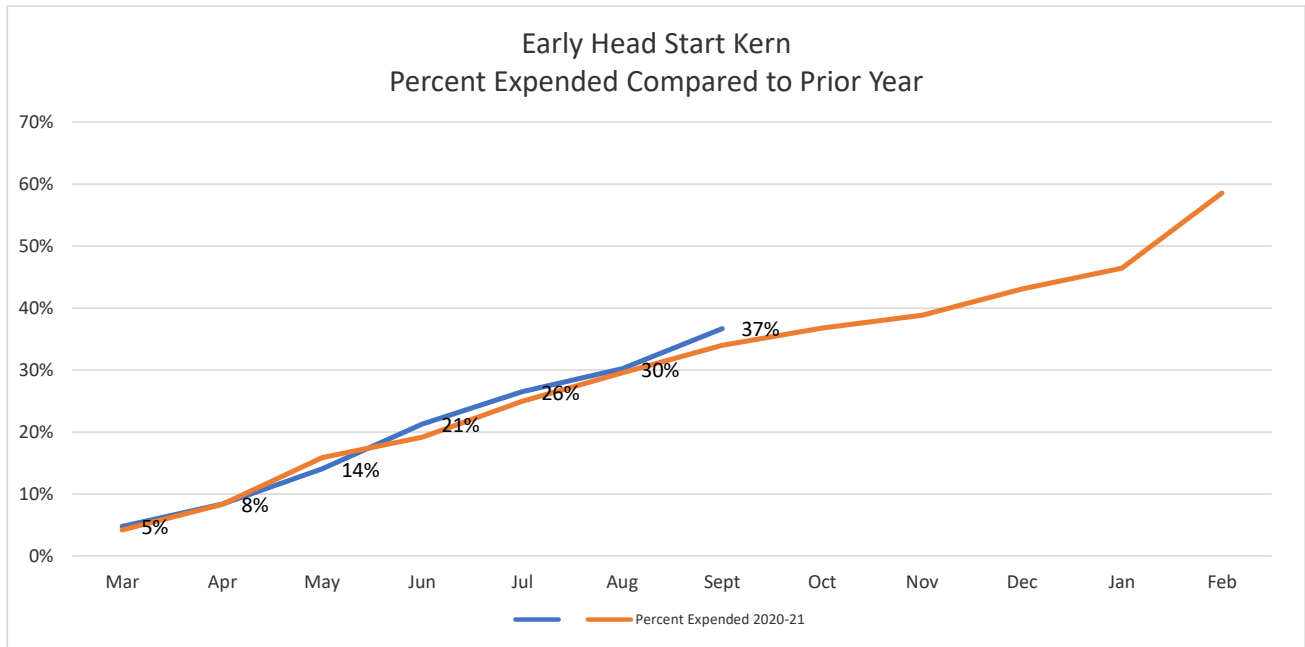
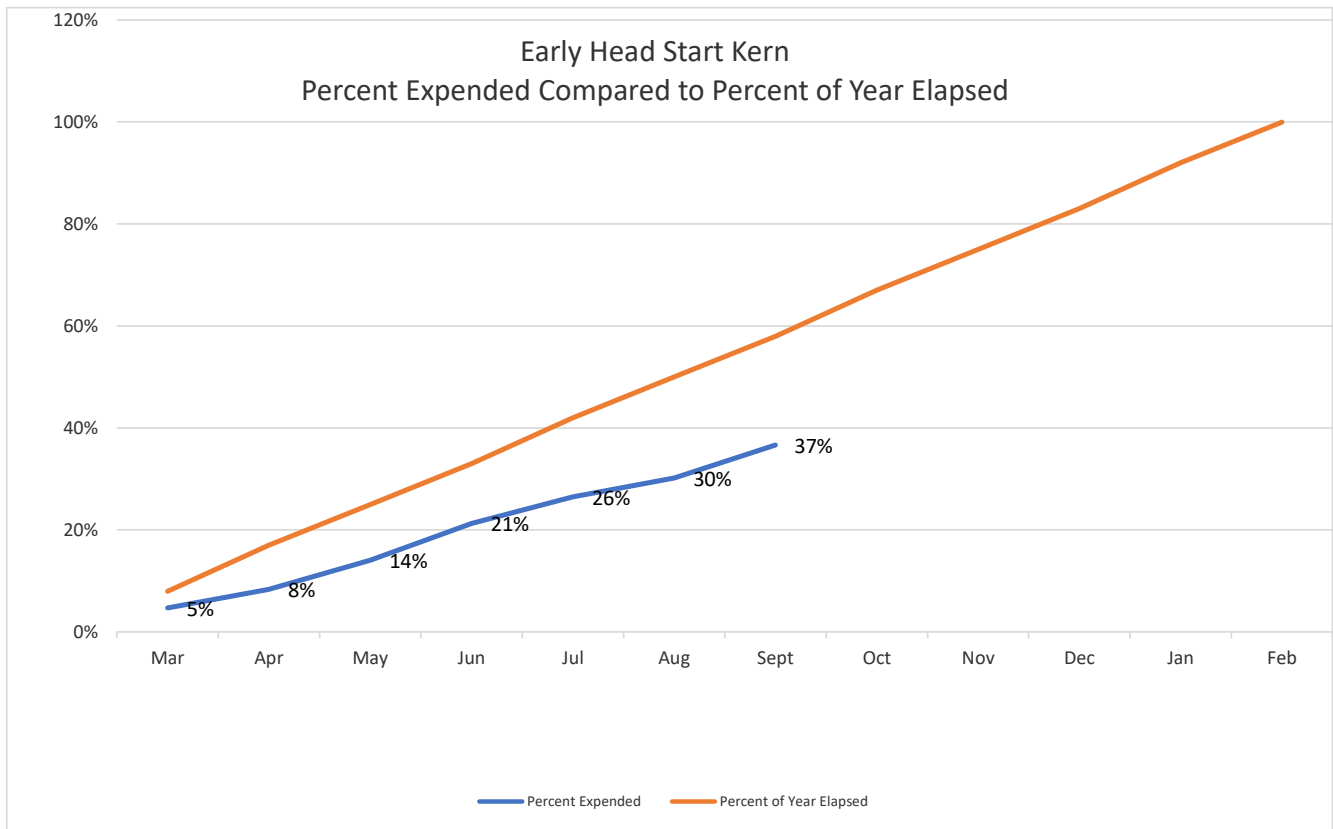
GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	954,910	4,152,560	19%	81%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	164,028	424,228	28%	72%
TOTAL NON-FEDERAL	588,256	164,028	424,228	28%	72%

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021





MEMORANDUM

To: Budget and Finance Committee of the Policy Council
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: October 20, 2021
Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through September 30, 2021. Six months (50.0%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 14% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - September 30, 2021

Month 6 of 12 (50.0%)

Prepared 10/14/2021

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	670,559	670,559	0	100%	0%

American Rescue Plan Act

PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,593	162,341	36%	64%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	2,665,802	371,475	2,294,327	14%	86%

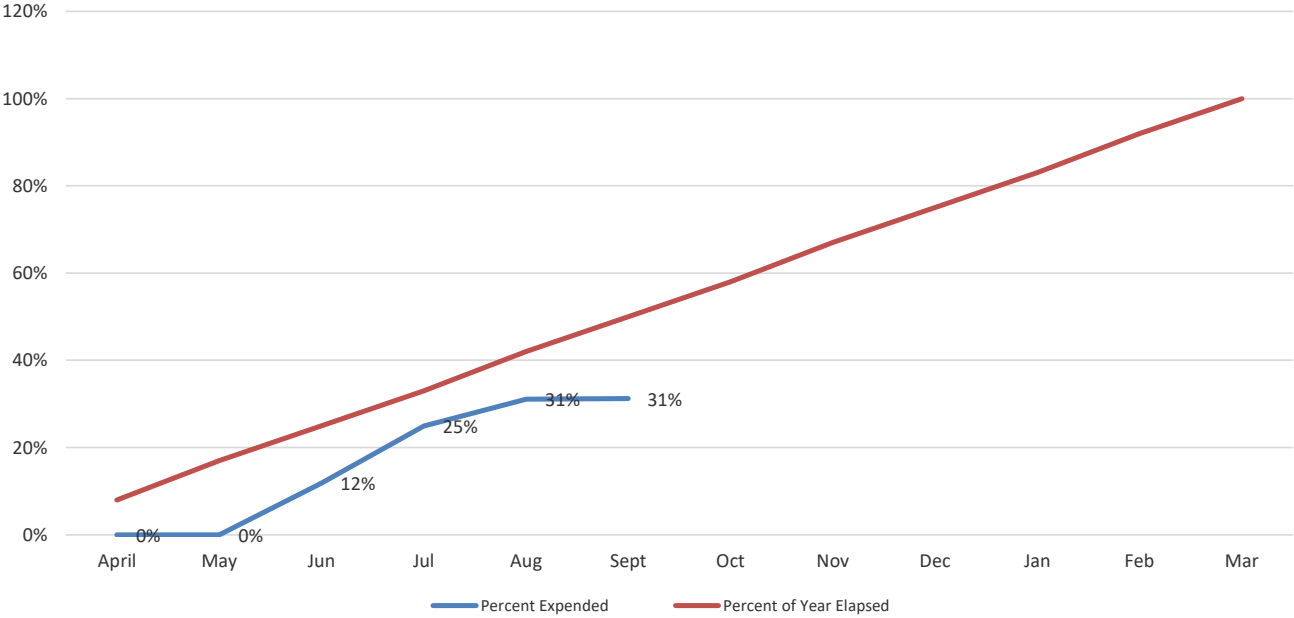
GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	1,042,034	2,294,327	31%	69%
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Centralized Administrative Cost	5.8%
Program Administrative Cost	0.0%
Total Administrative Cost	5.9%

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 9/31/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed





MEMORANDUM

To: Budget & Finance Committee

From: 
Freddy Hernandez, Director of Youth & Community Services

Date: October 13, 2021

Subject: *Agenda Item 4b*: Federal VITA Volunteer Income Tax Assistance Program
One Year Award – **Action Item**

On October 1, 2021, the Volunteer Income Tax Assistance (VITA) program received a one-year award notice for the amount of \$200,693 from the Internal Revenue Service (IRS), to offer volunteer income tax assistance services to low-income individuals and families throughout Kern County. This is an increase of \$33,851 when compared to last year. The contract period will be from October 1, 2021 through September 30, 2022.

This project enables the VITA program to extend income tax assistant services to the underserved population in urban and non-urban areas in order to increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve the accuracy rate of returns. We are currently in the process of renegotiating an agreement with United Way of Kern, for the 2021 – 2022 grant year in order to assist with the tax preparation services provided throughout Kern County.

The project is funded as part of the IRS initiative to provide taxpayer education and to assist low-to moderate income individuals and families with free tax preparation services. Last year the VITA program filed 7,185 tax returns that generated \$12,129,258 of tax refunds to the county of Kern. This program supports the federal and state efforts to help low-income individuals and families to complete their annual taxes and receive financial support. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who are often not aware of the financial benefits when they file taxes. This program is designed to provide tax education, financial assistance, and support to a targeted population in Kern County.

Recommendation:

Staff recommends the Budget and Finance Committee to approve the VITA contract and authorize the Chief Executive Officer to execute the contract.

Attachment:

VITA – 22VITA0297

Form 13981 (April 2020)	Department of the Treasury - Internal Revenue Service Grant Agreement	VITA
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**General Federal Award
Information**

Recipient name COMMUNITY ACTION PARTNERSHIP OF KERN	Federal Award Identifier Number (FAIN) 22VITA0297
Recipient address 5005 Business Park North, Bakersfield, CA 85004	Federal award date October 1, 2021
DUNS/UEI 072947617/MH2JA4FK2WK1	Period of performance October 1, 2021 to September 30, 2022
Indirect cost rate 10%	Amount of federal funds obligated \$200693.00
Budget approved \$200693.00	Total amount of federal funds obligated \$200693.00
Minimum federal returns to be accomplished by your program 7700	Total amount of federal award \$200693.00
	Total cost sharing or matching required \$200693.00
	Multi-year period ☐ 1 ☒ 2 ☐ 3

General Program Information

CFDA number and name	21.009 Volunteer Income Tax Assistance (VITA) Matching Grant Program
Program source	20-2009
Federal award project description	This project enables the Volunteer Income Tax Assistance (VITA) program to extend services to underserved populations in hardest-to-reach areas, both urban and non-urban; increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve significantly the accuracy rate of returns prepared at VITA sites.

Contact Information for IRS Grant Officer

Name Turner Azell I	
Address Internal Revenue Service 401 W. Peachtree St. Stop 402-D Atlanta, Georgia 30308	Email address Azell.TurnerIII@irs.gov
	Email grant acceptance Grant.Program.Office@irs.gov
	Email questions Grant.Program.Office@irs.gov

This **Grant Agreement** is entered into by the Internal Revenue Service, Department of the Treasury, United States of America, hereinafter referred to as IRS, and the recipient shown above and hereinafter referred to as recipient.

Period of Performance: The Grant Agreement covers the grant period shown above and is conditional on compliance with terms and conditions in [Publication 5247](#) on [IRS.gov](#). Recipients are cautioned to review the terms and conditions specific to this agreement in its entirety prior to signing. Expenses incurred before or after this period are not covered by this grant.

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing by the Director, Stakeholder Partnerships, Education and Communication, Wage and Investment Division, or their designee.

Your organization is an approved multi-year grant recipient. Your grant will be renewed in year two or year three, provided your organization meets the multi-year grant criteria as outlined in the application package for your initial multi-year award. Funding for the subsequent grant cycle may be increased or decreased, depending on the Congressional appropriation for the VITA Grant Program and your organization's performance during the grant cycle covered by this award.

Approved by an Authorized Representative of the Recipient

Jeremy T. Tobias
Name (Print)

Chief Executive Officer
Title (Print)

Signature _____ Date _____

Approved for the Internal Revenue Service by
Frank Nolden

Name (Print)

Director, Stakeholder Partnerships, Education & Communication

Title (Print)

 10/1/2021
Signature _____ Date _____



MEMORANDUM

To: Budget and Finance Committee

From: Jennifer Jordan, 2-1-1 Program Administrator

Date: October 19, 2021

Subject: *Agenda Item 4c*: Call 2-1-1 Information and Referral Service Agreement with the County of Kern – **Action Item**

Community Action Partnership of Kern's 2-1-1 Information and Referral Line is a vital service and support safety-net for the overall Kern community whereby members seek to obtain information about local/government services by calling 2-1-1. The value of the 2-1-1 program is known locally and across counties where other communities have contracted with our agency and team to help them face challenges and solve problems, with just a phone call.

July 1, 2020 to June 30, 2021, CAPK's 2-1-1 program answered 518,887 calls for individuals and families in need, including those impacted by the COVID-19 pandemic – with the assistance of 20 compassionate and professional Information and Referral Specialists. More recently, 2-1-1 staff stepped up to assist with calls for the Rental and Mortgage Assistance and Housing for the Harvest programs to help those adversely affected by COVID-19.

The Call 2-1-1 Information and Referral Service Agreement in partnership with the County of Kern will provide a rapid telecommunication system for all residents to obtain information and referral about government and human services by calling 2-1-1. The proposed agreement is a continuation of proposed services, now in year 2021, with a contract period July 1, 2021, ending June 30, 2022. Funding of \$45,000, an increase from \$41,700 in the 2020-2021 grant will be used for staffing to operate the 2-1-1 system in Kern County.

Services under the proposed agreement are in alignment with CAPK's Strategic Plan Goal #2.

Recommendation:

Staff recommends retroactive committee approval for CEO to sign agreement with the County of Kern for 2-1-1- Information and Referral Service, as presented.

Attachment:

Agreement for Call 2-1-1 Information and Referral Service, County of Kern

**AGREEMENT
FOR
CALL 2-1-1 INFORMATION AND REFERRAL SERVICE**
(County of Kern – Community Action Partnership of Kern)

THIS AGREEMENT (“**Agreement**”), made effective this _____ (“**Effective Date**”), is by and between the COUNTY OF KERN, a political subdivision of the State of California (“**COUNTY**”), and the COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation (“**PARTNERSHIP**”). COUNTY and PARTNERSHIP are referred to herein individually as “**Party**” and collectively as “**Parties**”.

RECITALS:

The Board of Supervisors of the COUNTY may enter into agreements with organizations providing advice, assistance, and information to low-income, elderly, and disadvantaged residents of Kern County.

The Board of Supervisors desires a rapid telecommunication system for all residents to obtain information and referral about government services by calling 2-1-1.

PARTNERSHIP is actively collaborating with many community agencies to maintain and expand a 2-1-1 calling system in Kern County.

Funds were appropriated in the Fiscal Year 2020-21 County Budget in the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars to be used by contracting with PARTNERSHIP to provide a 2-1-1 Informational and Referral System (“**2-1-1 System**”).

NOW, THEREFORE, the Parties agree as follows:

1. During the term beginning July 1, 2020 and ending June 30, 2021, PARTNERSHIP will use the funds provided under this Agreement to operate the 2-1-1 System in Kern County.
2. In full consideration for all services rendered by PARTNERSHIP, COUNTY agrees to pay, and PARTNERSHIP agrees to accept, the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars.
3. PARTNERSHIP shall be solely responsible for all costs and expenses of implementing and maintaining the 2-1-1 System. COUNTY’S sole obligation under and pursuant to the terms and provisions of this Agreement shall be the payment specified in **Paragraph 2**.
4. In the performance of all services under this Agreement, PARTNERSHIP shall be, and acknowledges that it is, in fact and law, an independent contractor and not an agent or employee of the COUNTY. PARTNERSHIP has and retains the right to exercise full supervision and control over the manner and methods of providing services to the COUNTY under this Agreement. PARTNERSHIP retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting PARTNERSHIP in the provision of services under this Agreement. With respect to PARTNERSHIP’S employees, PARTNERSHIP shall be solely responsible for the payment of wages, benefits and other compensation compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal State or local, and compliance with any and all other laws regulating employment.

5. PARTNERSHIP agrees to maintain and make available to the COUNTY accurate books and records relative to all of its activities under this Agreement. PARTNERSHIP shall permit the COUNTY to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, or other data related to all other matters covered by this Agreement. PARTNERSHIP shall maintain such data and records in an accessible location and condition for a period of not less than three years from the conclusion of the term specified in **Paragraph 1**, or until after the conclusion of any audit, whichever occurs last.
6. PARTNERSHIP agrees to indemnify, defend and hold harmless, the COUNTY, the COUNTY'S Board members, agents, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs and expenses, of whatever kind or nature (including, but not limited to, reasonable attorneys' fees of counsel retained by COUNTY, expert fees, costs of staff time and investigation costs) which arise out of or are in any way connected with any negligent or willful act or omission of PARTNERSHIP or its officers, agents employees, independent contractors, sub-contractors of any tier or authorized representatives arising out of this Agreement. Without limiting the generality of the forgoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of PARTNERSHIP; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP; and any workers' compensation claim or suite arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERHIP by any person or entity. PARTNERSHIP shall also indemnify COUNTY from any and all liability or damages incurred by COUNTY from any improper expenditure of funds by PARTNERSHIP.
7. It is understood that PARTNERSHIP, in PARTNERSHIP'S performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind the COUNTY to any agreements or undertakings.
8. The COUNTY may immediately suspend or terminate this Agreement, in whole or in part where in the determination of the COUNTY there is:
 - a. An illegal or improper use of the funds provided by the COUNTY; or
 - b. A failure to comply with any term of this Agreement.

In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach of this Agreement or any default, which may then exist on the part of PARTNERSHIP. Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default. The COUNTY shall have the right to demand of PARTNERSHIP the repayment to the COUNTY of any funds disbursed to PARTNERSHIP under this Agreement which in the judgment of the COUNTY were not expended in accordance with the terms of this Agreement. PARTNERSHIP shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, the COUNTY may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

9. **INSURANCE.** PARTNERSHIP, in order to protect COUNTY and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of PARTNERSHIP's actions in connection with the performance of PARTNERSHIP's obligations, as required in this Agreement, shall secure and maintain insurance as described below.

PARTNERSHIP shall not perform any work under this Agreement until PARTNERSHIP has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the COUNTY's authorized insurance representative, Insurance Tracking Services Inc. (ITS). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, PARTNERSHIP shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The PARTNERSHIP shall promptly deliver to ITS a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to ITS prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. PARTNERSHIP shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by PARTNERSHIP or COUNTY as an additional insured.

- a. Workers' Compensation and Employers Liability Insurance Requirement -- In the event PARTNERSHIP has employees who may perform any services pursuant to this Agreement, PARTNERSHIP shall submit written proof that PARTNERSHIP is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.

PARTNERSHIP shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by PARTNERSHIP. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, PARTNERSHIP shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered. PARTNERSHIP shall also maintain employer's liability insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

- b. Liability Insurance Requirements:

- (1) PARTNERSHIP shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

- (a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the COUNTY), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of PARTNERSHIP's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. PARTNERSHIP shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
- (b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased,

hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.

- (c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
 - (2) The Commercial General Liability and Automobile liability Insurance required in this subparagraph b. shall include an endorsement naming the COUNTY and COUNTY's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - (3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
 - (4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, PARTNERSHIP, at PARTNERSHIP's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- c. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by PARTNERSHIP shall be maintained until the completion of all of PARTNERSHIP's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the PARTNERSHIP shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by PARTNERSHIP in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. PARTNERSHIP shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
 - d. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.
 - e. If PARTNERSHIP is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, PARTNERSHIP shall provide coverage equivalent to the insurance coverages and endorsements required above. The COUNTY will not accept such coverage unless the COUNTY determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by PARTNERSHIP is equivalent to the above-required coverages.

- f. All insurance afforded by PARTNERSHIP pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the COUNTY. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the COUNTY. A waiver of right of recovery (waiver of subrogation) is only required on Workers' Compensation policies when a PARTNERSHIP's personnel deliver or perform services for the COUNTY while on COUNTY property.
 - g. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve PARTNERSHIP for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
 - h. Failure by PARTNERSHIP to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by PARTNERSHIP. COUNTY, at its sole option, may terminate this Agreement and obtain damages from PARTNERSHIP resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to PARTNERSHIP, COUNTY shall deduct from sums due to PARTNERSHIP any premiums and associated costs advanced or paid by COUNTY for such insurance. If the balance of monies obligated to PARTNERSHIP pursuant to this Agreement are insufficient to reimburse COUNTY for the premiums and any associated costs, PARTNERSHIP agrees to reimburse COUNTY for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by COUNTY to take this alternative action shall not relieve PARTNERSHIP of the responsibility of obtaining insurance.
10. Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by registered mail or personal service upon the other Party. When served by registered mails, service shall be conclusively deemed to be made three days after deposit with the United States Postal Service (postage prepaid) addressed to the Party to whom such notice is to be given as follows:

Notice to COUNTY shall be made to:

Clerk of the Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Notice to PARTNERSHIP shall be made to:

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

11. None of the funds provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or State Laws, statutes, regulations, rules or guidelines. In addition, none of the funds provided or property purchased under this Agreement shall be used for purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

12. No covenant or condition of this Agreement can be waived except by the written consent of the COUNTY. Forbearance or indulgence by the COUNTY in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by PARTNERSHIP. The COUNTY shall be entitled to invoke any remedy available to the COUNTY under this Agreement or by law or in equity despite said forbearance or indulgence.
13. The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.
14. No right or remedy herein conferred on or reserved to the COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
15. Each Party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
16. It is expressly understood and agreed that the enforcement of these terms and conditions, and all rights of action relating to such enforcement, shall be strictly reserved to the COUNTY and PARTNERSHIP. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the COUNTY and PARTNERSHIP that any such person or entity, other than the COUNTY or PARTNERSHIP, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. PARTNERSHIP shall observe and comply with all applicable local, State and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the Effective Date.

COUNTY OF KERN

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
Chairman
Board of Supervisors
“COUNTY”

By: _____
Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
“PARTNERSHIP”

APPROVED AS TO CONTENT:
County Administrative Office

APPROVED AS TO FORM:
Office of County Counsel

By: _____
Ryan J. Alsop
County Administrative Officer

By: _____
Deputy County Counsel

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director - Programs
Date: October 20, 2021
Subject: *Agenda Item 4d:* Application for Continued Funding of Early Head Start San Joaquin – **Action Item**

The Head Start and State Child Development division is requesting approval to submit an application for 2022-2023 funding of the Early Head Start (EHS) San Joaquin grant #09CH011406. Approval from the Board of Directors is required for the application due November 1, 2020.

The EHS San Joaquin application to be submitted will describe the program design and approach to delivery for the funding period 02/01/2022 – 1/31/2023. However, the Head Start / Early Head Start Consolidation application will begin March 1, 2022. The Office of Head Start has instructed program staff to submit an annual application but will in turn fund 1/12 of the SJC county annual grant. This one month of funding will close the gap between funding cycles ensuring services to children and families will continue uninterrupted for the month of February 2022.

The funding levels for the 12-month period 02/01/2022 through 01/31/2023 are:

- \$5,556,061 for program operations
- \$119,175 for training and technical assistance

Anticipated funding received for 1/12 of the period 02/01/2022 through 01/31/2023 are:

- \$463,005 for program operations
- \$9,931 for training and technical assistance

Recommendation

Staff recommends that the Budget and Finance approves with resolution the submission of the application for continued funding of Early Head Start San Joaquin 09CH011406 for the 2022-2023 budget period.

Attachments:

2022-2023 Budget Detail
Resolution #2021-19

Early Head Start
San Joaquin County
2022-2023 Budget Detail

BUDGETED EXPENDITURES

	2021-2022	2022-2023	VARIANCE	Comments
PERSONNEL	4,790,584	4,997,946	207,362	Variance is due to 2% COLA
FRINGE BENEFITS	1,374,281	1,276,888	(97,393)	Variance based on historical data
TRAVEL	3,260	3,260	-	
EQUIPMENT	45,000	-	(45,000)	No Equipment Budgeted
SUPPLIES				
Office Supplies	11,000	11,000	-	
Child and Family Services Supplies	80,720	80,720	-	
Food Services Supplies	6,500	6,500	-	
Other Supplies (e.g. janitorial, training)	38,815	38,815	-	
TOTAL SUPPLIES	137,035	137,035	-	
CONTRACTUAL				
Administrative Services	1,300	1,300	-	
Training & Technical Assistance	7,345	7,345	-	
Other Contracts	8,200	8,200	-	
TOTAL CONTRACTUAL	16,845	16,845	-	
OTHER				
Rent	241,390	241,390	-	
Utilities, Telephone	133,975	133,975	-	
Building & Child Liability Insurance	12,000	12,000	-	
Building Maintenance/Repair	83,727	83,727	-	
Nutrition Services	288,145	288,145	-	
Child Services Consultants	5,000	5,000	-	
Parent Services	1,715	1,715	-	
Publications/Advertising/Printing	3,970	3,970	-	
Training or Staff Development	19,301	19,301	-	
Other	111,855	111,855	-	
TOTAL OTHER	901,078	901,078	-	
INDIRECT	689,372	691,369	1,997	Variance is due to no equipment purchase and the increase in overall budget from COLA

**BUDGETED EXPENDITURES
REVENUES**

	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Early Head Start Operations	5,489,094	5,556,061	66,967	Increase from 2021 COLA
Early Head Start Training & Technical Assistance	119,175	119,175	-	
Child & Adult Care Food Program	144,527	177,633	33,106	Increased based on projected full enrollment
San Joaquin County of Education	846,988	2,171,552	1,324,564	Increased based on projected full enrollment
TOTAL STATE & FEDERAL REVENUES	6,599,784	8,024,421	1,424,637	

SUMMARY - 2022-2023

TOTAL REVENUES	8,024,421
TOTAL BUDGETED EXPENDITURES	8,024,421
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	11.57%



RESOLUTION # 2021-19

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Refunding Application for the Early Head Start San Joaquin

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 27, 2021, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Early Head Start, San Joaquin, Grant #09CH011406, has requested to submit an application for continued funding for the 2022-2023 budget year; and

WHEREAS, the Head Start and State Child Development Division is requesting \$5,556,061 for Program Operations and \$119,175 for Training and Technical Assistance; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Early Head Start San Joaquin contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for Early Head Start San Joaquin; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the continued funding application for Early Head Start San Joaquin, #09CH011406.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 27th day of October 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee



From: Jerry Meade, Assistant Director ~ Program

Date: October 20, 2021

Subject: *Agenda Item 4e:* Application to Consolidate Head Start Grants – **Action Item**

On August 25, 2021, the CAPK Board of Director approved the submission of a Letter of Intent to the Office of Head Start formally requesting the consolidation of the agencies Head Start and Early Head Start grants. Following the submission of the letter, program staff have been in development of the consolidated budget. Today, the Head Start and State Child Development Division is requesting approval from the Budget and Finance Committee to submit an annual funding application to the Office of Head Start with the consolidation of our Head Start and Early Head Start programs across Kern County and San Joaquin County. This application and subsequent budget consolidates the Head Start / Early Head Start Kern(09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) grants.

The consolidated budget demonstrates the integration of revenue sources and expenditures. The new centralized data management system will provide our division with the flexibility required to operate all Head Start and Early Head Start funding efficiently. The accounting structure change will also allow flexibility to adjust funds without an approved budget modification from the Office of Head Start.

As a result, grant management for Head Start and State Child Development Division will be more efficient and cohesive. Funding will support programs more holistically, and the Board of Directors and Policy Councils will benefit from a more singular view that captures the division's full scope of funding and expenses.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance team. This consolidation will be effective March 1, 2022, upon approval from the Office of Head Start.

Recommendation:

Staff recommends the Budget and Finance Committee approve, with resolution, the submission of the Annual Application with the Consolidated Head Start and Early Head Start Grants for the funding year 2022-2023.

Attachments:

Consolidated Budget Detail
Resolution #2021-20

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2021-2022	2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	27,148,536	27,933,258	784,722	Increase to Minimum Wage
FRINGE BENEFITS	8,191,589	8,269,261	77,672	Slight increase in costs as CAPK
TRAVEL	82,711	86,096	3,385	Slight increase in costs to travel
EQUIPMENT	45,000	100,000	55,000	Two replacement maintenance vehicles and dump trailer
SUPPLIES				
Office Supplies	328,966	425,100	96,134	Increase to supply costs
Child and Family Services Supplies	783,169	1,218,518	435,349	Increase to supply costs
Food Services Supplies	92,380	93,000	620	
Other Supplies (e.g. janitorial, training)	233,670	224,584	(9,086)	
TOTAL SUPPLIES	1,438,185	1,961,202	523,017	
CONTRACTUAL				
Administrative Services	76,450	76,450	-	
Training & Technical Assistance	41,557	48,880	7,323	Additional use of Training Consultants (MyTeachStone)
Other Contracts	1,196,813	1,140,643	(56,170)	11 slots moved from Partners to Direct Services
TOTAL CONTRACTUAL	1,314,820	1,265,973	(48,847)	
CONSTRUCTION				
Construction Projects	-	767,972	767,972	Supplement of Costs to Construction Projects
TOTAL CONSTRUCTION	-	767,972	767,972	
OTHER				
Rent	959,020	960,519	1,499	Adjusted per inflation and lease agreements
Mortgage	297,840	297,840	-	
Utilities, Telephone	1,035,287	971,287	(64,000)	
Building & Child Liability Insurance	126,550	120,550	(6,000)	
Building Maintenance/Repair	975,316	933,796	(41,520)	Reduction in ongoing maintenance costs
Local Travel (children)	100	-	(100)	
Nutrition Services	1,267,824	1,576,490	308,666	Restoring food costs for full enrollment
Child Services Consultants	73,500	112,555	39,055	Reduction in Contracted Wellness Services
Volunteers	4,937	4,937	-	
Parent Services	17,340	16,490	(850)	
Publications/Advertising/Printing	92,280	89,030	(3,250)	
Training or Staff Development	224,234	285,145	60,911	Learning Management System costs
Other	539,268	541,561	2,293	
TOTAL OTHER	5,613,496	5,910,200	296,704	
INDIRECT	4,265,379	4,489,387	224,008	

BUDGETED EXPENDITURES **48,099,716** **50,783,349** **2,683,633**
REVENUES

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	34,586,354	34,586,354	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,472,422	2,314,087	841,665	Restoring projected revenue for full enrollment
Estimated California Department of Education	11,519,409	13,361,375	1,841,966	Restoring projected revenue for full enrollment
TOTAL STATE & FEDERAL REVENUES	48,099,717	50,783,349	2,683,632	

SUMMARY - 2022-2023

TOTAL REVENUES	50,783,349
TOTAL BUDGETED EXPENDITURES	50,783,349
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.88%



RESOLUTION # 2021-20

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Consolidation of Head Start and Early Head Start Grants

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 27, 2021, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application that consolidates Head Start / Early Head Start Kern (09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) into one grant beginning in the budget year 2022-2023 and ongoing; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$34,586,354 in base funding and \$521,532 Training and Technical Assistance Funding, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission a consolidate grant application for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 27th day of October 2021.

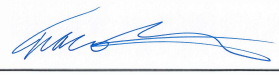
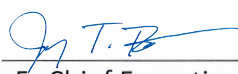
Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	VITA
Funding Agency	Health and Human Services Agency	Project Name	CalEITC+
CFDA	N/A	Target Population	Low-income Californians (>\$30,000)
Reapplication (Y/N)	Yes	Number to be served	Pending
Estimated Request	\$628,542	Division Director	Freddy Hernandez
Award Period	12/1/21 - 6/30/22	Program Manager	Jacquelyn Guerra
Project Goal (One sentence goal statement)			
Increase the number of eligible Californians claiming the available tax credit(s) by providing information to raise awareness of CalEITC, YCTC, federal EITC, federal Child Tax Credit, as well as providing access to ITIN applications and free tax preparation.			
Project Description (Brief one paragraph description)			
Conduct CalEITC+ education and outreach activities that promote and maximize awareness of these state and federal returns. Messaging will focus on the purpose, benefits, eligibility criteria, and methods to claim the available credit(s) at no cost via free tax preparation assistance programs. CAPK will partner with a marketing firm to disperse action-oriented messaging that positively influences the amount of credits returned in the community. A culturally-tailored approach will drive efforts to engage diverse populations in the targeted area.			
Estimated Budget Summary			
Total requested funding amount: \$628,542 - 10 to 30 percent of the activities towards ITIN related activities - 35+ percent of the activities toward education and outreach - 35+ percent of the activities toward free tax preparation assistance.			

Approvals:

 1. Division Director  2. Director of Administration  3. Chief Program Officer	 4. Chief Financial Officer  5. Chief Executive Officer
10-14-21 Date 10-14-21 Date 10-14-21 Date	10-14-21 Date 10-14-21 Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____



RESOLUTION 2021-21

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the County of Kern's 2021 California Earned Income Tax Credit Plus (CalEITC+)

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 27, 2021, at a scheduled meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Executive Division has requested to submit a competitive funding application to the State of California's Health and Human Services Agency's Department of Community Services and Development for a six-month funding period; and

WHEREAS, the Executive Division requires that an authorized signatory be named for the CalEITC+ application; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission an application to increase the number of eligible Californians claiming the available tax credit(s) by providing information to raise awareness of CalEITC, YCTC, Federal EITC, federal Child Tax Credit, as well as providing access to ITIN applications and free tax preparation; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission the CalEITC+ funding application.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 27th day of October 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

2021 CalEITC+ Grant Application Cover Sheet

Note: The cover sheet is not scored but is a required element of the application.

APPLICANT INFORMATION	
APPLICANT NAME:	Community Action Partnership of Kern
FUNDING AMOUNT:	\$628,542
TARGET AREA:	10. Kern County/ Tulare County
TYPE OF TAX EXEMPT ENTITY:	
☒ PRIVATE NON-PROFIT ☐ LOCAL PUBLIC ENTITY (STATE AGENCIES INELIGIBLE) ☐ FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENT	
TAXPAYER ID #:	
MAILING ADDRESS:	5005 Business Park North
NAME OF EXECUTIVE DIRECTOR / CHIEF EXECUTIVE OFFICER:	Jeremy T. Tobias
PHONE NUMBER:	(661) 336-5236
EMAIL ADDRESS:	jtobias@capk.org
POINT OF CONTACT (POC) NAME: (for daily grant management)	Freddy Hernandez, Jacquelyn Guerra
POC PHONE NUMBER:	fhernandez@capk.org, jguerra@capk.org
POC EMAIL ADDRESS:	(661)336-5236 Ext.1114, (661) 336-5236 Ext. 3201
APPLICANT CERTIFICATION	
I certify by my signature below that my organization possesses ALL the following:	
A. Knowledge of the state and federal Earned Income Tax Credit (EITC) and free tax preparation assistance programs;	
B. Three (3) years of experience successfully providing, coordinating, and implementing education and outreach activities that serve low-income populations;	
C. The ability to provide education and outreach activities appropriate to the language and culture of the targeted population;	
D. The ability to collect and report reliable and valid data for all proposed activities; and	
E. Entity is in good standing with federal and state administering grant issuing agencies.	
AUTHORIZED INDIVIDUAL'S NAME, TITLE, & SIGNATURE	NAME: <u>Jeremy T. Tobias</u>
	TITLE: <u>Chief Executive Officer</u>
	WRITTEN SIGNATURE: _____
	DATE: _____

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Community Action Partnership of Kern		<i>Federal ID Number</i> 95-2402760
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Jeremy T. Tobias, Chief Executive Officer		
<i>Date Executed</i> 	<i>Executed in the County of</i> Kern	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE**: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS**: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

STD. 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.																															
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) Community Action Partnership of Kern																															
						SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)						E-MAIL ADDRESS																				
MAILING ADDRESS 5005 Business Park North						BUSINESS ADDRESS 5005 Business Park North																										
CITY, STATE, ZIP CODE Bakersfield CA, 93309-1651						CITY, STATE, ZIP CODE Bakersfield CA, 93309-1651																										
3	PAYEE ENTITY TYPE CHECK ONE BOX ONLY ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">9</td> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">-</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">7</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;">0</td> </tr> </table> NOTE: Payment will not be processed without an accompanying taxpayer I.D. number. ☐ PARTNERSHIP ☐ ESTATE OR TRUST CORPORATION: ☐ MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) ☐ LEGAL (e.g., attorney services) ☒ EXEMPT (nonprofit) ☐ ALL OTHERS ☐ INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">-</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">-</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> (SSN required by authority of California Revenue and Tax Code Section 18646)												9	5	-	2	4	0	2	7	6	0				-		-				
9	5	-	2	4	0	2	7	6	0																							
			-		-																											
4	PAYEE RESIDENCY STATUS ☒ California resident - Qualified to do business in California or maintains a permanent place of business in California. ☐ California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. No services performed in California. Copy of Franchise Tax Board waiver of State withholding attached.																															
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.																															
						AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Jeremy T. Tobias						TITLE Chief Executive Officer																				
SIGNATURE						DATE				TELEPHONE (661) 336-5236																						
6	Please return completed form to: Department/Office: <u>Community Services and Development</u> Unit/Section: <u>Accounting Unit</u> Mailing Address: <u>2389 Gateway Oaks Drive, Suite 100</u> City/State/Zip: <u>Sacramento, CA 95833</u> Telephone: <u>(916) 576-5308</u> Fax: <u>()</u> E-mail Address: <u>Ann.Roberts@csd.ca.gov</u>																															

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<u>Requirement to Complete Payee Data Record, STD. 204</u> A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies. Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.								
2	Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.								
3	Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).								
4	<u>Are you a California resident or nonresident?</u> A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident. Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year. For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.								
6	This section must be completed by the State agency requesting the STD. 204.								
	<u>Privacy Statement</u> Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business. All questions should be referred to the requesting State agency listed on the bottom front of this form.								



MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Director of Operations

Date: October 20, 2021

Subject: *Agenda Item 4g*: Selection of Insurance Broker – Emilio Wagner, Director of Operations – **Action Item**

Background

In June 2021, the Agency released a Request for Proposal for Insurance Broker/Consulting Services to include the following areas of insurance services:

- Employee Benefits
- Property and Casualty
- Worker's Compensation

A Committee was formed to review the proposals, which consisted of Tracy Webster, Chief Financial Officer, Emilio Wagner, Director of Operations, Lisa McGranahan, Director of Human Resources, Kerri Davis, Business Manager, and Laurie Sproule, Risk Management Supervisor.

Eight (8) proposals were received from qualified and established firms, and four (4) brokerage firms were identified by scoring the highest among all the proposals. The respondents were provided the option to bid on a single or multiple service lines (bundled), and the top four firms provided proposals on all services, however, that was not the determining factor in their selection.

The following are the four firms:

- Bolton
- Insurica
- Heffernan Insurance Brokers
- Clifford & Bradford

As an option, the Review Committee agreed to request presentations from the brokers, and created a larger panel for the interview portion, consisting of Tracy Webster, Chief Financial Officer, Lisa McGranahan, Director of Human Resources, Kerri Davis, Business Manager, and Laurie Sproule, Risk Management Supervisor, Board member Fred Plane, and Jeremy T. Tobias, CEO. The interviews were conducted on Monday, September 20, 2021 and after discussion and review of total score, the Committee identified Bolton as the preferred firm among the top four finalists.

Recommendation

Staff and the committee recommend the Board of Directors to approve the selection of Bolton as the insurance broker for health benefits, property and casualty, and worker's compensation, and authorize the Chief Executive Officer to enter into negotiations and sign the contract(s). The contract will be for an initial three-year term with a potential one (2) year option.

Attachment:

Scoring Summary

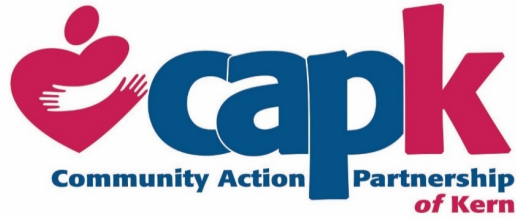
Community Action Partnership of Kern
RFP Point Summary

Proposal Review

Lines	Possible Points	Andreini	Bolton	Clifford & Bradford	DerManouel	Heffernan	Insurica	USI
Property Casualty & Workers Compensation Summary	91	20.25	90	74.45	73	85.25	85.7	63.3
Health Summary	91	63.95	90	70.55	73	85.25	87.5	63.3
Average Score	91	42.1	90	72.5	73	85.25	86.6	63.3

Interview

Reviewer	Possible Points	Bolton	Insurica	Clifford & Bradford	Heffernan
Jeremy Tobias	40	36	35	20	33
Lisa McGranahan	40	38	34	20	36
Kerri Davis	40	37	35	20	36
Fred Plane	40	36	36	20	37
Average Score	40	36.75	35	20	35.5



BUDGET AND FINANCE COMMITTEE

OCTOBER 20, 2021

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-03	03/01/21 - 02/28/22	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-03	03/01/21 - 02/28/22	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-02	02/01/21 - 01/31/22	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/20 - 07/31/21	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	166,842	21.009	21VITAA0243	10/01/20 - 09/30/21	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,535,543 1,535,543	93.569	20F - 3015 21F - 4015	01/01/20 - 05/31/21 01/01/21 - 05/31/22	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
CSBG CARES ACT DISCRETIONARY (YOUTH CENTER CARES)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,606,069 9,323,755	93.568 93.568	20B - 2012 21B - 5012	10/01/19 - 06/30/21 11/01/20 - 06/30/22	122-30 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443	93.568	20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 28,000	93.575	CMAF - 9000 CMAF - 0000	07/01/20 - 06/30/21 07/01/20 - 06/30/21	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		93.575	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,735,694	10.561	19-10324	10/01/20 - 09/30/21	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE	93,600	21.023		03/01/21 - 12/31/21	185	U.S. DEPT OF HEALTH & HUMAN SERVICES, COUNTY OF STANISLAUS, UNITED WAY OF STANISLAUS
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPABILITY	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ 569	15 - MOU - 00118	10/01/20 - 09/30/21	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	20,205	10.568/ 569		10/01/20 - 12/31/20	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	113,134	10.568/569		10/01/20 - 09/30/21	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRS)	288,169	10.568/569		10/01/20 - 09/30/21	105-098	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 37	58,005	97.024		4/1/2020 - 5/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698	97.024		7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S State Set Aside (SSA)	18,900	97.024		7/1/2020 - 3/31/2021	114-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/20 - 09/30/21	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/20 - 09/30/21	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/20 - 09/30/21	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/20 - 09/30/21	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
	4,001,061	10.557	19 - 10139	10/01/21 - 09/30/22	115	
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/20 - 09/30/21	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM SSI	43,513	10.561		10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/20 - 06/30/21	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/20 - 06/30/21	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,683		CMAF - 0000	07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 0052	07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697		CSPP-0126	07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 0004	07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 0004	07/01/20 - 06/30/21	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,460,624 4,227,141		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	328,862		509-2019	07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	363,636		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/20 - 06/30/21	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006 230,726		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	82,149 87,948		2020.2.05	07/01/20 - 06/30/21 07/01/21 - 06/30/22	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	138,262 142,167		2020.2.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	156,092 163,032		2020.1.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717 154,174		2020.2.18	01/01/21 - 06/30/21 07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/20 - 06/30/21	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/20 - 06/30/21	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
FEEDING AMERICA SENIOR HUNGER	50,000		25618	11/01/20 - 01/31/22	422	FEEDING AMERICA SENIOR HUNGER, MULTI-PRIVATE DONORS
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681 25,000		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 09/30/21	432	COMMUNITY RESOURCE PROJECT, INC.
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868		N/A	07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	70,019		N/A	07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	100,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disbursement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
 FISCAL YEAR 2021/22

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/21	n/a				
03/31/21	n/a				
04/30/21	n/a				
05/31/21	n/a				
06/30/21	n/a				
07/31/21	n/a				
08/31/21	n/a				
09/30/21	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/20 - 3/31/21	90 days	\$ 1,781.05	0.25%
04/01/21 - 6/30/21	90 days	\$ 1,349.36	0.25%
07/01/21 - 9/30/21	90 days	\$ 1,534.40	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF SEPTEMBER 30, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(91,343.06)
HEAD START/EARLY HEAD START	1,298,341.60
SUBTOTAL	1,206,998.54
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	493,171.79
MIGRANT A/P	1,578,447.37
MIGRANT CHILD CARE	62,275.47
MIGRANT SPECIALIZED SERVICES	16,390.00
SAN JOAQUIN COE GENERAL CHILD CARE	622,425.55
STATE PRESCHOOL	2,947,644.71
SUBTOTAL	5,720,354.59
ANTHEM BLUE CROSS FOOD BANK	17,349.79
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	149,997.85
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(86,241.65)
EF&S	56.67
EFAP	(188,094.21)
FEEDING AMERICA SENIOR HUNGER	62,111.74
FOOD BANK	395,520.17
FOOD BANK EXPANSION	38,137.66
FOOD BANK CAPACITY PROGRAM	181,200.94
FOOD BANK - STATE	178,438.11
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	28,910.00
TRADE MITIGATION	169.86
WONDERFUL FOUNDATION	4,829.25
SUBTOTAL	877,386.18
ENERGY	(189,483.68)
DOE WAP	44,227.68
LIHEAP	(287,697.78)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(62,759.37)
TRANSFER NEGATIVE BALANCE	511,434.14
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	530,350.47
211 ENERGY UPGRADE CA PROGRAM	(12,035.86)
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(17,866.06)
CAL FRESH	(9,947.09)
CALEITC	(4,542.05)
CAPK FOUNDATION	(147,739.87)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(8,299.90)
COST POOLS	49,015.24
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,066.07
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(288,062.81)
CSBG	28,866.21
CSBG CARES ACT	283,208.01
CSBG DISCRETIONARY	(6,168.50)
DIFFERENTIAL RESPONSE	(25,151.80)
DIGNITY HEALTH	1,975.57
DISCRETIONARY FUND	1,985,624.24
ECONOMIC EMPOWERMENT	(0.31)
EAST KERN FAMILY RESOURCE CENTER	11,341.25
ESG CARES ACT HOMELESS SERVICES	(139,982.48)
ESG COORDINATED ENTRY SERVICE - COVID19	(19,214.08)
FIRST 5 KERN 211	(13,811.67)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(34,692.65)
FIRST 5 HELP ME GROW	(18,394.10)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(32,572.01)
FRIENDSHIP HOUSE	(1,148.05)
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	(72,095.24)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(9,310.27)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(211,625.05)
HOUSING FOR THE HARVEST STATE	(154,651.22)
HUD-COORDINATED ENTRY SYSTEM	(39,555.20)
INDIRECT FUND	389,111.50
IRS - VITA	9,255.53
M ST NAVIGATION CENTER	18,671.91
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(30,805.03)
POSITIVE YOUTH DEV SVC	(9,665.47)
POSITIVE YOUTH M	(35,804.00)
SHAFTER YOUTH CENTER	24,795.33
SIERRA FOUNDATION - ASTHMA MITIGATION	236,983.45
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	(4.19)
SO CA EDISON - 211 CUSTOMER RELATIONS	0.01
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(9,343.01)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	50,936.84
WELLS FARGO FOUNDATION	46,981.80
WIC	(590,242.51)
LESS: ENERGY NEGATIVE BALANCE	(511,434.14)
ADD: LINE OF CREDIT	
SUBTOTAL	1,627,155.92
TOTAL OPERATING CASH	9,433,895.23

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	09/30/21		9,998,354.65
LESS: OUTSTANDING CHECKS		564,459.42	
ADJUSTED BANK BALANCE AT	09/30/21		9,433,895.23
GENERAL LEDGER BALANCE AT	08/31/21		7,110,510.55
ADD: DEPOSITS		2,615,289.73	
US TREAS DRAWDOWNS		5,076,524.98	
FUNDS FROM OTHER GRANTS		951,727.83	
TRANSFERS FROM RESTRICTED ACCOUNTS		640,659.04	
ADP /HEALTH EQUITY REFUND		732.76	
REIMBURSEMENT OF ALTERED PAYEE		1,545.38	
		-	
		-	
		-	
LESS: CHECKS		2,384,357.36	
ADP PAYROLL 9/9/21		1,456,149.65	
ADP PAYROLL 9/23/21		1,447,864.05	
EFTS FOR HRA/HSA/ STD/403B		142,895.86	
REC LOAN PRINCIPAL/INT EXPENSES		31,767.68	
TRANSFERS FROM RESTRICTED ACCOUNTS		3.51	
CREDIT CARD		15,440.40	
BANK FEES		1,534.40	
ACH VOUCHERS		1,483,082.13	
GENERAL LEDGER BALANCE AT	09/30/21		9,433,895.23

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/05/2021
APPROVED BY: Mary Webster TITLE: Chief Financial Officer DATE: Oct 11, 2021

Louanna Canales

Oct 8, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION***

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	09/30/21	1,026,059.69
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	09/30/21	1,026,059.69

BALANCE PER G/L	08/31/21	1,025,924.76
ADD:		
DEPOSITS		0.00
INTEREST		134.93
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	09/30/21	1,026,059.69

DIFFERENCE: 0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/04/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 5, 2021



Oct 5, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 09/30/21 220,856.36

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/21 220,856.36

BALANCE PER G/L 08/31/21 843,150.62

ADD: DEPOSITS 3.51

INTEREST 83.61

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 622,381.38

BALANCE PER G/L 09/30/21 220,856.36

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/11/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 11, 2021



Oct 11, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	09/30/21	67,948.39
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	09/30/21	67,948.39

BALANCE PER GENERAL LEDGER	08/31/21	84,901.88
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,394.15	
PAYPAL DEPOSIT	0.00	
INTEREST	10.44	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	62.97	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	18,277.66	
	0.00	
BALANCE PER GENERAL LEDGER:	09/30/21	67,948.39

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/08/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 11, 2021



Oct 8, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 09/30/21 11.95

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/21 11.95

BALANCE PER G/L 08/31/21 11.95

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/21 11.95

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/04/21

APPROVED BY: *Amy Webster* TITLE: Chief Financial Officer DATE: Oct 5, 2021

Lorraine Canlas

Oct 5, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 09/30/21 35,000.04

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/21 35,000.04

BALANCE PER G/L 08/31/21 34,995.44

ADD: DEPOSITS 0.00

INTEREST 4.60

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/21 35,000.04

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/04/21

APPROVED BY: *Naomi Webster* TITLE: Chief Financial Officer DATE: Oct 5, 2021

Lorraine Casillas

Oct 5, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED September 1, 2021 - September 30, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	2,227.24
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,177.40
Freddy Hernandez	Director of Youth and Community Services	2,743.75
Laurie Hughey		3,523.94
Traco Matthews	Chief Program Officer	2,228.22
Lisa McGranahan	Director of Human Resoures	1,406.25
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,819.57
Pritika Ram	Director of Administration	1,967.89
Jeremy Tobias	Chief Executive Officer	5,291.04
Emilio Wagner	Director of Operations	2,231.50
Tracy Webster	Chief Financial Officer	996.81
	Total	\$ 29,613.61



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
						Transaction Count: 0
						Total: 0.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
Gloria Barbero Business credit card used for Child Plus Scramble Hotel Reservation for Rashi Strother and Nelly Mendoza.						
2 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
Gloria Barbero Business credit card used for Child Plus Scramble Hotel Reservation for Rashi Strother and Nelly Mendoza.						
3 9/2/2021	9/3/2021	Alg*air Bdxdfy		✓		168.00
Travel tickets to attend Child Plus Scramble.						
4 9/2/2021	9/3/2021	Alg*air Bdxdfy		✓		331.96
Travel tickets to attend Child Plus Scramble.						
5 9/17/2021	9/20/2021	Smore.Com		✓		149.00
Payment for Smore newsletters to communicate with families and staff						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
7 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
8 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
9 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
10 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
11 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
12 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
14 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
15 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
16 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
17 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
18 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
19 9/27/2021	9/28/2021	Occupational Safety A		✓		83.95
		OSHA Training for maintenance staff.				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
20 9/27/2021	9/28/2021	Occupational Safety A		✓		83.95
OSHA Training for maintenance staff.						

Transaction Count: 20

Total: 2,227.24

Employee SignatureDate

Authorized Approver SignatureDate



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Yolanda Gonzales	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
6 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
2 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
5 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
3 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
4 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
4 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
3 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
5 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
2 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
1 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
7 9/1/2021	9/3/2021	Marriott Copley Place		✓		309.22
Travel--2021 NCAP Annual Convention Hotel Stay--1st night.						
8 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
9 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
10 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
11 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
12 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel Reservation for Child Plus Training in Las Vegas				
14 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel Reservation for Child Plus Training in Las Vegas				
15 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel for Child Plus Training in Las Vegas				
16 9/26/2021	9/27/2021	Smore.Com - Educator				79.00
		Annual Subscription for Ed & Sup				
						Transaction Count: 16
						Total: 5,177.40

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/22/2021	9/24/2021	Classic Charter				2,511.50
		2 Charter Busses for Shafter Youth Center - Whales Tail Grant				
2 9/28/2021	9/30/2021	Svm Prepaid Card				232.25
		Twenty (20) Chevron & Texaco Gas Cards, \$10 each, plus processing and shipping charges. For Oasis FRC for the Client Assistance Program				

Transaction Count: 2
Total: 2,743.75

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Laurie Hughey	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9135	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/11/2021	9/13/2021	Motel 6 Bakersfield Co				679.20
		Motel 6 9/11-9/21 T. Pinkham- Covid				
2 9/13/2021	9/14/2021	Naeh				325.00
		Virtual conference "Ending Homelessness" 9/21-9/24				
3 9/13/2021	9/15/2021	Motel 6 Bakersfield Co				143.60
		Motel 6 9/13-9/16 E. Baker pending Covid test results (initial cost for 4 nights)				
4 9/14/2021	9/14/2021	Uber Trip				8.98
		Uber transport 9/13 for E. Baker from M. Street to Motel 6				
5 9/14/2021	9/16/2021	Motel 6 Bakersfield Co				71.80
		E. Baker 9/13/12				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/15/2021	9/17/2021	Motel 6 Bakersfield Co				600.00
		E. Baker 09/13/21-09/23/21				
7 9/17/2021	9/20/2021	Motel 6				288.92
		R. Williams 09/17/21-09/27/21				
8 9/18/2021	9/20/2021	Uber Trip				14.94
		Uber Transport 9/17 for R. Williams from M Street to Motel 6				
9 9/20/2021	9/21/2021	Uber Trip				5.20
		Cancellation charge for Rhonda Williams				
10 9/20/2021	9/22/2021	Motel 6				412.10
		R. Williams 09/17/21-09/27/21				
11 9/21/2021	9/21/2021	Uber Trip				5.00
		Uber cancellation trip for E.Baker				
12 9/21/2021	9/21/2021	Uber Trip				10.62
		Uber Transport for E.Baker from Motel 6 to M street				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/21/2021	9/23/2021	Motel 6				275.48
Motel 6 9/21-9/25 T. Eatherly						
14 9/23/2021	9/27/2021	Motel 6				609.19
Motel 6 9/23-10/2 L. Eddington Positive Covid						
15 9/25/2021	9/27/2021	Motel 6				73.91
L. Eddington 09/23/21-10/02/21						
						Transaction Count: 15
						Total: 3,523.94

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Traco Matthews	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3726	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/6/2021	Marriott Copley Place				927.66
		Hotel Fee for Traco Matthews - NCAP Conference in Boston, MA				
2 9/9/2021	9/10/2021	Naeh				325.00
		Registration fee for Sabrina Jones to attend National Alliance to End Homelessness conference				
3 9/13/2021	9/15/2021	Mbay Front Desk				1,031.52
		Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				
4 9/14/2021	9/16/2021	Mbay Front Desk				-831.52
		Credit Applied for Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				
5 9/14/2021	9/16/2021	Mbay Front Desk				831.52
		Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/16/2021	9/20/2021	Mbay Front Desk				-400.00
Credit Applied to Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV						
7 9/22/2021	9/23/2021	Eb 2021 Read For Succ				54.67
2021 Read For Success Breakfast						
8 9/28/2021	9/29/2021	Lassens Natural Foods-Bk				289.37
Specialty Items for Food Preparation at Central Kitchen						
						Transaction Count: 8
						Total: 2,228.22

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/8/2021	9/9/2021	Societyforhumanresource		✓		1,395.00
SHRM Annual Conference & Expo 2021 Virtual Registration						
2 9/10/2021	9/13/2021	Biometrics4all Inc				11.25
Relay Fees for running New Hire Fingerprints Invoice Period 08/01/2021-08/31/2021 Invoice Date 09/01/2021						

Transaction Count: 2
Total: 1,406.25

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-5025	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/3/2021	9/3/2021	National Cacfp Sponsors		✓		147.00
Registrationn for 3 staff to attend CACFP Virtual Summit (Lorenzo Maldonado, Isabel Urena, & Marguerite Sacedo)						
2 9/3/2021	9/6/2021	Marriott Copley Place				744.88
Purchase Marriott Copley Place for HS Director's lodging while attending the NCAP confernece in Boston.						
3 9/9/2021	9/9/2021	National Cacfp Sponsors		✓		98.00
Registration for 2 staff to attend CACFP Virtual Summit (Jennifer Johnson & Tyrone Trapp)						
4 9/13/2021	9/14/2021	Paypal		✓		29.00
Registration for Roslyn Cruz HVP-Registration for Pyramid Model Training						
5 9/13/2021	9/14/2021	Paypal		✓		29.00
Registration for Rhina Perez HVP-Registration for Pyramid Model Training						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2021	9/14/2021	Paypal		✓		29.00
		Registration for Barbara Orson HVP-for Pyramid Model Training				
7 9/21/2021	9/22/2021	Paypal		✓		29.00
		Registration for Maegan Rouse HVP- for Pyramid Model Training				
8 9/21/2021	9/22/2021	Paypal		✓		29.00
		Registration for Connie Ramirez HVP- for Pyramid Model Training				
9 9/21/2021	9/22/2021	Qr-Code-Generator.Com		✓		83.88
		Purchase of QR Code for HS/EHS Enrollment in Social Media				
10 9/21/2021	9/22/2021					0.84
		Qr-Code-Generator.Com ~ Purchase of QR Code for HS/EHS Enrollment in Social Media transaction fee.				
11 9/24/2021	9/27/2021	Docebo		✓		199.99
		Registration for PD Team to attend Docobo Inspire virtual Conference - Olivia Kent				
12 9/24/2021	9/27/2021	Docebo		✓		199.99
		Registration for PD Team to attend Docobo Inspire virtual Conference - Elizabeth Williams				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/24/2021	9/27/2021	Docebo		✓		199.99
Registration for PD Team to attend Docobo Inspire virtual Conference - Jason Rojas						

Transaction Count: 13

Total: 1,819.57

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/1/2021			✓		4.68
Cross Border Transaction Fee - Merchant Banking Fee tied to Vennage, Inc. A business operating from Canada (No Receipt was Received)						
2 8/31/2021	9/1/2021	Vennage.Com		✓		468.00
Annual Subscription for graphic reporting tool.						
3 8/31/2021	9/1/2021	2021 Sjr Summit		✓		80.50
Registration Fee for L. McKay to attend the 10th Annual San Joaquin Valley Affordable Housing Summit from Sept. 21-23, 2021						
4 9/7/2021	9/8/2021	Stk*shutterstock				29.00
Monthly Fee for Stock Photos						
5 9/14/2021	9/15/2021	Ncaf				350.00
NCAF Virtual Conference - Registration for James Burger to attend virtual conference.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/17/2021	9/17/2021	Costco *photo Center				1,035.71
		Canvas Photos for Marketing CAPK Brand				

Transaction Count: 6

Total: 1,967.89

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/30/2021	9/1/2021	Creative Mobil10510014		✓		43.55
Transportation from Boston Airport to Hotel - NCAP Convention in Boston, MA						
2 8/30/2021	9/6/2021	Marriott Copley Place		✓		1,236.88
Hotel Fee for J. Tobias - NCAP Convention in Boston, MA						
3 8/31/2021	9/6/2021	Marriott Copley Place		✓		927.66
Hotel Fee for M. Panos - NCAP Convention in Boston, MA						
4 8/31/2021	9/6/2021	Marriott Copley Place		✓		927.66
Hotel Fee for J. Mullings - NCAP Convention in Boston, MA						
5 9/1/2021	9/3/2021	City Table		✓		319.64
Group Dinner during NCAP Convention in Boston. Attendees: J. Tobias, T. Matthews, F. Hernandez, Y. Gonzales, E. Contreras, M. Jara-Rangel, and J. Mullings. (S. Tobias meal paid w/personal cc)						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/3/2021	9/6/2021	Marriott Copley Place		✓		927.66
		Hotel Fee for M. Jara-Rangel - NCAP Convention in Boston, MA				
7 9/5/2021	9/6/2021	Creative Mobil10510014		✓		25.75
		Transportation from Hotel to Boston Airport - NCAP Convention in Boston, MA				
8 9/5/2021	9/7/2021	Rps Bakersfield		✓		70.00
		Parking Fee at Bakersfield Airport - NCAP Convention in Boston, MA				
9 9/15/2021	9/15/2021	Nna Services Llc				179.00
		National Notary Association - Registration fee for Paula Daoutis to attend required training to renew commission.				
10 9/16/2021	9/17/2021	Www.Calcapa.Org				50.00
		CalCAPA Leadership Convening Registration Fee for J. Tobias				
11 9/17/2021	9/20/2021	Eb 2021 Read For Succ				164.01
		Kern Literacy Council Read for Success Breakfast /Presentation. Tickets purchased for J. Tobias, Y. Gonzales, and L. Brooks				
12 9/19/2021	9/21/2021	Exxonmobil 99984692				69.23
		Gasoline for CEO's Agency Vehicle				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/27/2021	9/28/2021	Nationalcom				350.00
Registration Fee for J. Tobias - NCAF Virtual Conference (Documentation is attached)						
						Transaction Count: 13
						Total: 5,291.04

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/6/2021	Marriott Copley Place				927.66
		CAP National Convention in Boston, MA Lodging booked for Board Member - originally reserved for Emilio Wagner				
2 9/16/2021	9/17/2021	Msft * E0600frs5b				254.19
		Microsoft Azure - Software Support HS 6320-109/108-001-120-000-16-1-1 190.64/63.55				
3 9/19/2021	9/20/2021	Onestepgpscom				209.25
		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1				
4 9/20/2021	9/21/2021	Mindbody				445.40
		Premier Basic monthly charge and subscription fee for September 2021 service.				
5 9/23/2021	9/24/2021	Wagersassoc				395.00
		Licenses of HRS Pro to handle unclaimed property in Finance				

Transaction Count: 5

Total: 2,231.50

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/1/2021	2021 Sjv Summit			✓	80.50
		San Joaquin Valley Affordable Housing Summit				
2 8/31/2021	9/1/2021	Lassens Natural Foods-Bk			✓	170.09
		Special diet food items				
3 9/8/2021	9/10/2021	Bakersfield Ice			✓	421.47
		Ice for Central Kitchen				
4 9/21/2021	9/23/2021	Bakersfield Ice			✓	324.75
		Central Kitchen fifty 20 lb bags of ice.				
						Transaction Count: 4
						Total: 996.81

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (7 OF 12 MONTHS OR 58.33%)

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	481,291	37.8%	791,060
Head Start Subsidy	<u>623,738</u>	<u>704,130</u>	112.9%	<u>(80,392)</u>
Total Revenue	<u>1,896,089</u>	<u>1,185,421</u>	62.5%	<u>710,668</u>
Expenditures (Note B)				
Salaries	605,614	304,861	50.3%	300,753
Benefits	187,409	100,621	53.7%	86,788
Vehicle Gasoline, Repair/Maintenance	51,300	24,917	48.6%	26,383
Space Costs	94,700	63,935	67.5%	30,765
Supplies - Office & Food Service	86,000	64,787	75.3%	21,213
Equipment Repair/Maintenance & Lease	38,000	6,662	17.5%	31,338
Communication	13,000	7,827	60.2%	5,173
Risk Insurance	12,700	9,852	77.6%	2,848
Printing	1,000	71	7.1%	929
Hiring & Employee Costs	100	671	671.0%	(571)
First Aid	500	267	53.3%	233
Raw Food/Vended Meals	<u>586,803</u>	<u>479,042</u>	81.6%	<u>107,761</u>
Sub Total	1,677,126	1,063,513	63.4%	613,613
Adult Meals Prepared	51,251	71,005	138.5%	(19,754)
Indirect	<u>167,712</u>	<u>50,903</u>	30.4%	<u>116,809</u>
Total Expenditures	<u>1,896,089</u>	<u>1,185,421</u>	62.5%	<u>710,668</u>

	Prior Period	SEPTEMBER 2021	Cumulative
Total Meals Prepared and Vended (Note C)	333,844	54,774	388,618
Total Meals Claimed	<u>178,559</u>	<u>27,648</u>	<u>206,207</u>
Difference	155,285	27,126	182,411

Percentage Claimed to Prepared/Vended		50.5%	53.1%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/21 - 6/30/22 (2 OF 12 MONTHS = 16.67%)

Contract CMAP-1000	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	Total	%	% Earned to MRA
Provider Payments	\$ 562,985	\$ 752,645											\$ 1,315,630		
Add: Family Fees	<u>13,000</u>	<u>11,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,500</u>		
Net Provider Payments	\$ 575,985	\$ 764,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340,130	83.29%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		16.95%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 575,985	\$ 764,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340,130		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 122,178</u>	<u>\$ 162,091</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 284,270</u>		
Program Administration/Support Services Costs	67,423	55,427										-	122,850	7.64%	
Indirect (10% x MTDC) Costs	64,834	81,136										-	145,969	9.07%	
Transfer Indirect to CSBG	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
Total Operating Costs	<u>\$ 132,257</u>	<u>\$ 136,562</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>268,819</u>	16.71%	
Revenue Earned Over/(Under) Costs	<u>\$ (10,079)</u>	<u>\$ 25,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>15,450</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 708,242</u>	<u>\$ 900,708</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,608,949</u>	<u>100.00%</u>	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	1,340,130
Reimbursement Rate (17.5% / 82.5%)	x <u>21.2121%</u>
Revenue Earned	<u>284,270</u>

Note 2: The maximum reimbursable amount per the 2021/22 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	<u>239,617</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/21 - 6/30/22 (3 OF 12 MONTHS = 25%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-0052)</u>														
Adjusted Days of Enrollment - Certified	4,482	4,818	5,027										14,326	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 222,030	\$ 238,661	\$ 249,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 709,724	20.08%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%											98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-0126)</u>														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507										10,441	
Reimbursement Rate per Child per Day	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	
Revenue Earned	\$ 152,342	\$ 155,437	\$ 224,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,452	12.19%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%											98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>MIGRANT CHILD CARE (CMIG-0004)</u>														
Adjusted Days of Enrollment - Certified	93	84	84										261	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 4,620	\$ 4,139	\$ 4,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,920	5.08%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											99.10%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2021/22 State contracts.

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable

Month/Year: September-2021
Director of Finance: Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	September-2021		Year to Date 03/1/21 -9/30/21	
Description	Number	Amount	Number	Amount
Bank Deposits	20	2,615,941	97	19,701,698
Wire Deposits	16	1,592,382	82	4,645,266
Head Start/IRS Drawdowns	8	5,076,525	33	21,301,447
Vendor Checks Issued	582	15,372	4,216	9,522,751
Payroll Disbursed		2,904,014		21,351,728
Grant Reports Prepared	31		227	
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
City of Bakersfield Homeless Housing & Prevention				
CSBG 2020				
CSBG Cares				
CSBG Discretionary				
CSBG 2021				
DAP				
DOE 2020				
Differential Response				
Energy Upgrade CA Program - 211				
ESG CARES Act Homeless				
First 5 Kern – Help Me Grow				
Goodwill				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
HUD				
LIHEAP 2020				
LIHEAP 2021				
LIHEAP CARES				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANTISLAUS 211 RENTAL ASSISTANCE				
WIC				

Total Division Staffing 21 positions + 1 Temp

CFO
 Director of Finance
 Finance Administrator
 Payroll/HRIS Manager
 Accounting Manager
 Accounting Manager - Energy
 Accountant (4)

Accounting Technician (4)
 Accounting Specialist
 Benefits Specialist
 Benefits Technician
 Fiscal Technician (2)
 Payroll Specialists (3)
 Administrative Assistant to CFO

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF FEBRUARY 28, 2021

ASSETS

Cash in Bank	6,762,684
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	2,316,065
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,212,729
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,098,075

Total Assets	22,066,470
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LIABILITIES AND NET ASSETS

Accounts Payable	2,204,730
Accrued Expenses	797,616
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	327,594
Deferred Revenue	722,797

Total Liabilities	7,189,771
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Total Net Assets	14,876,699
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Total Liabilities and Net Assets	22,066,470
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STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

REVENUE

Grant Revenue	73,965,265
Donations	41,912,199
Other Revenue	1,395,608
In-Kind	361,570

Total Revenue	117,634,643
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EXPENDITURES

Salaries	32,643,960
Benefits	9,275,266
Travel	264,341
Space Costs	6,351,747
Supplies	3,024,270
Consultant/Contract Services	2,328,920
Other Costs	2,942,357
Program Costs	53,060,080
Capital Expenditures	(25,268)
Indirect	6,430,646
In-Kind	361,570

Total Expenditures	116,657,889
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Net Change in Assets	976,754
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Net Assets, beginning	13,899,945
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Net Assets, ending	14,876,699
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Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF SEPTEMBER 30, 2021

ASSETS

Cash in Bank	9,756,303
Cash - Vacation Reserve	1,026,060
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	596
Prepaid Expense	525,889
Inventory	1,230,370
Net Fixed Assets - Unrestricted	1,153,835
Net Fixed Assets - Restricted	8,888,036

Total Assets 22,581,088

LIABILITIES AND NET ASSETS

Accounts Payable	620,234
Accrued Expenses	400,362
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,284,913
Advance Payable	275,218
Deferred Revenue	4,296,209

Total Liabilities 7,854,468

Total Net Assets 14,726,620

Total Liabilities and Net Assets 22,581,088

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2021 TO SEPTEMBER 30, 2021

REVENUE

Grant Revenue	41,718,753
Donations	186,374
Other Revenue	3,844,204
In-Kind	5,082,016

Total Revenue 50,831,347

EXPENDITURES

Salaries	20,041,425
Benefits	5,728,342
Travel	220,937
Space Costs	4,741,894
Supplies	1,662,283
Consultant/Contract Services	1,667,765
Other Costs	1,931,948
Program Costs	6,087,066
Capital Expenditures	356,569
Indirect	3,461,180
In-Kind	5,082,016

Total Expenditures 50,981,426

Net Change in Assets (150,079)

Net Assets, beginning 14,876,699

Net Assets, ending 14,726,620

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	17,461,030	21,471,508	45%
BENEFITS	11,352,568	5,067,226	6,285,342	45%
TRAVEL	723,003	225,105	497,898	31%
SPACE COST	8,679,577	3,862,708	4,816,869	45%
SUPPLIES	2,639,488	1,577,356	1,062,132	60%
EQUIPMENT	291,353	581,954	(290,601)	200%
CONSULTANT/CONTRACT SERVICES	4,224,507	1,258,176	2,966,331	30%
OTHER COSTS	2,571,193	1,554,184	1,017,009	60%
PROGRAM COSTS	11,336,024	5,954,794	5,381,230	53%
INDIRECT	7,471,110	3,475,723	3,995,387	47%
TOTAL	88,221,361	41,018,254	47,203,107	46%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	13,245,502	15,139,869	47%
BENEFITS	8,621,872	3,954,956	4,666,916	46%
TRAVEL	481,785	118,168	363,617	25%
SPACE COST	6,895,025	2,695,290	4,199,735	39%
SUPPLIES	1,650,819	1,076,874	573,945	65%
EQUIPMENT	249,000	66,190	182,810	27%
CONSULTANT/CONTRACT SERVICES	1,383,171	388,031	995,140	28%
OTHER COSTS	1,134,919	729,405	405,514	64%
PROGRAM COSTS	7,854,382	4,687,683	3,166,699	60%
INDIRECT	4,918,173	2,577,110	2,341,063	52%
TOTAL	61,574,517	29,539,210	32,035,308	48%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	1,737,833	2,234,317	44%
BENEFITS	1,132,141	487,373	644,768	43%
TRAVEL	98,318	50,602	47,716	51%
SPACE COST	698,065	490,879	207,186	70%
SUPPLIES	310,315	292,568	17,747	94%
EQUIPMENT	-	446,565	(446,565)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	234,505	359,898	39%
OTHER COSTS	392,841	276,852	115,989	70%
PROGRAM COSTS	1,451,836	961,275	490,561	66%
INDIRECT	728,776	369,300	359,476	51%
TOTAL	9,378,845	5,347,754	4,031,091	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	878,288	1,058,440	45%
BENEFITS	443,603	219,314	224,289	49%
TRAVEL	62,566	12,132	50,434	19%
SPACE COST	228,147	112,131	116,016	49%
SUPPLIES	95,424	36,599	58,825	38%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	389,087	1,234,293	24%
OTHER COSTS	796,060	335,135	460,925	42%
PROGRAM COSTS	722,281	139,660	582,621	19%
INDIRECT	590,819	206,247	384,572	35%
TOTAL	6,507,611	2,328,592	4,179,019	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	1,015,140	2,337,258	30%
BENEFITS	801,121	241,131	559,990	30%
TRAVEL	33,264	30,805	2,459	93%
SPACE COST	687,660	401,490	286,170	58%
SUPPLIES	483,773	114,525	369,248	24%
EQUIPMENT	33,750	69,198	(35,448)	205%
CONSULTANT/CONTRACT SERVICES	275,443	130,416	145,027	47%
OTHER COSTS	153,543	173,519	(19,976)	113%
PROGRAM COSTS	1,276,858	116,050	1,160,808	9%
INDIRECT	690,452	209,794	480,658	30%
TOTAL	7,788,262	2,502,069	5,286,193	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	535,556	657,635	45%
BENEFITS	334,364	156,390	177,974	47%
TRAVEL	28,920	13,398	15,522	46%
SPACE COST	168,480	162,919	5,561	97%
SUPPLIES	80,157	55,388	24,769	69%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	41,656	243,954	15%
OTHER COSTS	49,420	30,460	18,960	62%
PROGRAM COSTS	30,667	50,125	(19,458)	163%
INDIRECT	517,047	99,451	417,596	19%
TOTAL	2,687,856	1,145,342	1,542,514	43%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	48,711	43,989	53%
BENEFITS	19,467	8,062	11,405	41%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(3)	2,203	0%
SUPPLIES	19,000	1,401	17,599	7%
EQUIPMENT	-	-	-	#DIV/0!
CONSULTANT/CONTRACT SERVICES	62,500	74,481	(11,981)	119%
OTHER COSTS	44,410	8,813	35,597	20%
PROGRAM COSTS	-	-	-	#DIV/0!
INDIRECT	25,843	13,821	12,022	53%
TOTAL	284,270	155,286	128,984	55%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 09/30/21 (7 OF 12 MONTHS = 58.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,471,110	\$ 3,475,723	46.5%	\$ 3,995,387
Expenditures				
Salaries	3,983,144	2,068,203	51.9%	1,914,941
Benefits @ 23.6% actual	<u>931,312</u>	<u>479,378</u>	<u>51.5%</u>	<u>451,934</u>
Total Personnel Costs	4,914,456	2,547,581	51.8%	2,366,875
Operating Costs				
Travel	62,350	20,737	33.3%	41,613
Space Costs	206,370	187,398	90.8%	18,972
Supplies	150,200	81,638	54.4%	68,562
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	447,368	46.8%	508,632
Other Operating Costs	<u>352,750</u>	<u>321,287</u>	<u>91.1%</u>	<u>31,463</u>
Total Operating Costs	1,923,670	1,275,157	66.3%	648,513
Total Expenditures	<u>\$ 6,838,126</u>	<u>\$ 3,822,738</u>	<u>55.9%</u>	<u>\$ 3,015,388</u>
Excess Indirect Revenue	<u>\$ 632,984</u>	<u>\$ (347,015)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 564,315	44.7%	\$ 697,992
Operations	2,324,790	1,400,260	60.2%	924,530
Executive	1,133,815	719,238	63.4%	414,577
Program Administration	330,664	135,167	40.9%	195,497
Finance	<u>1,786,550</u>	<u>1,003,759</u>	<u>56.2%</u>	<u>782,791</u>
	<u>\$ 6,838,126</u>	<u>\$ 3,822,738</u>	<u>55.9%</u>	<u>\$ 3,015,388</u>

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