



DATE: October 30, 2024
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th St.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

- a. Moment of Silence / Pledge of Allegiance (Please Stand)
- b. Reading of the Promise of Community Action (Please Stand)

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

- c. Roll Call

Fred Plane (Chair)
Maritza Jimenez (Vice Chair)
Ana Vigil (Secretary)
Michelle Jara-Rangel (Treasurer)
Denise Boshers

Jimmie Childress
Fatima Echeverria
Jeff Flores
Curtis Floyd
Gina Martinez

Jonathan Mullings
Yolanda Ochoa
Gema Perez
Guadalupe Perez
Lily Pimentel-Stratton

II. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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.

III. Special Presentation

- a. Acknowledging the Retirement of 42-Year Head Start Employee, Mary Lopez.
- b. Recap of Hunger Action Month by Savannah Oates, Advocacy & Public Relations Manager, and Kelly Lowery, Food Bank Administrator.

IV. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- a. **Minutes from September 25, 2024, Board of Directors Meeting (p. 4-10)**
- b. **Minutes from October 9, 2024 Personnel Committee Meeting (p. 11-14)**
- c. **Position Analysis and Equity Review for Operations Represented Positions (p. 15-23)**

- d. Position Analysis and Equity Review for Program Administration Directors (**p. 24-43**)
- e. Position analysis and Equity Review for VITA Program (**p. 44-66**)
- f. Position Analysis and Equity Review for Energy Program (**p. 67-139**)
- g. 2025 Holiday Calendar (**p. 140**)
- h. Head Start Personnel Update (**p. 141-142**)
- i. **Minutes from October 16, 2024, Program Review & Evaluation Committee Meeting (p. 143-147)**
- j. Adult Re-Entry Program Presentation (**p. 148-154**)
- k. September 2024 Program Reports (**p. 155-200**)
- l. September 2024 Application Status Report & Funding Profiles (**p. 201-205**)
- m. California Coastal Commission, Whale Tail Grant (**p. 206-207**)
- n. September 2024 Head Start / State Child Development Division / Program Monthly Activity Report (**p. 208-209**)
- o. Approval of 2024-2025 Early Head Start/Head Start School Readiness Goals (**p. 210-231**)
- p. 2023-2024 Head Start/State Child Development Self-Assessment (**p. 232-277**)
- q. Final Report National Community Action Partnership (NCAP) and Association for State and Territorial Health Organizations (ASTHO) Vaccine Equity Project Community Initiatives (**p. 278-294**)
- r. **Minutes from October 23, 2024 Budget & Finance Committee Meeting (p. 295-300)**
- s. Head Start / Early Head Start Budget to Actual Reports for August 31, 2024 (**p. 301-314**)
- t. CAPK Agency Wide Budget Revision #3 (**p. 315-327**)
- u. Accounting & Financial Policies & Procedures Manual (**p. 328-509**)
- v. Approval of CalFresh Outreach Program FFY 2025-2027 Agreement #21-7003-SUB-CAP (**p. 510-544**)
- w. Planned Parenthood Sex Education Program (**p. 545-560**)
- x. VITA, Dept of Treasury, IRS Grant Awarded (**p. 561-562**)
- y. 2025-2026 Head Start & Early Head Start Refunding Application (**p. 563-565**)
- z. Contract for Custodial Services (Revised) (**p. 566-592**)
- aa. Indirect Excess (Deficit) Transfer to Discretionary (**p. 593**)

V. New Business

- a. Government Leadership Solutions (GLS) Strategic Plan Consultant Group – **Info Item (p. 594-605)** Pritika Ram, Chief Business Development Officer
- b. Agreement with City of Bakersfield HOME-ARP Funds CES Rapid Response - **Action Item (p. 606-632)** Rebecca Moreno, Director of Housing & Supportive Services
- c. Selection of Agency Banking & RFI Results – **Action Item (p. 603-634)** Gabrielle Alexander, Director of Finance
- d. Revisions to CAPK Employee Handbook and Other Human Resources Policies – **Action Item (p. 635-750)** Lisa McGranahan, Director of Human Resources
- e. Approval of Employee Floating Holiday – **Action Item (p. 751)** Lisa McGranahan, Director of Human Resources
- f. August 2024 Financial Reports – **Action Item (p. 752-891)** Tracy Webster, Chief Financial Officer
- g. San Joaquin County Office of Education (SJOE) Head Start Initial Cooperative Agreement Expansion – **Info Item (p. 892)**

VI. CAPK Foundation Board Report

a. CAPK Foundation Board Report – ***Action Item (p. 893-903)***

Catherine Anspach, Director of
Development

- i. Minutes from the May 28, 2024 Board Meeting
- ii. CAPK Foundation Financial Reports

VII. Advisory Board Reports

b. Head Start Policy Council Report – ***Action Item (p. 904-911)***

Fatima Echeverria, PC Representative

- iii. September 2024 Policy Council Report
- iv. Minutes from the Policy Council Meeting on August 27, 2024

b. Friendship House Community Center Advisory Board Report – ***Info Item (p. 912)***

Lois Hannible, FHCC Program
Administrator

VIII. Chief Executive Officer Report – Info Item (Verbal Report)

- a. Facilities Update
- b. Employee Health Plan Open Enrollment Update

Jeremy Tobias, Chief Executive Officer

IX. Board Member Comments

X. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - (Government Code Section 54956.9(b)(1))
Number of cases: One (1) - in the opinion of the legislative body and on advice of its legal counsel, there is a significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Monday, November 25, 2024
CAPK Administrative Offices, Board Room
1300 18th St.
Bakersfield, CA 93301

XIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, October 25, 2024. Paula Daoutis, Executive Assistant.



DATE	September 25, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18 th St. Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:09 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

- a. Moment of Silence / Pledge of Allegiance
- b. Reading of the Promise of Community Action
- c. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer); Denise Boshers, Curtis Floyd, Gina Martinez, Jonathan Mullings, Yolanda Ochoa, Gema Perez, Guadalupe Perez, Lily Pimentel-Stratton

Absent: Jimmie Childress, Fatima Echeverria, Jeff Flores

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Maria Contreras, Director of Facilities; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; Juan Hernandez Garcia, Field Representative for Assemblywoman, Dr. Jasmeet Bains; and other CAPK staff.

II. Introduction of Guests / Public Forum

Rebecca Moreno announced that local employers are invited to participate in the First Annual Resource / Job Fair assisting homeless individuals make their transition back into the workforce. The event is scheduled for Thursday, October 24th from 9:00 am to 1:00 pm at the M Street Navigation Center, located at 2900 M Street. Bakersfield, CA 93301.

Jeremy announced that Juan Hernandez Garcia, Field Representative from Assemblymember Dr. Jasmeet Bains office is present.

III. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. Michelle Jara-Rangel requested items III(t) and III(u) be removed for further discussion.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of items III(t) and III(u). Carried by unanimous vote (Jara-Rangel/Jimenez).

Item III(t) and Item III(u) – Michelle Jara-Rangel reported that these items were presented at the Policy Council Planning Committee on September 3rd and were not approved by the committee. The committee made a

recommendation to staff requesting to address the items at the Policy Council Meeting, which is later this evening. However, both items were placed on the PRE Committee agenda and approved by the committee and subsequently placed on the Board Consent Agenda for approval today, prior to having been approved by the Policy Council. Michelle asked what would happen if the Board approved these items today, and the Policy Council does not approve this evening. Jerry Meade responded and said there is an impasse procedure in place between the Policy Council and the Board, and in the event where the Policy Council may not have approved a particular item that the Board has approved, then we would follow that procedure and would not move forward with the approval until the impasse procedure was completed. The impasse procedure does require the Policy Council and the Board to meet to review and confer and provide a thorough review of the items and then bring them back the items for approval. Jerry also pointed out that because of the robust discussion at the Policy Council Planning Committee meeting, the presentation that was made to the PRE Committee included the recommendations made by the committee. Had it not been for the Feed the Need event yesterday, the policy Council would have met prior to this meeting so this is an unusual circumstance.

Curtis Floyd said he understands that there is an impasse procedure in place but that in his entire time on the Board, he cannot recall anytime where the impasse procedure was implemented and would have preferred the Policy Council had met prior to this meeting. Jerry Meade reiterated that approval from both the Policy Council and the Board of Directors is required to move these items forward. Jerry confirmed to the Board that it is understood that the normal process is to receive approval from the Policy Council prior to the Board but due to the timing to submit these items, it was necessary to move forward given the disruption of the regular schedule. Michelle confirmed that her questions were answered satisfactorily.

Motion was made and seconded to approve items III(t) and III(u) from the Consent Agenda. Carried by a vote of 10 in favor and 2 abstentions by Michelle Jara-Rangel and Curtis Floyd. (Ochoa/Perez, Guadalupe).

IV. New Business

- a. Employee Health Insurance Renewal for the 2025 Plan Year – Lisa McGranahan, Director of Human Resources and Tracy Webster, Chief Financial Officer – **Action Item**

Lisa McGranahan presented the above action item for approval and reminded the Board that a change of insurance brokers was made last year, transitioning to Keenan & Associates. CAPK joined the PACE pool to expand our purchasing power and entered the pool at the rate PACE felt appropriate. Laurie Le Franco from Keenan participated via Teams and spoke about the benefits of bringing a Kaiser option back to CAPK at the request of employees. The Kaiser plan has proven to be quite popular with several hundred people enrolling in the plan. It is worth noting that some former employees that had resigned have returned to CAPK due to the addition of the Kaiser plan. Laurie also noted that a 4th coverage tier was added to help single parents. With the addition of this extremely competitive single-family rate, it has also increased employee participation. The renewal plans consisting of Kaiser, Anthem Blue Cross HMO and Anthem Blue Cross PPO are effective January 1, 2025. The Kaiser plan has a 90% subsidy in the employee only tier.

Tracy Webster addressed the fiscal impact, and reported that based on the current enrollment, the total agency-wide projected increase is at a rate of 7% for the employer portion which amounts to \$636,500. The increase in costs have been reviewed by the program directors and each have made accommodations in their budget to offset the increase.

Lisa McGranahan said that staff are very pleased with the benefits offered and feel that the Board & Leadership have invested in them and that they feel valued. Jeremy Tobias added that our hope is that the costs will stabilize even more over time, and we are very pleased with the renewal rate. Even though there is a 7% increase, it is a lower increase than we had been projecting with the former plan. Lisa added that when we

made the decision to join PACE, we were able to get a Board Seat, and Lisa said that she has attended all meetings. The Board seat is valuable and allows CAPK to participate in discussions that impact CAPK and the plan. Lisa also reported that open enrollment will begin on November 1.

Tracy Webster said that employees are receiving information on the amount that CAPK subsidizes for their benefits and when they see the total investment that CAPK has made in their health benefits and retirement, it has proven to be a beneficial tool for retaining staff and for recruitment.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Floyd/Vigil).

- b. Approval of an Agreement Between CAPK and the Housing Authority of the County of Kern for Grant Funding and Supportive Services Leading to the Development of an 85-Unit Affordable Apartment Project at 3299 Pioneer Drive, Including the Provision of Client Services On-Site and the Allocation of Day 1 Families Fund – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias presented the above action item for approval and reported this is an update from an item that was presented in April regarding the partnership with the Housing Authority for an 85-Unit low-income apartment complex. Under the agreement, CAPK will provide onsite client services which will be partially funded through the use of the Day 1 Families Grant funds in the amount of \$5 million. The targeted population is low-income individuals and families who are at risk of becoming homeless. The agreement is between CAPK and the Housing Authority, who worked together to formulate a comprehensive 17-year budget that integrates the funding contributions for the construction years (years 1-2) and the provision of services to residents on-site for 15 years (years 3-17). Jeremy emphasized that developing affordable housing has been a goal for CAPK, one that we have worked on with the Board & Staff and is included in our current strategic plan. Jeremy said that the partnership with the Housing Authority for the Pioneer Drive project is low risk for the agency, and CAPK will provide housing navigation, stabilization, and enhanced case management services. In addition, mental health counseling, addiction treatment, and job training will be embedded within the housing program to address the underlying issues that contribute to homelessness. The services provided follows the M St. Navigation Center model. 43 of the 85 units are designated specifically for CAPK referral clients.

The agreement was drafted by CAPK's legal counsel and supersedes the prior Memorandum of Understanding (MOU). The Housing Authority Board has reviewed and approved the agreement on September 11, 2024. Jeremy reported that construction management and funding is the responsibility of the Housing Authority and directed the Board to review the different funding sources that are included in the staff memo. CAPK will contribute \$1.7 million for construction from the Day 1 Families grant. The remaining \$3.3 million of the Day 1 grant will be used for client services on site. Jeremy also said that due to the investment of the funds and the interest earned, we anticipate some additional available revenue to be used towards the client services budget. Once the Bezos funds are liquidated, we will use the Housing Authority Reserve Fund for client services as spelled out in the agreement. We could also leverage other funding in future years if the need arises. It is also important to note that the goal is for the families to stabilize and the onsite services may be scaled back in the out years if warranted. Operational expenditure will be 1 FTE Housing Administrator and 2 FTE Housing Navigators. Construction is scheduled to commence in May 2025 with an anticipated completion date of October 2026. Onsite services will begin in late 2026.

Jeremy referenced the site plans and photos that were included in the agenda packet. Staff are very excited about this opportunity to enter the affordable housing arena and we feel that this is an excellent opportunity and a low risk partnership.

Ana Vigil asked if there will be a designated office onsite. Jeremy said yes, there will be a building with a community room in the front and an office designated for CAPK staff is included.

Michelle Jara-Rangel asked if we will be able to handle larger families. Stephen Pelz, Executive Director of the Housing Authority of the County of Kern said 2 bedrooms is the maximum size for a total of 4 people per unit. Michelle also asked if the Bezos Day 1 Families grant funds include an option for childcare. Jeremy said we are not planning to provide childcare onsite but will provide vouchers to provide childcare for residents needing those services. Michelle asked if we have paid out any funds from the Bezos funds, Jeremy said no, the entire amount is currently being held by CAPK in a restricted account. Tracy Webster explained that Day 1 Families Fund was separated into two accounts, one to earn higher interest and the other in a regular savings account. Tracy emphasized that the best way to view the funds is on the cash balance page in the Financial Statements.

Jeremy said that while attending the NCAP Annual Convention in Seattle, there were other CAP Agency's that were recipients of funds from the Day 1 Families Fund, which was paid out in stock options. Some grantees had liquidated the stocks immediately to get the full \$5 million value and others held the stock to hope for growth. All shared stories of how they were using the funds.

Curtis Floyd said he looked at the contract and feels that we are protected. For transparency, Curtis reported that he was the previous owner of the property which was sold to the Housing Authority many years ago, well before this project was being considered.

Maritza Jimenez asked if CAPK would have joint ownership of the property. Stephen Pelz said the Housing Authority owns the property and at a later date, will enter into a limited partnership agreement with CAPK, without CAPK having ownership. Maritza asked if CAPK will be collecting applications. Jeremy said we will be responsible for filling the units designated for CAPK referrals and CAPK staff will screen applicants for eligibility.

Denise Boshers asked about the ballot measure in November regarding Affordable Housing and what we know about it. Denise said that Prop. 33 is controversial in affordable housing issues and most affordable housing experts oppose. Jeremy Tobias said it does not impact this project.

Fred Plane said that this is a very exciting project and happy that CAPK is part of it.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Floyd/Vigil).

c. July 2024 Financial Reports – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and indicated the reports were presented at the Budget & Finance Committee last week and called attention to the fact we have not taken a draw from the line of credit as we have an adequate unrestricted cash balance to cover programs with negative cash balances. Tracy also noted that the agency wide Budget Revision #2 was approved by the Committee, noting that some of the expenditure overages will be addressed by Budget Revision #2.

Tracy provided additional updates and noted that the agency expenditures are at 41% for the year, which is aligned with the goal of 41.7%. The Indirect Fund budget to actual report for June month end showed that revenue is in excess expenditures by \$ 369,082, which is 73.0% of the budgeted indirect surplus. Overall expenditures are 41.1% of the budget and is less than the target of 41.7% (5 of 12 months). The agency check register was also presented in the financial statements.

Motion was made and seconded to approve the July 2024 Financial Reports. Carried by unanimous vote (Perez, Guadalupe/Ochoa).

d. Community Needs Assessment Survey – Keren Vazquez, Senior Community Development Specialist – ***Info Item***

Karen Vazquez presented the above info item and reminded the Board that as a recipient of funds from Community Services Block Grant (CSBG), CAPK is required to conduct a Community Needs Assessment (CNA) and prepare a Community Action Plan (CAP) every two years. The purpose of the CNA is to determine how funds are utilized to service low-income clients and to help bridge funding gaps for some of the low-income service programs that do not have sustainable funding. The CAP is to assess poverty needs, available resources and to create feasible goals. The subgroups to receive the survey are Community Partners, Board Members, and Funders. Karen advised the Board that each member will receive an email with a link to complete the survey by the due date provided in the email.

Maritza Jimenez asked how many questions are on the survey, if the form is also bilingual, and how the survey forms will be distributed. Karen responded that there are approximately 15 questions on the survey, there are bilingual options, and the surveys will be mailed, provided at community events, emailed, and CAPK's outreach team will also be promoting the surveys. There are also focus groups that have been identified in the outlying areas for public hearings. Maritza asked if there was a minimum age and that age for individuals to complete the survey. Karen said there is a minimum age of 18 and the hope is to go live with the survey on October 1, 2024 and will conclude in March 2025, allowing two months to assess the data to meet the deadline of May 31, 2025.

e. New Position: Case Manager for Energy Program – Wilfredo Cruz, Energy Program Administrator – ***Action Item***

Wilfredo Cruz presented the above action item and reported that we recently received notice of an award for a grant from PG&E for a Case Management Pilot Program to assist clients in utility bill arrears. This program will run for 2 years and provides case management services to customers who are having difficulty managing their utility bill debt and services will include financial education and arrearage assistance. Wilfredo reported that Case Managers need to be hired as soon as possible to meet the contractual obligations and requested approval of the job description and addition of the Case Manager to the Energy Program.

Yolanda Ochoa asked more specifics about the case management services. Wilfredo summarized the scope of the work and said that Case Managers will stay involved with clients, provide counseling, etc. Because the funds come from PG&E, case management services will only be provided to PG&E clients so they may collect data for the pilot program. Wilfredo reported that the contract is \$1.7 million, PG&E has given CAPK a 30% advance and CAPK will invoice them based on an estimate of the projected costs.

Ana Vigil asked if applicants could reside anywhere in Kern County, Wilfredo responded they must be PG&E customers, so anywhere in Kern County within the PG&E service area.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Jimenez/Vigil).

V. Advisory Board Reports

a. Head Start Policy Council Report – Fatima Echeverry, Policy Council Representative – ***Action Item***

Lisa Gonzales presented the Policy Council report on behalf of Fatima Echeverry for approval and provided an update on the June 25, 2025 meeting and the July 22, 2024 Special Call Executive Committee meeting. Lisa also reported that the Policy Council will meet at 5:30 pm tonight.

Motion was made and seconded to approve the Head Start Policy Council report and all items. Carried by unanimous vote (Ochoa/Mullings).

- b. Friendship House Community Center Advisory Board Report – Lois Hannible, FHCC Program Administrator – ***Info Item.***

Lois Hannible presented the above Info Item and said the Advisory Board is accepting applications to fill 2 vacancies to the Advisory Board. Lois also reminded the Board of the upcoming Casino Night fundraising event on October 24th, and of the annual Fall Festival on October 29th.

VI. Chief Executive Officer Report

- a. Update on Hunger Action Month & Feed the Need – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias reported that the Outreach Team kicked off Hunger Action with a Press Conference at the Food Bank, and staff did a great job getting the media and several elected officials to attend. Also, Resolutions and Proclamations were presented to CAPK throughout Kern County at various city council meetings and it gave staff an opportunity to update each community on the number of pounds of food delivered to their area. Yesterday was Feed the Need at the Kern County Fair and we will update you on the pounds collected as soon as that data is available.

Kelly Lowery also put together an interview with the United Nations World Food Program Director to discuss hunger issues and his new book. Kelly interviewed him and it is posted on the You Tube Channel, all part of the Hunger Action Month. Huge shoutout to the Food Bank and Outreach Staff.

Jeremy also announced that Wednesday, November 13th is the annual holiday food drive in conjunction with KGET Channel 17. This year, there will be a drive through lunch option to help raise funds to supplement Food Bank programs.

- b. Ethics Training for Board Members

Jeremy Tobias announced that the CSBG Organization Standards requires our Board Members to participate in ethics training. We have identified an online course where a link will be provided, and you can take the self-guided course at your convenience within a specific timeframe. At the completion of the course, a certificate will be generated and you can email that to Paula for recordkeeping. This training will roll out in February 2025.

VII. Board Member Comments

Yolanda Ochoa said Feed the Need had a great turnout.

Maritza Jimenez thanked the Food Bank staff and Outreach staff for the great promotion of the event. Savannah said over 26,000 pounds of food was collected. There were 150 volunteers and 21,000 people will be served.

Gema Perez said it was her first time at Feed the Need and she loved it.

Ana Vigil said great job.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, October 30, 2024
CAPK Administrative Office Board Room
1300 18th St.
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:30 pm.



DATE: | October 9, 2024
TIME: | 12:00 PM
LOCATION: | CAPK Administrative Office
Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Personnel Committee Minutes

1. Call to Order

Committee Chair Maritza Jimenez called the meeting to order at 12:03 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Maritza Jimenez (Chair), Jonathan Mullings, and Lily Pimentel-Stratton.

Absent: Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Emilio Wagner, Chief Facilities and Technology Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Director of Human Resources; Susana Magana, Director of Health & Nutrition; Freddy Hernandez, Director of Youth & Community Services; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Position Analysis and Equity Review for Operations Represented Position – Emilio Wagner, Chief Facilities & Technology Officer – **Action Item**

Emilio Wagner presented the above action item for approval.

Maritza Jimenez asked whether these changes had been presented to the Union and aligned with the Union's requests. Emilio confirmed that they had.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

- b. Position Analysis and Equity Review for Program Administration Directors – Louis Gill, Chief Program Officer – **Action Item**

Louis Gill presented the above action item for approval.

Jonathan Mullings asked if the average grade increase is 15% across the agency. Lisa replied that they have observed an average increase in the range of 10-15%, depending on the position's analysis. If the current pay range is close to the market rate, the adjustment would typically be one grade up. In some cases, where

there are additional responsibilities, certain positions may see a larger increase. It ultimately depends on the outcome of the analysis.

Maritza Jimenez asked when these individuals last underwent a review. Louis Gill explained that there is an annual review, and if applicable, they receive a COLA. Each of these positions would typically see an annual increase, but the exact timing of the last review is unknown.

Maritza Jimenez asked if they are positioned in the middle of the grade and whether it will impact the budget. Louis Gill responded that their current placement within the mid-range will not affect the budget.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimental/Mullings).

- c. Position Analysis and Equity Review for VITA Program – Freddy Hernandez, Director of Youth & Community Services - **Action Item**

Freddy Hernandez presented the above action item for approval.

Maritza Jimenez asked if any of these staff members are union employees. Freddy responded no.

Maritza Jimenez also asked why the Administrator's grade increased from 9 to 13. Freddy explained that her responsibilities have significantly expanded and changed since the program's inception.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

- d. Position Analysis and Equity Review for Energy Program – Freddy Hernandez, Director of Youth & Community Services - **Action Item**

Freddy Hernandez presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimental/Mullings).

- e. Revisions to Employee Handbook – Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan presented the above action item for approval and stated that this item will be presented to the full Board at the next meeting. Lisa also mentioned that employees will acknowledge receipt of the manual in ADP and all centers will receive a paper copy.

Jonathan Mullings noted that some of the page numbers in the table of contents are incorrect and requested a revision.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimental/Mullings).

- f. Revisions to Attendance Policy - Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan presented the above action item for approval.

Maritza Jimenez asked if the Union has reviewed the items. Lisa confirmed that all items have been reviewed and discussed during a recent meet and confer.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimental/Mullings).

g. Revisions to Lactation Policy - Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan presented the above item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

h. Revisions to Disciplinary Policy - Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

i. New Artificial Intelligence (AI) Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the above action item for approval, which represents a new policy for the agency.

Maritza Jimenez inquired whether there would be separate video training specifically for this policy. Lisa responded and said to date, they have not discussed this, but there is an opportunity to discuss it in the upcoming monthly at managers' meeting. They will determine the most effective method for training at that time.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimenta/Mullings).

j. 2025 Holiday Calendar – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the above info item for approval. This calendar is aligned with the Head Start school calendar.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

k. Head Start Personnel Update – Robert Espinosa, Program Design and Management Administrator – **Info Item**

Robert Espinosa presented the above info item and noted the highlights of the report.

5. Committee Member Comments

Jonathan Mullings commended the staff for their diligent and extensive work on the job descriptions.

Maritza Jimenez acknowledged everyone's efforts in bringing staff up to market value. She also noted that she has received numerous positive comments from individuals in the community regarding CAPK.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Tuesday, November 5, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:32 PM.



MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Chief Facilities & Technology Officer

Date: October 9, 2024

Subject: *Agenda Item 4(a):* Position Analysis and Equity Review for Operations
Represented Position – **Action Item**

Last month, Central Kitchen submitted Unit B for approval of its equity analysis, which resulted in a rate increase. To complete the process of finalizing represented positions, we are now submitting Unit C, which consists of the Maintenance Technician I and II, for your review and approval.

We recognize the importance of fair and equitable compensation for all staff members. As part of this process, Operations leadership collaborated with Human Resources and conducted a comprehensive review of salary structures to ensure pay equity across all roles. By updating the job descriptions, this will allow us to operate more efficiently and effectively utilize our resources.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Maintenance Tech I (Represented)	Updated job description to simplify roles and clarify responsibilities.	Step 1-5 Min: \$18.90 Max: \$20.05	Step 1-5 Min: \$21.50 Max: \$22.82
Maintenance Tech II (Represented)	Updated job description to simplify roles and clarify responsibilities.	Step 1-5 Min: \$21.06 Max: \$22.36	Step 1-5 Min: \$23.25 Max: \$24.67

Fiscal Impact and Timeframe

The title and grade changes allow our program to come up to market level and be competitive in our recruitment efforts to fill current vacant positions, as well as improve retention for this current fiscal year. The proposed wage adjustments have been incorporated into the revised budget submitted to the Policy Council and the Board of Directors, and have received their approval.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the*

organization's desired results, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
 - o 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommends the Personnel Committee approve the updated job descriptions for the represented staff for Operations.

Attachments:

Proposed SEIU Unit C Compensation Schedule
Maintenance Technician I Job Description
Maintenance Technician II Job Description

SEIU BARGAINING UNIT COMPENSATION SCHEDULE
2024-25 PROPOSED 2.35% COLA

Board Approved: TBD

UNIT C	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Maintenance Tech I	21.50	21.82	22.15	22.48	22.82	-	-	-
Maintenance Tech II	23.25	23.60	23.95	24.31	24.67	-	-	-



Maintenance Technician I (Represented)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Step 1-5

Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Perform routine and emergency repairs to ensure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed, however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:

Receives supervision from Crew Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Follow written schedule in performing routine custodial functions at sites:
 - o Clean classrooms, offices, restrooms, and kitchens.
 - o Operate cleaning equipment such as vacuums, buffer, floor cleaning, and polishing machines, etc.
 - o Clean and vacuum carpets.
 - o Sweep, scrub, strip, disinfect, mop, wax, and polish floors.
- Assist in scheduling routine preventive maintenance (plumbing, electrical, and structural) to ensure proper and safe operation of Agency facilities.
- Perform light carpentry, repair carpentry, masonry, and painting in center equipment and facilities.
- Clean and maintain equipment and tools used on the job.
- Maintain and purchase inventory of cleaning and gardening supplies.
- Pick up and dispose of trash and debris.
- Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
- Deliver orders and materials received at the operations building to various Agency facilities.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.



- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.
- Effectively and safely operate a variety of assigned trade tools and equipment.
- Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed outdoors.
- Noise level is moderately quiet to noisy
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.



POSITION TITLE Maintenance Technician I (Represented)				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs			X			X
26-50 lbs			X			X
51-75 lbs		X			X	
76-100 lbs		X			X	
100+ lbs		X		X		



Maintenance Technician II (Represented)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Step 1-5

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Perform routine and emergency repairs to ensure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed, however, actual assigned duties may vary by location and work site needs.

SUPERVISION RECEIVED:

Receives supervision from the Crew Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Perform and/or schedule routine preventive maintenance (plumbing, electrical, and structural) to ensure proper and safe operation of Agency facilities.
- Repair carpentry, masonry, painting, center equipment, and facilities.
- Perform light carpentry (builds fixtures/cabinets, etc.) and paint exterior and interior surfaces.
- Perform groundskeeping year-round, including sprinkler repair, lawn mowing, weeding, and cleaning of yard on a weekly or as needed basis.
- Provide janitorial service to centers, including sweeping, mopping, vacuuming, dusting, cleaning, and sanitizing bathrooms, and picking up and emptying trash.
- May oversee and train clients or employees in day-to-day maintenance and janitorial tasks.
- Perform minor maintenance and service on EOC vehicles.
- Clean and maintain equipment and tools used on the job.
- Maintain and purchase inventory of cleaning and gardening supplies.
- Pick up and dispose of trash and debris.
- Maintain daily written records of activities, mileage logs, purchase orders, receipts, etc.
- Deliver orders and materials received at the operations building to various Agency facilities.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.



- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.
- Effectively and safely operate a variety of assigned trade tools and equipment.
- Interpret blueprints, shop drawings, sketches, and work orders.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Graduation from high school or GED certificate required.
- Three (3) years' general experience in performing carpentry, plumbing, electrical repairs, building maintenance, janitorial or any combination of education, training, or experience, which will provide the required knowledge, skills, and abilities.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.



POSITION TITLE Maintenance Technician II (Represented)				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs			X			X
26-50 lbs			X			X
51-75 lbs		X			X	
76-100 lbs		X			X	
100+ lbs		X				



MEMORANDUM

To: Personnel Committee

From: Louis Gill, Chief Program Officer

Date: October 9, 2024

Subject: *Agenda Item 4(b)*: Position Analysis and Equity Review for Program Administration Directors – **Action Item**

Program Administration has been working closely with Human Resources to revise job descriptions with the goal of providing future capacity to meet both cost of living adjustments and merit increases in order to retain high-performing staff in Director positions. The Director's jobs descriptions underwent a review through the CompEase salary grading tool to ensure positions are paid competitive market wages.

By using CompEase, a fair and equitable compensation for all Director positions has been established. The goal of utilizing CompEase is to ensure that wages are in line with the market, which will allow for retention of our high performing staff and recruitment of experienced talent into the agency. The adjustment will enhance our program's ability to meet the evolving needs of our community.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Director of Head Start/State Child Development	Grade and responsibilities changes.	15 Min: \$57.36 Mid: \$71.69 Max: \$86.04	17 Min: \$65.94 Mid: \$82.43 Max: \$98.92
Director of Health & Nutrition	Grade and responsibilities changes.	14 Min: \$49.86 Mid: \$62.34 Max: \$74.82	16 Min: \$57.44 Mid: \$71.80 Max: \$86.16
Director of Housing & Supportive Services	Grade and responsibilities changes.	14 Min: \$49.86 Mid: \$62.34 Max: \$74.82	16 Min: \$57.44 Mid: \$71.80 Max: \$86.16
Director of Youth & Community Services	Grade and responsibilities changes.	14 Min: \$49.86 Mid: \$62.34 Max: \$74.82	16 Min: \$57.44 Mid: \$71.80 Max: \$86.16

Fiscal Impact and Timeframe

The updated jobs descriptions have been reviewed and approved by Human Resources. The Director positions have been reevaluated to allow for future capacity of COLA and merit increases. The new grade for each Director is within their current salary range and will not have a fiscal impact.

Strategic Plan Impact

As part of the 2021-2025 Strategic Plan, specifically under Goal 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired result, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee agreement, morale, and retention.
 - o 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) complete development and consolidation of revised job descriptions.

Recommendation:

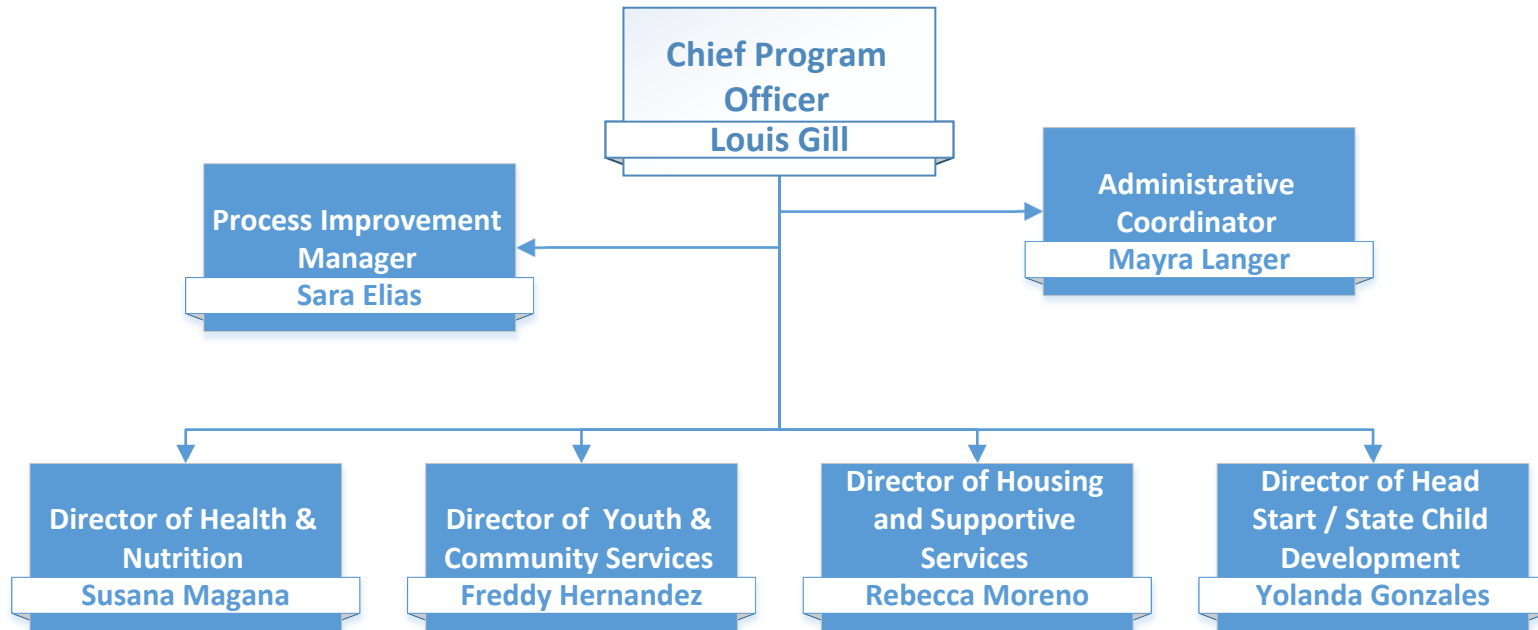
Staff recommends the Personnel Committee approve the revision to the Program Director's job description and proposed salary grades assigned to each position.

Attachments:

Program Administration Organizational Chart
Director of Head Start and State Child Development Job Description
Director of Health and Nutrition Job Description
Director of Housing and Supportive Services Job Description
Director of Youth and Community Services Job Description



Program Administration





Director of Head Start/State Child Development

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 17

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Chief Program Officer (CPO), the Director of Head Start/State Child Development plans, organizes, controls, and directs the operation, management, and administration of Head Start, Early Head Start, Early Head Start San Joaquin, Early Head Start Childcare Partnerships, Home Visiting Initiative (Cal Works), state programs, and collaborates with the Director of Health and Nutrition on Central Kitchen operations. The Director develops, monitors, implements, and evaluates programs policies and procedures, develops, administers, and monitors program budgets, assures Head Start and Early Head Start comply with and implement state, local, and federal regulations, and supervises and evaluates the performance of assigned personnel. The Director ensures adherence and is subject to applicable federal and state laws, policies, and regulations as determined by the Board of Directors and Policy Council (including leadership and technical expertise for program staff, assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, federal and state regulations, funding source requirements, and policies/practices).

SUPERVISION RECEIVED:

Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:

Assistant Director of Head Start/State Child Development-Program, Assistant Director of Head Start-San Joaquin, Head Start Education Manager, Center Based Administrator, Quality Assurance Administrator, and Administrative Coordinator.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Program Planning and Operational Management
 - o Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services:
 - o Ensures all required assessments are completed per grant regulations e.g., community needs assessment and school readiness.
 - o Supervises design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
 - o Develops written procedures for program planning, which includes a process for the formulation of program service objectives, a budget, and work plan based on identified 5-year program goals.
 - o Develops and prepares annual preliminary program budgets, analyzes and reviews



- budgetary and financial data, controls and authorizes expenditures in accordance with established limitations, monitors fiscal systems to assure and sustain program alignment, administers grants, and develops and negotiates service contracts with subscribing educational systems, partnerships, and consultants.
- o Directs and evaluates the performance of assigned staff, interviews, and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions, determines the need for, monitors, and evaluates staff development programs, and provides information to staff regarding professional development activities.
 - o Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visits classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
 - o Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
 - o Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
 - o Provides systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
 - o Maintains an internal communication system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council, and the Community Action Partnership of Kern Board of Directors.
 - o Ensures annual self-assessment and process for program and management improvement plans are conducted with the Policy Council.
 - o Directs public relations and community interface activities.
 - o Advocates for Programmatic needs at the County, State and Federal level. Conduct monthly program review and evaluation to assess progress, identify challenges, and ensure alignment with goals.
 - o Work closely with the Finance Department to supply information to auditors. Monitors procedures to meet grant compliance in relationship to auditing standards. Ensures compliance and responses to CAPK audits.
 - o Performs special assignments/projects and other duties as assigned by the CPO.
- Personnel Management
 - o Oversees the identification of work to be done as related to the Performance Standards, administrative requirements, and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management:
 - o Provides leadership in establishing and maintaining quality work standards throughout the Division.
 - o Ensures that staff positions meet or exceed State of California Department of Education, Head Start, and/or Community Care Licensing staffing requirements.
 - o Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
 - o Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
 - o Works with the Human Resources Department to implement timely recruitment and selection process to ensure consistency with the budget plan, performance



evaluations, coaching, and counseling in accordance with applicable federal and state laws and regulations.

- o Oversees the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
 - o Makes recommendation to the Chief Program Officer regarding hiring and terminations in accordance with Agency policy, applicable laws/regulations, and Appendix A, Governance and Management Responsibilities.
 - o Responsible for the development and implementation of training plans for staff, Policy Council, parents, volunteers, and others involved in the operation of the Head Start, Early Head Start, Early Head Start San Joaquin, Early Head Start Childcare Partnership, Home Visiting Initiative and State of California Department of Education programs.
- Financial Management:
 - o In conjunction with the CPO and CFO, oversees the grantee's responsibility in conducting the financial affairs of the Division, including Head Start, Early Head Start, and Fatherhood.
 - o In conjunction with the Agency's CPO, CFO and the Fiscal Administrator, develops and maintains an effective system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
 - o Oversees the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
 - o Manages funds to achieve the maximum benefit from a limited number of resources.
 - o Ensures that timely, accurate financial reports presented in an understandable format are provided to the Policy Council and Board of Directors to ensure adequate information to make decisions necessary to operate successful Child Development programs.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Capk programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and practices of administration, budgeting, fiscal oversight, project management, and personnel practices.
- Federal, state, and local programs, laws, and regulations pertaining to the program's operation.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures and equipment.



- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Work independently while managing competing demands.
- Find solutions for conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Prepare accurate and concise reports and budgets.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in education, child development, public administration, education administration, or related field with:
 - o 24 units ECE/CD, child/human growth and development, child, family and community, or child and family relations, programs, or curriculum.
 - o Six (6) units in administration.
 - o Six (6) units in adult supervision.
- Minimum five (5) years' senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.
- Five (5) years of direct experience in managing government funded programs desirable.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.



- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Head Start/State Child Development						
Activity	Hours Per Day			NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting					X	
Climbing				X		
Kneeling					X	
Crawling				X		
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)					X	
Power Grasping (left hand)					X	
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)					X	
Pushing & Pulling (left hand)					X	
Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Director of Health & Nutrition

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Chief Program Officer (CPO), the Director of Health & Nutrition will monitor all Agency contracts and/or grants pertaining to health, health education, and nutrition to ensure programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the contracts and/or programs. Provides oversight for the CalFresh, Central Kitchen, Food Bank, Migrant Childcare Alternative Payment, and WIC programs.

SUPERVISION RECEIVED:

Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:

CalFresh Program Administrator, Central Kitchen Administrator, Food Bank Administrator, Migrant Childcare Alternative Payment (MCAP) Program Administrator, and WIC Program Administrator.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for monitoring federal, state, county and city grants to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
- Responsible for the overall operation of the programs including planning, developing, implementing, and monitoring policies and procedures to ensure compliance with program/contract goals and objectives, in accordance with the funding sources requirements and scope of work.
- Oversees the development, implementation, and monitoring of programs budgets for the Division.
- Oversees program operations to ensure effective use of funds and compliance with rules and regulations set forth by the funding source.
- Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
- Develops funding concepts and grants for implementation and project management of programs and services. Provides support in the preparation and submission of funding applications to meet the program's goals and objectives.
- Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions.



- Assists personnel with the implementation of solutions to identified performance problems with agency contracts, including the evaluation of work performance on a timely basis, and providing administrative and human resources support.
- In conjunction with the CAPK's Chief Financial Officer and Chief Program Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations.
- Apprises the CPO of the status of agency contracts/program performance on a periodic basis.
- Assist the CPO with presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
- Works in collaboration with other agencies, organizations and/or local government that support and enhance services provided by the Partnership.
- Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
- Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.
- Conduct monthly program review and evaluation to assess progress, identify challenges, and ensure alignment with goals.
- Advocates for Programmatic needs at the city, county, state and federal level as needed.
- Assist and support the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
- Work closely with the Finance Department to supply information to auditors. Monitors procedures to meet grant compliance in relationship to auditing standards. Ensures compliance and responses to CAPK audits.
- Performs special assignments/projects and other duties as assigned by the CPO.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management and HR/employee practices.
- Federal, state, and local programs, laws and regulations pertaining to the operation of the program.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental and agency policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications

**Ability to:**

- Work independently while managing competing demands.
- Gather and analyze data and make comprehensive reports and recommendations.
- Prepare accurate and concise reports and budgets.
- Analyze demographic and program statistical data to effectively plan program goals and objectives.
- Establish and maintain effective working relationships.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field.
- Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization
- Public speaking experience and media relations is desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the Department of Justice (DOJ). Successful completion of physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (Spanish/English) required.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.



ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE		Director of Health & Nutrition		
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Director of Housing and Supportive Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Chief Program Officer (CPO), the Director of Housing and Supportive Services will direct, supervise, and monitor all Agency contracts and/or grants that pertain to homeless services and self-sufficiency services such as Coordinated Entry Systems (CES), Homeless Management Information Systems (HMIS), Homeless Shelter operations, Housing, and Veteran's Services. Ensures programmatic compliance with federal and state laws, and/or regulations, and any other requirements specific to the contracts/programs.

SUPERVISION RECEIVED:

Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:

Homeless Services Program Administrator, Homeless Services CES Program Manager and Cal-AIM Services Staff.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for monitoring federal, state, county and city grants to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
- Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required timeframes and to prepare for audits/programmatic quality reviews from external agencies.
- Reviews and coordinates budget preparation, monitors expenditures and revenues for assigned programs/contracts, and coordinates required periodic program reporting.
- Initiates, directs, and evaluates program activities and effectiveness, i.e., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and appraises the CPO of the status of Agency contract/program performance on a periodic basis.
- Identifies problems with program performance regarding Agency contracts/grants and makes recommendations/implements corrective actions.



- In conjunction with the CAPK's Chief Financial Officer and Chief Program Officer, develops and maintains an effective system of financial management and budget development that controls funds within the division and meets all necessary financial management requirements and applicable regulations including funding guidelines.
- Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Assists the CPO in providing effective presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
- Prepares management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
- Works in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by Community Action Partnership of Kern.
- Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
- Performs special assignments/projects and other duties as assigned by the CPO.
- Serves as a liaison on the county-wide homeless collaborative to ensure that the needs of the homeless population are being met.
- Analyze and interpret HMIS data to communicate homeless population outcome data.
- Conduct monthly program review and evaluation to assess progress, identify challenges, and ensure alignment with goals.
- Advocates for Programmatic needs at the city, County, State and Federal level as needed.
- Assist and support the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
- Work closely with the Finance Department to supply information to auditors. Monitors procedures to meet grant compliance in relationship to auditing standards. Ensures compliance and responses to CAPK audits.
- Performs special assignments/projects and other duties as assigned by the CPO.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Research techniques and resources.
- Word processing, spreadsheet, database, and other related software.
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

**Ability to:**

- Supervise diverse staff.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally, and in writing.
- Effectively work in group settings with Directors, Managers, Board of Directors, and others.
- Prepare accurate and concise reports and budgets.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Must be fingerprinted and have such records filed with the Department of Justice (DOJ)
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Housing and Supportive Services				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Director of Youth and Community Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Chief Program Officer (CPO), the Director of Youth and Community Services will direct, supervise, and monitor all Agency contracts and/or grants pertaining to family development and self-sufficiency services ensuring programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the contracts/programs. The Director will also be responsible for all necessary CSBG program reporting. Provides oversight for the Family Resource Centers, Shafter Youth Center, Friendship House and Energy and VITA programs.

SUPERVISION RECEIVED:

Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:

Energy Program Administrator, Friendship House Administrator, Family Resource and Youth Center Program Managers, Vita Program Manager, Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for monitoring federal, state, county and city grants to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
- Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames and to prepare for audits/programmatic quality reviews from external agencies.
- Reviews and coordinates budget preparation, expenditures, and revenues for assigned programs/contracts.
- Project management of programs and services.
- Initiates, directs, and evaluates program activities and effectiveness, e.g., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and appraises the CPO of the status of Agency contracts/program performance on a periodic basis.
- Identifies problems with program performance regarding Agency contracts and/or grants, makes recommendations, and implements corrective actions.
- In conjunction with the Chief Financial Officer and Chief Program Officer, develops and



maintains an effective system of financial management and budget development that controls funds within the division and meets all necessary financial management requirements and applicable regulations, including funding guidelines.

- Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
- Assists the CPO in providing effective presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
- Conduct monthly program review and evaluation to assess progress, identify challenges, and ensure alignment with goals. Works in collaboration with other agencies, organizations, and local government that support and enhance services provided by CAPK.
- Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
- Advocates for Programmatic needs at the city, County, State and Federal level as needed.
- Assist and support the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
- Work closely with the Finance Department to supply information to auditors. Monitors procedures to meet grant compliance in relationship to auditing standards. Ensures compliance and responses to CAPK audits.
- Performs special assignments/projects and other duties as assigned by the CPO.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management and HR/employee practices.
- Local programs.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Work independently while managing competing demands.
- Prepare accurate and concise reports and budgets.
- Establish and maintain effective working relationships.
- Analyze demographic and program statistical data to report outcomes, and effectively plan program goals and objectives.



- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Attend evening and weekend meetings
- Effectively present program information to the public.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field.
- Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desirable.
- Must be fingerprinted and have such records filed with the Department of Justice (DOJ).
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Youth, and Community Services				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS



Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth and Community Services

Date: October 9, 2024

Subject: *Agenda Item 4(c)*: Position Analysis and Equity Review for VITA Program –
Action Item

In partnership with the Human Resources Department, we conducted a thorough review of job descriptions and the salary structure for the VITA Program. The primary objective of this analysis is to ensure equitable compensation, enhance our competitiveness in the current job market, improve staff retention, and continue meeting the evolving needs of Kern County clients seeking tax assistance services.

Summary of Proposed Changes

During the analysis, no positions were identified as requiring a reduction in grade or pay. However, several positions were found to need a grade adjustment, and one position requires a title change to maintain equitable pay standards across the agency. Below is a summary of the proposed position changes and their impact on fiscal sustainability.

Position Title	Proposed Changes	Current Grade	Proposed Grade
Outreach Specialist - VITA	Grade change, supervision received, duties and responsibilities, and education.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	7 Min: \$20.61 Mid: \$25.77 Max: \$30.92
Program Administrator - VITA	Formerly the Program Manager. Grade, supervision exercised, duties and responsibilities, and education requirement change.	9 Min: \$24.78 Mid: \$31.01 Max: \$37.21	13 Min: \$39.97 Mid: \$49.96 Max: \$59.95
Quality Reviewer - VITA	Grade change, supervision received, duties and responsibilities, and education.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	7 Min: \$20.61 Mid: \$25.77 Max: \$30.92
Scheduling Technician - VITA	Grade change, supervision received, duties and responsibilities, and education.	4 Min: \$16.38 Mid: \$18.89 Max: \$21.72	5 Min: \$16.89 Mid: \$21.11 Max: \$25.34
Site Coordinator - VITA	Grade change, supervision received and exercised, duties and responsibilities, and education.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	9 Min: \$25.45 Mid: \$31.81 Max: \$38.18

Fiscal Impact and Timeframe

Pending approval, the proposed grade increases and job title changes are scheduled to take effect after Board approval on October 30, 2024. These adjustments will result in an annual salary cost increase of \$23,135.00, which will be covered by existing funding sources, including VITA, CalEITC, and CSBG. The changes are intended to enhance our program's competitiveness in recruitment, fill vacant positions, expand services, and improve staff retention for the 2024/2025 fiscal year. The revised and new job descriptions have been reviewed and approved by the Chief Program Officer, Chief Financial Officer, and the Human Resources Department.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.*

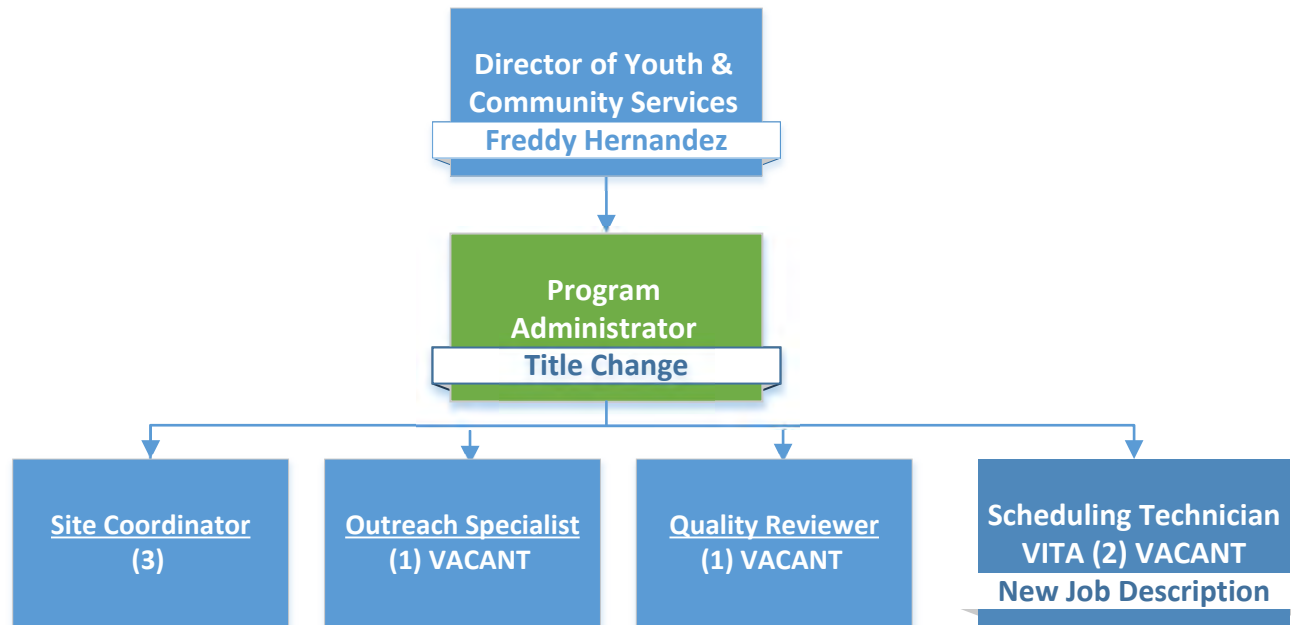
Recommendation:

Staff recommends the Personnel Committee approve the VITA job descriptions and pay grade changes.

Attachments:

VITA Organizational Chart
Outreach Specialist Job Description
Program Administrator Job Description
Quality Reviewer Job Description
Scheduling Technician Job Description
Site Coordinator Job Description

Volunteer Income Tax Assistance (VITA)





Outreach Specialist – VITA

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, the Outreach Specialist is responsible for promoting the VITA Program and California Earned Income Tax Credit (CalEITC) eligibility. This position focuses on increasing community awareness, engagement, and participation in both programs, ensuring that eligible individuals and families receive quality tax preparation assistance and are educated on available tax credits.

SUPERVISION RECEIVED:

Receives supervision from Program Administrator.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develop and implement outreach plans to promote the VITA Program and CalEITC in targeted communities.
- Create, distribute, and present educational materials that explain the benefits, eligibility requirements, and processes for accessing VITA services and claiming the CalEITC.
- Organize and participate in community events, workshops, and seminars to raise awareness and provide information about VITA and CalEITC.
- Collaborate with local media, including newspapers, radio stations, and social media platforms, to publicize VITA and CalEITC services.
- Build and maintain relationships with community organizations, government agencies, schools, faith-based groups, and local businesses to expand outreach efforts.
- Partner with Volunteer Income Tax Assistance (VITA) sites, tax professionals, and other service providers to coordinate outreach efforts and ensure that eligible individuals have access to free tax preparation services.
- Work with community partners to identify and address barriers that prevent eligible individuals from accessing VITA and CalEITC services.
- Assist in recruiting, training, and coordinating volunteers for VITA sites, ensuring they are informed about both the VITA program and CalEITC.
- Support volunteers in their roles by providing them with the necessary resources and information to effectively assist clients.
- Provide direct assistance to individuals and families, helping them understand their eligibility for the VITA program and the CalEITC.



- Guide clients through the process of claiming the CalEITC and accessing VITA services, including helping them schedule appointments and gather necessary documentation.
- Serve as a resource for clients, answering questions and providing ongoing support throughout the tax filing season.
- Track outreach activities, including the number of people reached, materials distributed, and events conducted, to measure the effectiveness of outreach efforts.
- Collect and analyze data to assess the impact of outreach on VITA and CalEITC participation rates.
- Prepare regular reports for program managers, funders, and other stakeholders on outreach progress and outcomes.

Other Job Specific Duties:

- Maintain safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Strong communication and interpersonal skills, with the ability to engage diverse populations and explain complex information clearly.
- Exercise strong organizational skills and demonstrate the ability to manage multiple tasks and projects simultaneously.
- Proficiency in digital outreach tools, including social media, email marketing, content creation and website design.
- Travel throughout Kern County as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and department policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and equipment.
- Word processing, spreadsheet, database, and other related software applications.
- Proper telephone etiquette.
- Proper grammar, punctuation, and spelling.

Ability to:

- Work under pressure in new situations.
- Work independently and collaboratively with others.
- Always maintain client confidentiality.
- Operate standard office machines.
- Plan and organize resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills
- Demonstrate strong problem-solving skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff and agencies.

EDUCATION AND EXPERIENCE:



The following requirements generally show possession of the minimum requisite knowledge and ability necessary to perform the position's duties.

- High school diploma or equivalent.
- Experience organizing community outreach events, marketing, and promoting events on social media.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.
- Must have IRS certifications or obtain one within 90 days of hire.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Multilingual language fluency is highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Outreach Specialist - VITA				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X



Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X		X		
76-100 lbs	X			X		
100+ lbs	X			X		



Program Administrator – VITA

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 13

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Director of Youth & Community Services, the Program Administrator is responsible for the comprehensive management and day-to-day operations of the VITA initiative. This role encompasses strategic planning, volunteer recruitment and training, site management, quality assurance, and adherence to IRS regulations. The Program Administrator acts as the primary liaison between the VITA program and the IRS, Community Services and Development, Franchise Tax Board, community partners, and other stakeholders. Responsibilities include oversight of fiscal management, including preparing budget reports and allocation plans, supervising staff, conducting outreach, and attending community events and collaborative meetings.

SUPERVISION RECEIVED:

Receives supervision from Director of Youth & Community Services.

SUPERVISION EXERCISED:

Volunteer tax preparers, Site Coordinators, Outreach Specialists, Appointment Schedulers, and Quality Reviewers.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversee the day-to-day operations of CAPK VITA's year-round site and over 20 seasonal VITA sites.
- Provide and maintain oversight of all program budgets to ensure expenses are within budget guidelines and ensure compliance with the scope of work as defined by funding sources and contracts.
- Oversee the recruitment, interviewing, and selection process to hire qualified candidates for eligible positions, ensuring alignment with the organizational needs and goals of the VITA program.
- Recruit, train, and lead a diverse team of staff and volunteers.
- Conduct performance evaluations and provide professional development opportunities for staff.
- Develop and deliver training programs for volunteers and site coordinators.
- Ensure all staff and volunteers meet IRS certification requirements.
- Implement quality control procedures to ensure accurate tax preparation.
- Review completed tax returns to ensure compliance and accuracy.
- Ensure high-quality service delivery to all clients.



- Address client inquiries and concerns promptly and professionally.
- Identify and engage with subcontractors, ensuring they meet organizational standards, reporting, and requirements.
- Negotiate and finalize contracts with subcontractors, including scope of work and payment terms, while maintaining positive relationships to support ongoing and future projects.
- Develop and maintain a policy and procedure manual for the VITA program, ensuring it is up to date before the beginning of each tax season.
- Identify and establish new VITA site locations in the community to expand services throughout Kern County.
- Develop and implement strategic plans to achieve program goals.
- Engage with media outlets and community leaders to promote and provide interviews about program successes and initiatives, ensuring a positive public perception.
- Represent the program at public events, community meetings, and conferences, providing detailed information on program goals, achievements, and impacts.
- Negotiate agreements with financial partners to provide free educational materials, workshops, and training sessions for clients.
- Monitor and report on the effectiveness of partnerships, ensuring compliance with all agreements and evaluating the impact on clients.
- Develop and manage project timelines with vendors to ensure marketing deliverables are completed on time, while monitoring their performance to meet organizational standards and contractual obligations.
- Collaborate with the CAPK marketing staff to develop outreach material and advertising for all VITA services.
- Provide executive reporting by preparing and delivering comprehensive reports and presentations to leadership, summarizing the program's performance, milestones, and outcomes.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and serve families that qualify for CAPK services.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Handle conceptual matters.



- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with clients, staff, partners and volunteers.
- Work independently and make clear recommendations.
- Supervise staff and volunteers.

EDUCATION AND EXPERIENCE:

The following requirements generally show possession of the minimum requisite knowledge and ability necessary to perform the position's duties.

- Bachelor's degree in accounting, business administration, public administration, sociology, or related field.
- Possession of an advanced degree may be substituted for one (1) year of experience.
- Minimum of five (5) years management experience in implementing a VITA or similar program. May be substituted for the education requirement on a year-for-year basis.
- Extensive experience in supervising volunteers and staff.
- Knowledge of tax laws.
- Case management experience preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- The noise level is quiet to moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform their essential duties.

POSITION TITLE Program Administrator-VITA				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X



Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	
Crawling		X	
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X		X		
76-100 lbs		X		X		
100+ lbs		X				



Quality Reviewer - VITA

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, the VITA Quality Reviewer will serve as the technical tax expert for the designated tax sites, ensuring all prepared tax returns meet IRS and VITA Program quality standards. The Quality Reviewer will review each tax return completed by volunteers, correct any errors, and provide in-depth tax knowledge and guidance to volunteers, staff and clients. Additionally, the Quality Reviewer will assist the Site Coordinator in maintaining the efficient operation of the tax site.

SUPERVISION RECEIVED:

Receives supervision from the Site Coordinator and Program Administrator.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist in volunteer training and actively participates in training sessions and continuing education to enhance tax preparation skills and knowledge.
- Maintain current knowledge of federal, state, and local tax laws and regulations.
- Confirm all current tax credits and regulations to maximize client benefits and minimize liabilities.
- Verify calculations and ensure compliance with current tax laws and regulations.
- Provide on-site tax expertise, respond to volunteer tax preparer questions, and assist with any tax-related issues.
- Implement and oversee the existing quality review process to ensure all volunteers are up to date on current procedures.
- Provide clients with tax planning and relevant tax knowledge to minimize future tax liabilities.
- Deliver excellent customer service when interacting with clients, involving them in the review of their tax return.
- Review tax returns for completeness and accuracy.
- Advise clients of their responsibilities relative to submitting returns electronically or by mail.
- Takes necessary action to fix filing problems/errors and resubmit tax returns as required.
- Adhere to CAPK and IRS guidance for maintaining and securing confidential information.



- Support the Site Coordinator with the operational needs of the site, manage workflow, facilitate client sign-in and intake, and ensure an orderly and thorough screening process.
- Assist Site Coordinator in managing supplies and materials for the tax sites and ensure necessary supplies are available for each tax session.
- Assist volunteers in locating and accessing files, forms, and supplies.
- Assist in outreach efforts throughout Kern County to raise community awareness about the VITA program.
- Support the recruitment, retention, and scheduling of volunteers for the designated tax sites.
- Support volunteers during their service and assist Site Coordinator with maintaining accurate records of volunteer hours and contact information.
- Provide administrative and clerical support as needed or as assigned by the Program Administrator.
- Demonstrate proper phone etiquette when assisting clients with tax questions and appointment scheduling by phone.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Federal, state, and local tax laws and regulations.
- Tax forms and schedules.
- Agency and departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheets, databases, and other related software applications.
- Tax preparation software and Microsoft Office Suite (Word, Excel, Outlook), at an advanced level.

Ability to:

- Demonstrate strong attention to detail and accuracy.
- Work independently.
- Work under frequent time pressures and deadlines.
- Communicate effectively, verbally and in writing
- Provide public presentations and outreach to the community.
- Establish and maintain professional working relationships both internally and externally.
- Obtain all required IRS certifications, advanced level tax preparation, Intake/Interview, and Volunteer Standards of Conduct.



EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Must have certification from a recognized tax preparation course (e.g., IRS VITA/TCE certification), or obtain one within 90 days.
- Minimum of two (2) years prior experience in tax preparation, ideally through participation in the Volunteer Income Tax Assistance (VITA) program.
- Familiarity with IRS tax forms and regulations.
- Experience in quality assurance or review processes preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Reliable transportation during work hours.
- Bilingual (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Quality Reviewer – VITA				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X



Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X				X	
76-100 lbs	X				X	
100+ lbs	X				X	



Scheduling Technician - VITA

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 05

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, the Scheduling Technician serves as the first point of contact for clients at VITA's main office. This role requires adept multitasking, including greeting clients, managing appointments, addressing inquiries, and ensuring that clients are fully prepared with the necessary documentation for their scheduled appointments. The Scheduling Technician also provides essential administrative support to tax preparers and site coordinators. In addition to delivering in-person customer service, the Scheduling Technician handles client interactions by phone, assisting with scheduling, rescheduling, and appointment confirmations ensuring a seamless appointment scheduling experience.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Greet clients as they arrive, ensuring a friendly and professional atmosphere. Assist them with check-in, provide necessary forms, and direct them to the appropriate area.
- Answer questions from walk-in clients regarding services, office hours, and other general inquiries.
- Monitor and manage the flow of visitors to ensure an orderly and efficient operation of the office or facility.
- Keep the reception area tidy and organized, ensuring it remains a welcoming space for clients and visitors.
- Answer incoming calls promptly, providing information, answering questions, and scheduling appointments efficiently.
- Schedule, reschedule, and cancel appointments based on availability and client needs.
- Confirm appointments and provide clients with any necessary pre-appointment instructions.
- Maintain and update appointment schedules in the system, ensuring accuracy and timely communication of any changes.
- Conduct reminder calls or send reminder messages to clients to reduce no-show rates.
- Collect and verify client information during the scheduling process to ensure completeness and accuracy.



- Manage follow-up appointments or callbacks as needed, ensuring clients are informed and scheduled appropriately.
- Address and resolve or escalate to the program manager when needed client inquiries, concerns, and issues related to tax preparation services.
- Maintain client confidentiality and handle sensitive information with discretion.
- Obtain all required IRS certifications, advanced level tax preparation, Intake/Interview, and Volunteer Standards of Conduct.
- Assist in volunteer training and actively participate in training sessions and continuing education to enhance tax preparation skills and knowledge

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Understanding of federal, state, and local tax laws and regulations
- Modern office practices, methods, procedures, and equipment.
- Proficiency in word processing, spreadsheets, databases, and other related software applications.
- Cloud-based phone system.
- Tax preparation software and Microsoft Office Suite (Word, Excel, Outlook).

Ability to:

- Demonstrate effective and efficient problem-solving skills.
- Communicate effectively both verbally and in writing.
- Demonstrate strong organizational and technical skills.
- Clearly explain tax-related concepts to clients.
- Provide excellent customer service and manage client inquiries professionally.
- Establish professional working relationships with staff, clients, and volunteers.
- Obtain all required IRS certifications, advanced level tax preparation, Intake/Interview, and Volunteer Standards of Conduct.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent
- Prior customer service experience required.



OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Scheduling Technician - VITA				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS



0-10 lbs			x			x
11-25 lbs			X		x	
26-50 lbs			x		x	
51-75 lbs		x		x		
76-100 lbs		x		x		
100+ lbs		x				

DRAFT



Site Coordinator - VITA

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direct supervision of the Program Administrator, the Site Coordinator is responsible for oversight of the day-to-day operations of the VITA office. Provides quality customer service to clients, supporting staff, and volunteers to ensure operations run smoothly. The Site Coordinator acts as the primary contact between the site and the IRS and will work closely with the Program Administrator on various projects and assignments that will enhance the VITA Program and services.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

Volunteers and Site partners.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain current knowledge of federal, state, and local tax laws and regulations by actively participating in training sessions, conferences, and continuing education opportunities to enhance tax preparation skills and knowledge.
- Provide on-site tax expertise, guiding and supporting Quality Reviewers and volunteer tax preparers with tax related issues.
- Provide clients with tax planning and relevant tax knowledge to minimize future tax liabilities.
- Deliver excellent customer service when interacting with clients, involving them in the review of their tax return.
- Review tax returns for completeness and accuracy.
- Advise clients of their responsibilities relative to submitting returns electronically or by mail.
- Participate in outreach efforts throughout Kern County to raise community awareness about the VITA program.
- Assist the Program Administrator with the recruitment, retention and scheduling of volunteers for designated tax sites throughout Kern County.
- Assist Program Administrator with conducting and coordinating tax law training for volunteers to achieve an advanced level of certification. Trains and certifies staff and volunteers on processing Individual Taxpayer Identification Number (ITIN) applications and renewals.



- Assist in the development and implementation of an internal training program for staff members on the ITIN application process.
- Assist Program Administrator with developing and implementing a financial education component to the VITA program.
- Collaborates with other site coordinators to ensure accurate record keeping of volunteers' certifications, identification, and hours dedicated to the VITA program.
- Ensures that adequate volunteer coverage, supplies, and equipment are scheduled and maintained at corresponding volunteer tax sites.
- Implements and oversees the IRS established Quality Review process and ensures that all volunteer tax preparers are up to date on the Quality Review procedures.
- Ensures timely and accurate review of all tax returns.
- Takes necessary action to fix filing problems/errors and resubmit tax returns as required
- Adhere to CAPK and IRS guidelines for maintaining and securing confidential information.
- Utilize the designated software system(s) for the program, compiles timely statistical reports, and analyzes data for reporting to the manager.
- Demonstrate proper phone etiquette when assisting clients with tax questions and appointment scheduling by phone.
- Provide administrative and clerical support as needed or assigned by the Program Administrator.
- Participate in regular team meetings to discuss progress, share updates, and address any challenges.
- Support and assist team members and volunteers in developing their skills and performance.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Federal, state, and local tax laws and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheets, databases, and other related software applications, at an advanced level.
- Tax forms and schedules.
- Tax preparation software and Microsoft Office Suite (Outlook, Excel, Word), at an advanced level.

Ability to:

- Demonstrate strong attention to detail and accuracy.
- Work independently.



- Solve work-related problems effectively and efficiently.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain professional working relationships both internally and externally.
- Work cooperatively with team members to achieve common goals and complete projects.
- Obtain all required IRS certifications to include Site Coordinator, Advanced level tax preparation, Intake/Interview, and Volunteer Standards of Conduct.

EDUCATION AND EXPERIENCE:

The following requirements generally show possession of the minimum requisite knowledge and ability necessary to perform the position's duties.

- High school diploma or equivalent
- Must have certification from a recognized tax preparation course (e.g., IRS VITA/TCE certification), or obtain one within 90 days.
- Minimum of two (2) years of prior experience in tax preparation, ideally through participation in the Volunteer Income Tax Assistance (VITA) program.
- Familiarity with IRS and CA tax forms and regulations.
- Experience in quality assurance or review processes preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Reliable transportation during work hours.
- Bilingual (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Site Coordinator - VITA				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X



Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	
Crawling		X	
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs		X			X	
100+ lbs		X			X	



MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services


Date: October 9, 2024

Subject: *Agenda Item 4(d)*: Position Analysis and Equity Review for Energy Program
– **Action Item**

In partnership with the Human Resources Department, we conducted a comprehensive review of job descriptions and salary structure for the Energy Program. The objective of this study is to ensure we provide equitable compensation, maintain competitiveness in the current job market, retain staff, and continue to meet the evolving needs of Kern County clients seeking energy assistance services.

Summary of Proposed Changes

The study did not identify any positions requiring a reduction in grade or pay. However, several positions were found to need grade adjustments, and a few require title changes to ensure equitable pay standards across the agency. Below is a summary of the proposed position changes and their impact on fiscal sustainability.

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Assistant	No changes required.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	-
Assistant Weatherization Manager	Formerly Assistant Manager Weatherization. Grade change, supervision received, duties and responsibilities, and education.	10 Min: \$28.54 Mid: \$35.65 Max: \$42.78	11 Min: \$31.74 Mid: \$39.68 Max: \$49.20
Case Manager - Energy	New position.	8 Min: \$21.59 Mid: \$26.96 Max: \$32.35	-
Eligibility Specialist	Supervision received, duties and responsibilities, and education.	8 Min: \$21.59 Mid: \$26.96 Max: \$32.35	-
Eligibility Technician	Grade change, supervision received, duties and responsibilities, and education.	5 Min: \$17.24 Mid: \$20.29 Max: \$23.32	7 Min: \$20.61 Mid: \$25.77 Max: \$30.92

Outreach Specialist – Energy	Grade change, supervision received, duties and responsibilities, and education.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	8 Min: \$22.86 Mid: \$28.59 Max: \$34.30
Outreach Supervisor - Energy	Formerly the Weatherization Outreach Supervisor. Grade change, supervision received, duties and responsibilities, and education.	9 Min: \$24.78 Mid: \$31.01 Max: \$37.21	10 Min: \$28.39 Mid: \$35.49 Max: \$42.59
Program Administrator - Energy	Grade change, supervision exercised, duties and responsibilities, and education.	12 Min: \$37.72 Mid: \$47.13 Max: \$56.57	14 Min: \$45.63 Mid: \$57.04 Max: \$68.44
Program Specialist - Energy	Formerly the Project Assistant Specialist. Grade change, supervision received, duties and responsibilities, and education.	4 Min: \$16.38 Mid: \$18.89 Max: \$21.72	8 Min: \$22.86 Mid: \$28.59 Max: \$34.30
Scheduling Technician - Energy	Grade change, supervision received, duties and responsibilities, and education.	4 Min: \$16.38 Mid: \$18.89 Max: \$21.72	5 Min: \$16.89 Mid: \$21.11 Max: \$25.34
Utility and Outreach Assistant Manager	Formerly the Assistant Manager (HEAP)Utility Assistance Assistant Manager. Grade change, supervision received, duties and responsibilities, and education.	9 Min: \$24.78 Mid: \$31.01 Max: \$37.21	11 Min: \$31.74 Mid: \$39.68 Max: \$49.20
Utility and Outreach Manager	Formerly the Utility Assistance and Outreach Manager. Grade change, supervision received, duties and responsibilities, and education.	11 Min: \$32.80 Mid: \$41.00 Max: \$49.20	12 Min: \$35.58 Mid: \$44.47 Max: \$53.37
Weatherization Assessor I	Formerly Weatherization Assessor. Grade change, supervision received, duties and responsibilities, and education.	7 Min: \$19.92 Mid: \$23.43 Max: \$26.96	8 Min: \$22.86 Mid: \$28.59 Max: \$34.30
Weatherization Assessor II	Grade change, supervision received, duties and responsibilities, and education.	8 Min: \$21.59 Mid: \$26.96 Max: \$32.35	9 Min: \$25.45 Mid: \$31.81 Max: \$38.18
Weatherization Inspector I	Grade change, supervision received, duties and responsibilities, and education.	9 Min: \$24.78 Mid: \$31.01 Max: \$37.21	-
Weatherization Inspector II	Grade change, supervision received, duties and responsibilities, and education.	9 Min: \$24.78 Mid: \$31.01 Max: \$37.21	10 Min: \$28.39 Mid: \$35.49 Max: \$42.59
Weatherization Installer I	Grade change, supervision received, duties and responsibilities, and education.	6 Min: \$18.53 Mid: \$21.81 Max: \$25.08	7 Min: \$20.61 Mid: \$25.77 Max: \$30.92
Weatherization Installer II	Grade change, supervision received, duties and responsibilities, and education.	7 Min: \$19.92 Mid: \$23.43 Max: \$26.96	8 Min: \$22.86 Mid: \$28.59 Max: \$34.30
Weatherization Manager	Formerly the Manager Weatherization. Grade change, supervision received,	11 Min: \$32.80 Mid: \$41.00	12 Min: \$35.58 Mid: \$44.47

	duties and responsibilities, and education.	Max: \$49.20	Max: \$53.37
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Fiscal Impact and Timeframe

Subject to final approval, the proposed grade increases and job title changes are scheduled to take effect after Board approval on October 30, 2024. These adjustments will result in an annual salary cost increase to \$56,456.00. The additional expense will be covered by existing funding sources, including LIHEAP, DOE, ESLIHEAP, and PG&E, which currently support the Energy Program. These changes aim to enhance the program's competitiveness in recruitment, fill vacancies, expand services, and improve staff retention for the 2024/2025 fiscal year. The updated job descriptions have been reviewed and approved by the Chief of Programs, Chief of Finance, and the Human Resources Department.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.*

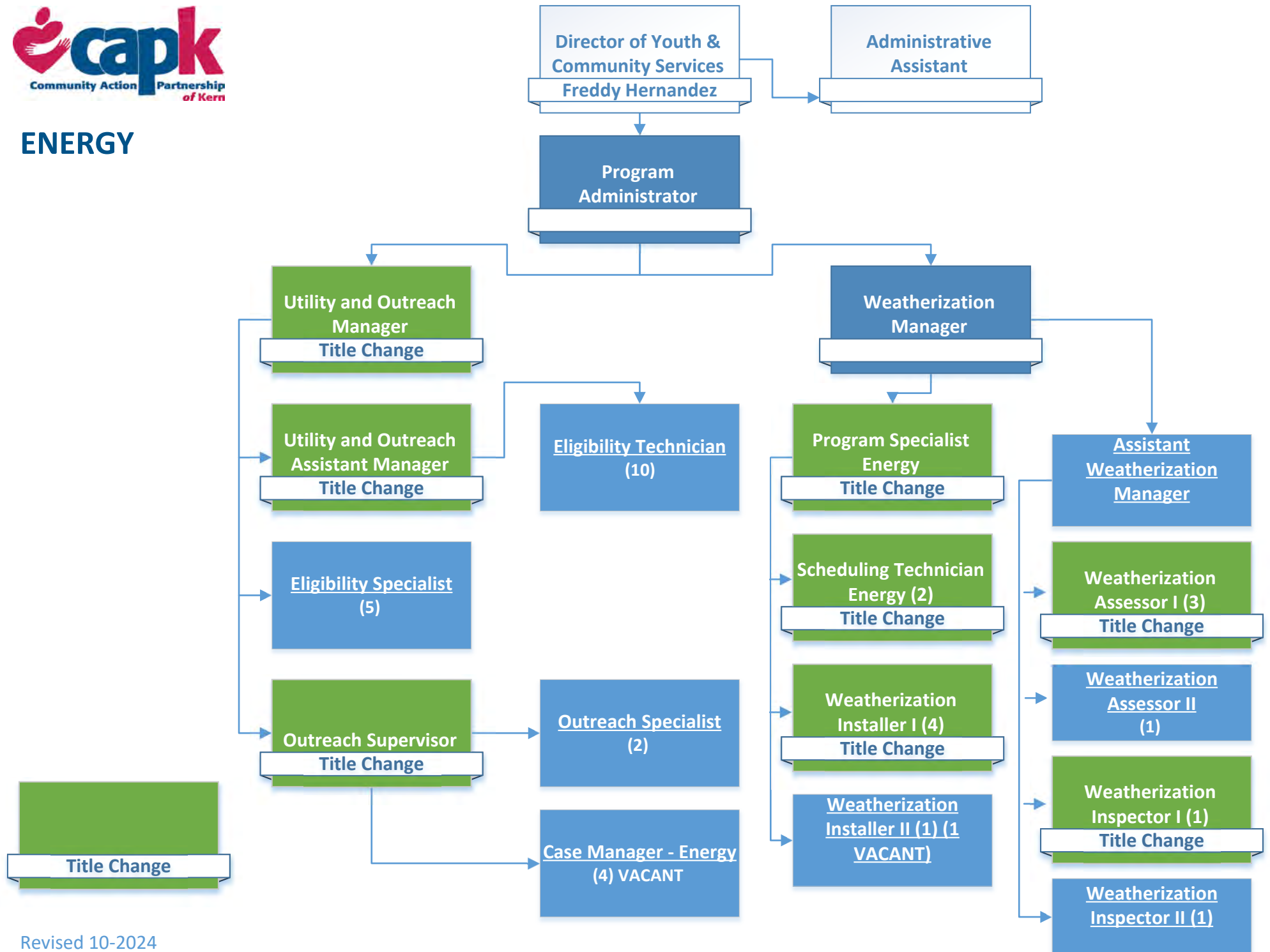
Recommendation:

Staff recommends the Personnel Committee approve the Energy Program job descriptions and pay grade changes.

Attachments:

Energy Organizational Chart
Administrative Assistant Job Description
Assistant Weatherization Manager Job Description
Case Manager Job Description
Eligibility Specialist Job Description
Eligibility Technician Job Description
Outreach Specialist Job Description
Outreach Supervisor Job Description
Program Administrator Job Description
Program Specialist Job Description
Scheduling Technician Job Description
Utility and Outreach Assistant Manager Job Description
Utility and Outreach Manager Job Description
Weatherization Assessor I Job Description
Weatherization Assessor II Job Description
Weatherization Inspector I Job Description
Weatherization Inspector II Job Description
Weatherization Installer I Job Description
Weatherization Installer II Job Description
Weatherization Manager Job Description

ENERGY





Administrative Assistant

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Provides a wide variety of administrative and clerical duties, prepares reports, and performs special projects. The Administrative Assistant will relieve the supervisor of a wide variety of administrative details and interacts with high-level external and internal contacts requiring specialized confidential subject matter expertise in business administration, information systems, and personnel management, including the application and interpretation of federal, state, and local laws related to these subject areas.

SUPERVISION RECEIVED:

Receives supervision from the Director of Youth & Community Services.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for accurately entering, maintaining, and organizing department files, customer information, and electronic records.
- Delivers outstanding customer service to clients and team members with a commitment to helpfulness, dignity, and respect.
- Provides general information about Agency programs to the public.
- Assist the Program Administrator with department projects, meetings, reports, and correspondence.
- Prioritize workflow, including handling routine matters such as distributing mail, faxing, and photocopying.
- Engage in recruitment and outreach efforts across multiple program service lines.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.

Ability to:

- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Work independently.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Three (3) years of clerical experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.



POSITION TITLE Administrative Assistant				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Assistant Weatherization Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Grade: 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Weatherization Manager, the Assistant Weatherization Manager is responsible for quality assurance of construction and weatherizing work performed by the assessors, installers, subcontractors, and inspectors. Assists with reviewing and approving completed work orders, planning, coordinating and supervision of weatherization staff. Will serve as a direct contact for clients during the home inspection and will assist in managing the day-to-day operations of the Weatherization Program.

SUPERVISION RECEIVED:

Receives supervision from Weatherization Manager.

SUPERVISION EXERCISED:

Weatherization Assessors, Inspectors, and Installers.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Supervise assessors and inspectors including planning, coordinating, and monitoring their work.
- Review and approve assessments for groundwork.
- Review and approve all work orders for inspection. This includes ensuring all energy efficiency measures are installed and labor and materials are accurately documented.
- Monitor the status of each home using the program database.
- Conduct on-site inspections of homes weatherized and their files to ensure that the quality of work performed by the energy program team is consistent with state, federal, and utility regulations per contractual obligations.
- Schedule and monitor subcontractors to ensure work is completed in a timely manner.
- Attend Local Service Providers (LPS) meeting/webinars when needed.
- Update Weatherization staff of new or revised weatherization installation standards.
- Review estimates for accuracy and expenditures.
- Conduct file quality checks within the program database to ensure that all recorded measures align accurately with the accompanying paperwork.
- Acquire a thorough understanding of and demonstrate the ability to perform key job responsibilities of Installers, Assessors, and Inspectors
- Conduct all required testing on homes to ensure compliance with safety and efficiency standards.
- Conduct home inspections as required to ensure project quality and compliance with regulations.

Other Job Specific Duties:

- Accompany State Inspector during semi-annual field inspections and audits.



- Assist in training assessors and inspectors.
- Responsible for understanding and staying current on the Training Reference Manual (TRM) and providing directions per the TRM to staff when necessary.
- Utilize specified software tool to verify if client homes qualify for services.
- Assist with inspections and assessments.
- Travel to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations
- Modern office procedures and computer equipment.
- Word processing and other related software applications.
- Current problems of socially and economically challenged families.

Ability to:

- Utilize expertise in home weatherization principles and methods and apply knowledge of available community resources to support program objectives.
- Apply knowledge of fundamental principles related to organizational structures, administration, human relations, and basic mathematical skills.
- Maintain effective working relationships both internally and externally.
- Effectively lead and supervise a team.
- Plan, organize, and implement projects.
- Gather and analyze data.
- Read, understand, and apply written relations and instructions.
- Communicate effectively both verbally and in writing to include professional correspondence, reports, memos, letters, and proposals.
- Complete all CSD training within the required timeline.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- One (1) to three (3) years of progressively responsible administrative or management experience in a supervisory capacity.
- Managerial experience in weatherization, construction and/or home repair is highly desirable.
- Experience in inventory and quality control.
- Certified by CSD as an Assessor and Inspector desirable.
- Four to six (4 to 6) years of continuous years of weatherization experience.
- Full understanding of Technical Resource Manual (TRM).
- Residential building code knowledge preferred.
- OSHA 10 certification preferred.
- OSHA 30 certification desirable.



- Lead-safe certification desirable.
- Experience in reviewing REM audits.
- BPI approved certifications for QCI, EA, and BAP desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant Weatherization Manager			
ACTIVITY	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	
Crawling		X	
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	



Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs		X			X	
100 lbs+	X			X		



Case Manager - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Outreach Supervisor, the Case Manager assesses needs and develops a program plan to support clients with managing and resolving utility debt. Responsibilities include assisting clients in accessing utility and non-utility administered programs to reduce arrearages and energy usage through ongoing guidance and conversations. This involves providing referrals to other community partners and arrearage-reducing programs, conducting follow-up conversations with clients, and maintaining thorough documentation.

SUPERVISION RECEIVED:

Receives supervision from the Outreach Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides program information, education, and support associated with referred services.
- Manage multiple cases, including case assignments, development of client goal plans, regular progress reviews, and determining case closure.
- Assess and identify social service and utility support needs for clients.
- Develops and implements individual service plans.
- Plans and conducts home visitation for case management support.
- Maintains accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Educates clients by helping them re-frame problems and focus on solutions, while discussing and supporting their progress towards goals.
- Provides appropriate social service referrals and follow up based on analysis of observations, screenings, and assessments.
- Actively monitors progress toward plan goals through continuous evaluation of plan activities and makes recommendations for adjustments to services as needed.
- Summarizes progress at specified intervals, including data collection and client record keeping.
- Assures quality service for clients by enforcing rules, regulations, and compliance requirements, and documents all contacts.
- Meet caseload and contract requirements specific to program design.
- Maintain and update client information in database.
- Collaborate with the external and internal departments for referral and reporting purposes

**Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Supports Outreach team as needed.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Data entry practices and procedures.
- Effective communication strategies.
- Current problems of socially and economically challenged families.

Ability to:

- Establish professional working relationships with staff and clients.
- Maintain client dignity and confidentiality.
- Work independently and effectively organize and prioritize work.
- Prioritize, stay organized, and manage deadlines in a fast-paced environment.
- Communicate effectively, verbally, and in writing.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in social sciences or related field preferred.
- One (1) year of case management experience preferred.
- Two (2) years' experience working with underserved families of diverse cultures in social services setting.
- Any equivalent combination of education and/or experience may be substituted yearly.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours
- Bilingual language fluency is desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.



WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Case Manager - Energy						
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS			
Sitting			X			
Walking			X			
Standing			X			
Bending (neck)			X			
Bending (waist)			X			
Squatting		X				
Climbing	X					
Kneeling		X				
Crawling	X					
Twisting (neck)			X			
Twisting (waist)			X			
Is repetitive use of hand required?			X			
Simple Grasping (right hand)			X			
Simple Grasping (left hand)			X			
Power Grasping (right hand)		X				
Power Grasping (left hand)		X				
Fine Manipulation (right hand)			X			
Fine Manipulation (left hand)			X			
Pushing & Pulling (right hand)		X				
Pushing & Pulling (left hand)		X				
Reaching (above shoulder level)		X				
Reaching (below shoulder level)		X				
LIFTING			CARRYING			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Eligibility Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Assists the Energy Utility Assistance Manager and Assistant Manager with auditing client application files for compliance with state and federal guidelines. Responsible for evaluating and ensuring the efficiency and accuracy of the application process and client experience.

SUPERVISION RECEIVED:

Receives supervision from Energy Utility Assistance Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Audit client files to ensure they are accurate and contain the necessary supporting documentation.
- Assists with resolving processing errors in a timely manner by performing necessary corrective actions to ensure contractual compliance and report results to the Manager.
- Process HEAP and Fast track applications, when necessary.
- Transfer client files for payment.
- Provide guidance and training to the Eligibility Technicians to increase their ability to process client files accurately.
- Assist staff with policy and procedure questions and provide guidance when difficult situations arise during file audits.
- Communicate with funding sources and front-end database developers, troubleshooting issues to solve problems which could affect meeting daily productivity goals.
- Request guidance and clarification from funding source regarding processing and determining client eligibility when it is not identified in the CSD Eligibility Guide.
- Professionally resolve client concerns in person or by phone.
- Evaluate the application process for efficiency and make process improvement recommendations.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Eligibility Technician processes and workflow.
- Proper grammar, punctuation, and spelling

Ability to:

- Problem solve and exercise sound judgement.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work independently.
- Establish and maintain professional working relationships with staff.
- Greet and assist visitors and clients in a professional manner and provide quality customer service.
- Work under pressure and in new situations.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in business administration or related field desirable.
- One (1) year of experience in monitoring and auditing files is desirable.
- Two (2) years of working in a social service environment is preferred.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.



POSITION TITLE Eligibility Specialist - Energy				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Eligibility Technician

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Assists clients with applying for Utility Assistance through the Low-Income Home Energy Assistance Program (LIHEAP). Responsible for reviewing applications and supporting documentation, determining applicant eligibility, informing applicants of their rights and responsibilities, and communicating the outcome of the application process.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator and Utility and Outreach Assistant Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Reviews applications to verify completeness and all required documentation is present. If necessary, communicates with client regarding missing documentation.
- Determines program eligibility in accordance with the CSD Eligibility and Verification Guide.
- Provides budget counseling and energy education information to applicants.
- Determines and explains the utility assistance benefit amount as well as basic appeal rights.
- Communicates with utility companies.
- Prepare and mail approval or denial letters to applicants.
- Enters client data into the front-end energy program database.
- Refers eligible utility assistance applicants to the weatherization program.
- Responsible for filing of client's applications.
- Prioritize applicants for assistance according to the current contract's priority plan.
- Confirms that payment has been made by the state to the utility company.
- Provides authoritative information on established programs, procedures, and policies.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Always maintains client confidentiality.
- Performs other duties as required.



- Provide applicants with information regarding additional CAPK programs.
- Attends meetings, workshops, and seminars as required.
- Receives applicants in a courteous and professional manner.
- Work collaboratively as part of a team.
- Must be willing to travel throughout Kern County, as needed, to assist clients.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Courteous and respectful call handling and phone etiquette.
- Applicable federal, state, and local laws, codes, and regulations.
- Contractual, departmental, and agency policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Successfully complete CAPK's Energy Program Eligibility Technician training.
- Effectively communicate, verbally and in writing.
- Greet and assist visitors and clients in a professional manner and provide quality customer service.
- Work under pressure and in new situations.
- Work independently.
- Perform mathematical calculations and apply basic math concepts.
- Demonstrate good interpersonal skills.
- Problem solve and exercise sound judgement.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- One (1) year experience working in a clerical social service environment.
- Experience working with people of diverse socioeconomic backgrounds.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.



WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Eligibility Technician - Energy						
Activity	Hours Per Day		NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	
Sitting					X	
Walking					X	
Standing					X	
Bending (neck)					X	
Bending (waist)					X	
Squatting				X		
Climbing			X			
Kneeling				X		
Crawling			X			
Twisting (neck)					X	
Twisting (waist)					X	
Is repetitive use of hand required?					X	
Simple Grasping (right hand)					X	
Simple Grasping (left hand)					X	
Power Grasping (right hand)				X		
Power Grasping (left hand)				X		
Fine Manipulation (right hand)					X	
Fine Manipulation (left hand)					X	
Pushing & Pulling (right hand)				X		
Pushing & Pulling (left hand)				X		
Reaching (above shoulder level)				X		
Reaching (below shoulder level)				X		
LIFTING			CARRYING			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Outreach Specialist - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Assist the public with applying for weatherization and utility assistance programs. Responsible for participating in outreach activities, community events, and presentations to reach the program's target population to increase the service applicant pool for the Energy Program.

SUPERVISION RECEIVED:

Receives supervision from the Outreach Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist in the development and implementation of a comprehensive and effective outreach plan to reach eligible families for the Energy Program.
- Assist qualified households with applying for energy conservation programs at CAPK sites throughout Kern County, including home visits.
- Give presentations to various social service agencies throughout Kern County.
- Attend outreach events to promote weatherization and utility assistance.
- Provide home visits to clients to collect intake application and required documents.
- Refer eligible weatherization applicants to utility program for assistance.
- Determine program eligibility in accordance with the CSD Eligibility and Verification Guide.
- Review qualifying documentation and communicate with the client regarding missing documentation.
- Provide budget counseling and energy education information to applicants.
- Prepare and mail approved, pending, or denial letters to applicants.
- Prioritize applicants for assistance according to the current contract's priority plan.
- Enter client data into Energy Program database.
- Handle client complaints in a professional manner.
- Support the Eligibility Technician with application processing and related tasks

Other Job Specific Duties:

- Work alternative hours as required, including nights and weekends.
- Proactive in the program's effort to refer families that qualify for CAPK programs.
- Performs any other like duties as assigned.
- Maintain client confidentiality at all times.



- Must be willing to travel throughout Kern County, as needed.
- Attend meetings, workshops, and trainings as required.
- Maintain accurate records of all outreach activities.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and other related software applications and proper telephone etiquette.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Successfully complete CAPK's Energy Program database training.
- Perform calculations and apply fundamental mathematical concepts.
- Work under pressure in new situations.
- Work independently.
- Communicate effectively verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the general public.
- Establish and maintain professional working relationships internally and externally.
- Problem solve and exercise sound judgement

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associates degree in social services preferred.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.
- Any combination of education and experience will be considered on a year-per-year basis.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.
- Bilingual language fluency preferred.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.



WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Outreach Specialist - Energy						
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS		
Sitting				X		
Walking				X		
Standing				X		
Bending (neck)				X		
Bending (waist)				X		
Squatting			X			
Climbing		X				
Kneeling			X			
Crawling		X				
Twisting (neck)				X		
Twisting (waist)				X		
Is repetitive use of hand required?				X		
Simple Grasping (right hand)				X		
Simple Grasping (left hand)				X		
Power Grasping (right hand)			X			
Power Grasping (left hand)			X			
Fine Manipulation (right hand)				X		
Fine Manipulation (left hand)				X		
Pushing & Pulling (right hand)			X			
Pushing & Pulling (left hand)			X			
Reaching (above shoulder level)			X			
Reaching (below shoulder level)			X			
		LIFTING			CARRYING	
		NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS
0-10 lbs				X		X
11-25 lbs			X			X
26-50 lbs			X			X
51-75 lbs	X				X	
76-100 lbs	X				X	
100+ lbs	X					



Outreach Supervisor - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Program Administrator, the Outreach Supervisor is responsible for leading and supporting the Outreach Team with developing and implementing a strategic outreach plan to identify, reach and assist eligible families to apply for weatherization and utility assistance services. This includes participating in community outreach events, creating informational materials, and working in collaboration with community partners to establish and identify service areas.

SUPERVISION RECEIVED:

Receives general direction from the Utility & Outreach Manager and may receive direction from the Program Administrator.

SUPERVISION EXERCISED:

Case Manager and Outreach Specialists

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides supervision, training, evaluation, and support to the outreach team.
- Responsible for developing, implementing, and maintaining a comprehensive and effective outreach plan to reach eligible families for the Energy Program.
- Review, evaluate and oversee the implementation of the outreach and intake activities.
- Work in collaboration with the leadership team to identify high-need service areas.
- Coordinate the daily operations of the outreach and intake activities.
- Work with leadership to identify and develop annual productivity goals.
- Provide training and technical assistance to Outreach Specialists and Energy staff.
- Respond to applicants request for services within a reasonable amount of time.
- Determine if household is eligible to receive weatherization services by reviewing the application and documentation to verify eligibility.
- Ensure all appropriate information and documentation regarding household after eligibility has been established (i.e., Owner Waivers, rental agreements, etc.).
- Promote the energy conservation program by participating in and publicizing the programs availability through presentations, mailers, referrals, and outreach events.
- Meet assigned contractual productivity goals monthly.
- Submit accurate and detailed files and records in a timely manner.
- Communicate effectively and efficiently with appropriate public agencies and utility companies.



- Address client concerns timely and in a professional manner.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Travel throughout Kern County for outreach and work-related activities.
- Performs any other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and other related software applications and proper telephone etiquette.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Multitask in a hectic environment, prioritizing client's needs.
- Problem solve and exercise sound judgement
- Work independently.
- Prepare clear, concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and explain policies and procedures.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships internally and externally.
- Effectively present program information to the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in social work, public administration, or related field.
- Two (2) years of information and referral experience preferred.
- Two (2) years' experience working in a social service environment.
- Minimum of two (2) years of supervisory experience.



- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Bilingual language fluency preferred.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Outreach Supervisor - Energy				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	



Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

LIFTING

CARRYING

	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X			X		



Program Administrator - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Responsible for planning, organizing, staffing, coordinating, and implementing policy, reporting, and conducting the overall management and operation of the Weatherization and Utility Assistance Energy Programs. Responsible for the overall implementation of program notices, weatherization installation standards, state and federal regulations, funding source requirements and policies and procedures, while providing leadership and technical expertise for program staff. Works with the Finance Department to ensure budget and spending are in line with contractual program requirements and program goals. Serves as CSD's main point of contact for program contract services.

SUPERVISION RECEIVED:

Receives direct supervision from Director of Youth & Community Services.

SUPERVISION EXERCISED:

Provides direct supervision to Weatherization Manager, Utility and Outreach Manager, and Outreach Supervisor.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services for the Energy program.
- Leads the identification and assessment of tasks required in alignment with grant contracts, administrative mandates, and relevant policies to determine staff duties and responsibilities. This includes evaluating work performance and providing administrative support.
- Provides strategic leadership to establish and maintain high-quality standards across the Energy Program.
- In conjunction with the Chief Financial Officer and Energy Accounting Administrator, oversees the responsibility for conducting the financial affairs of the Energy Program.
- Reviews and approves Finance's monthly allocation methodology, payroll allocation summary, and detailed invoice report.
- Ensures the Energy program maintains quality and meets all contract requirements and state and federal mandates as they relate to program accountability.
- Conducts periodic file audits to ensure accuracy and compliance in documentation.
- Coordinates with department management and other CAPK support divisions in preparation for audits/program reviews.
- Acts as the program staff Weatherization Training Administrator as needed, per CSD.



- Provides oversight for programs overall day-to-day management and full compliance of applicable regulations.
- Implements, maintains, and enforces internal controls and effective communication between departments to ensure compliance with the various grant/contract requirements.
- Confers with the Director of Youth & Community Services to review progress and discuss required changes in program emphasis resulting from status and outcomes.
- Works with the Chief Business Development Officer when preparing proposals or new grant applications.
- Implements and maintains management team meetings for the purpose of compliance, monitoring, and identifying program trends and updates.
- With the assistance of staff, develops, updates, and implements all current and new program policies and procedures.
- Conducts performance evaluations and provides professional development opportunities for staff.
- Ensures that effective communication is maintained between all Energy departments.
- Develops, implements, and continuously monitors program and contract goals.
- Creates and maintains working relationships with community leaders, valued partners, and sub-contractors.
- Assist Procurement Team in the Request for Proposal (RFP) process.
- Works with management staff to develop and maintain a positive and productive work environment.
- Daily monitoring of budgets and creates budget reports as well as operational reports for upper leadership's review.
- Handle client and CSD complaints.
- Develops and revises program policies as needed per funding and CSD's contract updates and changes.
- Acts as a liaison between state funder and agency.
- Represents and speaks on behalf of the Energy Program internally and externally through a variety of communication strategies, including videos, publications, meetings, websites, social media, advertising, and community events.
- Coordinates with the CAPK Community Development team for Energy Program's marketing campaigns, strategies, and supporting budget.
- Creates, oversees and implements new initiatives and technology.

Other Job Specific Duties:

- Attends all meetings, trainings, community events, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable state, federal, and local laws, codes, and regulations.



- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers, phones, and tablets.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Travel for agency business as needed.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration, public administration, or closely related field.
- Five (5) years' senior management level experience, including supervision of a sizable team, budgeting, directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Strong public speaking and presentation skills and experience required.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) preferred
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderate.
- Hazards are minimal.



ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator - Energy						
Activity		Hours Per Day		NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting					X	
Climbing				X		
Kneeling					X	
Crawling				X		
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)					X	
Power Grasping (left hand)					X	
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)					X	
Pushing & Pulling (left hand)					X	
Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Program Specialist - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Weatherization Manager, the Program Specialist is responsible for supporting the Energy Program by building and maintaining databases and project management software to ensure compliance with state and federal contracts. The Program Specialist will work collaboratively with leadership to electronically manage data, review client files for accuracy, and ensure timely completion of projects.

SUPERVISION RECEIVED:

Receives direct supervision from Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Analyze processes and trends to provide workflow updates and recommendations for improvements to the Weatherization management team.
- Proactively engage in discussions and seek feedback from the Weatherization team to ensure open communication and continuous improvement.
- Update and maintain weatherization database and project management software.
- Assist with data collection, data entry, and preparing operational reports.
- Coordinate with leadership to review job proposals and purchase orders to ensure timely completion.
- Monitor tracking of active Weatherization jobs to confirm completion.
- Coordinate with Energy Finance Team to monitor purchase orders.
- Maintain and track work in-progress sheets to assist the Weatherization team with project management.
- Ensure Weatherization forms and files are updated and in compliance with state and federal guidelines.
- Maintain constant communication with Installers, Assessors, and Inspectors to ensure necessary data is entered into project management software appropriately and timely.
- Assist in monitoring project management supply cost list for reporting purposes and tracking of weatherization project expenses.
- Verify that all measures from applicable Weatherization CSD forms are accurately entered into the project management software.



- Maintain constant communication with subcontractors to eliminate barriers and delays for Weatherization projects.
- Collaborates with the CAPK IT department to continuously enhance project management software and develop new reports for improved functionality and efficiency.
- Update and monitor various worksheets for work in progress.

Other Job Specific Duties:

- Attend meetings, trainings, and professional growth activities as assigned.
- Work alternative hours as required, including nights and weekends.
- Maintains a safe and functional work environment
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Modern office procedures and equipment, including computers, phones, and tablets.
- Word processing, spreadsheet, database, and related software applications.
- Basic bookkeeping.
- Database development.
- Perform mathematical calculations and apply basic math concepts.

Ability to:

- Work independently.
- Analyze reports, spreadsheets, and databases.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing.
- Demonstrate accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain professional working relationships internally and externally.
- Independently solve problems in an effective and efficient manner.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in business administration or related field desirable.
- Two (2) years of experience working with databases, including demonstrated ability to maintain/update accurate records, compile data, and generate reports.
- Two (2) years of intermediate experience using MS Office Suite, Word and Excel.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.



OTHER REQUIREMENTS:

- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION: Program Specialist - Energy				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		

Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING	CARRYING
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	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		

DRAFT



Scheduling Technician - Energy

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 05

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Weatherization Manager, the Scheduling Technician is responsible for managing all appointment scheduling related to weatherization services. This role requires strong multitasking abilities, including scheduling appointments, responding to inquiries, and ensuring that clients, in-house crews, and inspectors are equipped with the necessary details for upcoming appointments. The Scheduling Technician also plays a key administrative role in processing client files, tracking job progress, and ensuring the successful completion of projects.

SUPERVISION RECEIVED:

Receives direct supervision from the Weatherization Manager.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Answer incoming calls promptly, providing information, status updates, answering questions, and scheduling appointments efficiently.
- Schedule, reschedule, and cancel appointments based on availability and client needs.
- Provide excellent customer service and manage client inquiries professionally.
- Reviews software data entries and client files to determine status.
- Handle client concerns in a courteous and polite manner, referring to the Weatherization Manager when appropriate.
- Assists potential clients with applying for utility assistance services and mailing applications.
- Refer clients to other CAPK services and social service agencies as needs are identified.
- Schedule in-home intake and Family Resource Center (FRC) appointments for clients that live in remote areas.
- Schedule weatherization assessments and deferral follow-up appointments, groundwork appointments, returns, corrections, inspections, and funding source field reviews.
- Upon completion of the home assessment, will assemble client job folders and assign grant-specific tracking number.
- Review client files after each step of the job is completed and update the tracking list.
- Tracks all work-in-process production files.
- Submit tickets to the Weatherization Manager for job updates and client concerns.



- Manage follow-up appointments or callbacks as needed, ensuring clients are informed of progress and next steps.
- Update electronic client file notes in Energy software, database, tracking spreadsheet, etc.

Other Job Specific Duties:

- Work on special projects, as assigned.
- Attend all meetings, trainings, and conferences as assigned.
- Work alternative hours as required.
- Maintain a safe and functional work environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Modern office procedures and computer equipment.
- Word processing and related software applications.
- Cloud-based phone system.
- Proper telephone etiquette and quality customer service protocols.
- Current problems of socially and economically challenged families.

Ability to:

- Communicate effectively both verbally and in writing.
- Demonstrate excellent customer service skills and manage client inquiries professionally.
- Work independently.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain professional working relationships internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Prior customer service experience required.
- One (1) year of general clerical experience desirable

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) highly preferred.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.



WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Scheduling Technician - Energy						
Activity	Hours Per Day			NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting					X	
Climbing				X		
Kneeling					X	
Crawling				X		
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)					X	
Power Grasping (left hand)					X	
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)					X	
Pushing & Pulling (left hand)					X	
Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Utility & Outreach Assistant Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Assist the Utility and Outreach Manager in managing the programmatic, operational, and fiscal aspects of the Utility Assistance Program and will act on behalf of the Program Administrator on administrative matters. Responsibilities include supervising staff, conducting and coordinating specialized training, and mentorship to ensure program effectiveness and high-quality service delivery to clients.

SUPERVISION RECEIVED:

Receives direct supervision from the Utility and Outreach Manager.

SUPERVISION EXERCISED:

Eligibility Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist the Utility and Outreach Manager with the implementation of Energy contracts including the reimbursement and reporting requirements.
- Stay abreast of changes to contract regulations and requirements.
- Provide recommendations to leadership on all programmatic and fiscal issues affecting grants/programs and assist in resolving these issues.
- Support leadership with evaluating and monitoring program procedures to ensure program effectiveness.
- Recommend revisions to existing procedures to accommodate new functions, address changes in the focus of current functions, or resolve weaknesses in the current procedures.
- Support with the recruitment, interviewing, and selection process to hire qualified candidates for eligible positions, ensuring alignment with the organizational needs and goals of the Energy program.
- Conduct performance evaluations and provide professional development opportunities for staff.
- Implement quality control procedures to ensure efficient processing measures.
- Promote and foster a professional and productive working environment.
- Assist with monitoring and oversight of site visits and audits.
- Monitor and review CSD Deficiency/Rejection reports and make sure they are corrected



within a reasonable amount of time.

- Promote the Utility Assistance Program by participating in outreach and program presentations.
- Ensure that Energy intake forms are kept current according to CSD's most recent revisions.
- Ensure program benchmarks and annual production goals are met for all contracts.
- Address client inquiries and concerns promptly and professionally.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and other related software applications.
- CSD and other contractual eligibility guidelines.

Ability to:

- Gather and analyze data and prepare clear and concise reports.
- Effectively manage multiple tasks in a fast-paced environment, while prioritizing and addressing client needs.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Analyze administrative issues and make solid recommendations.
- Work independently.
- Meet established deadlines.
- Establish and maintain professional working relationships, both internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in social work, public administration or related field.
- Two (2) years of supervisory experience.
- Two (2) years of experience working in a social service program.



- Experience managing budgets highly desirable.
- Any equivalent combination of education and/or experience may be acceptable on a yearly basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Bilingual language fluency is highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Utility and Outreach Assistant Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing	X			
Kneeling			X	
Crawling	X			
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X



Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)				X		
Pushing & Pulling (left hand)				X		
Reaching (above shoulder level)				X		
Reaching (below shoulder level)				X		
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X					



Utility & Outreach Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, supervises and coordinates the work of the Outreach and Utility Assistance department to ensure that the Energy program meets its contractual requirements by evaluating and ensuring the efficiency and accuracy of the application process and client experience. Responsibilities include supervising staff, conducting and coordinating outreach, and attending community events and collaborative meetings.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

Utility & Outreach Assistant Manager, Eligibility Specialists, and Outreach Specialists.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Participates in the development and implementation of energy program goals, objectives, policies, and procedures for the Utility Assistance program.
- Submits accurate and detailed files and records in a timely manner in order to meet CSD and auditing requirements.
- Provides input for improving organizational activities through improved methods and techniques and better utilization of resources.
- Communicates effectively and efficiently with appropriate public agencies and utility companies.
- Manage the recruitment, interviewing, and selection process to ensure the hiring of qualified candidates for eligible positions, aligning with the organizational needs and goals of the Energy Program.
- Investigates and resolves client complaints in a timely manner and performs necessary follow-up corrective action.
- Evaluate performance, provide mentoring, coaching, and necessary disciplinary actions when warranted.
- Ensure that Energy intake forms are kept current according to CSD's most recent revisions.
- Supervises the Utility Assistance staff to plan, coordinate, and monitor their work to meet annual goals.
- Ensures quality services for participants by reviewing and monitoring HEAP program processes.



- Monitor program budgets to ensure expenses are within budget guidelines and ensure compliance with the scope of work as defined by funding sources and contracts.
- Confers with the Program Administrator on any revisions to program processes and/or budget.
- Act as liaison between state, federal, and utility funding sources and vendors.
- Meets with internal programs to discuss and resolve program challenges; provides them with updates to Utility Assistance requirements.
- Reviews and approves all Utility Assistance conflict-of-interest files before Program Administrator's review, for payment.
- Works with Energy Accounting Administrator to ensure propane payments correlate with program reporting requirements.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Home Energy Assistance Program, **FT**, and **WPO** rules and regulations.
- The Energy Assistance Reporting System (EARS).
- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- The problems and needs of underserved communities and individuals.

Ability to:

- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Recruit, train, and lead a diverse team.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and clients.
- Write clear and concise correspondence, reports, memoranda, and letters.
- Plan, organize, and implement projects.
- Gather and analyze data.
- Read, understand, and apply written regulations and instructions.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.



- Bachelor's degree in business administration or related field.
- Must have at least five (5) years of supervisory experience.
- Must have three (3) years of experience working in a social service program.
- Experience managing budgets highly desirable.
- Any equivalent combination of education and/or experience may be acceptable on a yearly basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Bilingual language fluency is highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Utility and Outreach Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	



Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Weatherization Assessor I

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for assessing, diagnosing, and collecting information on the feasibility of weatherization measures and identifying the materials required to weatherize a dwelling.

SUPERVISION RECEIVED:

Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Inspect and analyze building envelope, HVAC systems, heating systems, electrical, plumbing and all other aspects of building characteristics that may be considered for improvement under the departments active contracts.
- Conducts on-site assessments of dwellings to determine which program measures are feasible to install.
- Administer diagnostic tests on audited homes, including blower door testing and combustion analysis for homes with combustible appliances or heating systems, as well as other required diagnostic evaluations, in accordance with contract and program guidelines to ensure energy efficiency.
- Performs pre-weatherization Combustion Appliance Safety (CAS) testing.
- Prepares justification for the replacement of high-cost items and documents in the client's file.
- Provides exceptional customer service by educating clients on the advantages and disadvantages of mechanical ventilation systems.
- Acts as liaison between federal, state, utility funding sources, and vendors.
- Create client file packets with necessary state documents.
- Uses applicable software to complete energy audits on homes.
- Research clients' homes to determine if they are registered as historically preserved buildings.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.



- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel is required in this position to various homes and worksites located throughout Kern County. An Agency vehicle is provided for Agency travel.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and methods of home weatherization.
- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including smart phones and tablets
- Word processing, spreadsheet, database, and related software applications.
- Be able to complete mathematical equations.
- Technical Resource Manual (TRM).

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships internally and externally.
- Manage time effectively for maximum productivity.
- Complete all CSD training and obtain required certifications within the required timeline.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Minimum of two (2) years of experience in weatherization, general home repair, and/or construction.
- CAS and DSLD Certification are desirable.
- OSHA 10 or OSHA 30 preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.



WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Assessor I						
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS		
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting				X		
Climbing				X		
Kneeling				X		
Crawling				X		
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)				X		
Power Grasping (left hand)				X		
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)				X		
Pushing & Pulling (left hand)				X		
Reaching (above shoulder level)				X		
Reaching (below shoulder level)				X		
		LIFTING			CARRYING	
		NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS
0-10 lbs				X		X
11-25 lbs			X			X
26-50 lbs			X			X
51-75 lbs	X				X	
76-100 lbs	X				X	
100+ lbs	X					



Weatherization Assessor II

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for assessing, diagnosing, and determining the feasibility of weatherization measures, as well as identifying the materials needed to weatherize a dwelling. Also responsible for training and implementing new and improved methods of training for assessors.

SUPERVISION RECEIVED:

Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Inspect and analyze building envelope, HVAC systems, heating systems, electrical, plumbing and all other aspects of building characteristics that may be considered for improvement under the departments active contracts.
- Conducts on-site assessments of dwellings to determine which program measures are feasible to install.
- Administer diagnostic tests on audited homes, including blower door testing and combustion analysis for homes with combustible appliances or heating systems, as well as other required diagnostic evaluations, in accordance with contract and program guidelines to ensure energy efficiency.
- Performs pre-weatherization Combustion Appliance Safety (CAS) testing.
- Prepares justification for the replacement of high-cost items and documents in the client's file.
- Provides exceptional customer service by educating clients on the advantages and disadvantages of mechanical ventilation systems.
- Acts as liaison between federal, state, utility funding sources, and vendors.
- Create client file packets with necessary state documents.
- Uses applicable software to complete energy audits on homes.
- Research clients' homes to determine if they are registered as historically preserved buildings.
- Monitor and review current and new Assessors' paperwork.
- Provide on-the-job training to new and existing Assessors.
- Assist in preparing new Assessors for the peer review exam.
- Complete peer review Assessor OJT (On the Job Training) evaluation.

**Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and methods of home weatherization.
- Contractual, Departmental, and Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including smart phones and tablets.
- Word processing, spreadsheet, database, and related software applications.
- Principles and methods of home weatherization.
- Perform mathematical calculations and apply basic math concepts.
- Technical Resource Manual (TRM).

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish and maintain professional working relationships internally and externally.
- Manage time effectively for maximum productivity.
- Complete all CSD training and obtain required certifications within the required timeline.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Must have completed a minimum of 150 home assessments or two (2) years of experience in conducting home assessments.
- Minimum of two (2) years of experience in weatherization, general home repair, and/or construction.
- CAS and DSLD Certification required.
- OSHA 10 or OSHA 30 certification required.

OTHER REQUIREMENTS:



- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Assessor II						
Activity	Hours Per Day			NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting						X
Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting					X	
Climbing					X	
Kneeling					X	
Crawling					X	
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)					X	
Power Grasping (left hand)					X	
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)					X	
Pushing & Pulling (left hand)					X	
Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X



11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

DRAFT



Weatherization Inspector I

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for ensuring the quality of construction and/or weatherization work performed by subcontractors and Weatherization Installers. Will be in direct contact with clients during the inspection of completed construction and weatherization measures. Also reviews completed Assessor files for accuracy and completeness.

SUPERVISION RECEIVED:

Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conducts on-site inspections of homes weatherized by CAPK and subcontractors to ensure that the quality of work performed is consistent with federal, state, local, and utility regulations.
- Investigates and resolves client concerns in a timely manner, performing necessary follow-up inspections to ensure contractual compliance.
- Trains and mentors Weatherization Installers and Assessors on funding source requirements for weatherization measures and document completion.
- Monitors production on assigned weatherization files using independent judgment and discretion to ensure that subcontractors are scheduled, and groundwork corrections are completed in a timely manner.
- Performs final quality control review of weatherized homes using mental and visual attention to detail to ensure that not only are funding source requirements for weatherization standards met, but also documentation and paperwork are complete and correct for audit purposes.
- Ensures installation processes and materials used are appropriate for the weatherization measure(s) to prevent delays caused by errors in installation and/or materials.
- Utilizes weatherization specific diagnostic equipment, such as blower door, duct blaster, infrared cameras, monoxers, and manometers during inspections, when required.
- Reviews weatherization files for accuracy and completeness. Escorts state inspectors and third-party auditing firms during audits. Acts as liaison between federal, state, local, utility funding sources, and vendors.
- Performs CAS and DSLD as required or requested by funder.



- Review and correct energy efficient audits as necessary.
- Perform other duties as required.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours, as required, including nights and weekends.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers, phones, and tablets.
- Word processing, spreadsheet, database, and related software applications.
- Principles and methods of home weatherization.
- Technical Resource Manual (TRM).

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Maintain effective working relationships internally and externally.
- Gather and analyze data.
- Understand and apply written regulations and instructions.
- Adhere to safety practices on the job, including the proper use of power tools, hand tools, and equipment used in home weatherization.
- Complete all CSD training within the required timeline.
- Work independently and as part of a team.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Three (3) to five (5) years of continuous weatherization experience.
- Residential building code knowledge preferred.
- OSHA 10 and OSHA 30 certification preferred.
- Lead-safe certification desirable.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Inspector I				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	



	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Weatherization Inspector II

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for ensuring the quality of construction and/or weatherization work performed by subcontractors and Weatherization Installers. Serves as the primary contact for clients during the inspection process and through the completion of weatherization measures. Also reviews completed Assessor files for accuracy and completeness. Oversees training and implements new and improved training methods for Inspectors and applicable Weatherization personnel.

SUPERVISION RECEIVED:

Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conducts on-site inspections of homes weatherized by CAPK and subcontractors to ensure that the quality of work performed is consistent with federal, state, local, and utility regulations.
- Investigates and resolves client concerns in a timely manner, performing necessary follow-up inspections to ensure contractual compliance.
- Trains and mentors Weatherization Installers and Assessors on funding source requirements for weatherization measures and document completion.
- Monitors production on assigned weatherization files ensure that subcontractors are scheduled, and groundwork corrections are completed in a timely manner.
- Performs final quality control review of weatherized homes to ensure weatherization standards are met.
- Ensures installation processes and materials used are appropriate for the weatherization measure(s) to prevent delays caused by errors in installation and/or materials.
- Utilizes weatherization specific diagnostic equipment, such as blower door, duct blaster, infrared cameras, monoxers, and manometers during inspections, when required.
- Reviews weatherization files for accuracy and completeness.
- Escorts state inspectors and third-party auditing firms during audits. Acts as liaison between federal, state, local, utility funding sources, and vendors.
- Performs CAS and DSLD as required or requested by funder.
- Review and correct energy efficient audits as necessary.
- Monitor and review Inspectors paperwork and documentation.
- Provide field training for new and existing inspectors.

**Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours, as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including smart phones and tablets.
- Word processing, spreadsheet, database, and related software applications.
- Principles and methods of home weatherization.
- Technical Resource Manual (TRM).

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain effective working relationships internally and externally.
- Understand and apply written regulations and instructions.
- Pass testing and obtain CSD field work certifications as applicable.
- Pass testing and obtain CSD On the Job Training (OJT) Peer Expert Inspector Certification
- Pass testing and obtain BPI (Building Performance Institute) Energy Auditor certification and QCI (Quality Control Inspector) certification.
- Adhere to safety practices on the job, including the proper use of power tools, hand tools, and equipment used in home weatherization.
- Work independently and as part of a team.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Three (3) to five (5) years of continuous weatherization experience.
- Residential building code knowledge preferred.
- OSHA 10 and OSHA 30 certification preferred.
- Lead-safe certification desirable.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Weatherization Inspector II				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	

	LIFTING	CARRYING
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	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4- 8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4- 8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X		X		
76-100 lbs	X			X		
100+ lbs	X					



Weatherization Installer I

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for work activities and construction related to home weatherization. Performs minor home repairs on designated homes for state and utility-funded weatherization programs and conducts various diagnostic tests throughout the weatherization process. Responsible for understanding and applying proper installation methods, ensuring jobsite safety, and delivering excellent service to clients of the Weatherization Program, while producing high-quality weatherization work.

SUPERVISION RECEIVED:

Receives supervision from the Weatherization Manager and Assistant Weatherization Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties

- Maintain knowledge as outlined in the Technical Reference Manual (TRM) and apply new and updated measures of work.
- Completes energy conservation measures and/or minor home repair which may include weather-stripping, caulking, duct wraps, doors, low-flow showerhead, hot-water heater blankets, thresholds, burner adjustments, installing thermostats, etc.
- Completes prescribed weatherization work and provide quality customer service in a courteous and professional manner.
- Keeps accurate records of weatherization supplies and materials received, used on job site, and returned to inventory daily.
- Completes all work in compliance with city, county, and state building codes and the Technical Resource Manual (TRM).
- Implements safety policies and procedures at job sites.
- Performs corrections on any failed inspections of weatherized homes and completes correction paperwork.
- Accurately document inventory usage and repairs.
- Maintains positive relations with customers, staff, and company representatives.
- Maintains mileage log for assigned vehicles and completes weekly vehicle inspection and maintenance check list.
- Tracks and documents diagnostic equipment expiration dates.
- Install measures according to manufacturer's recommendations.



- Conduct combustion appliance safety checks, duct blaster tests and blower door tests, and other diagnostic tests as required by contract/program guidelines.
- Perform weatherization activities in accordance with applicable federal/state regulations and utility contracts.
- Maintain jobsite safety and cleanliness by following established policies and safety regulations and reporting any identified issues or hazards to management.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours, as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- General construction principles and methods.
- Diagnostic practices for weatherization related programs.
- Installation practices of weatherization related program measures.
- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment including smart phones and tablets.

Ability to:

- Adhere to safety practices on the job, including proper use of power tools, hand tools, and equipment used to weatherize homes.
- Accurately perform routine mathematical computations.
- Exhibit strong attention to detail.
- Utilize cellphones and tablets for installation and diagnostic tasks in weatherization programs.
- Problem solve effectively.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships.
- Work independently and as part of a team.
- Obtain lead-safe certification.
- Complete all CSD training within the required timeline.



EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- One (1) year of work experience in a weatherization program or experience in minor home repair and/or construction preferred.
- Carpentry or general residential construction skills.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Installer I				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X



Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X				X	
76-100 lbs	X				X	
100+ lbs	X					



Weatherization Installer II

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for overseeing work activities and construction related to home weatherization. Performs minor repairs on homes participating in state and utility-funded weatherization programs. Conducts various diagnostic tests throughout the weatherization process. Ensures proper installation methods, maintains jobsite safety, and delivers excellent service to Weatherization Program clients while consistently producing high-quality work. Additionally, responsible for training fellow installers and relevant Weatherization Program personnel.

SUPERVISION RECEIVED:

Weatherization Manager and Weatherization Assistant Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain knowledge as outlined in the Technical Reference Manual (TRM) and apply new and updated measures of work.
- Completes energy conservation measures and/or minor home repair which may include weather-stripping, caulking, duct wraps, doors, low-flow showerhead, hot-water heater blankets, thresholds, burner adjustments, installing thermostats, etc.
- Completes prescribed weatherization work in a professional manner.
- Keeps accurate records of weatherization supplies and materials received, used on job site, and returned to inventory daily.
- Completes all work in compliance with city, county, and state building codes and the Technical Resource Manual (TRM).
- Implements safety policies and procedures at job sites.
- Completes all work in conformance to OSHA and Cal OSHA standards.
- Performs corrections on any failed inspections of weatherized homes and completes correction paperwork.
- Accurately document inventory usage and repairs.
- Maintains mileage log for assigned vehicles and completes weekly vehicle inspection and maintenance check list. Tracks and documents diagnostic equipment expiration dates
- Install measures according to manufacturer's recommendations
- Performs dump runs to dispose of construction debris.
- Conduct combustion appliance safety checks, duct blaster tests and blower door tests, /and other diagnostic tests as required by contract/program guidelines.
- Maintain jobsite safety and cleanliness by following established policies and safety regulations and reporting any identified issues or hazards to management.



- Provide quality customer service in a courteous and professional manner.
- Provide on-the-job training to new and current installers and monitor their work.
- Provide leadership with performance updates and recommendations on the progress of both current and new installers.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours, as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- General construction principles and methods.
- Diagnostic practices for weatherization related programs.
- Installation practices of weatherization related program measures.
- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and methods of home weatherization.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment including smart phones, and tablets.

Ability to:

- Adhere to safety practices on the job, including the proper use of power tools, hand tools, and equipment used in home weatherization.
- Accurately perform routine mathematical computations.
- Exhibit strong attention to detail.
- Utilize cellphones and tablets for installation and diagnostic tasks in weatherization programs.
- Problem solve effectively.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain professional working relationships.
- Obtain required CSD certifications.
- Work independently and as part of a team.
- Obtain lead-safe certification
- Complete all CSD training within the required timeline.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.



- High school diploma or equivalent.
- Two (2) years of work experience in a weatherization program or minor home repair and/or construction, carpentry, or similar trade skills preferred.
- Advanced proficiency in Combustion Appliance Safety, desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Hazards are minimal to moderate.
- Noise level varies based on assignment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Weatherization Installer II				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	



	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X				X	
76-100 lbs	X				X	
100+ lbs	X					



Weatherization Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Program Administrator, the Weatherization Manager is responsible for quality assurance of construction or weatherizing work performed by the Assessors, Installers, Inspectors, and subcontractors. Responsible for reviewing and approving weatherization applications and completed work orders; plan, coordinate and supervise the work of various weatherization staff; in direct contact with underserved individuals and families during the inspection of construction and weatherization. The Weatherization Manager will supervise staff, conduct, and coordinate specialized training to ensure program effectiveness and high-quality service delivery to clients.

SUPERVISION RECEIVED:

Receives supervision from Program Administrator.

SUPERVISION EXERCISED

Assistant Weatherization Manager, Assessors, Installers, Inspectors, Schedulers, Program Specialist

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversee day-to-day work of the weatherization crew and assessor/auditor activities and conduct weatherization crew reviews.
- Participates in the development and implementation of energy program goals, objectives, policies, and procedures for the Weatherization program.
- Ensure accurate processing of job sheet sheets, timecards, and job-related invoices, while optimizing crew time and delegating tasks effectively.
- Supervisor and lead the weatherization team, including planning, coordinating, and monitoring their work activities.
- Be the primary point of contact for Compliance and Program Services Monitoring activities and ensure superior program compliance.
- Oversee all training logs, lead and conduct necessary training.
- Assist with smooth and orderly administration of programs with timeliness of completing paperwork, maintaining client files, data entry, and phone calls.
- Review and approve all assessments for groundwork. This includes ensuring that Assessments are completed and documented per the Technical Resource Manual (TRM) and meet contract requirements.
- Review and approve all work orders for inspection. This includes ensuring all energy efficiency measures are installed and labor and materials are accurately documented.



- Monitor the status of each home using the program's project management tool.
- Conduct on-site inspections of homes weatherized and their files to ensure that the quality of work performed is consistent with state, federal and utility regulations per contractual obligations.
- Schedule and monitor subcontractors to ensure work is completed in a timely manner.
- Maintain expertise in the Technical Reference Manual (TRM) and provide guidance and training to staff as needed.
- Investigate and resolve client concerns in a timely manner by performing necessary follow-up and corrective action to ensure contractual compliance.
- Attend Local Service Providers (LPS) meeting/webinars when needed.
- Act as liaison between federal, state and utility funding sources and vendors.
- Keep weatherization staff informed of new or revised weatherization installation standards
- Works with Program Administrator to provide requested reports and information.
- Manage the recruitment, interviewing, and selection process to ensure the hiring of qualified candidates for eligible positions, aligning with the organizational needs and goals of the Weatherization Program.

Other Job Specific Duties:

- Will accompany State Inspector during semi-annual field inspections.
- Responsible for understanding and staying current on the Technical Resource Manual (TRM) and providing directions per the TRM to staff when necessary.
- Utilize specified software tool to verify if client homes qualify for services.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Travel to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Contractual, departmental, and agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office procedures and computer equipment.
- Word processing and other related software applications.
- Construction principles and methods, including familiarity with building diagnostics such as blower door, duct leakage and combustion safety testing.

Ability to:

- Utilize expertise in home weatherization principles and methods and apply knowledge of available community resources to support program objectives.
- Apply knowledge of fundamental principles related to organizational structures.
- Keep records and assist Energy Accounting Administrator with inventory control, as needed.



- Maintain effective working relationships both internally and externally.
- Plan, organize and implement projects.
- Read, understand and apply written relations and instructions.
- Communicate effectively both verbally and in writing to include professional correspondence, reports, memos, letters and proposals.
- Demonstrate an in-depth understanding of the rules and regulations of CSD and other weatherization related programs.
- Read and interpret contracts and program materials.
- Ensure program adherence to contracts and regulations.
- Effectively lead a team by setting clear expectations, reviewing progress, providing feedback and guidance.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Three (3) to five (5) years of progressively responsible administrative or management experience of which at least two (2) years must have been in a supervisory capacity. Managerial experience in weatherization, construction and/or home repair is highly desirable.
- Five (5) to seven (7) years of continuous weatherization experience.
- General home repair and construction experience.
- Experience in inventory and quality control.
- Certified by CSD as an Assessor and Inspector desirable.
- Full understanding of Technical Resource Manual (TRM).
- Residential building code knowledge desirable.
- OSHA 10 certification preferred.
- OSHA 30 certification desirable.
- Lead-safe certification desirable.
- Experience in reviewing REM audits.
- BPI approved certifications for QCI, EA, and BAP desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening and TB screening upon employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level varies based on assignment.
- Hazards are minimal to moderate.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 9, 2024

Subject: *Agenda Item 4(j): 2025 Agency Holiday Schedule - Action Item*

Below is the Agency Holiday Schedule for 2025 for approval.

2025 Holiday Schedule

Date	Holiday
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King Jr. Day
Wednesday, February 12, 2025	Lincoln's Birthday
Monday, February 17, 2025	Presidents' Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, November 11, 2025	Veteran's Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Day After Thanksgiving
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025	New Year's Eve

Date	Holiday
Thursday, January 1, 2026	New Year's Day

Recommendation:

Staff recommends the Personnel Committee approve the 2025 agency holiday schedule.



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator

Date: October 9, 2024

Subject: *Agenda Item 4(k)*: Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel challenges impacting the Head Start program.

For the month of September 2024, the following information is provided to the Personnel Committee:

- 624 staff employed.
- 43 vacant positions.
- Onboarded 14 new staff members.
- Five (5) staff members rehired.
- 12 resignations (two retired).
- Seven (7) days of interviews were conducted for six (6) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. Additionally, the extension of the recruitment incentive was approved to enhance efforts in attracting qualified personnel.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	20	83%	9	8	1	89%
Angela Martinez HS	51	49	96%	9	8	1	89%
Bakersfield College	32	23	72%				
Blanton	16	11	69%				
Broadway (PY)	37	26	70%	6	5	1	83%
California City (PY)	17	17	100%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	45	75%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	33	97%	6	6	0	100%
Family Childcare EHS	23	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	11	100%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	72	52	72%	26	24	2	92%
Harvey L. Hall	74	44	59%	10	9	1	90%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy	16	17	106%	6	6	0	100%
Lathrop	24	16	67%	9	9	0	100%
Lodi	32	24	75%	9	9	0	100%
M. Massei	24	13	54%	9	9	0	100%
MJM HS	34	0	0%	6	6	0	100%
Oasis EHS (PY)	5	4	80%	3	3	0	100%
Oasis (PY)	34	17	50%	6	5	1	83%
Pete Parra EHS	48	35	73%	15	15	0	100%
Pete Parra HS	68	50	74%	9	9	0	100%
Primeros Pasos EHS	16	16	100%	6	5	1	83%
Primeros Pasos HS	51	30	59%	9	8	1	89%
Rosamond (PY)	51	37	73%	9	9	0	100%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	19	79%	9	9	0	100%
Shafter	17	17	100%	3	3	0	100%
TBD	8	1	13%	3	3	0	100%
Stockdale HS	45	0	0%	9	8	1	89%
Sterling EHS	80	57	71%	24	22	2	92%
Sterling HS	53	51	96%	9	8	1	89%
Sunrise Villa (PY)	17	16	94%	3	3	0	100%
Taft (PY)	51	16	31%	15	15	0	100%
Taft College	22	10	45%				
Tehachapi (PY)	15	15	100%	2	2	0	100%
Vineland (PY)	17	10	59%	1	1	0	100%
Virginia (PY)	17	17	100%	2	2	0	100%
Willow (PY)	37	30	81%	9	9	0	100%
Home Base Kern 160	160	117	73%	13	13	0	100%
SJC EHS HB 80	80	79	99%	8	8	0	100%
Total	1689	1226	73%	326	313	13	96%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Harvey Hall EHS ~ 72		
Class 9	8	2
MJM HS ~ 34		
*Class A- FD	17	0
Class B- FD	17	0
Stockdale HS ~ 60		
Class A-C	45	1
Sterling EHS ~ 80		
Class 8	8	1
Classrooms Fully	Total Slots	Staff Vac.
7	95	4
* MJM slots moved to Angela Martinez and Sterling		
	Slots	Staff Vac.
Closed Enrollment	6%	30.77%
Open Enrollment	94%	69.23%

Funded Enrollment	1689	1226 73%
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Active Enrollment	1594	1226 77%
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DATE October 16, 2024

TIME 12:00 pm

LOCATION CAPK Administrative Office
Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. Call to Order

Committee Chair, Ana Vigil, called the meeting to order at 12:04 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. Roll Call

Roll call was taken with a quorum present.

Present: Ana Vigil, Yolanda Ochoa, Gina Martinez

Absent: Fatima Echeveria

Others Present: Pritika Ram, Chief Business Development Office, Vanessa Mendoza, Grant Administrator, Carol Hendricks, Enrollment and Attendance Manager, Cynthia Rodriguez, Head Start Education Manager, Sylvia Ortega, Quality Assurance Administrator, Rebecca Moreno, Director of Housing and Supportive Services, Rosario Miranda, Housing Services Program Manager; and other CAPK staff

Public Comments

No one addressed the Committee.

3. Program Presentation

- a. Adult Re-Entry Grant Program presented by Rosario Miranda, Housing Services Program Manager and Rebecca Moreno, Director of Housing and Supportive Services

Rosario Miranda provided an overview of the program's mission, empowering formerly incarcerated individuals in Kern County to rebuild their lives with dignity and self-sufficiency. The program is funded by the State of California through the Board of State and Community Corrections.

The Adult Re-entry Grant Program (ARG) aims to reduce homelessness and recidivism among the AB 128 population through a multi-modal intervention strategy. The program targets key risk factors like housing stability, employment, and mental health. Case Management services use a strengths-based approach to address immediate needs upon release and guide participants toward self-sufficiency. Key services include housing navigation, landlord engagement, financial coaching, mental health support, and employment services. Program achievements include housing 38 clients, serving 400 justice-involved individuals, and securing employment for 25 clients. ARG collaborates with several partners, including Bakersfield College, the California Department of Corrections and Rehabilitation, the Bakersfield Police Department, CSUB, and other local law enforcement and educational institutions. The program's funding is

scheduled to end in December 2025, but an application for renewal will be submitted in November of this year to continue services.

Rosario shared a success story of a formerly incarcerated individual, who spent 29 years at Wasco State Prison, and was released in May 2023 and referred to the ARG program in May 2024 after living in a sober facility. With ARG's support, he obtained a Class A driver's license and is now employed as a truck driver with Young's Transportation, earning a modest income. ARG has also assisted him in building credit by applying for a credit card. The next step is securing housing for him, with CalAIM assisting with his deposit. Rebecca Moreno added that CalAIM and M St. Navigation Center has been integrated into the adult reentry system to identify individuals that are eligible for the program.

Ana Vigil asked about CSUB's school re-entry programs and whether West Tech still exists.

Rosario confirmed that they collaborate with both BC and CSUB through the Rising Scholar Program and the main challenge with West Tech is its relocation to Shafter Lerdo, which makes it less accessible.

Gina Martinez added that it's important to consider disabilities. She works closely with rehab centers and provides additional workforce development services.

4. New Business

a. September 2024 Program Reports presented by Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram began her report by announcing the groundbreaking ceremony for the new Central Kitchen, and said more details will be provided in the coming days. She then provided an update on the Afghan settlement in Mojave. AES, a solar company in Mojave, helped CAPK secure a \$100,000 donation to support the Afghan population. The funds will go toward solar panel installations, playground renovations, and environmental justice initiatives for the community in mobile-style housing. The team's quick response addressed the identified needs. Pritika also shared that the Friendship House, M Street Navigation Center, and Food Bank were visited by the Newsom administration, and they were especially impressed with the M St. Navigation Center and the CalVIP program at Friendship House. This tour led into a discussion regarding Proposition 1 funding and the grant team is actively working on researching this funding, and more information will be provided soon. Pritika provided an update for the 211 program and said that a team of 16-18 staff members manages calls with less than a one-minute wait time, and clients are fully assisted within an average of five minutes. The agency is also considering integrating AI technology to enhance efficiency and reduce operational costs for the 211 service.

Pritika mentioned that while the adult school in Mojave is at capacity, they are willing to offer space for tutoring. She also mentioned that the local high school has been approached to help identify potential candidates for the tutoring position, which will include a stipend.

Gina Martinez stated that there is a shortage of tutors in the area, which may make it challenging to find a tutor in Mojave.

Ana Vigil suggested that Bakersfield College students who commute to the area might be interested in tutoring opportunities.

Motion was made and seconded to approve the September 2024 Program Reports. Carried by unanimous vote (Ochoa/ Martinez).

- b. September 2024 - Application Status Report & Funding Profiles presented by Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza provided a funding update for September, highlighting six awards totaling approximately \$3.59 million. The largest award was an EPA grant of \$3,026,000, which will fund a microgrid project at Friendship House Community Center, allowing the center to serve as a cooling and warming shelter during extreme climate events. This grant is equipment-based, with no indirect funds to CAPK. The second award came from the California Department of Food and Agriculture, providing \$199,000 to fund edible gardens at two Head Start Centers, in partnership with the Food Bank. A third grant of \$200,000 from Kaiser will support health insurance education for immigrants and undocumented individuals, helping them understand their rights and eligibility. This initiative will be led by 211.

Ana Vigil added that many immigrants may avoid insurance due to concerns that it could negatively affect their future citizenship status, as using U.S. Government systems might be taken into consideration during their application process.

Vanessa Mendoza also mentioned an AARP grant application for \$50,000, which was denied. The grant would have enhanced the senior food box program by adding a text notification feature and hand deliveries for those with mobility challenges. Despite the denial, Vanessa emphasized the value of the process and ongoing conversations with program managers. Lastly, Vanessa discussed the annual funding application submitted to the Bakersfield-Kern Regional Homeless Collaborative for \$236,838 to support the CES program for a one-year term.

Ana Vigil expressed interest in seeing pictures of the Head Start children that will be involved in the gardens or having a student present an update to the Board if possible.

Motion was made and seconded to approve the September 2024 Application Status Reports & Funding Profiles. Carried by unanimous vote (Ochoa/Martinez).

- c. California Coastal Commission, Whale Tail Grant presented by Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza presented the above action item and requested approval to apply for a grant from the California Coastal Commission. The grant aims to provide children and the general public with educational and outdoor experiences related to the California Coast, focusing on communities that have had fewer opportunities for marine education. The proposed project, "Inland to Ocean: Youth Stewardship and Coastal Education Program," will offer marine education to at least 80 children from Friendship House Community Center and Shafter Youth Center. The program will include a four-week curriculum on marine ecosystems, climate change, and environmental stewardship, along with field trips to coastal areas for hands-on learning. The project aligns with CAPK's mission and goals to support underserved communities, and if awarded, it will take place during the summers of 2025 and 2026 with a \$49,000 grant.

Motion was made and seconded to approve the California Coastal Commission, Whale Tail Grant Carried by unanimous vote (Ochoa/Martinez).

- d. September 2024 Head Start/State Child Development Division/Program Monthly Activity Report presented by Carol Hendricks, Enrollment and Attendance Manager - **Action Item**

Carol Hendrix presented an update on all Head Start programs, covering enrollment and program deliverables for the month. She highlighted that enrollment challenges are due to staffing shortages and pending center licenses. The staffing issue has been addressed by hiring new teachers, assistant teachers, and kitchen staff. Additionally, two

centers are awaiting licensing visits to approve remodels, repairs, and yard updates. Once approved, the classrooms and outdoor areas can be opened.

Yolanda Ochoa asked about meals for the adult program. Carol clarified that Head Start does not provide meals for adults but offers meal models for them to follow.

Ana Vigil mentioned that Shafter held its first National Night Out and had a great turnout.

Motion was made and seconded to approve the September 2024 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Ochoa/Martinez).

- e. Approval of 2024-2025 Early Head Start/Head Start School Readiness Goals presented by Rashi Strother and Cynthia Rodriguez— **Action Item**

Cynthia Rodriguez presented the 2024-2025 School Readiness Goals for review and approval. The Head Start/State Child Development Division sets annual School Readiness Goals based on end-of-year child assessment data to improve teaching and learning. These goals support families and staff in fostering children's learning and are divided into five key areas: Approaches to Learning, Social Emotional Development, Language and Literacy Development, Cognitive Development, and Physical Development. This year, the goals were revised and simplified to provide a clearer document for staff and families. Staff have received training on Social-Emotional Development, DRDP Assessments, and Developmentally Appropriate Practices to improve their teaching. Additionally, a School Readiness Lesson Plan Schedule has been shared with Early Childhood Educators and is available in each classroom.

The School Readiness Goals are scheduled to be presented annually before the beginning of the new school year. However, due to several recommendations from upper management, the goals were revised and condensed to produce a more streamlined and concise document for staff and families.

Motion was made and seconded to approve the 2024-2025 Early Head Start/Head Start School Readiness Goals retroactive to July 2024. Carried by unanimous vote (Ochoa/Martinez).

- f. 2023-2024 Head Start/State Child Development Self-Assessment presented Sylvia Ortega, Quality Assurance Administrator - **Action Item**

Sylvia Ortega presented the above action item and noted the self-assessment is an annual requirement, explaining that the Head Start/State Child Development program conducts a yearly self-assessment to review program operations, goals, and objectives. The self-assessment, completed from August 19 to August 21, 2024, followed the Office of Head Start Focus Area One monitoring evaluation process which includes interviews, data tours, and data analysis. The outcome of the self-assessment highlighted four areas of improvement: data for continuous improvement, strengthening follow-up on well-child and oral health care through better data entry, monitoring, and reporting; working towards full enrollment with assistance from the regional office; and integrating governance training into professional development for the Policy Council. As of October 15, Head Start enrollment stands at 92%, with classrooms fully staffed as new sites open. A change in scope has been requested due to an oversaturation of 4-year-old children, and more Policy Council representatives are needed for the 118 classrooms. In-person meetings will resume but will remain accessible via Zoom. The self-assessment results will guide updates to policies and procedures and inform strategies for the next grant application.

Gina Martinez encouraged continuing with Zoom sessions to maintain accessibility.

Ana Vigil inquired if parent meetings were still being held. Sylvia emphasized their importance, noting that those meetings provide essential feedback on Head Start's performance.

Yolanda Ochoa suggested reinstating Saturday meetings for the Policy Council along with childcare, as they had previously been a successful meeting format.

Motion was made and seconded to approve the 2023-2024 Head Start/State Child Development Self-Assessment. Carried by unanimous vote (Martinez/Ochoa).

- g. Final Report National Community Action Partnership (NCAP) and Association for State and Territorial Health Organizations (ASTHO) – Vaccine Equity Project Community Initiatives presented by Pritika Ram - ***Info Item***

Pritika Ram presented the close-out report on the Vaccine Equity Project. In February 2022, CAPK partnered with several organizations to reduce vaccination disparities in Kern County, focusing on minority communities. The goal was to address vaccine hesitancy and increase vaccination rates among Black, Latinx, Punjabi/Indian, Native American, and immigrant groups, especially farmworkers and youth. With the support of Reyna, CEO of Building Healthy Communities (BHC), over 200 community events were held, offering incentives through food banks. By January 2024, the project successfully administered 3,229 vaccinations, including COVID-19 shots, boosters, flu vaccines, and more. Thanks to the efforts of the BHC team, CAPK was recognized as a model for promoting ongoing health equity efforts in Kern County.

Yolanda Ochoa emphasized the importance of these opportunities, sharing that she personally knew someone who recently paid over \$200 for a booster and flu shot.

5. **Committee Member Comments**

Ana Vigil recognized Lisa Gonzales from Head Start for her great work and asked if Head Start could plan something special for Christmas, like a "Read Across America" event. Cynthia Rodriguez, representing the Head Start staff, responded that they would bring the suggestion to the administrative team for consideration.

6. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
November 6, 2024
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 1:03 pm



Community Action Partnership of Kern



Adult Re-Entry Grant

Mission Statement

Our *mission* is to empower formerly incarcerated individuals in Kern County to rebuild their lives with dignity and self-sufficiency. Through comprehensive support and community partnerships, we aim to reduce recidivism and facilitate successful reintegration into society.



Funding Source:

State of California, Board of State and Community Corrections



Project Summary:

Community Action Partnership of Kern's (CAPK) Warm Handoff and Reentry Services Program is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population. CAPK proposes a multi-modal intervention strategy with complementary reentry service lines targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit.

ARG Services



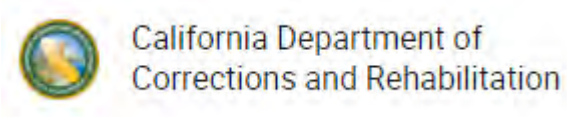
- ▶ **Housing Navigation**
- ▶ **Housing Plan Development**
- ▶ **Landlord Engagement**
- ▶ **Financial Capability**
- ▶ **Financial Coaching**
- ▶ **Tenant Rights Education**
- ▶ **Mental Health Services**
- ▶ **Employment Services**



ARG Highlights

- 400 Justice involved client contacts
- 38 clients housed
- 25 clients gained employment
- Housing Advocacy
- Reentry Specialist Certification

Collaborations



Wasco State Prison





Rosario Miranda,
Housing Services
Program Manager
Adult Re-Entry Program
(661)558-1464 ext. 1162
rmiranda@capk.org



October 2024 PRE Committee

September 2024 Program Monthly Reports



Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

**Community Action Partnership of Kern
Monthly Report 2024**

Month	September-24	Program/Work Unit		Coordinated Entry Services (CES)	
Division/Director	Rebecca Moreno		Program Manager	Joseph Aguilar	
Reporting Period	January 1, 2024 - December 31, 2024				
Program Description					
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County. The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.					
Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,517	24,882	20,000	13%	124%
Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,351	20,269	16,000	15%	127%
Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients without initial contact by the end of the month.	30	159	240	13%	66%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	7				
Encampment Resolution	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of Clients Served	67	382	81	18%	472%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	0	35	70	0%	50%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Optimize the use of existing access points in rural areas of Kern County.		CES continues to work on improving system through CoC Strategic Plan. CES provided additional training to East Kern FRC staff to continue implementing best practices for CalAim services and our homeless response system. CES continues to offer trainings to new staff from agencies and community members.			

**Community Action Partnership of Kern
Monthly Report 2024**

2. Increase staff recruitment and retention.	1 FTE is in the process of completing her training. Interviews are in progress to hire additional staff members.
3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	Pending release of new funding to hire on more staff.□
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2024**

Month	September-24	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)		119	944	1,500	8%	63%
Total Clients Served		177	1,517	2,400	7%	63%
Pets (i.e., kennel, emotional support assistance and service pet)		9	89	75	12%	119%
Residents Under 90 days length of stay		62	511	800	8%	64%
Exits to Permanent Housing (FNPI 4b)		7	54	114	6%	47%
Exits-Self		13	195	150	9%	130%
Exits-Involuntary		45	367	700	6%	52%
Case Management Services (SRV 7a)		1,107	5,661	8,000	14%	71%
Critical Incidents		38	309	250	15%	124%
Shelter Residents Meals (SRV 5ii)		8,427	62,772	70,000	12%	90%
Number of Volunteers (<i>duplicated</i>)		130	1,193	100	130%	1193%
Volunteers Hours (<i>duplicated</i>)		255	1,438	3,000	9%	48%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		69	582	500	14%	116%
Current client census		43	375	300	14%	125%
Meals (SRV 5ii)		1,988	19,068	20,000	10%	95%
Pets		11	96	75	15%	128%
Clients moved to Shelter (SRV 4m)		0	7	15	0%	47%
Exits to Permanent Housing (FNPI 4b)		0	12	20	0%	60%
Exits-Self		3	46	50	6%	92%
Exits-Involuntary		3	57	75	4%	76%
Critical Incidents		4	32			
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		9	88	30	30%	293%
Current client census		9	79	25	36%	316%
Clients moved to Shelter (SRV 4m)		0	1	10	0%	10%
Explanation (Over/Under Goal Progress)						
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).		5 clients participating with Project Hire Up, graduating class on 10/18/24. 6 clients currently working out in the community.				

**Community Action Partnership of Kern
Monthly Report 2024**

2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions are currently being reviewed, this is an on-going process.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	Total of 54 individuals housed during this reporting period.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	13
25 - 34	34
35 - 44	46
45 - 54	35
55 - 61	29
62+	20
Total:	177

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	38
Hispanic/Latina/e/o	26
White	67
Multiple races	45
Client Don't know / Refused	
No Answer	
Total:	177

Gender	Month
Female	73
Male	102
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	1.00
No Answer	
Total:	177

Zip Code	Month	Zip Code	Month
93301	39	95823	1
		93561	3
93304	10	93280	1
93305	21	34470	1
93306	11	38109	1
93307	23	24521	1
93308	13		
93309	7		
93311	1		
93312	1		
93313	2		
90212	1		
93516	1		
93720	1		
93243	1		
90013	1		
93501	1		
93257	1		
93555	3		
Not specified	31		
Total		177	

Safe Camping - Client Demographic Information

Race Demographic	Month
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Zip Code	Month	Zip Code	Month
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**Community Action Partnership of Kern
Monthly Report 2024**

18 - 24	2
25 - 34	12
35 - 44	12
45 - 54	19
55 - 61	11
62+	4
Total:	60

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	13
Hispanic/Latina/e/o	3
White	29
Multiple races	15
Client Don't know / Refused	
No Answer	
Total:	60

Gender	Month
Female	19
Male	41
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	60

93301	8		
93304	10		
93305	3		
93306	5		
93307	4		
93308	6		
93309	6		
93312	2		
93215	1		
95322	1		
93230	1		
93240	1		
93501	1		
932751	1		
93277	1		
93280	2		
97201	1		
Not specified	6		
Total		60	

Program Highlights

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Month	September-24	Program/Work Unit		California Advancing and Innovating Medi-Cal (CalAIM)	
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2024 to December 31, 2024				
Program Description					
CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of “in lieu of services” (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.					
Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	449	4,043	11%		
Number of Referrals Received (SRV 7c)	68				
Number of Enrollments	51				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,191	7,340	8,100	15%	91%
Housing & Furnishing Deposits (SRV4d)	Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to \$5000 per client (includes housing deposits, furnishing, appliances)	9	122	40	23%	305%
Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	3	80	110	3%	73%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024		completed			
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024		completed			
3.) Increase staff recruitment and retention		Cal-Aim Program Coordinator and Analyst completed training.			
Program Highlights					

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Month	September-24	Program/Work Unit		Adult Re-entry Program		
Division/Director	Rebecca Moreno Director of Housing & Supportive Services		Program Manager	Rosario Miranda		
Reporting Period	September 1, 2024 to September 30, 2024					
Program Description						
Community Action Partnership of Kern’s (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers’ Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.						
Client Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		16	173	100	16%	173%
Number of Client Contacts		124	400	720	17%	56%
Client Outcomes		Month	YTD			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)		5	32			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services		4	25			
Referrals		Month	YTD			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)		16	148			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c		16	145			
Transitional Housing Placements (SRV 4n)		3	22			

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Permanent Housing Placements (SRV 4o)	0	41	
Job Readiness Training (SRV 1f)+	16	115	
Job Referrals (SRV 1l)	16	142	
Incentives (e.g., food vouchers, gift cards) SRV 5hh	0	0	
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	1	52	
Parenting Classes SRV 5mm	5	8	
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals	Progress Towards Goal		
1.) Enhance recruitment initiatives and bolster staff retention strategies.	TBD		
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	TBD		
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	TBD		
Program Highlights			

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Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

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Month	September-24	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alan Rodriguez		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.						
Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.		170	970	1,100	15%	88%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.		1080	6,820	7,500	14%	91%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.		216	2,630	3,500	6%	75%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.		549	4,549	7,500	7%	61%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.		3416	17,159	20,000	17%	86%
Policy Systems and Environmental Changes (PSE's)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.		1	9	6	17%	150%
Partner with 3 Clinics to implement Food Insecurity screening practices.		0	1	3	0%	33%
Explanation (Over/Under Goal Progress)						

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The CFHL Program is progressing as expected throughout the Calendar year. Subcontractor numbers will rise as they new school years have started. CAPK DE and IE numbers will also rise throughout the next few months. The Food Voucher incentive has been successful in outreaching to community members to join our classes.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	The CFHL Program is fully staffed again after 2 August resignations. The program was able to manage a 3 week gap to onboard new staff.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	In the month of September 2024, CFHL partnered with Greenfield Family Resource Center, Taft College's TIL program, and GROW Academy (Shafter and Arvin) to provide Direct Education classes and was able to offer a \$50 Food Voucher incentive for those who complete the curriculum. The CFHL program also attended community events at the F St. Farmers Market, Bakersfield Colleges Farmers Market distribution, Edison School District's Summit, and CAPK's Food Bank Distribution.
Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. CFHL is continuing its efforts and collaboration with PVMG and Local Pantries and Farmers Markets to increase access to Healthy, affordable food throughout the county of Kern. Im specific, Bakersfield College Nexus Food Pantry earned Gold Certification via CFHL's NPP program. A celebration was hosted on 9/30/24.

Program Highlights

Throughout the month of September 2024 CFHL Staff implemented Direct Education curriculum and were able to distribute \$1,800 worth of food vouchers to adults in the Taft and Greenfield communities. In addition to successful month distributing food vouchers, the Bakersfield College Nexus Food Pantry earned Gold Certification via CFHL NPP program. We had a ribbon cutting at the pantry to celebrate their accomplishment.

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Month	August-24	Program/Work Unit		Food Bank		
Division/Director	Health & Nutrition, Susana Magana		Program Manager	Kelly Lowery		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the food bank distributes approximately 1.8 million pounds of food which reaches more than 100,000 Kern County neighbors experiencing food insecurity.						
The Emergency Food Assistance Program (TEFAP)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - TEFAP		60,572	455,147	600,000	10%	76%
Pounds Distributed		987,027	6,538,401	10,000,000	10%	65%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Pantry Program		112,287	681,188	1,000,000	11%	68%
Pounds Distributed		434,519	2,775,360	5,000,000	9%	56%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements <i>(Not incl in Pantry Pg)</i>		1,952	25,066	40,000	5%	63%
Pounds Distributed <i>(total)</i>		156,127	1,114,128	1,250,000	12%	89%
Commodity Supplemental Food Program (CSFP)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - CSFP		5,312	35,946	60,000	9%	60%
Pounds Distributed		194,220	1,357,012	2,000,000	10%	68%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Farmers Markets		15,900	108,914	175,000	9%	62%
Pounds Distributed		124,426	691,691	1,200,000	10%	58%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Brighter Bites		1,584	13,251	30,000	5%	44%
Pounds Distributed		7,751	121,981	450,000	2%	27%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Snack Attack		1,440	10,755	15,000	10%	72%
Pounds Distributed		1,350	6,340	12,500	11%	51%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Community Events		1,743	16,743	15,000	12%	112%

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Pounds Distributed	167,283	864,668	1,200,000	14%	72%
Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements	200,789	1,286,010	1,935,000	10%	66%
Total Pounds Distributed (SRV 5jj)	2,072,703	12,926,988	21,112,500	10%	61%
Volunteers (SRV 6f)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	46	316	350	13%	90%
Other Volunteers (i.e., general public, duplicated)	205	1,304	1,750	12%	75%
Explanation (Over/Under Goal Progress)					
In August, Food Bank distributed more than 2 million pounds for the first time. There was a measurable increase in TEFAP distribution. Another driver of this increase is the expansion of resources being purchased for the pantry and farmers market programs with funds that are set to sunset in Q1 of 2025.					
Program Strategic Goals		Progress Towards Strategic Goals			
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.					
Program Highlights					
In August, Food Bank Administrator Kelly Lowery joined other CAPK staff on a site visit in East Kern to meet with the leadership of an Afgan migrant community in Mojave. We discussed potential ways our agency can serve that community. Also in August, Feeding America announced that it will for the first time, welcome a representative from an affiliate food bank to the National Advisory Committee. As an affiliate Food Bank, CAPK Food Bank Administrator Kelly Lowery has attended various meetings to get more information in preparation for applying for this position in October.					

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Month	September-24	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)	
Division/Director	Susana Magana		Program Administrator	Laura Porta	
Reporting Period	January 01, 2024 to December 31, 2024				
Program Description					
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.					
Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$2,518,078.98	20,126,147	23,000,000	88%
Program FY Reimbursements Progress (FY Jul 2024- Jun 25)		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$2,518,079.00	7,274,164	23,000,000	32%
Services	Current Month				
Active Child Enrollment	2,622				
Active Childcare Providers (SRV 7f)	544				
	Prev- Month	Add (+)	Drop (-)	Current Month	
Waiting List Totals (children)				0	
Explanation (Over/Under Goal Progress)					
The Migrant Childcare Program continues to be fully enrolled and expected to meet 100% of the contract amount for the new FY 2024-2025. Program management is currently focused on the revision of MCAP program policies, procedures and best practices to ensure program remains compliant with all regulatory requirements, while also meeting the needs of the migrant agricultural working families in our communities.					
Program Strategic Goals		Progress Towards Strategic Goal			
1. Fill Staff Vacancies.		MCAP is currently awaiting to onboard two new staff members to fill a recent vacancy in our Kern County office and a new position in our new Tulare County office. Both are currently undergoing the pre-employment process.			
2. Staff Retention and Professional Development (Training).		CMAP is currently undergoing the review of all program job descriptions to be updated to reflect current responsibilities and requirements for each position. This process is being undertaken with the support of our program staff, the Executive team, Human Resources Department and our Fiscal department in review of job descriptions and salary scales for all.			
3. Contingency Staffing Plan & Solidify Program Growth.		The management team continues to practice and promote cross training among our team and all program personnel, engaging in monthly trainings and reviews to promote personal and professional growth of our team members.			
Program Highlights					
Our program will be moving to our new location soon! With the support of multiple agency departments, we have located the ideal building to house our staff members and effectively undertake our program's mission to continue to provide services to eligible families in our community. This will allow management to house all of Kern County's MCAP personnel under one roof and streamline our daily activities, and the ability to focus on promoting additional program growth.					

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Month	September-24	Program/Work Unit		Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez			
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.						
Services	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Caseload (SRV 5g)	14,409		14,610		99%	
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,045		900		116%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	15	124	268	6%	46%	
Outreach	Month	YTD	Goal	Month	Annual Progress	
Online Enrollment	81	1,413	1,200	7%	118%	
WIC Presentations and Outreach Events	8	58	100	8%	58%	
Publication in newspaper, television, and/or social media postings (English and Spanish)	7	231	350	2%	66%	
Regional Breast Liaison (RBL)	Month	YTD	Goal	Month Progress	Annual Progress	
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	4	9	120	3%	8%	
Peer Counseling Program (PCP)	Month	YTD	Goal	Month Progress	Annual Progress	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	185	2,067	1000	19%	207%	
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress				
Restructure WIC Program staffing model to improve recruitment and retention of staff.		The WIC Program is planning to open a new CAPK WIC main office in December. This move will improve participant and staff safety. We believe improving office accessibility and safety for participants will increase enrollment and participation at the WIC main office. We have received feedback regarding clients feeling unsafe at our CAPK- WIC main office. Clients often opt out of in-person appointments or result to driving further to a safer WIC office for themselves and their children. We are awaiting approval of the new site from CDPH. We have also had a successful WIC Farmers Market season. Every Farmers Market season for WIC, CDPH sends the program "checks" that can be utilized at WIC approved Farmers markets and the deadline to issue is 9/30/24. WIC clients can purchase healthy fruits and vegetables with these checks. Historically, CAPK/WIC has had to return hundreds of checks back to CDPH because our program does not issue all the checks. CDPH has even decreased the number of checks issued to the CAPK/WIC program since we fail to meet expectations each year. However, this year, we issued all the checks and even requested an additional 150 checks. The staff issued all the additional checks, and we will be sending no checks back to CDPH.				
Program Highlights						

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In the month of Sept, CAPK- WIC reached of the participation caseload requirement.



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

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Month	September-24	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Anna Saavedra		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.						
Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center		Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		32	89	60	53%	148%
Street Outreach and Education		190	271	75	253%	361%
HHAP Linkages to Services (Referrals)		Month	YTD			
California Driver's License (SRV 7j)		4	20			
Social Security Insurance (SSI) (SRV 7i)		0	0			
Medical Services (SRV 7c)		4	36			
Mental Services (SRV 7c)		17	31			
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)		0	10			
Educational and Career Development (SRV 7c)		3	8			
HHAP Distribution of Supplies		Month	YTD			
Food Assistance (SRV 5jj)		62	350			
House Hold Items		9	118			
Hygiene Kits (SRV 5oo)		52	157			
Emergency Clothing (SRV 7n)		84	431			
Administrative Services & Copies		3	82			
Transportation Services (SRV 7d)		1	16			
Educational Supplies (SRV 2k)		1	1			
Covid - 19 Supplies (SRV 5oo)		0	53			

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	3	28	30	10%	93%
Children Receiving Case Management Services (SRV 7a)	4	36	30	13%	120%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	4	18	10	40%	180%
Children Educational Center Base Activities (FNPI 2b)	3	26	30	10%	87%
Children Educational Home Base Activities (FNPI 2b)	3	37	30	10%	123%
Children Summer Bridge Activities (FNPI 2b)	0	14	15	0%	93%
Collaborative Meetings Participated	1	8	12	8%	67%
Family Support Services for non-clients with children 5 and under	38	339			
First 5 Total	56	506			
First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	61	534			
CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment Unduplicated (NPI5.2)	9	146	150	6%	97%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)	98	623	1800	5%	35%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD			
Administrative Services & Copies	104	1173			
Baby Supplies (SRV 2w)	98	603			
Covid - 19 Supplies (SRV 5oo)	0	147			
Court Mandated Parenting Correspondence (SRV 2w)	4	46			
Educational Supplies (SRV 2k)	14	171			
Emergency Clothing (SRV 7n)	233	1370			
Food Assistance (SRV 7c)	208	1386			
Household Items (SRV 7c)	38	520			
Hygiene Kits (SRV 7c)	91	269			

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Referrals (SRV 7c)	18	292	
Transportation Services (SRV 7d)	8	39	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals		Progress Towards Goal	
1. Secure additional funding to cover operational costs and improve the delivery of services.	The CAPK foundation and grants team are always working with the East Kern FRC staff in order to secure additional funding that will help supports the delivery of services.		
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	EKFRC partnered with CLARVIDA during the month of September for Suicide Prevention Month. We reached out to many mental health clients and made them aware of the many services that we provide.		
3. Improve on-site services to more effectively connect with the East Kern target population.	Mortenson Construction is sponsoring a Little Free Library at our location. We are so excited for this project to be completed. We are positive that our community will benefit from this library as it is walking distance to many.		
Program Highlights			
We are very excited to announce that our Kern Health Systems project is almost complete. Our washers and dryers have arrived and are ready to wash and dry clothes. Our conference room looks really nice,we are now pending delivery of the new furniture from Stinsons. Our walls have been freshly painted and the new flooring looks fabulous.			

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Month	September-24	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Youth & Community Services Freddy Hernandez		Program Manager	Eric Le Barbé		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.						
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		9	29	30	30%	97%
Children Receiving Case Management Services (SRV 7a)		11	33	30	37%	110%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)		0	14	10	0%	140%
Children Educational Home Base Activities (FNPI 2b)		11	30	15	73%	200%
Children Summer Bridge Activities (FNPI 2b)		0	24	10	0%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)		23	342			
First 5 Total		54	472			
First 5 Kern/ Department Health Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)		-	198			
Planned Parenthood		Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)		0	10	10	0%	100%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)		0	14	10	0%	140%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)		0	83	75	0%	111%
CalCAPA Diaper Supply Bank		Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment Unduplicated (NPI5.2)		17	289	150	11%	193%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)		153	1415	1800	9%	79%
Walk-In Community Services (Duplicated & Non First 5 Clients)			YTD			
Administrative Support (SRV 7c)		38	588			
Baby Supplies (SRV 2w)		122	948			
Copies		10	226			
Court Mandated Parenting Correspondence (SRV 2w)		0	35			
Educational Supplies (SRV 2k)		53	347			

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Emergency Clothing (SRV 7n)	15	125	
Food (SRV 7c)	172	1292	
Household Items (SRV 7c)	145	1241	
Referrals(SRV 7c)	41	312	
Transportation Assistance (SRV 7d)	37	272	
Total Community Services	633	5386	

Explanation (Over/Under Goal Progress)

Note that the DHS grant reporting ended June 30th 2024 hence N/A in results.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC is in in process of renewing the Sex Ed Equity Education program with Planned Parenthood applying for \$35,000 for fees for services for the 2024-2025 grant program. The Oasis FRC submitted a request with Baby 2 Baby for more car seats.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the China Lake Military Housing Expo promoting CAPK services to military families living on the China Lake Military base. The Oasis FRC also conducted outreach activities at the Ridgecrest Veterans Stand Down.

Program Highlights

A greater focus this month was to reach out to military families and veterans by participating in activities on military base as well as the Veterans Stand Down. The OFRC started to partner with EKFRFC Housing Navigators to refer unhoused clients to the HMIS program to seek additional services. The Oasis Family Resource Center provided community services responding to a total of 305 inquiries in September 2024.

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Month	September-24	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Fred Hernandez		Program Administrator	Wilfredo Cruz Jr.		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.						
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends March 2024		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance			1,551	700	0%	222%
Utility Payments			\$ 502,583.01	\$302,457	0%	166%
Low-income Home Energy Program (LIHEAP) 2024		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		434	5,937	3,200	14%	186%
Utility Payments		\$ 366,158	\$ 5,926,385.85	\$ 4,947,219	7%	120%
Households Served - Weatherization		11	134	200	6%	67%
Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		84	86	324	26%	27%
Utility Payments		\$ 38,180	40,180	\$ 325,164	12%	12%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		10	453	450	2%	101%
Utility Payments		\$ 6,404	\$ 674,993.49	\$ 744,877	1%	91%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		1	1	20	5%	5%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)		528	8,027	4,350	12%	185%
Total Utility Payments		\$ 372,562	7,105,962	\$ 5,994,553	6%	119%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)		12	135	166	7%	81%
Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Weatherized		14	121	166	8%	73%
Total Weatherized Homes Payments		170,578	\$ 1,645,487.21	\$ 2,677,067	6%	61%
Explanation (Over/Under Goal Progress)						
1) DOE BIL WAP contract is currently underway - anticipate jobs to start closing within next couple of months - state is changing program goals for all LSP's (Local Service Providers)						
Program Strategic Goals			Progress Towards Goal			
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.			The system is live, but has been put on hold pending UA funding			

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2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start the program November-December 2024.
3) Meet at least 22% of production goal for DOE BIL WAP contract	Guidelines for program are currently being review by state. Will update this goal in the near future. □
Program Highlights	
1) During this month, we applied and received the a grant from PG&E for the, first of it's kind, arrearage case management program. Anticipate starting this in November.	

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Month	September-24		Friendship House Community Center (FHCC)				
Division/Director	Fred Hernandez	Program Manager	Lois Hannible				
Reporting Period	January 1, 2024 - December 31, 2024						
Program Description							
Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.							
Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress		
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	0	67	100	0%	67%		
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	-	35	-	-		
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	12	68	50	18%	136%		
Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress		
Social media emails and impressions	N/A	-	15,000,000	-	-		
Canvassing phone calls and flyers	N/A	-	12,000	-	-		
California Violence Intervention Program (CalVIP)		Month	YTD				
Incident Response (SRV 5w)	-	1					
Outcome/Case Managed Families (SRV 7a)	1	13					
Provided Food Assistance (SRV 7c)	-	67					
Assisted with Energy/HEAP Services (SRV 7c)	1	3					
Provided Assistance with Medi-Cal (SRV 7c)	-	-					
Provided Mentoring Services (SRV 2p, 7c)	1	69					
Assisted with relocation services	-	-					
Deposit Payments (SRV 4d)	-	2					
Temporary Housing Placements (SRV 4m)	-	-					
Explanation (Over/Under Goal Progress)							
The Friendship House has connected with local high schools which has resulted in increased participation from the high school students at the Friendship House Afterschool Program. This partly accounts for the increase in the afterschool program enrollment. Offering an exciting and engaging afterschool program for youth has also assisted with increased enrollment. The summer program & Medi-Cal program ended in June so there was nothing to report for those two programs in September.							
Program Strategic Goals		Progress Towards Strategic Goals					
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.		The Friendship House Advisory Board is seeking sponsorships for the October 24th Casino Night Mixer. Individual tickets are also available for sale. A huge Thank You to our anonymous donor for their sponsorship in September to support the CAPK Friendship House.					
Recruit and secure staffing for the Friendship House.		The Friendship House is fully staffed.					
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.		The Friendship House Program Administrator is working closely with the CAPK grant team to actively seek grant opportunities.					
Program Highlights							
On September 26th, the CAPK Friendship House had the honor of hosting a visit from Abigail Solis and Cameron Forgey with the Office of Governor Gavin Newsom. As the Central CA Regional Director, Abigail was excited to learn of the programs and services being offered at the CAPK Friendship House and the							

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positive impact the services are making on those in the community. Following the visit at the center Abigail had the opportunity to tour the CAPK Food Bank and M St. Navigation Center. Abigail left with a true appreciate of the work taking place at CAPK. Above is a photo of our visit with Ms. Solis & Mr. Forgey from the Governor's Office.

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Month	September-24			Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson			
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress	
Summer Program (SRV 2m) June/July	0	46	60	0%	77%	
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	16	29	35	46%	83%	
Community Programs	Month (New)	YTD (unduplicated)				
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	17	212				
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1					
On Site Collaboration: Energy, VITA, Food Bank	1					
Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress	
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers))	0	3	6	0%	50%	
Explanation (Over/Under Goal Progress)						
Program Strategic Goals	Progress					
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	First quarter progress reports have been collected and are being assessed to better serve our students.					
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	Have been working with CAPK Foundation on attracting funding to bring additional services.					

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3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Student surveys have been unofficially conducted in an effort to provide services that youth are interested in learning about.
Program Highlights	

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Month	September-24	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.						
e-Completed Tax Returns (SRV 3o)		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		57	7,491	7,400	1%	101%
Social Security Number (SSN)		47				
Individual Taxpayer Identification Number (ITIN)		10				
State		66	7,437	7,400	1%	101%
Social Security Number (SSN)		46				
Individual Taxpayer Identification Number (ITIN)		20				
Paper Filed Tax Return (SRV 3o) <i>(total YTD added to Federal YTD)</i>		Month	YTD			
Paper-files Tax Returns		8	296			
Sub-contactor: United Way Central Eastern California		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		4	2,715	2,600	0%	104%
State		4	2,715	2,600	0%	104%
CAPK Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$43,463	\$2,233,127			
State Refunds		\$24,640	\$711,676			
Federal Earned Income Tax Credit (EITC) <i>(income limit \$63,398 household)</i>		\$24,811	\$1,465,251			
California Earned Income Tax Credit (CalEITC) <i>(income limit \$30,950/household)</i>		\$7,668	\$304,787			
Total Refunds and Credits		\$122,011	\$4,714,841			
Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$3,595	\$2,145,180			

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State Refunds	\$0	\$654,309			
Federal Earned Income Tax Credit (EITC) (income limit \$63,398 household)	\$0	\$1,400,898			
California Earned Income Tax Credit (CalEITC) (income limit \$30,950/household)	\$0	\$281,138			
Total Refunds and Credits		\$4,481,525			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	10	217	150	7%	145%
Explanation (Over/Under Goal Progress)					

September is usually a slow month for tax preparation, however we are seeing many clients needing prior years processed and/or a amendment.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	The VITA staff are attending all collaborative meetings in Kern to promote recruitment for new VITA sites in Kern. Presentations are constantly being provided to members of the KCNC collaborative.
Program Highlights	
Sept was the last month in the IRS VITA grant period 10/1/23-9/30/24. During our close out meeting with the IRS, IRS confirmed CAPK surpassed its goal of 10,000 completing 10,301 tax returns and a total refunds of \$13,481,816.	



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	September-24	Program/Work Unit	Operations Division	
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	Program Managers	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence	
Reporting Period	January 1, 2024 - December 31, 2024			
Division Description				
The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).				
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	48	27	52	215
Dynamic 365 Enhancements	5	0	5	10
Projects		Description of Status		Current % Status
Universal Intake		Implementation plan being created		18%
CalFresh HL		Deploying to UAT in October		60%
In-Kind		Hot fixes being deployed		98%
M Street Application		Application development in progress		68%
Volunteer Management Application Enhancements		Complete		100%
Feeding America Service Insights Project		Training and Testing Scheduled		35%
CSBG-CDP		Phase 2 of enhancements in development		44%
SMS Dynamics Integration		Testing In Progress		80%
Adult Reentry Program		Application development in progress		10%
Case Management - Energy		Application development in progress		13%
Food Bank Enhancements		Complete		100%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	388	857	420	2820
Construction Projects		Description of Status		Current % Status
Central Kitchen		Interior and exterior Demolition		60%
McFarland & Tehachapi Modulars		Program improvement funding application submitted		10%
18th Street Admin		3rd floor finalizing finishes, framing Board Room RR and additional offices / 2nd floor finalizing finishes		100% / 100%
Major Maintenance Projects		Description of Status		Current % Status
Angela Martinez		Staff Development TI nearing completion.		90%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light		80%
EKFRC		East Kern new office space TI began laundry room		90%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized		20%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed		10%
Alberta Dillard		Survey Complete Working on Property Line Discrepancies		5%

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Food Bank Pole Sign		Sign installed		100%
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	731	10	673	5,142
Information & Technology Projects		Description of Status		Current % Status
MCAP Relocation		Network Wiring, hardware and ISP		15%
IT Vulnerability Assessment		Phishing test, internal/external scan, policy review		45%
Board Room		Additional TV's and Mounting hardware ordered.		20%
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
For Report Only		10	65	
First Aid		1	19	
Medical		2	4	
Modified Duty		0	3	
Lost Time		1	1	
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients		3	10	
Property		4	22	
Vehicle Incident / Grand Theft Auto		1	10	
Motor Vehicle Accident		1	5	
Work Place Violence / Over Doses / Death		0	3	
Total		23	142	
Program Strategic Goals		Progress Towards Goal		
Description	Description of Status		Current % Status	
Develop a facility deferred maintenance program.				
Develop and implement a Data Governance strategy.				
Improve the customer experience by assessing it through factors such as response time and customer sentiment.				
Program Highlights				



Community Development

Grant Development

CAPK Foundation

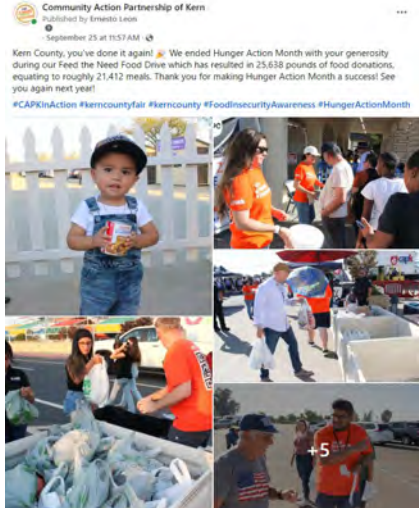
Outreach & Marketing

2-1-1 Kern Call Center

CenterCommunity Schools Partnership Program (CSPP)

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Month	September-24	Program		Community Development		
Division/Director	Pritika Ram		Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		30,122	239,601	250,000	145%	96%
Facebook Impressions (i.e., number of times users see content)		365,033	3,298,803	4,500,000	97%	73%
Other Social Media Impressions		45,409	207,474	250,000	218%	83%
Highest Performing Post						
		https://www.facebook.com/capkern/posts/pfbid0d2xEZgPfU4CKHy6LzyYQbre6fmvcrjiF3P6TCpk8ELSUe38rwt2LmgKVc9XdenJl 3159 impressions (How many times the post came across screens) 3159 reach (how many individuals saw the post) 36 interactions (how many liked, commented, or shared)				
Outreach Special Projects						
Launched CalFresh Healthy Living programs New Website						
Launched TCC Website in coordination with Grants, Energy, and other partners						
Developing CNA Webpage for digital survey intake						
Developing New Website for WIC program						
Assisted in Jeremy's participation in the Downtown Symposium by capturing media around and inside of our administrative office						
Pre-production for Lunch and Learn video project for the Foundation						
Beautification Projects: Assisting HR department in printing out canvas' for space, and developing wall art concepts for 3rd floor of administrative building. Gallery is created for future beautification projects						
CSPP program collateral developed, updated program flyer, case manager flyers, and one sheet order						
ARG program collateral developed, table banners, pop-up banners, and swag items for community outreach						
Hosted annual Feed the Need Food drive and raised over 25,000 lbs. of food						
Kicked off Hunger Action Month with press conference at the CAPK Food Bank						
Attended 11 city and county proclamations that included: Kern County, Maricopa, shafter, Ridgecrest, Tehachapi, Arvin, McFarland, Bakersfield, Delano, Wasco, and Taft.						
Lit the county administrative building orange for Hunger Action Day.						

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Collaborated with CalFresh to host a presentation on all CAPK programs at the weed patch/Arvin/Lamont collaborative meeting
attached check presentation with food bank from sprouts market
Continued planning for central kitchen groundbreaking
Assisted CalFresh with BC pantry presentation of nexus award
Toured KUZZ around CAPK Food Bank
Outreach Advocacy
Toured Abigail Solis and Cameron Fogery from the governors office around FHCC, M street, and the Food Bank.
Advocacy Watch-list
Farm Bill
SB 111 - Section 229
Projects
members and local stakeholders to discuss the initiative and emphasize the importance of collaboration for driving change. The summit also provided an opportunity to share the final findings of research conducted by the Dalberg team over the past several months. The region's priority industries were presented, followed by a Q&A session for feedback. Several panel discussions explored the priority industries, resources, and strategies to expand job opportunities and support the local economy, particularly for small businesses.
As the planning phase of CA Jobs First concluded, the Dalberg team successfully delivered the Regional Plan,
Foundation
Participated in twice monthly meetings with Food Bank Team to discuss ongoing fundraising strategies.
Participated in meeting with Grants & Food Bank team with the City of Wasco to address 2025 funding decline.
Met with representatives with Bank of America to promote and coordinate Food Drive within their citywide
Attended annual KEDC Membership Dinner.
Development meeting with Richard Chapman with KEDC.
Participated in the weekly planning meeting for FHCC Fall Mixer including developing website.
Attended In-person ROMA Training.
Developed collateral for Gourmet For Good 2025 including Save The Date and Sponsorship Packet
Attended the City Connect monthly meeting in Tehachapi.
Coordinated Physical & Virtual Food Drives for CBIZ & Monarch Home Services.
Developed Fundraising Pages for Hunger Action Month promoting the campaign.
Development meeting with Rose Pereira with Tri-Counties Bank.
Attended Kern County Fair Dinner -Community Partner.
Participated in Feed the Need at the Kern County Fair.
Connect Meetings with Board Members Janea Benton & Ariana Joven.

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Discovery meeting with CAP Washington to discuss and share ideas on Foundation.	
Secured sponsorship of \$7,500 each from Chevron and CRC for HeadStart Winter Coat Drive.	
Completed grant for Bakersfield West Rotary for \$5,000 sponsorship for HeadStart Winter Coat Drive	
Development meeting & tour at FB with Nicole Parra with CRC for strategic partnership for Food Bank &	
Participated in California Assoc.of Food Banks Development Director Peer Group Meeting.	
Coordinated Check Presentation for Valley Strong Huggy Heart Campaign.	
Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Virtual Food Drives, Hygiene Drives and Toy Drives for the Holidays to kick-off in the fall.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Foundation support for Anti-Hunger Month Campaign.
Increasing board effectiveness into your annual strategic planning process.	Continue to set-up individual meetings with board members to outline responsibilities that will align with the mission of and vision of the Foundation.

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Month	September-24	Program/Division	2-1-1 Call Center Program			
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts			
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.						
Most Requested Services	Utility Service Payment	Food Pantries	Homeless Diversion Programs			
Top 3 Unmet Needs	Food Stamps	Rent Payment Assistance	Specialty Food Providers			
Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Kern County	6671	57,041	90,000	7%	63%	
Kings County	270	2,253	4,000	7%	56%	
Tulare County	883	7,630	10,000	9%	76%	
Stanislaus County	1054	7,655	10,000	11%	77%	
Fresno & Madera	3165	28,119	20,000	16%	141%	
Merced & Mariposa	87	721	900	10%	80%	
Total I&R Calls Handled	12,130	103,419	134,900	108%	77%	
Average Wait Time	0:30					
Average Handle Time	4:51					
Staffing vs. Call Volume			Current Staff	Staff Needed Per Call	Staff Over/ Short	
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.			16	11.0	4.97	
Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	58	20	202	300	10%	67%
Medi-Cal Application (MNP) (SRV 3h)	0	0	142	100	0%	142%
Medi-Cal Redetermination- KP (SRV 3h)	12	0	2	70	0%	3%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	61	23	303	300	8%	101%
2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)	34,143	233,015	225,000	15%	104%	
Other Calls	Month	YTD				
LIHEAP (SRV 7b)	5325	35,209				
Mental Health (SRV 7c)	408	3,857				
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	1251	7,098				
Food-related Calls (SRV 7c)	1397	13,259				
Housing and Homelessness Calls (SRV 7c)	1628	20,056				
Health and Human Service Referrals (SRV 7c)	1828	19,933				
Total Other Services		99,412				

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Explanation (Over/Under Goal Progress)	
2-1-1 lends its call handling service to several counties amongst the Central Valley in addition to the local county of Kern. Internally, the program also answers calls associated with homelessness assistance and completes a Quick Reference Tool to transfer callers to Coordinated Entry System. 2-1-1 makes every effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. The program is nearly staffed to capacity having an sufficient number of employees in roles to perform its associated work. Call volumes have been consistent in recent months and the program continues offering assistance for Medi-Cal renewal applications. The Medi-Cal Health Navigator Program (Medi-Cal) came to an end on 6/30/24 resulting in State budget changes; as of 7/1/2024, the program is no longer in contract to lead those efforts.	
Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 is staffed with 20 Full Time and 2 temporary Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance related as wells as standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. The program has been able to renew contracts with existing Funders.
Program Highlights	
The program has a newly certified Community Resource Specialist. With consistent call procedures in place, the average calls handled is 95% and abandoned is 5% abandoned amongst seven (7) campaigns for the month of September 2024. The Program has renewed a contract that supports assisting the community with CalFresh applications, developed a new contract to aide in offering community assistance with the initial Medi-Cal application, renewals, and enrollment into Kaiser's Community Health Care Program for the lower-middle class. 2-1-1 is in the development stages of securing a contract to provide resources and care coordination to community members who are electricity dependent an at risk of a power outage.	

**Community Action Partnership of Kern
Monthly Report 2024**

Month	September-24	Program/Work Unit		Community School Partnership Program		
Division/Director	Pritika Ram		Program Manager	Que'Mesha Banner		
Reporting Period	January 1, 2024 - December 31, 2024					
Program Description						
The Community School Partnership Program (CSPP) provides comprehensive case management services to student-families enrolled in Bakersfield City School District's (BCSD) Community Schools. CSPP receives referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program connects student-families with community-based services to address food insecurities, housing stability, and other essential needs. It is modeled after the Four Pillars of a successful Community School, aimed at mitigating the academic and social impacts of emergencies on local communities and enhancing school responsiveness to student and family needs.						
Additional Requested Services	Family Law/ Restraining Order		Clothing		Resume Building	
BCSD Referral Type	M.T.S.S (3)		F.A.C.E (54)		OTHER (78)	
Direct Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c) One-time services		135	568	650	21%	87%
Families Receiving Case Management Services (SRV 7a)		23	132	488	5%	27%
Results-Oriented Management and Accountability (ROMA) Assessment		Month	YTD			
Families that completed Pre-assessment		23	128			
Families that completed Post-assessment		2	10			
Internal Referral Services (SRV 7c)		Month	YTD			
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)		20	86			
Total Families referred internally for Housing (CES)		6	41			
Total families referred for Employment Resources (2-1-1 or external)		7	36			
Total Families referred internally for Childcare (Head Start)		1	21			
Total Families referred internally for Utility Assistance (Energy)		11	79			
Total Families referred to Friendship House afterschool/ mentorship program		8	29			
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)		99	362			
Home Visits (SRV 2cc)		29	68			

**Community Action Partnership of Kern
Monthly Report 2024**

Explanation (Over/Under Goal Progress)	
The Community School Partnership Program is now in its second month of the 2024-2025 academic year. With the onboarding of the new Case Manager, the program is fully staffed, ensuring each of the four community schools is supported. Case Managers actively participated in Back-to-School Night events, tabling at start and dismissal times engaging with both new and returning parents to promote the program's services. Additionally, the Program Supervisor continues to collaborate with the Case Managers on previously set goals for the academic year, focusing on increasing program referrals and parent involvement, thereby reinforcing our role as a valuable resource to our school partners.	
Program Strategic Goals	Progress Towards Goal
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	The program has made strides in elevating its standards and effectiveness by consistently implementing the case management flow chart to guide services for referred families. Case Managers are working to ensure that families receive a minimum of three months of case management services, with efforts to extend support for up to one year based on individual needs. Continued training and supervision have supported Case Managers in maintaining the expected quality and responsiveness. The most recent training for SMART goals and Motivational Interviewing was on September 17, 2024.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	Case Managers have shown improvement in completing initial Family Goal Plans using SMART goals and conducting 30-day follow-ups. However, there remains a need for further progress in ensuring timely completion of 60-day and 90-day follow-ups.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	For the upcoming 2024-2025 academic year, CSPP will continue its partnership with Chase Bank to provide financial literacy education to families. Additionally, CSPP will actively seek out and explore other housing resources.
Program Highlights	
With the successful onboarding of a new Case Manager, the program is now fully staffed. CSPP will continue its partnership with Chase Bank, expanding financial literacy workshops to a second community school location, Martin Luther King Jr. Elementary. Additionally, our Food Pantry Partnership with CAPK Food Bank has been enhanced to include access to non-food items for families in need.	

**Application Status Report
September 2024**

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Environmental and Climate Justice Community Change Grants Program	Under the City of Bakersfield, CAPK is applying to this grant opportunity to request funds for a microgrid project at FHCC. Installation of a microgrid will allow the center to operate as a cooling/warming center for community members to seek refuge during extreme temperature events.	Environmental Protection Agency (EPA)	\$ 3,026,082.00	\$ 3,026,082.00	Awarded
CA Farm to School Incubator Project	This project will fund two Head Start Centers, Primeros Pasos, and Sterling Center with an on-site garden. Our Food Bank will assist in supplying produce boxes for families with funds from CDFA.	California Department of Food and Agriculture	\$ 200,000.00	\$ 199,242.56	Awarded
County Community Health Grant 2024 - Ensuring Access for All	Support access to coverage by ensuring eligible immigrants and undocumented individuals apply for health coverage	Kaiser Permanente	\$ 200,000.00	\$ 200,000.00	Awarded
Kitchen Bridge to Health -Kern River Bridge	The Kitchen Bridge to Health project aims to educate low-income and underserved community members in Lake Isabella on nutrition cooking using ingredients from our on-site pantry and edible Garden.	Kaiser Permanente	\$ 10,000.00	\$ 10,000.00	Awarded
Better Together Giving Program	Math tutoring services for the Afghan community in East Kern	Pacific Gas and Electric Company (PG&E)	\$ 5,000.00	\$ 5,000.00	Awarded

**Application Status Report
September 2024**

One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP 4)	CAPK intends to enhance the resources available at our family resource centers by using \$150,000 for rental subsidies and move-in kits.	Bakersfield Kern Regional Homeless Collaborative	\$ 150,000.00	\$ 150,000.00	Awarded
Building Capacity to Increase Older Adult Access to Health Essentials Programs	Enhance the Senior Food Box Program by adding a new text service technology to improve process and delivery.	American Association of Retired Persons	\$ 50,000.00	\$ -	Denied
HUD CoC FY 2024 Letter of Intent (LoI) Packet & Renewal Application	Coordinated Entry System (CES) Renewal	Bakersfield Kern Regional Homeless Collaborative	\$ 236,388.00	\$ -	Pending
WIC Community Innovation and Outreach Project	Improve WIC enrollment and in Kern County by through comprehensive and data-driven outreach efforts.	Food Research and Action Center	\$ 750,000.00	\$ -	Pending
Other Funding Opportunities					
Community Resiliency Fund	Unrestricted funds for the Food Bank received through the Foundation	Pacific Gas and Electric Company (PG&E)	\$ 59,350.00	\$ -	Awarded
Bakersfield West Rotary-Fall Funding	Funds requested to support the Head Start Coat Drive	Bakersfield West Rotary-Stroope Family Foundation	\$ 5,000.00	\$ -	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Non-Profit	CAPK Program	CES
Funding Agency	Bakersfield Kern Regional Homeless Collaborative	Project Name	Renewal of the CES Contract
CFDA	N/A	Target Population	Housing Insecure
Reapplication (Y/N)	Y	Number to be served	Approximately 24,000
Estimated Request	\$ 236,838.00	Division Director	Rebecca Moreno
Award Period	1-year	Program Manager	Joseph Aguilar
Project Goal (One sentence goal statement)			
Renew our one-year contract to continue operating Kern County's Coordinated Entry System, ensuring seamless access to shelter, job resources, mental health services, substance abuse support, and other critical services for individuals experiencing homelessness in Kern County.			
Project Description (Brief one paragraph description)			
Coordinated Entry Services (CES) is a CAPK system to assist communities in ending homelessness by providing a clear and systematic pattern in navigating assistance. This process quickly accesses the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral process for individuals to address prevention, housing, and other related services.			
**Please note that this contract is part of continued funding received by the COC from the U.S. Department of Housing and Urban Development and requires resubmission on an annual basis for renewal.			
Estimated Budget Summary			
\$236,838.00 to cover personnel, fringe, and indirect costs.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

Rebecca Moreno 10/08/2024

Rebecca Moreno (Oct 8, 2024 09:20 PDT)

1. Division Director Date

Pritika Ram 10/08/2024

2. Chief Business Development Officer Date

[Signature] 10/08/2024

3. Chief Program Officer Date

[Signature] 10/08/2024

4. Chief Financial Officer Date

[Signature] 10/08/2024

Emilio Wagner (Oct 8, 2024 09:05 PDT)

5. Chief Facilities and Technology Officer Date

[Signature] 10/08/2024

6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Non-Profit	CAPK Program	OFRC
Funding Agency	Bakersfield Kern Regional Homeless Collaborative (BKRHC)	Project Name	Homeless Housing, Assistance and Prevention Program (HHAP 4)
CFDA	N/A	Target Population	Un-housed Individuals
Reapplication (Y/N)	N	Number to be served	61
Estimated Request	\$ \$150,000	Division Director	Rebecca M./ Freddy H.
Award Period	2024-2025	Program Manager	Eric Le Barbe
Project Goal (One sentence goal statement)			
CAPK intends to enhance the resources available at our family resource centers by using \$150,000 for rental subsidies and move-in kits.			
Project Description (Brief one paragraph description)			
Our services will help homeless individuals overcome financial barriers to entering or maintaining housing. Case managers will work with individuals to identify financial barriers and exhaust all available resources. Requests for assistance, such as security deposits, utility payments, and essential household items, will be processed on a first-come, first-serve basis, ensuring timely support for those in need. Supplemental rental assistance provided through the HHAP 4 funding will enable us to offer financial relief to those struggling to pay rent. Funds will be used to cover costs such as security deposits, a portion of the client's rent, application fees, and needed household items. By making payments directly to vendors or agencies, CAPK can ensure that funds are used appropriately and effectively.			
Estimated Budget Summary			
*BKRHC shared that they have remaining funds from HHAP 4 and invited CAPK to apply for non-competitive funding. Our program budget includes approximately \$44,000 for personnel and fringe benefits, \$91,000 for direct program costs such as move-in kits and rental assistance, and approximately \$13,000 for indirect costs.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

Rebecca Moreno
Rebecca Moreno (Oct 9, 2024 08:18 PDT)

10/09/2024

1. Division Director

Date

Pritika Ram

10/07/2024

2. Chief Business Development Officer

Date

[Signature]

10/09/2024

3. Chief Program Officer

Date

[Signature]

10/09/2024

4. Chief Financial Officer

Date

[Signature]

Emilio Wagner (Oct 9, 2024 16:43 PDT)

10/09/2024

5. Chief Facilities and Technology Officer

Date

[Signature]

10/09/2024

6. Chief Executive Officer

Date

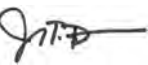
Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Communication and Outreach
Funding Agency	Department of Industrial Relations	Project Name	Domestic Worker Outreach Education Program
CFDA	N/A	Target Population	Domestic Workers
Reapplication (Y/N)	N	Number to be served	TBA
Estimated Request	\$ \$486,517	Division Director	N/A
Award Period	2025-2030	Program Manager	Savannah Oates
Project Goal (One sentence goal statement)			
The goal of the Domestic Worker Outreach education program is to highlighting the importance of promoting awareness of labor protections for domestic workers, which will be administered State 211.			
Project Description (Brief one paragraph description)			
The goals of the program include educating both employees and employers about labor protections while developing diverse outreach strategies to effectively share this knowledge with the target population. This will involve both in-reach and outreach efforts over the course of the 5-year contract. In-reach efforts include 211 I&R providing resources to self-identified domestic workers for 4.6 years of the contract. Outreach efforts will be led internally and will conduct workshops 4 times a month on topics such as knowing your rights, wage protection and theft, the wage claim process, and case support. The first 6 months of the contract will focus on planning, with an anticipated start date of January 2025 and the program's full launch in July 2025.			
Estimated Budget Summary			
The budget of \$486,517 will fund both an Outreach Specialist and an Information and Referral Specialist, ensuring dedicated personnel for program delivery. Additionally, it will cover travel expenses throughout the county to support outreach and in-reach efforts, allowing for broader community engagement and resource distribution.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date  <u>Pritika Ram</u> Louis Gill (Oct 7, 2024 14:28 PDT) 10/07/2024 2. Chief Business Development Officer Date  <u>Louis Gill</u> Louis Gill (Oct 7, 2024 14:28 PDT) 10/07/2024 3. Chief Program Officer Date	4. Chief Financial Officer Date  <u>Emily Wagner</u> Emily Wagner (Oct 9, 2024 07:18 PDT) 10/09/2024 5. Chief Facilities and Technology Officer Date  <u>JMT</u> 10/07/2024 6. Chief Executive Officer Date
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Date Presented / Approved:

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



MEMORANDUM

To: PRE Committee
Vanessa Mendoza

From: Vanessa Mendoza, Grant Administrator

Date: October 16, 2024

Subject: *Agenda Item 5c:* California Coastal Commission, Whale Tail Grant – **Action Item**

The Community Development Division is requesting approval from the Board of Directors to pursue a competitive funding application made available by California Coastal Commission. The intent of the application is to connect children and the general public to the California Coast through education and outdoor experiences. Grant funds must focus on reaching communities that have historically received fewer marine education and stewardship opportunities.

As such, our application initiatives will focus on increasing marine-based educational opportunities for children from the Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) by implementing the Inland to Ocean: Youth Stewardship and Coastal Education Program. The project will integrate a four-week, hands-on curriculum teaching students about marine ecosystems, climate change, and environmental stewardship. In addition to the curriculum, students will participate in field trips to coastal environments, reinforcing the lessons through immersive, experiential learning. The program will serve at least 80 youth, fostering a deeper understanding and commitment to protecting marine environments and advocating for environmental justice.

These initiatives support CAPK's mission and Goal 2, Objective 2.1.2 that discusses utilizing data sources to identify pockets of underserved communities in rural areas. Our research indicates that marine-education opportunities are limited and are often excluded from formal curriculums in Kern County. This proposal was formulated through multiple discussions with the Program Managers from Friendship House and Shafter Youth Center. If awarded, the activities will be conducted during the Summer of 2025 and 2026 with the \$43,498 requested in our application.

Recommendation

Staff recommends the Board of Directors approve, with resolution, the submission of the funding application for the California Coastal Commission's Whale Tail Grant.

Attachment:
Resolution 2024-16

RESOLUTION # 2024-__

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Application for funds from the California Coastal Commission

For Empowering Kern Futures

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 30, 2024, in Bakersfield, California 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 California Coastal Commission awards grants for related coast and ocean projects that involve 1.) youth education programs; 2.) programs for educating the general public or adults; 3.) climate change education and stewardship; and 4). shoreline cleanup and enhancement programs.

Whereas, the California Coastal Commission requires the governing body of the grantee to certify through a resolution that it approves the application for Commission grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Commission.

NOW, THEREFORE, be it resolved that the grantee hereby approves the submission of the funding application totaling \$43,498 for the California Coastal Commission's Whale Tail Grant and authorizes the Chief Executive Officer as the authorized representative with authority to execute a contract with the California Coastal Commission and any amendments, if awarded.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 30th day of October 2024.

Fred Plane, Chair
Board of Directors

Date

**Community Action Partnership of Kern
Monthly Report 2024**

Month	September-24	Program/Work Unit		Head Start & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks			
Reporting Period	September 1, 2024 - September 30, 2024					
Program Description						
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.						
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots	
Reportable/Funded Enrollment (2 fully closed classroom rooms)	645	753	753	86%	128	
Disabilities	155 (YTD)	10%	10%	21%	n/a	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	n/a	
Over Income 131% and up (up to 10%)	60	n/a	n/a	9%	n/a	
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots	
Reportable/Funded Enrollment (5 fully closed classrooms)	699	953	953	73%	138	
Disabilities	60 (YTD)	10%	10%	6%	n/a	
Over Income 101%-130% (up to 35%)	21	n/a	n/a	3%	n/a	
Over Income 131% and up (up to 10%)	71	n/a	n/a	10%	n/a	
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress		
Enrollment	202	344	312	110%		
Central Kitchen	Total Number Prepared		Breakfast	Lunch	Snack	
Meals and Snacks	50,212		18,642	15,059	16,349	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from August 2024)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	57,819		34,752/23,067	30,498	67%	
Household Services	Month	YTD				
Eligibility Determination (SRV 7b)	192	844				
Total Community Services	192	844				
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2024**

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. Two of our centers are pending visits by licensing to approve remodels, repairs and the yards of some centers. Once licensing approves the centers we can open classrooms and yards.

	Progress Towards Goal
1. Program Options	Objective: Develop and implement program options that tailor to the community's unique needs and characteristics. Progress: The Family child Care option is receiving RFPs for services and the Oasis center was licensed.

Program Description
1. September 5, 2024 – First Annual Economic Forum. 2. September 6, 2024 – Breastfeeding Celebration, Fremont Square Park. 3. September 20, 2024 – Breastfeeding Celebration in Lodi. 4. September 20, 2024 – Mentor and Mentee Kick-off Meeting in San Joaquin County. 5. September 21, 2024 – A recruitment event was held at The Market at Grace from 8 am -3 pm. 6. The Education team provided Developmentally Appropriate Practice Training to teaching staff. 7. The Language and Literacy domain has started following the Balls Guide for Head Start and Early Head Start classrooms.



MEMORANDUM

To: Program Review and Evaluation Committee

From: Rashi Strother and Cynthia Rodriguez, Education Managers

Date: October 16, 2024

Subject: *Agenda Item 5e: Approval of 2024-2025 Early Head Start/Head Start School Readiness Goals–* **Action Item**

The Head Start/State Child Development Division develops School Readiness Goals annually, utilizing our end-of-year child assessment data to implement high-quality teaching and learning. The School Readiness Goals support families and teaching staff who work alongside our children to strengthen optimal child learning outcomes.

The goals are divided into five central domains aligned with the Desired Results Developmental Profile and the Head Start Early Learning Outcomes Framework. The central domains are Approaches to Learning, Social Emotional Development, Language and Literacy Development, Cognitive Development, and Physical Development.

The School Readiness Goals are scheduled to be presented annually before the beginning of the new school year. This year, however, due to several recommendations from upper management, the goals were revised and condensed to produce a more streamlined and concise document for staff and families.

To ensure the effective implementation of the proposed School Readiness Goals, staff have received professional development on Social-Emotional Development, DRDP Assessments, School Readiness, and Developmentally Appropriate Practices to strengthen teaching practices. Additionally, staff received the School Readiness Lesson Plan Schedule, which is posted on the School Readiness Board.

The School Readiness Schedule is aligned with the School Readiness Goals, classroom study, and Family Engagement Outcomes. It is available in each classroom and partnership and is provided to Early Childhood Educators. The School Readiness Goals 2024-2025 are attached for review and approval.

Recommendation:

Staff recommends that the PRE-Committee approval be retroactive to July 2024, for the Early Head Start/Head Start School Readiness Goals 2024-2025.

Attachment:

2024-2025 Early Head Start/Head Start School Readiness Goals.



Head Start & Early Head Start School Readiness Goals 2024-2025

Policy Council Approval
Pending

Board of Directors Approval
Pending



School Readiness Plan 2024-2025

Head Start and State Child Development Education Division

OVERVIEW

Program staff will support Early Head Start and Head Start in an effort to strengthen school readiness for children and families. We will achieve this by following the Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family, and Community Engagement Framework (PFCE), California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry*, implemented into the classroom during the 2023-2024 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2023-2024), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development: Approaches to Learning, Social-Emotional Development, Language and Literacy, Cognition, and Physical Development.

Program staff will work in partnership with families to promote Parent, Family, and Community Engagement Outcomes that support school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partners will continue to research and remain abreast of the most up-to-date information on school readiness for **Early Head Start, Head Start, and Home-Based options**. To promote inclusion, we implement educational goals for all children with established Individualized Educational Plans (IEP) or Individualized Family Service Plans (IFSP) with input from our **Content Area Specialists** and **Local Education Agencies**. The School Readiness Goals are also used to help identify training topics to support professional development. Training will be offered during pre-services and throughout the upcoming program year.

DATA ANALYSIS AND REFLECTION

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children's development during the end-of-the-year data aggregation. All developmental domains are planned for the year to improve teaching practices and promote higher learning outcomes. During the 2024-2025 program year, we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infants 6 weeks to 7 months	Cognition, Including Math and Science	COG 2 Classification
Older Infants 8 months to 17 months	Cognition Including Math and Science	COG 11 Knowledge of the Natural World
Toddlers 18 months to 36 months	Cognition, Including Math and Science	COG 9 Inquiry through observation and investigation
Preschool 3-year old's	Language and Literacy Development	LLD 8 Phonological Awareness
Preschool 4-year old's	Physical Development Health	PD-HLTH 8 Dressing

BACKGROUND

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care has utilized the following data sources: ChildPlus Net, Developmental Screening; ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed, and shared their recommendations for the development of the **Early Head Start & Head Start School Readiness Goals**:

Phase One: April 2024

2023-2024 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 14, 2024

2024- 2025, Collaborative School Readiness Meeting.

Phase Three: May 15, 2024

2024- 2025 School Readiness Goal Setting Team Collaborative Meeting.

Phase Four: June 10, 2024

2024-2025 School Readiness Administration Team Review and Feedback.

Phase Five: June 13, 2024

2024-2025 School Readiness Sub-Committee Collaboration and Feedback.

Phase Six: September 25, 2024

2024 – 2025 School Readiness Goals Policy Council Approval.

Phase Seven: October, 2024

2024 – 2025 School Readiness Goals Board of Directors Approval.

Phase Eight:

July–November 2024 -2025 School Readiness Training and Implementation.

Framework for Effective Practice:

Supporting School Readiness for all Children

Parent, Family,
& Community Engagement



Head Start Early Learning Outcomes Framework
What Children Learn

CENTRAL DOMAINS					
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

Early Head Start/Head Start 2024-2025 School Readiness Goals



Approaches to Learning - Self-Regulation

Goal: Children will exhibit increased skills in approaches to learning, including curiosity and initiative, self-control of feelings and behaviors, engagement and persistence, and shared Use of space & materials.



Social & Emotional Development

Goal: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.



Language & Literacy Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



English Language Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



Cognition & General Knowledge (Including Math & Science)

Goal: Children will strengthen their skills in cognition, including math and science.



Physical Development - Health

Goal: Children will demonstrate improved physical development, including personal care routines.



EARLY HEAD START

Approaches to Learning (ATL-REG)

Goal: Children will exhibit increased skills in approaches to learning, including self-comforting, attention maintenance, and self-control of feelings and behaviors.

Objective: Infants and toddlers will develop the capacity to comfort and soothe themselves in response to stress by Spring 2025.

DRDP Measure: ATL 2: Self-Comforting

Head Start Early Learning Outcome: Goal IT-ATL 1.

Young Infants 0-9 months

Older Infants 9-18 months

Toddlers

44% will be at the "Responding Later" level or above in measure ATL-REG 2

58% will be at the "Exploring Earlier" level or above in measure ATL-REG 2

40% will be at the "Exploring Later" level or above in measure ATL-REG 2

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to label children's and their own emotions (happy, sad, mad, scared, and excited).
- Support families by setting age-appropriate rules and expectations (no more than two-to three rules).
- Provide families with different calming strategies such as deep breathing, counting, yoga, and Tucker the Turtle.
- Assist families in preparing children for transitions by providing verbal or visual cues (sing familiar songs, allow three to five minutes warning before moving to next activity, or assist family in making a visual schedule to use at home).

Early Head Start Center Based Effective Teaching Strategies, Teachers will:

- Encourage children to use different calming techniques. Introduce deep breathing, such as smelling flowers, blowing out the candles, yoga, and Tucker Turtle.
- Engage children in social-emotional play using balls, photos, mirrors, calming tubes, sand/water, or other sensory materials.
- Include photos of children's families, communities, or other familiar places to encourage a sense of belonging and identity in the classroom environment.
- Provide children with ample warning time prior to transitions. Use visual schedules and cues. (dim lights, ring a bell, allow 3 - 5-minute warning before transitions).

Learning Experiences for Families at Home, Families may:

- Practice different calming techniques to help soothe the child. (encourage deep breathing, counting, or yoga).
- Share diverse cultural games, music, songs, and stories with their child.
- Create a defined cozy area for children. Include favorite comfort items. (stuffed animals, blankets, soft dolls).
- Provide familiar comfort items such as stuffed animals, blankets, or another item to soothe child.



HEAD START

Approaches to Learning (ATL-REG)

Goal: Children will exhibit increased skills in approaches to learning, including self-comforting, imitation, attention maintenance, and self-control of feelings and behaviors.

Objective: Children will increasingly develop the capacity to pay attention to their surroundings and comfort or soothe themselves in response to distress from stimulation, by Spring 2025.

DRDP Measure: ATL 1: Attention Maintenance

Head Start Early Learning Outcome: Goal P-ATL 10

Preschool 3 -year-olds

Preschool 4 -year-olds

55% will be at the "Building Earlier" level or above in measure ATL-REG 1

67% will be at the "Building Earlier" level or above in measure ATL-REG 1

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities by Spring 2025.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to include children in simple household chores such as pairing socks and washing fruits and vegetables.
- Encourage families to utilize Parents as Teachers Curriculum activities and Ready Rosie videos and resources.
- Implement visual schedules during visits and socializations.
- Implement activities from beginning to end, to support in maintaining children's focus.

Head Start Center Based Effective Teaching Strategies, Teachers will:

- Ask children open-ended questions to solicit more than one-word responses (such as how and why questions).
- Allow children to use materials in their own way.
- Offer open-ended materials like blocks, tubes, and boxes (recycled items).
- Rotate materials to sustain children's interest, engagement and to promote curiosity.

Learning Experiences for Families at Home, Families may:

- Model following simple rules and turn-taking with children.
- Share cultural games, music, songs, and stories with their children.
- Provide children with simple choices. Do you want to play with the red or green car?
- Engage children in simple sorting games using household items, such as cans, boxes, or socks.



EARLY HEAD START

Social and Emotional Development (SED)

Goal: Children will exhibit improved awareness of identity of self in relation to others and social emotional understanding.

Objective: Infants and toddlers will become increasingly aware of self as distinct from and also related to others by Spring 2025.

DRDP Measure: SED 1: Identity of Self in Relation to Others

Head Start Early Learning Outcome: Goal IT SE9 and IT SE10

Young Infants 0-9 months

42% will be at the "Exploring Earlier" level or above in measure SED 1

Older Infants 9-18 months

53% will be at the "Exploring Earlier" level or above in measure SED 1

Toddlers

44% will be at the "Exploring Later" level or above in measure SED 1

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Greet families respectfully during home visits. Encourage families to share how they like to be greeted in their culture.
- Support families by making a home activity box to store materials for school readiness (scissors, paper, crayons).
- Provide opportunities for children and families to describe and label their own emotions and feelings.
- Encourage families to use familiar objects found in the home during visits.

Early Head Start Center Based Effective Teaching Strategies, Teachers will:

- Implement the Pyramid Model practices, and set reasonable expectations for children, using predictable routines, reframing, and positive descriptive acknowledgments (PDA).
- Implement the, "Tell Me What to Do Instead" classroom handout and strategies.
- Provide opportunities for children to describe and label their own emotions and feelings.
- Provide rich social-emotional literacy opportunities for children. (books, dolls, puppets, and photos).

Learning Experiences for Families at Home, Families may:

- Use photos to identify and describe family members. (This is grandma, she wears glasses).
- Use items found in the home during visits, (containers, lids, boxes, or other materials in the home).
- Practice ideas from the "Tell Me What to Do Instead" family handout. Families may choose a strategy.
- Join in their children's play. (Toss a ball back and forth, dance together, play simple games).



HEAD START

Social and Emotional Development (SED)

Goal: Children will demonstrate improved awareness of identity of self in relation to others and social and emotional understanding.

Objective: Children will develop an understanding of people's behavior, feelings, and thoughts as well as increased awareness of self as distinct from others by Spring 2025.

DRDP Measure: SED 2: Social and Emotional Understanding

Head Start Early Learning Outcome: Goal P SE 6, P SE 7, P SE 8

Preschool 3-year-olds

Preschool 4-year-olds

34% will be at the "Building Earlier" level or above in measure SED 2

38% will be at the "Building Later" level or above in measure SED 2

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Introduce and use feeling charts and books on feelings/emotions.
- Provide rich social-emotional literacy opportunities for children using dolls, puppets, and photos).
- Express their emotions and feelings and verbally label them.
- Support children in validating all emotions.

Head Start Center Based Effective Teaching Strategies, Teachers will:

- Utilize Pyramid Model strategies such as feeling charts, Tucker Turtle, or scripted stories such as "I can be a friend." These will encourage the usage of emotional language, identifying feelings, and managing conflict.
- Include children in conflict resolution and peer perspective-taking by utilizing the Solution cards. For instance, when addressing conflict with children, bring in peers to identify feelings and find mutually beneficial solutions.
- Develop classroom expectations and rules with children.
- Support children in validating all emotions.

Learning Experiences for Families at Home, Families may:

- Communicate with children so that adults can be involved to support them with social emotional understanding.
- Discuss acceptable home behavior expectations with children.
- Read books and ask children questions about expressions that characters make in the book.
- Use mirrors to discuss children's facial expressions and help them to describe their feelings.



EARLY HEAD START

Language and Literacy Development (LLD)

Goal: Children will demonstrate improved communication and responsiveness to language.

Objective: Infants and toddlers will communicate or act in response to language and respond to increasingly complex language, by Spring 2025.

DRDP Measure: LLD 4: Reciprocal Communication and Conversation

Head Start Early Learning Outcome: Goal IT-LC1 & IT-LC2

Young Infants 0-9 months

Older Infants 9-18 months

Toddlers

53% will be at the "Responding Later" level or above in measure LLD 4

24% will be at the "Exploring Middle" level or above in measure LLD 4

73% will be at the "Exploring Later" level or above in measure LLD 4

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to take the lead in singing and reading activities during group socializations in their home language.
- Assist families in preparing materials during home visits (puppets, homemade books, flannel stories).
- Encourage families to watch Ready Baby or educational videos with their children.
- Encourage families to go for a walk in their neighborhood or visit the library during story time.

Early Head Start Center Based Effective Teaching Strategies, Teachers will:

- Speak to children in their home language.
- Introduce simple words in sign language.
- Use flannel stories during the day.
- Use puppets with the children and retell stories.

Learning Experiences for Families at Home, Families may:

- Watch Ready Baby or other educational videos with children.
- Retell cultural or familiar stories to children in home language.
- Go on a nature walk outside with their children and name items.
- Make up songs using rhyming words or sounds (may use the child's name in song; Johnny, can you clap for me).



HEAD START

Language and Literacy Development (LLD)

Goal: Children will demonstrate improved communication, language, phonological awareness, and letter and word knowledge.

Objective: Children will engage in back-and-forth communication and increase awareness of letters in the environment, including their relationship to sounds, by Spring 2025.

DRDP Measure: LLD 8 Phonological Awareness

Head Start Early Learning Outcome: P-LIT 1

Preschool 3-year-olds

Preschool 4-year-olds

47% will be at the "Building Earlier" level or above in measure LLD 8

36% will be at the "Building Middle" level or above in measure LLD 8

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to read books and have children to repeat sounds and words.
- Encourage families to sing nursery rhymes, poems, and riddles.
- Encourage families to speak in their home language.
- Support families in making homemade books with their children.

Head Start Center Based Effective Teaching Strategies. Teachers will:

- Speak in the home language of children.
- Use puppets to tell stories and encourage children to retell the story using puppets.
- Include clapping and syllable activities during the day.
- Include activities that identify letters and their sounds.

Learning Experiences for Families at Home, Families may:

- Encourage families to sing songs/nursery rhymes and create their own songs using familiar names or sounds.
- Point out words in the child's neighborhood or environment and will help the child sound them or clap them out.
- Allow enough time for the child to respond during informal conversations.
- Have back and forth conversations with children to increase vocabulary.



HEAD START

English Language Development (ELD)

Goal: Children will demonstrate increasing understanding of symbol, letter, and print word knowledge in English/Spanish and communicate in English.

Objective: Children will show increasing progress towards fluency in speaking English, by Spring 2025.

DRDP Measure: ELD 1: Goal - Comprehension of English Receptive

Head Start Early Learning Outcome: Goal P-LIT 2, PP-LIT 3, and P-LIT 6

Preschool 3-year-olds

Preschool 4-year-olds

26% will be at the "Building English" level or above in measure ELD 1

62% will be at the "Integrating English" level or above in measure ELD 1

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Introduce songs, books, and rhymes in English and home languages when possible.
- Encourage families to label familiar objects for children.
- Introduce new vocabulary words to children in English.
- Encourage families to make books with children and add words.

Head Start Center Based Effective Teaching Strategies, Teachers will:

- Label their environment in the languages used in the classroom.
- Use visual and verbal cues with pictures, and languages representing familiar routines.
- Introduce sign language to children using pictures.
- Pause when talking to children to allow time for children to respond.

Learning Experiences for Families at Home, Families may:

- Read to their child and tell stories using simple and familiar words in the home language and English.
- Set aside time during the day to interact with their child about their day in their home language or English.
- Share rhyming songs with their child in their home language and introduce them in English later.
- Introduce and use sign language.



"The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children."





EARLY HEAD START

Cognition Including Math and Science (COG)

Goal: Children will demonstrate improved general cognitive skills including number sense of quantity.

Objective: Infants and toddlers will show an increasing ability to compare, match, and sort objects into groups according to their attributes. They will also develop an understanding of numbers and quantity, by Spring 2025.

DRDP Measure: COG 3: Number Sense of Quantity

Head Start Early Learning Outcome: Goal: ITC- 8, 9, ITC -10, ITC -11, ITC -12

Young Infants 0-9 months

Older Infants 9-18 months

Toddlers

51% will be at the "Responding Later" level or above in measure COG 3

55% will be at the "Exploring Earlier" level or above in measure COG 3

46% will be at the "Exploring Later" level or above in measure COG 3

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to manipulate and sort objects found in the home with child (i.e., bowls, cups, socks, etc.).
- Encourage families to count objects while playing; add one item at a time to count.
- Encourage families to introduce simple counting games/songs (i.e., five little ducks).
- Encourage families to use the word more and less during routines and mealtimes.

Early Head Start Center Based Effective Teaching Strategies, Teachers will:

- Play simple counting games with children.
- Use different objects and talk about sizes. (small, medium, and large).
- Implement different counting activities during routines (counting children in attendance).
- Involve children in singing number songs (i.e., one little, two little, three little fingers, etc.)

Learning Experiences for Families at Home, Families may:

- Count socks or clothing with children while sorting/folding laundry.
- Sing songs and fingerplays to encourage children to follow along.
- Count the steps when taking a walk with their child or playing outside.
- Make an obstacle course by using items in the home. Introduce words such as: on, into, under, over, etc.



HEAD START

Cognition Including Math and Science (COG)

Goal: Children will demonstrate improved general cognitive skills including spatial relationships, sorting, and patterning skills.

Objective: Children will show an increasing ability to add and subtract small quantities of objects and show an understanding of how objects move outside of space or fit in different spaces, by Spring 2025.

DRDP Measure: COG 4: Number Sense of Math Operations

Head Start Early Learning Outcome: Goal P-MATH 3, P-MATH 4, P-MATH 8, and P-MATH 10

Preschool 3-year-olds

Preschool 4-year-olds

36% will be at the "Building Earlier" level or above in measure COG 1

33% will be at the "Building Later" level or above in measure COG 1

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities by Spring 2025.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Implement counting activities and scavenger hunts during group socials and visits.
- Make a counting book with families during group socials to keep in the home.
- Count the number of family members in the home.
- Play hide-and-seek games using spatial awareness. Support children to look for items that have been put out of sight. Have them search high and low.

Head Start Center Based Effective Teaching Strategies, Teachers will:

- Build an obstacle course outdoors. Talk about prepositions such as: under, over, on, around, besides, etc.
- Provide math activities/games that include bingo, lotto, dominoes, or other counters.
- Provide counting books and objects.
- Provide children with the ability to sort and count materials by attributes.

Learning Experiences for Families at Home, Families will:

- Assist the child in finding the number amount of each item (ex. one spoon, two books, etc.)
- Engage child in simple cooking and measuring experiences. Have the child add ingredients, assist in measuring, and talk about the amounts used (ex. one cup of flour).
- Encourage children to follow two or three step directions (Let's wash our hands first, then sit down at the table for dinner).
- Use items around the house with numbers to review numbers (microwave, phone, etc.)



EARLY HEAD START

Physical Development Health (PD-HLTH)

Goal: Children will demonstrate improved personal care routines and knowledge of safety.

Objective: Infants and toddlers will demonstrate awareness of safety and increasingly demonstrate knowledge of safety skills when participating in daily activities, by Spring 2025.

DRDP Measure: PD-HLTH 5: Safety

Head Start Early Learning Outcome: Goal IT-PMP 6, 7, 9

Young Infants 0-9 months

Older Infants 9-18 months

Toddlers

44% will be at the "Responding Later" level or above in measure PD-HLTH 5

48% will be at the "Exploring Earlier" level or above in measure PD-HLTH 5

46% will be at the "Exploring Later" level or above in measure PD-HLTH 5

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities, by Spring 2025.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Help develop a home safety plan with families including introducing stranger danger.
- Support families in developing a clean-up routine with children.
- Review and discuss the pedestrian safety handout and implement a safety plan.
- Share safety practices for water.

Early Head Start Center Based Effective Teaching Strategies, Teachers will:

- Follow the family's plan for introducing toileting.
- Use the safety rope when taking children outside or on walks.
- Introduce and use timers for proper handwashing routines.
- Introduce toddlers to safety cones and follow the tricycle path.

Learning Experiences for Families at Home, Families may:

- Verbally guide children by providing safety instructions (hold hands while crossing the street).
- Support children in cleaning up after meals (cleaning the table).
- Introduce handling pets in a safe manner.
- Monitor home safety (cover outlets, secure furniture, secure lower cabinets, and keep chemicals out of reach).



HEAD START

Physical Development Health (PD-HLTH)

Goal: Children will demonstrate improved fine motor skills and an awareness of safety.

Objective: Children will demonstrate knowledge of safety skills and increasing precision, strength, and coordination of fine motor skills, by Spring 2025.

DRDP Measure: PD-HLTH 4: Fine Motor

Head Start Early Learning Outcome: Goal P-PMP 2 & P-PMP 6

Preschool 3-year-olds

Preschool 4-year-olds

29% will be at the "Building Earlier" level or above in measure PD-HLTH 4

36% will be at the "Building Later" level or above in measure PD-HLTH 4

Families as Learners: Families are the first educators of their children. We will collaborate with families to promote School Readiness practices that are reflective of their cultures, values, and priorities by Spring 2025.

Head Start Home Base Effective Home Visiting Strategies, Educators will:

- Encourage children to scribble using writing tools.
- Introduce scissors and materials to cut.
- Encourage children to use peg boards and other manipulatives.
- Introduce 8–10-piece puzzles, stacking toys, and collaging materials.

Head Start Center Based Effective Teaching Strategies, Teachers will:

- Encourage children to make playdough using simple recipes with adult supervision.
- Encourage children to use utensils during food experiences in the classroom.
- Encourage lacing and beading activities.
- Practice family-style dining to offer children opportunities to serve self, pour from pitchers, etc.

Learning Experiences for Families at Home, Families may:

- Provide opportunities for children to use child-safe scissors.
- Provide opportunities for children to collage using glue and paper.
- Encourage children to peel fruit such as bananas or oranges.
- Encourage children to stack, bowls, cups, plates, etc.

Professional Development Opportunities

Objective	Teams Responsible	Timelines	Supporting Documents	Professional Development and Resources
Practice-Based Coaching and TLC Support teaching staff to promote effective teaching practices and ensure the curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Instructional Support Desired Results Developmental Profile Support teaching staff and Early Childhood Educators to promote effective teaching practices and ensure that the evidence collected for assessment is authentic and reliable. Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in a positive climate.	Education Managers Education Supervisors Mentor Coaches Data Analysts Site Supervisors Teaching Staff Home Based Manager Home Based Supervisors Early Childhood Educators	Ongoing July 2024-June 2025 2x a year Ongoing July 2024-June 2025	Classroom Management Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Practice-Based Coaching Mentee Resource Folder DRDP 2015 T/TA Support Plan Practice-Based Coaching	Creative Curriculum/Smart Teach Lesson Plan Implementation/Fidelity Classroom Assessment Scoring System Infant/Toddler/Pre-k My Teachstone CLASS Environments HSELOF Training Desired Results Developmental Profile DRDP Observation Training DRDP Rater Reliability Meaningful Observations ChildPlus Mobile Environment Assessments Loose Parts Responsiveness to Dual Language Learners Developmentally Appropriate Practices

Objective	Teams Responsible	Timelines	Supporting Documents	Professional Development and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support and promote School Readiness practices in the home, continuing to promote families as learners. Support parents in completing surveys or other materials as needed to gain additional participation.	Family Engagement Inclusion Manager Family Engagement Specialists Program Governance Coordinator Site Supervisors Family Service Workers Home Based Educators	August 2024- June 2025	Very Important Parent (VIP) meetings Ready Rosie Workshops Parent Training & Workshops Pre/Post Parent Surveys	Very Important Parent (VIP) Meetings Regional Parent Committee Meetings Early Learning Outcomes Data Comparisons Parent Training & Workshops to identify how social emotional activities support School Readiness Goals. Boost School Readiness Through Family Engagement School Readiness Sub-Committee Meeting Pyramid Model Survey
Health & Nutrition Support parents by promoting the importance of ongoing hearing, vision, and dental checkups for children to develop sounds, speech recognition, and the use of language. Encourage biannual dental visits to promote ideal oral health and follow-up. Support parents by introducing diverse cultural foods for children through menus and meals. Train all staff/parents on infectious diseases and prevention practices, First Aid/Safety Practices, by providing research-based information and updates as necessary through parent meetings.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2024-June 2025 August 2024 Quarterly Meetings July 2025	Hearing, Vision, and Dental ChildPlus Data Very Important Parent (VIP) Meeting/training sign-in/out forms Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings Very Important Parent (VIP) Presentations Supporting Special Diets Bioesque Disinfectant	Very Important Parent (VIP) Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books/Posters Site Supervisor Development training Family Service Worker Development Training CPR Training School Readiness Sub-Committee Meeting Sanitation

Objectives	Teams Responsible	Timelines	Supporting Documentation	Professional Development and Resources
Inclusion & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (ASQ-3 & ASQ: SE-2) to help identify children at risk for developmental/language delay who should be referred for further assessments by LEA. ASQ-3 & ASQ: SE-2 will be used to identify children who are on schedule and children who do not meet the referral criteria, but whose scores are in the monitor areas of the ASQ-3 & ASQ: SE-2. Family Wellness will strengthen relationships between teacher and parent by implementing strategies to enhance/support the social and emotional development of children with challenging behaviors. Family wellness will support staff by providing new training that supports dealing with challenging behaviors, physical aggression, and trauma-informed care.	Inclusion Specialists Family Service Workers Site Supervisors Teaching Staff CAS-Family Wellness Family Service Workers Site Supervisors Teaching Staff	August 2024-June 2025 August 2024-June 2025	ASQ-3 Questionnaire Implement Teaching Pyramid ASQ-: SE-2 Questionnaire Teacher Support Planning Sheet Family Wellness Screening Behavior Incident Report (BIR)	Classroom Expectations ASQ-3 & ASQ:SE-2 Trainings Using Visuals in the Classroom Training Using the Solution Kit Training Onsite/Offsite Teacher Support Very Important Parent (VIP) Meetings ASQs Presentations Intra-agency Referral Predictable, Consistent Routines Pyramid Model Positive Behavior Support Workshops Behavior Incident Report (BIR) Training Effective strategies to promote social-emotional development. Teacher Support Planning Sheet Training Trauma-Informed Care School Readiness Sub-Committee Meeting IFSP/IEP training
Data Analysis Data Analyst will support the Education Program Goals by providing aggregated DRDP reports, ELD Measures and IEP/IFSP Data	Data Analyst	December 2024 March 2025 May 2025	ChildPlus Group Reports Administration report	How to enter DRDP into Child Plus Download reports from ChildPlus.

Resources:		Data Aggregation:
Head Start Early Learning Outcomes Framework California Infant/Toddler Learning & Development Foundations California Infant/Toddler Curriculum Framework California Preschool Curriculum Framework California Preschool Learning Foundations Parent, Family, and Community Engagement Framework Early Head Start/Head Start School Readiness Goals Pyramid Model Positive Behavior Support MyTeachstone		DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry CLASS/Environments ITERS/ECERS HOVRS MyTeachstone Curriculum Fidelity
Professional Development:		
Training Opportunities	Onsite Coaching Opportunities	Printed Materials
California's Early Learning Development Systems. DRDP (2015) CLASS/Environments ITERS/ECERS Creative Curriculum Systems and Fidelity Program for Infant/Toddlers Care Pyramid Model Positive Behavior Support MMCI	Educational Webinars Practice-Based Coaching CLASS/ Environments MMCI ITERS/ECERS Curriculum Fidelity MyTeachstone	Management Bulletins School Readiness Goals School Readiness Timelines CLASS tips S'mores

The following representatives analyzed, planned, reviewed, and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Director: Yolanda Gonzales Assistant Director/Education: Gloria Barbero
Data Analyst Supervisor: Chase Rangel
Program Governance Coordinator: Lisa Gonzales
Early Childhood Specialist, California TTA Center: Mavy Moreno
Program Administrator: Letisha Brooks
Education Managers: Rashi Strother and Cynthia Rodriguez Home Based Program Manager: Rosita Curry
Support Services Manager (Health, Nutrition, Inclusion, Wellness, and Family Engagement): Maria Guadian
Board Member ~ ECE Professional ~ Lily Pimentel-Stratton
Policy Council School Readiness Sub-Committee: Parents



MEMORANDUM

To: Program Review and Evaluation Committee

From:  Sylvia Ortega, Quality Assurance Administrator

Date: October 16, 2024

Subject: *Agenda Item 5f: 2023-2024 Head Start/State Child Development Self-Assessment-* **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a chance to identify and make necessary course corrections early on before they become findings as part of a federal review. The self-assessment was completed from August 19 to August 21, 2024. The assessment methodology modeled the 2024 Office of Head Start Focus Area One monitoring process, including interviews, data tours, and data analysis

The Head Start and Early Head Start programs self-assessment resulted in four opportunities for improvement:

- Data for Continuous Improvement- The program is in the early stages of implementing Microsoft BI.
- Follow up of well child and oral health care- The program is working on strengthening data entry, monitoring, reporting and follow-up to ensure compliance.
- Full Enrollment and Waiting List- The program is actively working on its full enrollment initiative plan with assistance from the Regional Office.
- Policy Council- The program is incorporating governance training at professional development opportunities.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application for the subsequent year.

Recommendation

Staff recommends the Program Review and Evaluation approve the 2023-2024 Head Start/State Child Development Annual Self-Assessment Report.

Attachments:

2023-2024 Self-Assessment Report

2023-2024 Self-Assessment Corrective Action Plan



2023-2024 Program Year
Annual Self-Assessment Report

Final Report and Outcomes

Presented by:

D.E.&C Consulting

August 30, 2024

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D.E.&C Consulting expresses its most sincere gratitude to the Community Action Partnership of Kern County Head Start Program staff who participated in this self-assessment. The work herein represents analysis and reflection on program practice and the opportunities to leverage resources and mitigate risk to the most vulnerable populations. The ongoing support of all involved is a testament to the dedication of Head Start team members who seek to preserve their mission of care and service.

It is our honor and privilege to serve you on your journey to improve the lives of children and families in your community.

Program Year 2023-2024

Annual Self-Assessment Report

Community Action Partnership of Kern County Head Start Program

Executive Summary

Executive Summary

Community Action Partnership of Kern County (CAPK) participated in the 2023-2024 Annual Self-Assessment between August 19th to August 21st, 2024. The Assessment Methodology modeled the 2024 Fiscal Year Focus Area One Monitoring process, including interviews, data tours, and data analysis.

The content areas assessed and analyzed during the Annual Self-Assessment week were as follows:

- ❖ Program Management
- ❖ Education Services
- ❖ Health Services
- ❖ Mental Health Services
- ❖ Family Community Engagement
- ❖ ERSEA
- ❖ Policy Council
- ❖ Human Resources

The self-assessment methodology incorporated discussions regarding the program's structures and systems, focusing on how these systems produced response plans, resulting in sustainable, compliant practices and improvement outcomes.

The methodology included the following activities to promote awareness of the above-described focus:

- ❖ Management Team Discussion
 - Program Design and Quality Improvement
- ❖ Governance Discussion
 - Composition and Communication
- ❖ Human Resources Data Tour
 - Criminal Record Check

- Staff Qualification Checklist Review
- ❖ Education Data Tour
 - DRPD Results
 - ASQ 3 and ASQ SE Analysis
- ❖ Health Data Tour
 - Health Requirements Analysis
- ❖ Safe Environments Discussion
 - Water and Paint Lead Testing
 - Facility Safety Systems
- ❖ Mental Health Data Tour
 - Mental Health Consultant Supports
 - Social Emotional Response Plans
- ❖ Family Community Engagement
 - Family Strengths and Needs Assessment Analysis
 - Family Partnership Agreement Analysis
- ❖ ERSEA
 - Recruitment Activities
 - Enrollment Barriers
 - Application Process

The self-assessment methodology included the following elements:

- ❖ Discussions
- ❖ Data Tours
- ❖ Data Analysis

The self-assessment interviews, discussions, and data tours assessed the following content areas and regulations:

Content Area	Associated Regulations
Program Management	1302.91(a) 1302.10(a)(1) 1302.11(b)(2) 1302.20(a)(1)
Education Services	1302.32(a)(1) 1302.32(a)(1)(ii) 1302.32(a)(2) 1302.33(a)(1)(2)(3) 1302.33(b)(1)(2) 1302.61(a) 1302.31(a)(b)(2) 1302.35(c)(4) 1302.35(b)(1) 1302.35(e) 1302.92(b)(5)

	1302.92(c)(1)(2) 1302.70-1302.72 1302.101 1302.102(c)(i)(ii)
Health Services	1302.40(b)1302.42(a)(1) 1302.42(b)(1)(i) 1302.42(b)(2) 1302.42(c) 1302.42(d)(2) 1302.80-1302-01
Safe Environments	1302.47(b)(1)(ix) 1302.47(b)(4) 1302.47(b)(2)(y) 1302.47(b)(1)(iii) 1302.102(d)(1)(ii)
Mental Health Services	1302.45(a)(2) 1302.45(b)(2)(3) 1302.17(a)(b)
Family Community Engagement	1302.50(b)(1)(2)(3)(5) 1302.51(a)(b) 1302.52(b)(c)(3) 1302.53(a)(1) 1302.101(a)(2)(3)(4) 1302.102(c)(1)
ERSEA	1302.13 1302.14(a)(1) 1302.12(i)(h) 1302.12(k)(2)(i) 1302.12(m)(1)(2) 1302.15(a) 1302.14(b)(1) 1302.101(a)(2)
Program Governance	642(c)(1)(B) 642(c)(2)(B)(ii)(1) 1302.3(c) 642(d)(2) 1302.102(a)(1)
Human Resources	1302.91(a) 1302.101(a)(1)(2)(3) 1302.91(e)(1)(2)(6)(7) 1302.90(b)(1)(2)(3)(4)(5) 1302.90(c)

The Focus Area One Monitoring Protocols and activities fostered dialogue, document review, and observations that promoted communication and analysis of the program's strengths and opportunities for improvement. The Self-Assessment Facilitation Team included two members with expertise in Head Start Program Performance Standards, Head Start Program Management, Organizational Leadership, Early Childhood Education, Public Health Policy and Research, and Data Analysis. The process allowed the Self-Assessment Facilitation team to guide discussions and evaluate program service delivery areas.

Overall, CAPK operates its Head Start Program, leveraging the leadership of managers and directors with the knowledge and expertise to oversee the program and strengthen outcomes across the agency. The managers and directors capitalize on the CAPK Head Start team members' community, historical, and institutional knowledge to lead its service delivery model. The Self-Assessment outcomes in all content areas will be described in detail in this report's **Self-Assessment Outcomes and Key Insights** section.

Outcomes and Key Insights include identified strengths and opportunities for improvement. Strengths are areas that demonstrate high-quality service models and best practices. Opportunities for improvement require the agency's attention and consideration for corrective action. The program will work with the Self-Assessment Facilitation Team to prioritize opportunities for improvement.

Methodology

Methodology

The Self-Assessment methodology aimed to determine the program team members' ability to articulate and demonstrate the following:

- ❖ Compliance with federal regulations.
- ❖ The use of data to promote high-quality services.
- ❖ The use of data and information to build staff capacity.
- ❖ The use of information and practices that promote effective and intentional teaching.
- ❖ Collecting, aggregating, analyzing, and comparing data to identify risks and opportunities for continuous quality improvement.

The CAPK Leadership Team identified the Focus Area One Monitoring Protocol as an appropriate tool to identify and report its progress toward meeting its program goals and the above-cited annual self-assessment aim. To promote a robust and rich analysis, the self-assessment week included the following key stakeholders:

- ❖ Leadership Team Members
- ❖ Management Team Members
- ❖ Policy Council Representatives
- ❖ Human Resources Representatives
- ❖ Professional Development Representatives

The tool created by the Self-Assessment Facilitation Team was based on the 2024 Fiscal Year Focus Area One Monitoring Protocol. It is included in **Appendix A** of this report.

The Self-Assessment Facilitation team conducted the following monitoring events to understand the program’s progress toward its goals and the self-assessment scope listed above.

- ❖ Management Team Interview
- ❖ Education and Professional Development Data Tour
- ❖ Health Services Data Tour
- ❖ Mental Health and Social-Emotional Well-Being Data Tour
- ❖ Family Community Data Tour
- ❖ ERSEA – Focused on Enrollment Challenges
- ❖ Human Resources Data Tour
- ❖ Policy Council Discussion

Self-Assessment Report

Detailed Self-Assessment Report

Self-Assessment Outcomes and Key Insights

The following outcomes and key insights highlight programmatic strengths and opportunities for improvement. After this report is delivered, a group comprising program leaders and the Self-Assessment Facilitation Team will retain the option to meet and conduct root cause analyses and develop action plans to address opportunities for improvement and recommendations. Therefore, recommendations in this report are limited, and detailed action plans will instead be incorporated into post-self-assessment analysis systems and planning.

Program Design and Quality Improvement

Content Area – Program Design and Quality Improvement
Program Strengths
The Community Action Partnership of Kern County Head Start Program’s design incorporates a manager in various focus areas, including the Head Start Program Performance Standards’ Content Areas. Managers oversee the staff and activities in their designated areas and retain the academic and professional background suitable to their areas of oversight. The management team includes a Head Start Director with multiple years of service to the agency in various content areas. This background promotes expansive knowledge of Head Start services and regulatory requirements. Additional team members include staff with many years of collective service and residency in the community, promoting a seasoned team with the knowledge and expertise to oversee the program. The program implements a Diversity, Equity, and Inclusion Committee that includes stakeholders from various program departments. The DEI Committee was developed to promote awareness and expand perceptions on topics that impact organizational and community outcomes. The committee's goals are to develop training plans that all staff will participate in, which may include topics such as recognizing bias, discrimination, and structural and institutional barriers to belonging.
Opportunities for Improvement
Performance Standard
1302.102 (c)(2) – Using Data for Continuous Quality Improvement A program must implement a data-use process to identify program strengths and needs, develop and implement plans to address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section. (2) This process must (i) Ensure data is aggregated, analyzed, and compared in such a way as to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas.
Concern Description
1302.102 (c)(2) – Using Data for Continuous Quality Improvement The program did not have a system for tracking program performance beyond individualized case management and family planning. Management team members could not produce aggregated data, which led to the identification of data-informed risks and opportunities for improvement. The management team reported program risks anecdotally and could not make reports in part or whole that indicated systemic and program-wide indicators of risk, performance gaps, and improvement opportunities. *Note – specific descriptions of this identification will be further explored in each content area.
Recommendation

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

The program will incorporate data analysis into all management team meetings, creating an operationalized approach to coordinated and integrated response planning. Leveraging the Power BI, ChildPlus, and Teaching Strategies Gold record-keeping systems, the management team will prepare reports and present them aggregated, disaggregated, and analyzed at all manager meetings, promoting data-driven dialogue and coordinated data-informed response planning.

Education Services

Content Area – Education Services

Program Strengths

The Education Team uses the curriculum fidelity tool to promote quality classroom interactions and experiences. Coaches are primarily responsible for monitoring fidelity and using the Creative Curriculum Fidelity Tool to understand and respond to performance excellence and challenges. A “Glow and Grow” reporting system promotes communication between the coaches, education management team, and center managers, fostering a strengths-based approach to teacher professional development.

All classrooms are staffed with three education professionals who meet the minimum requirements for their role. The three professionals work collectively to nurture effective teaching practices and positive interactions with children. Moreover, these staff support each other throughout the school day, ensuring the classroom remains in ratio during teacher breaks and meals. This practice aligns with the HSPPS issued on 8/19/24, requiring the program to implement a staffing structure that allows team members to receive breaks in compliance with federal labor laws.

The program implements a Child Development Project Plan for all children. The plan promotes individual development and the full participation of all enrolled students in a learning experience responsive to their unique learning needs and temperament. For children determined eligible for IDEA, this plan is informed, as needed, by an IEP or IFSP. For these children, classroom staff have access to an Inclusion Specialist who guides and assists classroom staff in fostering the full inclusion of children identified with special needs.

The Education Team implements a comprehensive data analysis system incorporating a multidisciplinary approach. Team members and managers from all content areas review school readiness outcomes, providing a diverse perspective on the program’s progress toward school readiness goals. This best practice methodology ensures children’s outcomes are considered from all aspects of the child’s growth areas, including health and well-being, family growth, and other child attributes and characteristics such as attendance patterns.

Home Visitors with a manageable caseload of ten families facilitate the Home-Based Program option. Home visitors are trained to consider themselves the families’ “cheerleaders,” encouraging and supporting parents and caregivers to assume the role of teacher and advocate

for their children. Home visitors and parents partner toward data-informed home visits and school readiness planning. Parents are also engaged in the socialization process, helping design, plan, and implement socialization events. In addition, quarterly, the Home-Based team hosts a collective socialization event that invites all enrolled Home-Based families to a shared experience. The program reports high turnout and participation at these events held in parks or other wide-open spaces and shares in the celebration of children and their families.

Opportunities for Improvement

Performance Standard

NA

Concern Description

NA

Recommendation

NA

Focus Area One Preparation:

All data prepared for the Focus Area One Review, such as fidelity monitoring outcomes, child assessment data, progress toward school readiness goals, and developmental and social-emotional screening data, should be available at the individual child, classroom, center, and program levels.

The program is encouraged to prepare to discuss and demonstrate how data is collected, entered, reported, and used for individualization, lesson planning, classroom/center-level support, and program-wide decision-making.

Health, Mental Health, and Safe Environments

Content Area

Program Strengths

The program's Health Services Advisory Committee (HSAC) members include health-related community members such as representatives from medical and oral care provider offices, the Department of Health, WIC, etc. Parents and staff also attend HSAC events and work collaboratively with these experts to develop plans of action to address various health-related challenges. Topics such as increasing lead test outcomes and awareness and safe sleep practices have been reviewed and informed by this group.

The program established a Staff Wellness Program in response to staff expressions of burnout and fatigue. The initiative increased staff access to the Employee Assistance Program, promoted a work-life balance mindset, and implemented a beautification project providing staff access to relaxation areas to regulate and rest.

To empower staff and better serve children exhibiting challenging behaviors, the program adopted the Pyramid Model. This comprehensive, multifaceted framework offers staff evidence-based practices to recognize and respond to children's social-emotional needs. The model considers staff needs, relationships, and environments and elevates staff members' self-reflective practices. This model promotes teacher development when supporting age-appropriate and more nuanced social-emotional behaviors. The program's Mental Health Consultant is a Licensed Therapist and a Pyramid Model Trainer. The Consultant offers classroom observations, strategies, individual classroom/teacher support, family support, and ongoing training and technical assistance. The program's social-emotional development model is complemented by the program's Trauma-Informed Care Trainers, who further assist staff in recognizing, naming, and responding to children's needs.

The program implements a facility oversight and work order correction system that fosters safe and healthy learning environments. Facilities team members test water at all sites for all water sources, whether for drinking or not, and water sources that are accessed by children and/or staff. Documented evidence shows any test outcomes above acceptable levels were corrected and re-tested at normal levels.

Opportunities for Improvement

Performance Standard

1302.42 (a-c) – Ensuring up-to-date child health status

(a) A program, **within 30 calendar days** after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage.

(2) If the child does not have such a source of ongoing care and health insurance coverage or access to care through the Indian Health Service, the program must assist families in accessing a source of care and health insurance that will meet these criteria as quickly as possible.

(b) **Within 90 calendar days** after the child attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must: (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on an age-appropriate preventive and primary medical and oral health care schedule based on the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate.

(c) **Within 45 calendar days** after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.

1302.42(c) – Ongoing Care

A program must help parents continue to follow recommended schedules of well-child and oral health care.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

***Also noted in Program Design and Quality Improvement**

A program must implement a data-use process to identify program strengths and needs, develop and implement plans to address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section. (2) This process must (i) Ensure data is aggregated, analyzed, and compared in such a way as to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas.

Concern Description

1302.42(a-c) – Ensuring up-to-date child health status

The program did not ensure that all children had an ongoing source of care within 30 days of enrollment, that all children were up to date on the Early Periodicity Schedule within 90 days of enrollment, or that all children had a hearing and vision screening within 45 days.

In a review of the 2023-2024 health outcomes for Head Start children, 75 of the 445 (17%) children did not have evidence of a source of care. This same report also showed that 98 of the 445 (22%) children did not have evidence that they were up to date on the Early Periodicity Schedule. ChildPlus reporting also showed that 73 of the 445 (16%) did not have evidence of a completed hearing and vision screening.

1302.42(c)(1) – Ongoing Care

A review of case notes demonstrated that actions to help parents continue to follow recommended schedules of well-child and oral health care did not take place or were not adequately documented in the ChildPlus system.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

The program provided reports that indicated a data collection process and could articulate how it responded to these data at the individual family level; however, it could not demonstrate how these data were aggregated, analyzed, or compared to identify risks and opportunities for improvement. Data was reviewed at the individual child/family level rather than the aggregate, limiting the program's ability to identify and respond to programmatic or community risk.

Recommendation

1302.42(a-c) – Ensuring up-to-date child health status

1302.42(c)(1) – Ongoing Care

Generate a plan to conduct qualitative research analysis such as case note reviews, staff interviews, and family discussions to help the program understand the trending barriers to completing these health events and tracking follow-up activities. Isolate internal barriers from external obstacles and establish action steps to address both. Action steps should align with the challenges' root cause(s), which may be rooted in staff knowledge, team members' motivation, or organizational culture.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

See the recommendation in this report's Program Design and Quality Improvement section. This concern is a systemic issue and is not isolated to health services.

Focus Area One Review Recommendation:

All data prepared for the Focus Area One Review, such as progress toward time-lined health requirements, should be available at the individual child, classroom, center, and program levels.

The program is encouraged to prepare to discuss and demonstrate how data is collected, entered, reported, and used for individualization, lesson planning, classroom/center-level support, and program-wide decision-making.

The program is encouraged to compile and prepare to demonstrate evidence of all water and paint lead testing outcomes. Paint lead tests will be focused only on facilities built after 1978. Any tests that resulted in abnormal outcomes should include accompanying remediation efforts and outcomes

Family Community Engagement

Content Area

Program Strengths

During its discussion-based enrollment process, the program collects data on family strengths and needs, promoting a responsive family services team empowered to offer families support and assistance as early in the program year as possible. This initial engagement process is conducted in the family's preferred language, generating a culturally and linguistically responsive process.

The family service staff that attended the discussion firmly grasped relation-based competencies and the importance of understanding a family's needs through patience, communication, and consistency. These staff described recognizing families' strengths as a foundation for building trust and celebrating great and small accomplishments to illustrate their commitment to the families' growth.

The program incorporates father/male engagement into its structures and systems. The Family Engagement Supervisor leads this effort by participating in a community-wide Fatherhood

Initiative Committee, leveraging the committee members to inform the continued growth of the program's male engagement efforts. The program also hosts an annual Father Engagement Conference. This one-day event nurtures a collaborative community effort to meet the needs of male caregivers by offering special events, keynote speakers, and discussions on select topics.

Opportunities for Improvement

Performance Standard

1302.52(b) – Family Partnership Services: Identification of Family Strengths and Needs

A program must implement intake and family assessment procedures to identify family strengths and needs related to the family engagement outcomes as described in the *Head Start Parent Family and Community Engagement Framework*, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates and leaders.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

***Also noted in Program Design and Quality Improvement**

A program must implement a data-use process to identify program strengths and needs, develop and implement plans to address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section. (2) This process must (i) Ensure data is aggregated, analyzed, and compared in such a way as to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas.

Concern Description

1302.52(b) – Family Partnership Services: Identification of Family Strengths and Needs

The program requires family service staff to complete the Family Strengths and Needs Assessment (FSNA) within a timeline not governed by the Head Start Program Performance Standards; however, the staff could not articulate why this timeline met the needs of its community or what data influenced its selected timeline.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

The program could demonstrate how it collected data and responded to individual families; however, it could not demonstrate how these data were aggregated, analyzed, or compared to identify risks and opportunities for improvement. Family service staff could not demonstrate data such as families' most expressed strengths or needs and could not show, using data, the most frequently set goals. This significantly limits their ability to leverage families' strengths and promote new data-informed community partnerships, plan to strengthen parent-child relationships, or develop responsive engagement opportunities.

Recommendation

1302.52(b) – Family Partnership Services: Identification of Family Strengths and Needs

The program may consider evaluating how it collects family strengths and needs data to promote accuracy and generate targeted goals and resources that reflect each family's situation. A review of strengths and needs assessment outcomes from the 2023-2024 program year focused on the assessments' completion dates may indicate evidence of the quality of the data collected at varied timeframes. These timeframes can be averaged and analyzed to find a data-informed timeline.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

See the recommendation in this report's Program Design and Quality Improvement section. This concern is a systemic issue and is not isolated to family community engagement services.

Focus Area One Review Recommendation:

All data prepared for the Focus Area One Review, such as progress toward completed Family Strengths and Needs Assessments, Family Partnership Agreements, and Parenting Curriculum use and participation rates, should be available at the individual family, center, and program levels.

The program is encouraged to prepare to discuss and demonstrate how data is collected, entered, reported, and used for family goal setting, engagement planning, community partnership development, and program planning. The program should also prepare to show data that establishes trending risks and opportunities used to create strategic improvement plans.

ERSEA

Content Area
Program Strengths
The ERSEA Department is staffed by enrollment and attendance team members who collect applications and make initial determinations. This is followed by a second layer of quality assurance team members who conduct re-determinations. This process represents a best practice meant to limit or eliminate erroneous enrollment.
Opportunities for Improvement
Performance Standard
1302.14 (c) – Waiting List
A program must develop a waiting list at the beginning of each enrollment year and maintain it throughout the year, ranking children according to the program's selection criteria.
1302.15 (a) - Enrollment

A program must maintain its funded enrollment level and fill any vacancies as soon as possible, usually within 30 days.

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

The program could demonstrate how it collected data and responded to individual families; however, it could not demonstrate how these data were aggregated, analyzed, or compared to identify risks and opportunities for improvement. Family service staff could not demonstrate data such as families' most expressed strengths or needs and could not show, using data, the most frequently set goals. This significantly limits their ability to leverage families' strengths and promote new data-informed community partnerships, plan to strengthen parent-child relationships, or develop responsive engagement opportunities.

Concern Description

1302.14(c) -Waiting List

The program maintains an expansive waitlist; however, it is populated with families with incomplete and undetermined eligibility categories. The program's eligibility determination process includes an extensive re-determination procedure limiting expeditious determination. Therefore, the waitlist list cannot be ranked according to the selection criteria timely, and families cannot be enrolled as soon as a slot opens.

1302.15 (a) - Enrollment

The program is on an Under-Enrollment Plan and is expected to reach full enrollment by November 2024. However, as of the self-assessment (approximately 90 days prior to expected full enrollment), it had filled 61 percent of its slots. In discussion with the ERSEA team and its ancillary support staff, the team acknowledged that its application process is cumbersome, extending the time from family interest and application completion to eligibility determination and enrollment.

1302.102 (c)(2) – Using Continuous Quality Improvement

The program restructured its ERSEA department after discovering erroneous application processes. The restructuring included removing responsibilities from some groups and reassigning them to others. However, in an interview, the program leadership acknowledged that it did not assess the root cause of the application errors or determine opportunities for improvement other than restructuring. As problem-solving this challenge was not rooted in data-informed analysis, the chosen corrective action has not resolved the issue entirely. Moreover, the program staff acknowledged that the restructuring has further complicated enrollment challenges.

Recommendation

1302.14(c) -Waiting List

The program is strongly encouraged to shift its re-determination process to a sample-based procedure until it meets its full enrollment. If sampling indicates egregious eligibility determination errors, the program will use this data to conduct a root cause analysis and develop an eligibility determination training and technical assistance plan to promote accuracy as early in the determination process as possible.

1302.15 (a) – Enrollment

The following is a list of improvements established during the assessment week that may promote rapid enrollment and meet the expectations of this standard:

1. Include the Enrollment and Attendance manager on monthly Regional Office calls to streamline communication, promote awareness, and expedite problem-solving.
2. Strengthen the application process to encourage efficiency and accelerate enrollment
 - a. Develop a manageable and sustainable flow of action steps from recruitment to enrollment: eliminate unnecessary steps that do not align directly with regulatory requirements (such as completing licensing documentation seven days before enrollment rather than seven days after as required).
3. Develop tracking systems to monitor recruitment effectiveness and definitively measure efforts for planning
 - a. Include internal recruitment – to promote a “no wrong door” culture
 - b. Internal and external partners know our mission and application process and can share it with all families with young children
4. Streamline flyers: consider more direct language and less extraneous text

1302.102 (c)(2) – Using Data for Continuous Quality Improvement

See the recommendation in this report's Program Design and Quality Improvement section. This concern is a systemic issue and is not isolated to ERSEA services.

Focus Area One Review Recommendation:

If the program continues its under-enrollment status at the time of the review, the ERSEA representatives should be prepared to describe all efforts made to improve enrollment. This should include data-informed decision-making, increases in enrollment (even if only incremental), expanded recruitment activities, etc.

Policy Council

Content Area

Program Strengths

The program employs staff members to maintain communication systems between the program and the governance groups. These team members promote dialogue and ensure these groups have the training, reports, and information to make informed decisions.

The program's Board of Directors aligns with the federal expectations for a Community Action Agency's Tripartite structure. This governance group includes elected members, community members, and members representative of the population served. To promote shared governance, at least one board member will serve on the policy council, and one policy council member will serve on the board.

The Board of Directors includes structured committees that members serve to promote active and independent decision-making. The committees include a budget and finance committee, a personnel committee, an audit and pension committee, and an executive committee. Committees meet between full Board meetings to understand program successes and challenges and provide informed recommendations to the board and policy council for improvement or approval.

Policy council members share their professional and personal knowledge with the program and other parents to promote families' access to valuable services. These include Section 8 Housing, behavior intervention learning opportunities, and substance abuse rehabilitation.

Opportunities for Improvement

Performance Standard

1301.3(b) – Policy Council and policy committee

.... Parents of children currently enrolled in each program option must be proportionately represented on the policy council and the policy committee at the delegate level.

Concern Description

1301.3(b) – Policy Council and policy committee

The program's funded enrollment is over 1,600 families; however, the policy council comprises ten members. Specifically, the program serves almost 1700 families in 118 classrooms throughout the two counties in its service area. Although parents make up most of these members and represent all program options, the composition is smaller than expected for a program of this size. Discussions with the policy council coordinator determined that training on policy council purpose and recruitment strategies is minimal and may not establish motivation and dedication to this crucial group of key stakeholders.

Recommendation

1301.3(b) – Policy Council and policy committee

Program leadership will work closely with the policy council coordinator to develop outreach opportunities to create a robust policy council, build staff motivation to recruit, and share it as a leadership and advocacy opportunity. Outreach opportunities may include increased training on the history of the policy council in Head Start Programs and its significant contribution to program decision-making. Training can be for staff and families, and policy council members should be included as trainers to the extent possible.

The program may also consider increasing staff awareness of the difference between “offering” the policy council as an opportunity and “inviting” parents to participate. This may include identifying parents with the skills and time to participate in program governance, targeting these parents, and inviting them to run for the policy council election.

Current and former policy council members are encouraged to attend enrollment recruitment events to share policy council opportunities and benefits. This will allow the program to begin discussing the policy council from the first interaction with families and promote it as a vital component of parent input.

The program can add a prompt on applications about policy council interest and place direct calls to families expressing interest after enrollment to encourage them to run for election at their centers.

The program may also develop a policy council recruitment committee of the policy council to work toward increased interest and enthusiasm for leadership and governance. This committee can be charged with creating flyers, social media posts, and other interest-producing collateral. The committee may consider discussing the characteristics of ideal candidates to help staff identify potential members as early as possible. The committee can work with program staff to develop speaking opportunities at special events such as the Fatherhood Conference, orientation activities, or other platforms that place them in front of parents and community members.

Human Resources

Content Area

Program Strengths

The management team created a collective response to human resources by establishing meetings to discuss and address personnel issues collaboratively. By bringing the diverse group of program leaders together to discuss staffing challenges, the management team has the potential to address the needs of its team members more intentionally. This has resulted in action plans such as initiating personalized counseling and support systems for staff addressing challenging life issues.

Program leadership, financial managers, and human resources representatives worked together to identify opportunities to advance staff benefits as a response to staff attrition. This effort resulted in the program establishing a family health care plan at no cost to the staff.

The program adopted various anonymous communication systems that allow staff to share concerns about confidentiality without fear of retaliation. Staff may also access the support of the agency’s human resources department through email, onsite interviews, and various discussion platforms to promote problem-solving and remediation before staff frustration results in voluntary or involuntary termination.

The program offers a robust Paid Time Off Plan with a Catastrophic Leave Policy. Staff members may donate accrued paid time off to fellow team members experiencing severe personal or physical challenges that lead to extended leave. This benefit offers team members in serious need the opportunity to address individual challenges without experiencing financial hardship.
Opportunities for Improvement
Performance Standard
NA
Concern Description
NA
Recommendation
NA
Focus Area One Review Recommendation: The program should plan to compile staff qualification checklists that indicate any certifications or degree equivalency to the HSPPS requirements. Specifically, Head Start Lead Teachers must have at least an associate's degree in early childhood education, child development, or its equivalent. Early Head Start teachers must have at least a child development associate emphasizing infant-toddler development or its equivalent. Family service staff hired after November 2016 must have a family development credential or its equivalent. Home visitors hired after November 2016 must have a child development associate emphasizing home visiting or its equivalent. If any staff listed on checklists do not have these specifically named qualifications, the program should be prepared to demonstrate that their qualifications meet or exceed these minimum standards.

Appendix A: Annual Self-Assessment Tool

Monitoring Area	Compliance/Quality Prompt	Regulation	Document Collection and Review
Program Management Discussion	The grant recipient's leadership and management team have the experience needed to implement and oversee quality services in their respective program area.	1302.91(a)	NA
	The grant recipient establishes a program management structure that is designed to support effective management and oversight of each service area.	1302.10(a)(1)	Organizational Chart: Justify oversight structure by describing reasonable oversight responsibilities that promote routine communication with all staff members, including regular and ongoing monitoring and professional development.
	The grant recipient uses strategies to promote equity among staff.	Strong Practice (Executive Order)	DEI&B policies and procedures, training agendas, and apprenticeship programs to promote equitable staffing opportunities.
	The grant recipient shares examples of strategies used to promote diversity, belonging, and inclusion among staff.	Strong Practice (Executive Order)	DEI&B policies and procedures, training agendas, and other efforts, such as committees staffed by diverse populations.
	The grant recipient maintains a process for understanding the community's needs and available resources.	1302.11(b)(2)	The five-year community assessment and annual updates. Describe the process for collecting these data and incorporating them into program design.

	The grant recipient uses the community assessment to offer program options, locations, and services that meet the community's needs.	1302.20(a)(1)	NA – Describe community needs' influences on program design.
Human Resources Data Tour: Organizational Structure	The grant recipient's leadership and management team have the experience needed to implement and oversee quality services in their respective program areas.	1302.91(a)	NA – descriptions of leadership team member expertise.
	The grant recipient establishes a program management structure that is designed to support effective management and oversight of each service area.	1302.101(a)(1)	Organizational chart: Justify oversight structure by describing reasonable oversight responsibilities that promote routine communication with all staff members, including regular and ongoing monitoring and professional development.
	The grant recipient provides regular and ongoing supervision to support the program manager's individual development and effectiveness in maintaining quality services	1302.101(a)(2)	NA – continued from management structure discussion. Provide examples of improvements in staff performance based on ongoing feedback and support.
	The grant recipient has established a system to ensure sufficient staffing to deliver high-quality HS/EHS services to children and families.	1302.101(a)(3)	Succession plans – plans for continued quality service delivery in the event of a long-term absence or vacancy in management positions. Describe enrollment challenges associated with classroom closure.

Human Resources Data Tour: Qualifications Criminal Record Checks Standards of Conduct	The grant recipient has a process to ensure that center-based Head Start lead teachers have the required qualifications or an active waiver.	1302.91(e) (2)	Completed staff qualifications document: Lead HS Teachers. PDPs for any teachers without at least an AA in ECE or the equivalent.
	The grant recipient has a process to ensure all center-based Early Head Start teachers have the required qualifications	1302.91(e)(1)	Completed staff qualifications document: EHS Co-Teachers PDPs for any teachers without at least a CDA in Infant Toddler
	The grant recipient has a process to ensure all home visitors have the required qualifications.	1302.91 (e)(6)	Completed staff qualifications document: Home Visitors. PDPs for any home visitors without at least a CDA in Home Visiting.
	The grant recipient has a process to ensure all the family services staff have the required qualifications.	1302.91 (e) (7)	Completed staff qualifications document: Family Advocates. PDPs for any family advocates without at least a family development credential.
	All grant recipient staff have completed an initial background check before hiring.	1302.90 (b) (1)	Completed Criminal Record Check Document. Prepare to discuss the background check pre-hire process, ongoing updates, and any discrepancies in completion before hiring in the past 12 months.
	All grant recipient staff have a complete background check within 90 days of hire.	1302.90 (b) (2)	See above

	The grant recipient reviewed all information found in each background check to understand the relevancy of any issues discovered through the process.	1302.90 (b) (3)	See above
	The grant recipient ensured newly hired employees did not have unsupervised access to children until the entire background check process was complete.	1302.90 (b) (4)	Describe the process of promoting safety in the event a new hires complete background checks (state and federal, sex offender, and child abuse) were not completed prior to the date of hire.
	The grant recipient has an established process for updating background checks every 5 years.	1302.90 (b) (5)	See above
	The grant recipient has an approach to training and supporting all program staff, consultants, contractors, and volunteers to create a culture of safety and abide by written standards of conduct.	1302.90 (c)	Code of conduct in compliance with HSPPS, onboarding training agendas, ongoing training agenda(s) on safety practices, and consequences for noncompliance.
Education Data Tour: Curricula, Screening, and Assessment Tools	The grant recipient uses developmentally appropriate, research-based curricula appropriate for all provided program options.	1302.32 (a) (1)	NA – prepare to discuss all curricula and reasons for selecting and maintaining them. Plan to describe the use of any supplemental curricula.
	The grant recipient’s chosen curriculum or curricula align with the Head Start Learning Outcomes Framework	1302.32 (a) (1) (ii)	NA – see above.

	(HSELOF) and, as appropriate, the state's early learning guidelines for each of its program offerings.		
	The grant recipient has established a process for ensuring the program effectively implements its selected curriculum.	1302.32 (a) (2)	Curriculum fidelity tools and monitoring outcomes for at least one year. Prepare to describe the fidelity monitoring process, findings, and associated professional development plans.
	The grant recipient uses research-based, standardized developmental screening tools to complete the individual screenings for children across all program options.	1302.33 (a) (2)	NA Prepare to describe the social-emotional and developmental screeners used to assess potential needs in the first 45 days.
	The grant recipient has a process for performing developmental screenings within the prescribed timeframes (within 45 days of enrollment).	1302.33 (a) (1)	Most up-to-date reports demonstrate progress toward 45-day requirements for all enrolled children. Prepare to describe any reasons for late completion.
	The grant recipient has a process for tracking children's screenings that require referrals to ensure they are promptly addressed.	1302.33 (a) (3)	NA Using 45-day reports, the ASA facilitator will randomly select children from the program's database to review the follow-up process.

	The grant recipient uses standardized and structured ongoing child assessment tools for all children that provide ongoing information to evaluate the child's developmental level and progress toward learning outcomes.	1302.33 (b) (1)	Share standardized assessment tool(s). Describe how it is used and review the most up-to-date information.
Education Data Tour: Teaching Strategies and Learning Environments	The grant recipient has a process for using ongoing child assessment data to drive lesson planning and teaching strategies to support individual learning for all children	1302.33 (b) (2)	Sample lesson plans for center-based services. Prepare to describe how child assessment data informs lesson planning and teacher-child interactions.
	Education staff have established strategies for using the information from each child's IEP and/or IFSP to tailor services and instruction to support the full participation of children with disabilities	1302.61 (a)	NA Prepare to discuss how children with identified or suspected special needs are served in the classroom. Describe how teachers, parents, and interventionists work together to ensure lesson plans are responsive to children's changing needs.
	Teaching staff develop strategies to promote multilingual learning by promoting the development of children's home language(s) and English.	1302.31 (b) (2)	DLL enrollment numbers in center based and FCC options. Prepare to describe how all multilingual children are supported in the classroom and how teachers, parents, and staff celebrate

			bilingualism to support the full inclusion of dual-language learners.
	Home visitors develop strategies to promote multilingual learning by working with families to promote the development of children's home language(s) and English.	1302.35 (c) (4)	DLL enrollment numbers for the home-based option. Prepare to describe how all multilingual children are supported in the home and how home visitors and parents celebrate bilingualism.
	The grant recipient has a process for supporting education staff to implement organized learning environments that promote healthy development and skill growth.	1302.31 (a)	Training agendas and sign-in sheets directed at learning environments, child development, etc. Coaching and professional development plans focused on classroom organization and setting up nurturing and responsive environments.
Education Data Tour: Home-Based Strategies	Home visitors use strategies to promote the parent's role as the child's teacher and intentionally plan home visits jointly with the parents.	1302.35 (b) (1)	Home-based curricula and sample weekly plans. Prepare to describe how home visitors use the curriculum and communication with families to create responsive learning environments in the home that position the parent as the child's teacher.
	Home visitors use strategies to jointly plan group socializations that promote child and parent participation and opportunities to	1302.35 (e)	Socialization agendas and process for developing these agendas. Prepare to describe how child assessment outcomes, family goals, and family recommendations inform

	strengthen parent-child relationships and understanding of child development		socialization events and promote parent-child relationships.
Education Data Tour: Professional Development and Coaching	The grant recipient establishes a comprehensive and systemic approach to professional development for education staff, focused on the following areas. -effective curricula implementation - knowledge of content in Head Start Early Learning Outcomes Framework: Ages Birth to Five - partnering with families-supporting children with disabilities and their families - providing effective and nurturing adult-child interactions - supporting dual language learners, as appropriate - addressing challenging behaviors -preparing children and families for transitions -use of data to individualize learning experience to improve child outcomes - promoting anti-bias teaching and learning environments	1302.92 (b) (5)	Professional training agendas and coaching plans for the 2023-2024 program year, including plans for upcoming events. Prepare to describe how training and professional coaching activities promote quality services and education planning and outcomes that align with the HSPPS.

	and equitable teaching and home visiting practices.		
	The grant recipient has a process for assessing all education staff to identify strengths, areas of support, and those who would benefit most from intensive coaching.	1302.92 (c) (1)	Coaching procedures and processes for determining every education staff member's professional development needs. Prepare to describe how the program determines which education staff require intensive coaching and how these staff are systematically supported and evaluated for improvement.
	The grant recipient uses a research-based, coordinated coaching strategy for those staff who are identified as needing intensive coaching.	1302.92 (c) (2)	Coaching policies and procedures. Prepare to describe the program's coaching systems, including how coaches are trained in adult learning. Coaching systems should be described as research-based and used to promote education staff growth and development.
Education Data Tour: Transitions	The grant recipient has successfully incorporated strategies to support children and families to transition to their new learning setting.	1302.70-1302.72	Transition policies and procedures. Strategies must be family and child-driven and unique to every family's needs.
Education Data Tour: Program Management and Quality Improvement	The grant recipient has established a recordkeeping system for collecting, tracking, and reporting on child- and program-level	1302.101	Prepare to share the child assessment system. Prepare to describe how data is used for lesson planning, case

	assessment and other education services data.		management, family planning, and program-wide improvements.
	The grant recipient has a process for analyzing various program-level education data to understand trends and gaps in curriculum implementation, instruction, and education services.	1302.102 (c) (i)	Most up-to-date child outcomes data at the program-wide level. Prepare to describe and demonstrate how these data are used for quality improvement. Also, share how quality improvements are evaluated for effectiveness.
	The grant recipient has a process for routinely using education data to drive program improvement in the program's education services.	1302.102 (c) (ii)	NA – see above.
Family Community Engagement Data Tour: Program Foundations to Support Family Well-Being and Family Engagement	The grant recipient described its strategies to promote two-way communication with families.	1302.50 (b) (2)	Policies and procedures on relationship-based competencies and communication systems with families. Prepare to describe how these strategies promote program awareness of each family's unique needs and assist the agency in creating targeted response plans.
	The grant recipient has a process to communicate with families in their preferred language to the extent possible.	1302.50 (b) (5)	NA Prepare to describe how staff communicate with families with a home language other than English. Describe how all families' home language is honored by program staff in all forms of communication

			(i.e., reports, referral provision, resource provision, goal setting, etc.)
	The grant recipient uses strategies to promote equity among families	Strong Practice (Executive Order)	NA Prepare to describe how all families' unique needs are identified and responded to. Prepare to describe how the program leverages families' unique characteristics and strengths.
	The grant recipient uses strategies to promote family diversity, belonging, and inclusion.	Strong Practice (Executive Order)	NA Prepare to describe strategies used to incorporate every family's voice in program operations, activities, events, and engagement plans.
Family Community Engagement Data Tour: Family Partnerships	The program has intake and assessment procedures that align with the Head Start Parent, Family, and Community Engagement Framework Outcomes.	1302.52 (b)	The application, strengths and needs assessment, and family partnership agreements. Prepare to discuss how these processes are informed by data and align with the changing needs of families.
	Family services staff collaborate with families to develop partnership goals based on individual interests and needs.	1302.50 (b) (3)	Up-to-date reports demonstrating progress toward creating and completing family goals. Prepare to share the screen and demonstrate the goals for randomly selected families. Prepare to describe how goals are identified and

			established and the information used to create unique goals for every family.
	The grant recipient has a process to collaborate with families on an ongoing basis to understand family goals and needs and adjust strategies as needed.	1302.52 (c) (3)	Prepare to review randomly selected family goals and show how follow-up is documented and tracked for completion or strategic changes.
Family Community Engagement Data Tour: Program Management and Quality Improvement	The grant recipient has established a system to ensure family services staff have the capacity to manage their workloads to support enrolled families.	1302.101 (a) (3)	Family advocate caseload policies, if any. Prepare to describe how caseload sizes are established to ensure every family receives equitable support and manageable caseloads and promote high-quality service delivery.
	The grant recipient provides regular and ongoing supervision to support family services staff's individual development and their delivery of quality services to families.	1302.101 (a) (2)	NA Describe regular and ongoing supervision of family service staff. Provide examples of improvements in staff performance based on ongoing feedback and support.
Family Community Engagement Data Tour: Promoting Strong Parenting, Relationships, and Engagement	The grant recipient uses a parenting curriculum that builds on parent's knowledge and offers the opportunity to practice their parenting skills.	1302.51 (b)	NA Describe why the research-based parenting curriculum was selected and how it is used.

			Provide examples of how parenting has improved due to the curriculum implementation.
	The grant recipient described efforts to provide families with opportunities to improve their parenting knowledge and skills, including support for their child's learning and development.	1302.51 (a)	NA Describe efforts to improve parenting skills outside of the parenting curriculum implementation.
	The grant recipient developed specific strategies to engage fathers and other male caregivers in their child's learning and development and support parent-child relationships.	1302.50 (b) (1)	NA Describe male engagement structures and systems. Provide examples of data-informed male engagement activities improved male participation in children's development.
Family Community Engagement Data Tour: Community Partnerships	The grant recipient has a process to develop community partnerships that align with families' needs or family partnership goals.	1302.53 (a) (1)	Lists of community partnerships. Describe how community partnerships are developed and improved upon from year to year.
Family Community Engagement Data Tour: Program Management and Quality Improvement	The grant recipient established a recordkeeping system for collecting, tracking, and reporting program-level family services data.	1302.101(a)(4)	Share the record-keeping system. Describe how it is used and share the most up-to-date information on program-level family outcomes.
	The grant recipient has a process for analyzing various family services data to	1302.102 (c) (1)	NA

	understand trends and gaps in services and inform continuous improvement to family services.		Provide examples of how data is used to make program-wide strategic improvements in family services.
Health Services Data Tour: Child Health & Oral Health Status and Care	The grant recipient has a process for determining whether all children have sources of continuous, accessible health care and health insurance coverage within 30 days.	1302.42 (a) (1)	Share the most up-to-date reports demonstrating progress toward 30-day HSPPS requirements. Prepare to share examples of follow-up for children without evidence of health insurance in 30 days.
	The grant recipient has a process for obtaining determinations from health care and oral health care professionals as to whether all children are up to date on their health status within 90 days.	1302.42 (b)(1)(i)	Share the most up-to-date reports for all program options demonstrating progress toward 90-day requirements. Prepare to describe how the program collects this information and identifies children without these health services.
	The grant recipient has a process for performing or obtaining vision and hearing screenings for all children within 45 days.	1302.42 (b) (2)	Share the most up to date 45-day requirement reports. Prepare to describe the system for collecting these data and following up on incomplete or failed events.
	The grant recipient has a process for supporting children to receive ongoing well-child and oral health care.	1302.42 (c)	Share the most up to date reports on all health events. Prepare to demonstrate how the program tracks children's progress toward expired events and promotes continued care.

	The grant recipient has a process for tracking referrals and supporting families with follow-up care for children who are identified with a health problem, developmental delay, or concern identified on screenings.	1302.42 (d) (2)	Share on-screen children who require follow-up care. Prepare to describe how ongoing communication with parents, providers, therapists, and interventionists supports children and families needing additional resources and care.
	The grant recipient establishes a Health Services Advisory Committee and a process for using the expertise of its members.	1302.40 (b)	Meeting minutes and/or agenda from the most recent HSAC meeting. Prepare to describe the composition of the HSAC and provide examples of how their knowledge and expertise has been leveraged.
Health Services Data Tour: Mental Health and Social & Emotional Well-Being	The grant recipient has a licensed mental health consultant (s) who provides consultation across the program.	1302.45 (a) (2)	Consultant or mental health staff credentials and/or certifications.
	The grant recipient has a process for the mental health consultant to assist teachers and family childcare providers in meeting children's mental health and social and emotional needs through observation and consultation.	1302.45 (b) (2)	Share on-screen mental health referral system and follow-up communication. Prepare to describe how every classroom teacher, child, FCC home, and home-based family is assessed for mental health care needs. Provide examples of follow-up systems and family improvements resulting from consistent, routine,

			and regular assessments and strategies provided by consultants.
	The grant recipient has a process for the mental health consultant to assist other staff, including home visitors, in meeting children's mental health and social and emotional needs through observation and consultation.	1302.45 (b)(3)	See above.
	The grant recipient has developed policies and procedures that prohibit the use of expulsion due to children's behavior	1302.17 (b)	Policies and procedures on expulsion and suspension.
	The grant recipient has developed policies and procedures that prohibit or severely limit the use of suspension due to children's behavior.	1302.17 (a)	See above.
	The grant recipient suspended one or more children due to behavior in the previous 12 months.	1302.17	Consecutive absence reports from all children in the past twelve months, including reasons for suspension.
	The grant recipient has expelled one or more children due to behavior in the previous 12 months.	1302.17	Reports on all children that dropped from the program in the past twelve months including reason for exiting the program.
Health Services Data Tour: Safe and Sanitary Environments	The grant recipient has a process for ensuring all staff are trained to implement health and safety practices	1302.47 (b) (4)	Health and safety training agendas and sign-in sheets for all program options.

	that always keep children safe.		
	The grant recipient has an established process to ensure that all violations of supervision, unauthorized release, and/or inappropriate discipline are reported to the Regional Office immediately or as soon as possible as practicable.	1302.102 (d) (1) (ii)	Two years of licensing reports for all licensed facilities and the corresponding OHS report, including dates and details of the incidents.
	The grant recipient has a process to routinely monitor and ensure the safety of its indoor and outdoor facilities.	1302.47 (b) (1) (ix)	Policies and procedures on routine health and safety monitoring, including daily, weekly, monthly, and quarterly expectations. Share on-screen safety monitoring reports and outcomes, including any action taken for potentially hazardous conditions.
	The grant recipient has a process to monitor and ensure the safety of its indoor and outdoor equipment and materials.	1302.47 (b) (2) (y)	See above.
	The grant recipient has a process to ensure children are not exposed to lead in paint and water in their facilities.	1302.47 (b) (1) (iii)	Two years of paint and water lead testing results and evidence of action taken for failed tests.
Health Services Data Tour: Expectant Families	The grant recipient has a process for providing prenatal and postnatal education, information, and support to	1302.81	Prenatal curriculum and examples of prenatal home visits.

	enrolled expectant families, including their partners.		
	The grant recipient has a process for facilitating connections and referrals to comprehensive services for all expectant families.	1302.80	Share on-screen referrals provided to expectant parents and follow-up details for all expectant families receiving referrals.
	The grant recipient has a process for scheduling a newborn visit within two weeks of an infant's birth to offer support and identify family needs.	1302.80 (d)	Share new born visits and detailed notes on the outcomes for a random sample of these visits.
Health Services Data Tour: Program Management and Quality Improvement	The grant recipient provides regular and ongoing supervision to support the health services staff's individual development and the delivery of quality services to families.	1302.101 (a) (2)	Describe regular and ongoing supervision of health services staff. Provide examples of improvements in staff performance based on ongoing feedback and support.
	The grant recipient established a recordkeeping system for collecting, tracking, and reporting program-level health services data.	1302.101(a)(4)	Share the record-keeping system. Describe how it is used and share the most up-to-date information on program-level family outcomes.
	The grant recipient has a process for analyzing various health and safety data to understand trends and gaps in services and inform continuous improvement to	1302.102 (C) (1)	NA Provide examples of how data is used to make program-wide strategic improvements in health services.

	health services and the program's safety practices.		
ERSEA Data Tour: Recruitment and Selection	The grant recipient describes a strategy to locate children and expectant families with the greatest need (e.g., low family income, children with disabilities, children who are in foster care or experiencing homelessness).	1302.13	The recruitment plan and selection criteria. Prepare to describe changes in the plan and criteria based on data-informed program reports and community needs assessments.
	The grant recipient describes how the needs identified in their current community assessment informed their selection criteria	1302.14 (a) (1)	See above.
ERSEA Data Tour: Eligibility	The grant recipient has a process to verify and track eligibility for each participant in alignment with the regulations.	1302.12 (i)	Policies and procedures on eligibility determination. Sample application packet, including eligibility verification forms.
	The grant recipient has a process to verify the age of each participant in alignment with the regulations.	1302.12 (h)	Share a random sample of up to fifteen processed applications to demonstrate age verification.
	The grant recipient has a process to retain all required eligibility documentation.	1302.12 (k) (2) (i)	Share a random sample of up to fifteen processed applications to demonstrate that all documentations align with the selected category and were retained electronically or physically.
	The grant recipient has an eligibility verification process	Strong Practice	Policies and procedures on eligibility determination may include

	to protect the program against fraudulent enrollment.		determination and re-determination practices to ensure accuracy.
	The grant recipient has a process for providing training on policies and methods guiding the eligibility determination process.	1302.12 (m) (1)	Training agendas and sign-in sheets for eligibility determination procedures. Training schedules. Prepare to describe how new staff are trained during the onboarding process and ongoing thereafter.
	The grant recipient has a process to provide eligibility training to all staff that make eligibility determinations within 90 days of hire	1302.12 (m) (2)	See above.
ERSEA Data Tour: Enrollment	The grant recipient has a process to identify and fill vacancies within 30 days	1302.15 (a)	Vacancy reports for all program options. Prepare to describe the enrollment process and reasons for slots remaining vacant beyond 30 days.
	The grant recipient has a process to ensure at least ten percent of the program's total funded enrollment is children eligible for services under IDEA	1302.14 (b) (1)	Enrollment reports for children with IEPs or IFSPs. Prepare to describe systems for determining IDEA eligibility at the time of enrollment and after enrollment when appropriate. Prepare to describe recruitment activities for children with

			disabilities to ensure the maintenance of 10 percent enrollment.
ERSEA Data Tour: Program Management and Quality Improvement	The grant recipient has a strategy for regular and ongoing supervision to support ERSEA staff's development and services.	1302.101 (a) (2)	Describe regular and ongoing supervision of ERSEA staff and provide examples of improvements in staff performance based on ongoing feedback and support.

Community Action Partnership of Kern Head Start/ State Child Development 2023-2024 Self-Assessment Corrective Action Plan

Compliance Item: Data for Continuous Improvement

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Program Performance Standards (HSPPS) 1302.102 (c)(2) Using Data for Continuous Quality Improvement: (i) Ensure data is aggregated, analyzed and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas.	The program did not have a complete system for tracking program performance beyond individualized case management and family planning. The management team reports program risks anecdotally.	Data Analyst Administrative Staff- Support Services Quality Assurance Administrator	March 1, 2024, and ongoing	Incorporate data analysis into all management team meetings by August 2024. Continue to leverage Power BI for a more robust reporting system by August 2024. Attend Power BI conference to expand program capabilities by September 2024.	Advanced reporting	Program will leverage Child Plus reporting along with Power BI for a more robust reporting system.

Compliance Item: Follow-up of well child and oral health care

**Community Action Partnership of Kern
Head Start/ State Child Development
2023-2024 Self-Assessment Corrective Action Plan**

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
HSPPS 1302.42 (a-c) Ensuring up-to-date child health status: (a) Within 30 calendar days after the child first attends the program determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional (b) Within 90 calendar days after the child attends the program is up to date on an age-appropriate preventive and primary medical and oral health care schedule. (c) Within 45 calendar days after the child first attends the program, must either obtain or perform evidence-based vision and hearing screenings.	The program did not ensure that all children had an ongoing source of care within 30 days of enrollment, that all children were up to date on the Early Periodicity Schedule within 90 days of enrollment, or that all children had a hearing and vision screening within 45 days.	Support Services Manager Heath/Nutrition Supervisor Assistant Director-Program	March 1, 2024, and ongoing	During review, it was found that not all well child and oral health care documentation was being recorded on Child Plus Database: source documentation was included in the child file. Staff Training: Early childhood educators, family advocates, and family service workers by September 2024. Meet with Child Plus Consultant to optimize use of child plus on monitoring of well child and oral health care events by October 2024.	Well child and oral health care entries in Child Plus Training Documentation Health Event Reminder Training. Child File and Child Plus Report with no findings.	All children meet Head Start Program Performance Standards 1302.42 (a-c)

Compliance Item: Funded Enrollment and Waiting List

**Community Action Partnership of Kern
Head Start/ State Child Development
2023-2024 Self-Assessment Corrective Action Plan**

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
HSPPS 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible, usually within 30 days. 1302.14 (c) Waiting List: A program must maintain its funded enrollment level and fill any vacancies as soon as possible, usually within 30 days. Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.	The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.	Program Design and Management Administrator Enrollment and Attendance Manager	March 1, 2024, and ongoing	Wage Comparability Study was completed. The agency was able to increase staff wages, provide better benefits, and offer a recruitment and retention incentive. Construction was completed at 5 centers however licensing pending at three centers. Due to saturation of service area for 4-year-olds change of scope submitted to OHS. Individualized recruitment plans of actions developed for all locations not at 100%. Mandatory enrollment meetings every Monday with management. Enrollment follow up meetings twice a week with E&A Manager and Assistant Director- report shared with administration.	Completed Wage Comparability Study Benefits- As of January 1, 2024, additional benefit options with less cost to the employee were available. Change of Scope- program options with more focus on 3-year-olds effective July 1, 2024.	Full Enrollment and active waiting list.

Compliance Item: Policy Council

Community Action Partnership of Kern
Head Start/ State Child Development
2023-2024 Self-Assessment Corrective Action Plan

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Program Performance Standards 1301.3(b) Policy Council and Policy Committee: Parents of children currently enrolled in each program option must be proportionately represented on the policy council and the policy committee at the delegate level.	The program's funded enrollment is 1689 in 118 classrooms; however, the policy council comprises ten members. The composition is smaller than expected for a program of this size.	Policy Council Coordinator Center Based Administrator Assistant Director Program	March 1, 2024, and ongoing	Governance Training and the importance of creating a robust council at Pre-Service completed August 2024. Incorporating governance training at other professional development opportunities to increase staff motivation by October 2024. During the application process recruit families for PC Leadership Opportunity.	Policy Council Roster	Additional policy council center representation.



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Chief Business Development Officer

Date: Wednesday, October 16, 2024

Subject: *Agenda Item 5g: Final Report National Community Action Partnership (NCAP) and Association for State and Territorial Health Organizations (ASTHO) – Vaccine Equity Project Community Initiatives – Info Item*

Background

In February 2022, Community Action Partnership of Kern (CAPK) entered into a contract for services with the Association for State and Territorial Health Organizations (ASTHO), Gramercy Research, and the National Community Action Partnership (NCAP) as part of a pilot project - a Place-based Approach to Vaccination - centered around vaccination disparities efforts, specifically in Kern County, CA.

This project was aimed at reducing disparities in vaccination rates among racial and ethnic minority communities. The project focused on addressing vaccine hesitancy and improving vaccination rates in targeted populations. NCAP provided intensive support through a Learning Community Group cohort of six place-based teams consisting of Community Action Agencies, community members with lived poverty experience, and local partners. Under this pilot initiative, CAPK committed to work with trusted partners in the community through a subrecipient agreement and provider networks that are currently part of vaccine efforts. One of the primary providers was South Kern Sol, as well as She Power and Bakersfield Health American Indian Project (BHAIP).

Summary

We have concluded our participation in the pilot project and as part of the close out report, Gramercy Research group developed a case study on our project.

- For the project target population, CAPK focused on Black, Latinx, Punjabi/Indian, Native American, and immigrant communities, particularly farmworkers and youth in Kern County, CA.
- As part of the strategic approach, CAPK used a multi-pronged approach, including data analysis, door-to-door canvassing, and partnerships with community-based organizations (CBOs). Bilingual nurses and trusted community leaders helped address vaccine hesitancy. They partnered with food banks to offer incentives and ran over two hundred community events to promote vaccination.
- Under the challenges and successes section, the key successes included administering over 3,200* vaccinations through January 2024, effective partnerships with small CBOs, and culturally tailored outreach efforts. However, challenges included issues with compliance and invoicing among small CBOs and difficulties with politicization affecting outreach through faith-based organizations.

Through the engagement, the agency, in partnership with Building Healthy Communities and others were able to accomplish the following:

- As of January 31, 2024: 3,229 vaccinations
 - COVID-19 Vaccinations Administered: 929
 - Boosters (1-3): 1,742
 - Influenza (Flu) Vaccine: 356
 - Pneumonia: 4
 - Other: 198
- Events: 204
- Gender (of those who reported: 1,665)
 - 38% Male
 - 62% Female
- Hispanic Origin (of those who reported): 1,415 **duplicated*
 - 68% Hispanic
 - 2% non-Hispanic

Staff were incredibly proud of our participation in this vital vaccine equity project and were excited to have partnered with key community-based organizations like South Kern Sol, She Power, and Bakersfield Health American Indian Project. These organizations brought significant in-reach, influence, and resources, enabling us to make a meaningful impact on vaccination rates among underserved populations. Together, we have laid the groundwork for continued efforts to promote health equity and community well-being in Kern County. We look forward to further collaborations that build on the successes of this initiative.

Attachments

*ASTHO & Gramercy Research Group Vaccine Equity Case Study Series – CAP Kern
CAP Kern and Building Health Communities Vaccine Equity Presentation (Feb 2024)*

Community Action Partnership of Kern (CAPK)



ABOUT THE COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

- **Year Founded:** 1965
- **Headquarters:** Bakersfield, CA
- **Location Served:** Predominantly urban and suburban
- **Population Served:** Black, Latinx, Punjabi, and Native American populations, with a focus on immigrant communities, including farmworkers, and youth

Website: <https://www.capk.org/>

PURPOSE OF THE PROJECT

The CDC launched the Partnering for Vaccine Equity program to provide funding support to over 500 national, state, local, and community-level organizations to reduce disparities in vaccination rates among racial and ethnic communities. The Association of State and Territorial Officials (ASTHO) received funding under the agreement CDC-RFA-IP21-2113, National Infrastructure for Mitigating the Impact of COVID-19 within Racial and Ethnic Minority Communities to work with six local communities across the US, to increase vaccine access and uptake among adults in minority populations.

CAPK was one of five pilot sites that received training and technical support (one-on-one, webinars, and in peer learning communities) to 1) identify relevant population subgroups of interest in which to address vaccine hesitancy; 2) identify and implement strategies to address vaccine hesitancy among population subgroups of interest; 3) evaluate the success of strategies implemented; and 4) share learnings from the project to disseminate best practices for addressing vaccine hesitancy.

The overall goals for the project were to 1) build the evidence base of effective interventions to improve vaccination coverage and 2) identify and implement

strategies to reduce racial and/or ethnic disparities in adult vaccine coverage. Pilot sites identified populations of focus, within their communities, that had unmet needs related to vaccine access or that were not adhering to national vaccination recommendations. Pilot sites determined and implemented the best strategies to address vaccine-related needs in their respective communities.

THIS IS CAPK'S STORY.

Who did they try to reach?

Located in Bakersfield, CA, CAPK identified target populations of Black, Latinx, Punjabi/Indian, and Native American community members, with a focus on immigrant communities, including farmworkers, and youth for its vaccine equity project.

How did they do it?

CAPK conducted a multi-pronged strategy to reach its key target populations. Working with three community-based organizations (Bakersfield American Indian Health, Building Healthy Communities, and SHE Power) alongside the Kern Department of Public Health and the United Against COVID Coalition, CAPK initiated the project with an analysis of vaccination trends in their catchment area with the goal of identifying target zip codes with low vaccination rates. After conducting the analysis, they did door-to-door canvassing in target zip codes. Kern County is large (over 8,000 square miles), requiring coverage across far-apart sites, with CAPK serving more than 50 locations. CAPK went through a process of identifying areas where they could have the most influence. The team used Kern County



Public Health data and data about adoption rates to identify areas of need where some populations (such as those on MediCal) had low adoption rates. Mountainous areas and politically conservative areas also had low adoption rates.

To best include the target populations, CAPK relied on trusted messengers, partnered with community leaders, particularly in the Oaxacan community, and hired bilingual nurses. The events were always framed as opportunities to ask questions about the vaccine, and get more information, rather than positioning attendance as signing up to get the vaccine.

To streamline vaccination uptake and incentivize vaccination, CAPK partnered with food banks as a delivery site to provide gift cards to community members willing to be vaccinated. The Mayor of Wasco, a city in Kern County, set aside \$50,000 for COVID-19 vaccine incentives from his budget, signaling support from the

KEY MESSAGES

1. Why is the vaccine important?
2. Why is vaccination necessary even following a COVID-19 infection?
3. Why should someone get a vaccine while pregnant or breastfeeding?
4. How soon should someone get a vaccine following a COVID-19 infection?

municipal government.

CAPK's key partners for the project included Kern Department of Public Health, Bakersfield American Indian Health, SHE Power, HeadStart, Building Healthy Communities, Faith in the Valley, and Vita Services.

The above messages were tailored for the introduction of the vaccine. After the pandemic's peak, CAPK has shifted its messaging approach to encouraging community members to stay up-to-date with their vaccination series.

WHAT WORKED – AND WHAT DIDN'T

Reaching marginalized communities.

To reach the Latinx community, Building Healthy Communities was an extremely effective partner in conducting word-of-mouth community outreach with migrant communities. In general, word-of-mouth outreach was an extremely effective approach, reaching 83 people with vaccines in one event. CAPK identified the importance of ensuring that vaccine clinics were adequately accessible to farmworkers, which included ensuring walkability.

There is a significant Native American population in Kern County. CAPK paid special attention to reach the community with culturally appropriate messages and

services. For example, it was important to avoid the perception of providing no-cost interventions such as government handouts, given the legacy of government programs and colonization of Native American communities.

Reaching communities through faith-based organizations was unsuccessful because of the level of politicization of COVID-19 vaccines in Kern County. CAPK has a Head Start program, but vaccines were already being administered at the school level apart from CAPK's work.

Partnering with small CBOs. The partner CBOs were invaluable as trusted ambassadors to reach out to community members. Given their small size and limited bandwidth, the CBOs required logistical and administrative support. CAPK offered financial training through their finance department to support. Without adequate support, compliance issues arose throughout the project period, especially related to invoicing, submitting records, and collecting data. One provider had to leave the program early on due to noncompliance.

Messaging and communications. CAPK reflected that they had been concerned about information overload as their message shifted from COVID-19 response

KEY PROJECT WINS

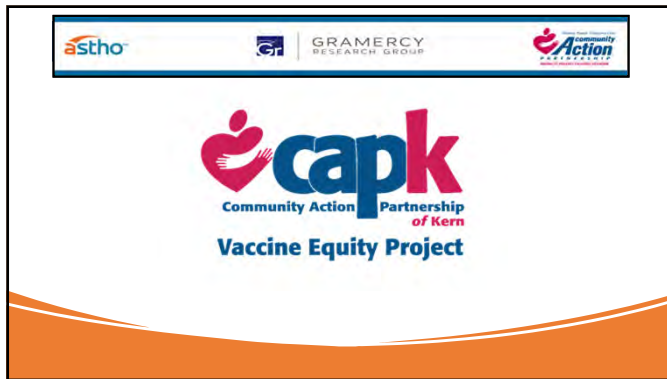
1. Total number of vaccinations administered as of December 2023 [2,764]
2. Marketing campaign including educational dissemination, cross-generational translation of messaging, and print, social media, and TV elements, with validated messaging from the state-level through the Governor's office
3. Vaccination clinic with San Pablo Tijaltepec Oaxaca community in Taft incorporated cultural elements to build community ties
4. Relationship building with residents and community based organizations

to vaccination. Messages were kept simple across print, TV, and social media. CAPK utilized Facebook Live as a tool to answer questions.

Event and tactic selection. CAPK held a total of 232 events during the project period (through July 2024). CAPK noted that isolated strategies that did not operate in tandem did not work effectively. For example, promoting or delivering the vaccine without supplementing that strategy with community events was a non-starter. Based on this experience, CAPK was able to leverage the strong local and country-level COVID-19 response (scaffolded by incentive structures in some municipalities) to reach community members. The county utilized a robust infrastructure to deliver vaccines to community members, including hosting large-scale events at fairgrounds with tents, and creating and running an online booking system with follow-up and a scheduling call center. The county-level COVID-19 response was a key facilitator for the success of the project.

NEXT STEPS

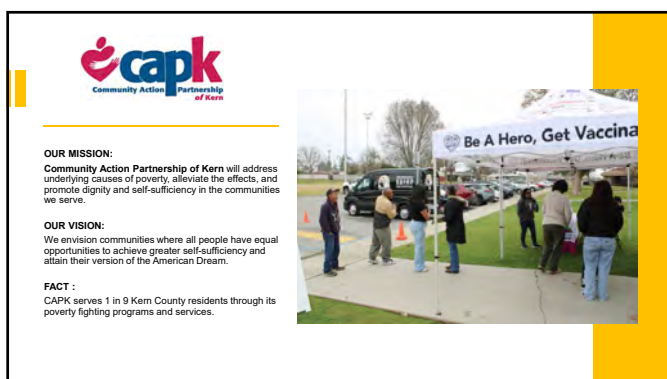
CAPK engaged Building Healthy Communities as a subcontractor for year 3 of the project. At the time of project close, there were remaining incentive gift cards for continued distribution, and Building Healthy Communities plans to revisit the geographic scope of the project.



1



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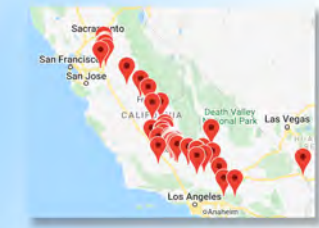
Our Reach and Capacity

CAPK operates programs across California. We maintain roughly 100 offices in Kern, Kings, Tulare, Fresno, Merced, Madera, Stanislaus, San Joaquin, and San Bernardino counties. We also provide childcare and early education services for migrant families working in agriculture in all 58 California counties.

Our Capacity:

- Annual Budget FY 2024-25 \$115 million
- More than 930 Employees
- 19 Diverse Programs
- 94,000 served annually**





4

Strategic Reach (Service Area)

- Population: **916,168** (Census.gov July 2022, est.)
- Race and Hispanic Origin
 - White alone **61.8%**
 - Hispanic or Latino **36.8%**
 - White alone, not Hispanic or Latino **30.4%**
 - Black or African American alone **6.3%**
 - Asian alone **5.8%**
 - Two or more races **3.4%**
 - American Indian & Alaska Native alone **2.8%**
 - Native Hawaiian & Other Pacific Islander alone **0.3%**
- Income and Poverty
 - Median household income \$58,824 (2023) - \$63,863 (Jan 2024)
 - 17.8 (2023) - 18.5% (Jan 2024) persons in poverty
- Unemployment
 - 8.6% (May 2023) - 8.7% (Dec 2023)
 - This compares with an unadjusted unemployment rate of 4.5 percent for California and 3.4 percent for the nation during the same period.
- Education
 - High school graduate or higher, percent of persons aged 25 years+ **78.9%**
 - Bachelor's degree or higher, percent of persons aged 25 years+ **17.6%**



U.S. Census Bureau QuickFacts: United States; Kern County, California

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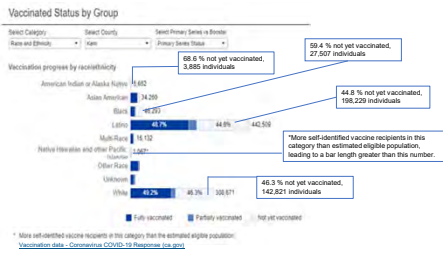
Vaccine Equity Project

When we started (2022)



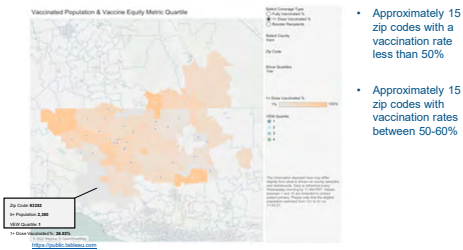
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CA COVID Dashboard – Kern County



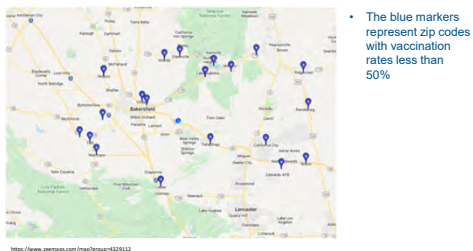
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Vaccinated Population & Vaccine Equity Quartile By Zip Code



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Vaccinated Population & Vaccine Equity Quartile By Zip Code



9

Vaccinated Population & Vaccine Equity Quartile By Zip Code

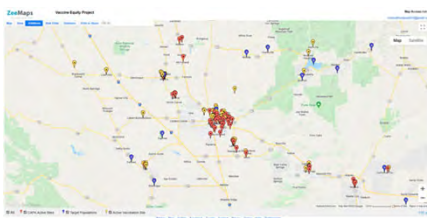


- The blue markers represent our identified zip codes.
- The yellow markers represent active vaccination sites (per Kern Public Health).

<https://www.aeromaps.com/?map?group=4222414>

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Vaccinated Population & Vaccine Equity Quartile By Zip Code



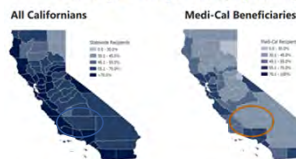
- The blue markers represent zip codes with vaccination rates less than 50%.
- The yellow markers represent active vaccination sites (per Kern Public Health).
- The red markers represent active CAPK Sites.

<https://www.aeromaps.com/?map?group=4222414>

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Vaccinated Population & Vaccine Equity Quartile

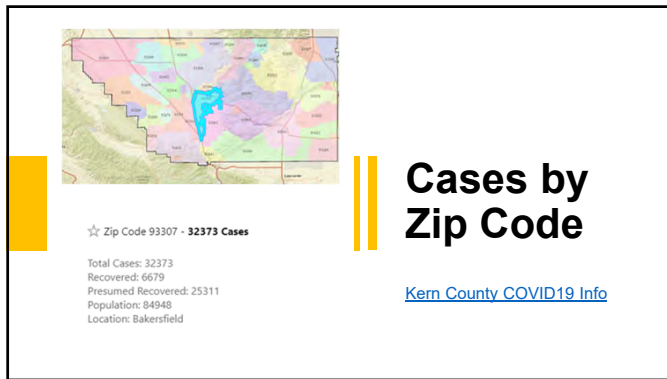
Received at least one dose as of January 17, 2022
Percentage of 5+ years old, by county



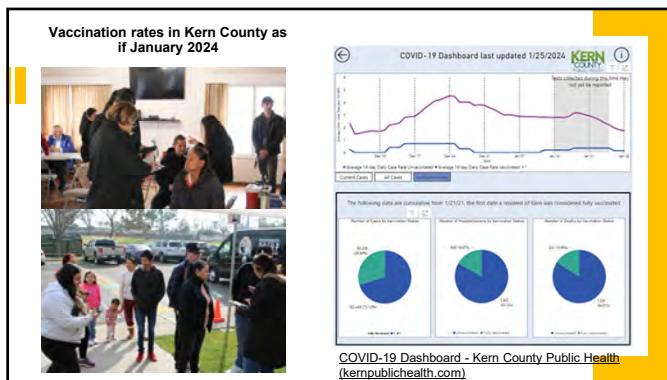
Note: Medi-Cal beneficiaries are a subset of all Californians

<https://www.cdph.ca/Programs/CID/DCDC/Pages/Imz/Imz/Pages/Imz.aspx>

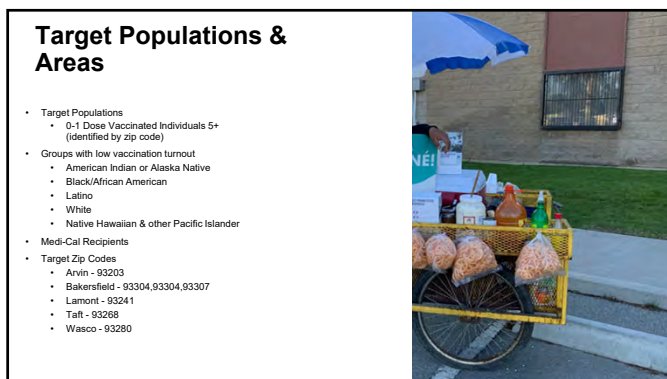
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17



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THE PROBLEM WE ALL LIVE WITH

Barriers and Challenges

- Historical Medical Distrust Systemic Racism in Healthcare**
 - Historical mistreatment within the healthcare system may affect the quality of care and access to vaccines for minority populations.
 - Language and Cultural Barriers
- Vaccine Hesitancy**
 - Misinformation and conspiracy theories circulating within minority communities, leading to higher levels of vaccine hesitancy.
- Socioeconomic Factors**
 - Higher rates of poverty and unemployment among communities of color may result in less access to transportation and healthcare resources.
- Digital Divide**
 - Limited access to technology and online resources, hindering the ability to schedule appointments and access reliable information about the vaccine.
- Employment and Paid Time Off**
 - Concerns about losing time off work to get vaccinated or recover from potential side effects, particularly for essential workers who are predominantly from minority communities.
- Immigration Status Concerns**
 - Fear among undocumented immigrants and mixed-status families about the implications of seeking vaccination, including potential immigration enforcement consequences.

*These challenges and barriers underscore the importance of targeted outreach efforts, community engagement, and culturally sensitive approaches to ensure equitable access to COVID-19 vaccines for communities of color.

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Our Approach

We aimed to maximize our Vaccine Equity Plan by subcontracting, utilizing CAPK's extensive assets and leveraging their 19 programs spread across Kern County as access points. **Our approach involved a unique strategy for in-reach and cultivating partnerships.**

Through **subcontracting** with community-based organizations, we tapped into individuals deeply invested in our community and fostered diverse partnerships with strong and trusted roots in underserved areas.

These organizations demonstrated a proven ability to execute plans effectively, ensuring compliance with grant terms.

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Subcontracting

- Enhanced community outreach
- Expanding impact
- Specialized expertise
- Financial compliance expertise

Ability design to reflect local needs

- Building trust
- Meeting diversity and inclusion needs

Leveraging funding for maximizing impact

- Using resources

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22



ABOUT BUILDING HEALTHY COMMUNITIES

Our Mission is to create thriving communities where everyone can live a healthy, safe and successful life.

Building Healthy Communities Kern (BHC-Kern) was established in 2009 and is committed to advocating for health equity through power building, partnerships and narrative change rooted in inclusion and race.

BHC-Kern has been serving as "the HUB" and has successfully been coordinating and convening BHC-Kern partners since we were established in 2009 by The California Endowment.

The pandemic has created a moment of deep and profound crisis-- but also a moment of deep opportunity; this work is vital for positioning collaborative partners to continue leveraging funding among partners and sustain BHC-Kern overall.

During the pandemic, we secured and provided \$1.3 million in direct financial relief to families in need across Kern County. We also formed the United Against COVID-19 coalition and to date, have secured more than \$2 million in funding for community-based organizations addressing vaccine inequities.

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Summary

How do we get it done?

- We believe we could do more together.
- We strategically partner with local leaders, faith-based organizations, local government, grassroots groups and community organizations.
- We hold vaccine clinics in communities with low vaccination rates.
- We leverage data to help residents confidently make a decision through one-on-one conversations with local leaders in schools, government and businesses and inform them about the current vaccination rates in their community and asked them to partner with us by supporting a clinic in their community.
- We let media know and heavily used social media to target communities.
- We combine clinics with food distributions and giveaways, as well as other resources.
- Prior to the clinic we attended community events to inform the target populations of upcoming clinics in their community. We tabled at local supermarkets and other community spots.
- Leverage COVID-19 funding - ASTHO provided flexibility for maximum impact!



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Vaccination/Health Equity **Strategies**

- Going into the communities with vaccines in hand, not just information (i.e., religious institutions, community events).
- Multi-Language Tool Kits with information and resources to schedule a vaccine appointment.
- Media blast of personal stories from people who mirror our target populations.
- Phone Banking
- Mobile vaccination units with incentives
- Easy to navigate websites like [Vaccinate All 58 – Let's Get to Immunity](#), & [Vaccinate Your Family](#)



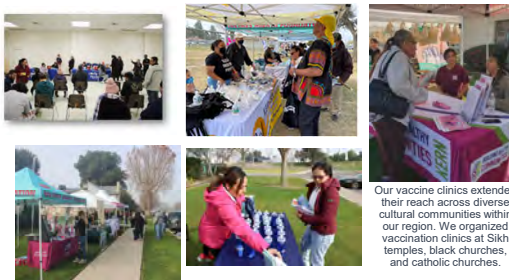
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Vaccination/Health Equity **Ideas**

- Leverage Programs under CAPK's umbrella
- Targeted outreach with Partners, businesses, faith-based organizations, and trusted leaders in identified communities
- Utilize Service Providers and Partners to create alternative vaccine opportunities: i.e.
 - Book-Mobile, Food Distribution Sites, Pop-Ups Events
- Create incentives for individuals receiving a vaccination.



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Our vaccine clinics extended their reach across diverse cultural communities within our region. We organized vaccination clinics at Sikh temples, black churches, and catholic churches.

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Bringing the clinic to the community

- Leverage COVID-19 funding - ASTHO's most flexible.
 - Allowed for incentives and opportunity to bring culture to the event through food and music.
- Partnered with our Public Health Department and State of California Public Health Department
 - They contracted with SnapNurse and made them available to us.
 - Held weekly meetings to discuss challenges and opportunities.
- One-on-one invitations throughout the community, social media and partnerships with other local CBO's.



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Relationships Matter

At that moment, the City of Wasco was lagging in vaccination rates relative to other cities within our county. The Mayor was dedicated to enhancing these rates. We suggested that he think about offering incentives to encourage this. He successfully obtained his board's approval for a total of \$50,000 in incentives.

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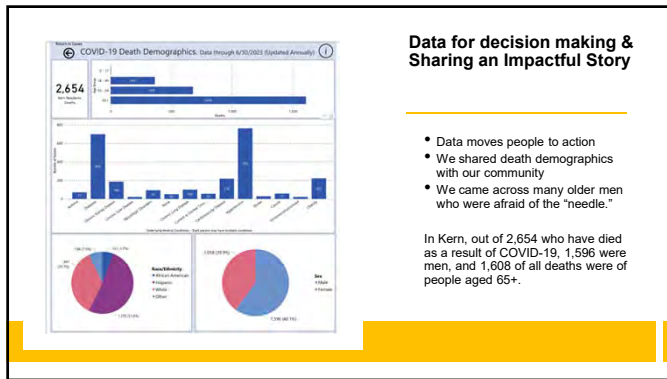
Memorial Hospital ICU manager, Dustin Neefus, discusses the impact of COVID in the hospitals with Ja'Neil Gore.

Live on Kern Sol News Facebook Friday at 10:30 a.m.

Keeping our community informed

- Our youth reporters maintained the community informed
- We regularly published stories on our website
- We interviewed local health experts and offered the community an opportunity to ask them questions.
- Our stories were published in other local ethnic newspapers
- We often on appeared in Telemundo

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Outcomes By The Numbers: Vaccine Equity Project

- As of January 31, 2024: 3,229
 - COVID-19 Vaccinations Administered: 929
 - Boosters (1-3): 1,742
 - Influenza (Flu) Vaccine: 356
 - Pneumonia: 4
 - Other: 198
- Events: 204
- Gender (of those who reported: 1,665)
 - 38% Male
 - 62% Female
- Hispanic Origin (of those who reported): 1,415 *duplicated
 - 68% Hispanic
 - 2% Non-Hispanic
- Race (of those who reported): 389 *duplicated
 - 2% Asian
 - 76% Black or African American
 - 22% White

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Pritika Ram, Chief Business Development Officer
Community Action Partnership of Kern
Email: pram@capk.org
Phone: (661) 336-5236 | (661) 304-6959

Reyna Olaguez, Executive Director
South Kern Sol
Email: reyna@southkernsol.org
Phone: (661) 817-3577

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DATE	October 23, 2024
TIME	12:00 am
LOCATION	CAPK Administrative Office 1300 18 th St., 3 rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. Call to Order

Committee Chair Michelle Jara-Rangel called the meeting to order at 12:07 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA

2. Roll Call

Roll Call was taken with a quorum present.

Present: Michelle Jara-Rangel and Denise Boshers, Gema Perez, Fatima Echeverria

Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities & Technology Officer, Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition, Freddy Hernandez, Director of Youth & Community Services and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for August 31, 2024 – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item and provided a summary of the attached reports.

Denise Boshers asked if the No Cost Extension ends in February 2025. Tracy Webster responded yes.

Michelle Jara-Rangle inquired about the centers listed that we are no longer running. Tracy replied that the centers need to remain on the list until there are no longer any financials associated with them.

- b. CAPK Agency Wide Budget Revision #3 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy presented the above action item and discussed the details for the increase in budget.

Denise Boshers asked about the expected efficiency with the new accounting system when it goes live January 1. Tracy Webster answered they anticipate more efficiency eventually, but for the first 6 months of implementation things will be challenging. Two new accounting technician positions are being added and will include AP and AR responsibilities.

Michelle Jara-Rangle asked if we use a standard flat indirect rate. Tracy responded that we use the 10% de minimus rate for most of the grants. However, some grants do have caps on what we can charge. Example, First 5 has a cap at 4%. We can use different funds to pick up the amounts. OMB has recently updated and changed some aspects of Indirect, but Health & Human Services (HHS) our cognizant agency, hasn't adopted

these changes yet. We expect HHS will adopt new OMB guidance eventually, which will help with uniform references in our accounting manual.

Jeremy Tobias added that the biggest change in the new OMB guidance is that indirect rate will offer a range of 10% to 15% to be selected by the agency, while right now the rate is mandated at a flat 10%. We haven't decided what percentage we will set our indirect rate, but once we have a recommendation we will bring it to the Board for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Boshers/Echeverria).

c. Accounting & Finance Policies & Procedures – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and noted a draft version had been presented in May of 2024. As part of our engagement with Sage Intact and Wipfli, a review of our policies and procedures was performed by Wipfli which is why it has taken so long to be presented now in October.

Most of the changes align us to the Federal Government as well as our new Software program which will reflect these changes.

Denise Boshers asked if Wipfli provided any assurances they reviewed the entire policy. Tracy Webster responded that between our internal review and Wipfli's review, we feel comfortable that everything was covered. Wipfli provided assistance with the Travel Policy to simplify the process. When HHS adopts OMB, I can remove the reference that I included in the policy.

Denise Boshers asked how often the policy review takes place. Tracy said the review is completed every two years.

Michelle Jara-Rangel asked about the change of Capitalization Policy changing from \$5,000 – \$10,000. Tracy confirmed the amount has changed to \$10,000.

Michelle Jara-Rangle advised the staff that the language for Head Start and Early Head Start should now be listed as "Head Start Program" in all reports and memos. This new language was issued Aug. 21, 2024, and noted that the timeline to complete the change is October 21st, 2024.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Echeverria).

d. Banking RFI Results – Gabrielle Alexander, Director of Finance - **Action Item**

Gabrielle Alexander presented the above action item and explained the RFP process and evaluation. Citizens Bank was selected and will integrate with our new system much better than our existing bank Wells Fargo has been able to.

Denise Boshers asked about bank transition timing with the new software being implemented. Gabrielle said the move will be gradual with some accounts moving over sooner than others.

Tracy Webster added that we currently are not able to transfer between accounts and will likely move our savings accounts first, followed by the credit card accounts. We will make sure the line of credit will move over in January when it expires at Wells Fargo. Tracy noted there is a one-time fee for the line of credit with Citizens Bank but the quarterly fees that we currently pay to Wells Fargo in the amount of \$ 1,800 - \$2,000 per quarter will no longer apply. Tracy confirmed that the checking accounts will remain open with Wells Fargo for at least 6 months while we wait for all issued checks to be cleared. With Sage Intact integration and new banking, the changes will be significant and revolutionary for our department.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Boshers/Echeverria).

- e. Approval of CalFresh Outreach Program FFY 2025-2027 – Sabrina Jones-Roberts, Program Administrator for 211 Kern – **Action Item**

Sabrina Roberts-Jones presented the above action item for approval noting the previous contract expired September 30, 2024. We did start conversations in 2023 to renew this contract but just received it.

Denise Boshers asked if the work is performed in Kern County or San Diego County. Sabrina said the work is performed in Kern County, although we are subcontracted with 211 San Diego. The intent is to provide word of mouth for the state of California.

Michelle Jara-Rangle asked how many years we have performed work with the previous contract. Sabrina responded that we have just completed a 3-year contract. Michelle also asked if the funds from the contract support the CalFresh Healthy Living program. Sabrina responded that this particular contract is separate from CAPK's CalFresh Healthy Living program.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

- f. Planned Parenthood Sex Education Program – Freddy Hernandez, Director of Youth & Community Services – **Action Item**

Freddy Hernandez presented the above action item for approval and said the goal of this program is to provide sex education to teens and their parents. The service agreement is for \$35,000 with the term date starting August 1, 2024 and staff is requesting approval retroactive to the start date.

Fatima Echeverria asked if parent consent is needed. Freddy answered yes, and the goal is to have the parents involved in the conversation to really make a difference in the outcome.

Michelle Jara-Rangle asked when the first contract ended. Freddy said it ended last December. We will submit data and be paid retroactively.

Michelle Jara-Rangle asked will they pay retroactively since the contract is back dates since August 1st. Freddy Hernandez answered, yes, they understand they reached out to us late. They are flexible with the goals and will pay the first quarter out retroactively.

Fatima Echeverria asked are if the program is teaming up with other programs to refer them out. Freddy answered the first time we didn't as we weren't sure what was needed. Now that we are aware there is a need, we can work with other programs.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Echeverria/Gemma/).

- g. VITA, Dept of Treasury, IRS Grant Awarded – Freddy Hernandez, Director of Youth & Community Services – **Info Item**

Freddy Hernandez presented the above info item and said that this contract is part of a multi-year contract that the Board approved on October 25, 2023. This grant provides free volunteer income tax assistance to low-income individuals throughout Kern County and the term ends September 30, 2025.

- h. 2025-2026 Head Start & Early Head Start Refunding Application – Rosa Guerrero, Administrative Analyst for Head Start & State Child Development - **Action Item**

Rosa Guerrero presented the above action item for approval and noted that we are in year 2 of a 5-year cycle and requested approval to submit the application with resolution.

Denise Boshers asked if there is an increase for Fringe Benefits due to healthcare cost increase. Rosa responded yes, this is what is causing an increase as well as training and technical assistance increases.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Boshers/Echeverria).

- i. Contract for Custodial Services – Emilio Wagner, Chief Facilities & Technology Officer – **Action Item**

Emilio Wagner presented the above action item for approval and explained the RFP process to select janitorial service for several CAPK facilities.

Denise Boshers commented that the 9% increase appears to be consistent with the market rate and taking into account Cost of Living Increases. Emilio Wager agreed.

Michelle Jara-Rangle asked since we'll be moving the California Ave. and Niles St. WIC locations, will they be added to this contract. Emilio responded, the contract already takes into account the one facility and the MCAP new facility will be added to the contract.

Michelle Jara-Rangle identified a few errors in the memo and staff will make corrections and include the revised memo.

Motion was made and seconded to approve the staff's recommendations. Carried by unanimous vote (Perez/Boshers).

- j. Indirect Excess (Deficit) Transfer to Discretionary – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval.

Michelle Jara-Rangle asked if the Discretionary Fund would be used for litigation costs or have other unexpected financial obligations. Tracy answered, yes, and also noted that the fund is used when we have to pay any fines or penalties when invoices are paid late, and the programs cannot pay those fees with their contract funds.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Echeverria/Boshers).

k. August Financials – Tracy Webster, Chief Financial Officer - **Action Item**

Tracy Webster presented the August Financials for approval and noted the agency did not draw from the line of credit during the month of August. We are able to sustain an adequate unrestricted cash balance to cover programs with negative cash balances.

The Central Kitchen expenditures are currently 47.5% at the end of 08/31/24 and USDA revenue is at 36.9%. Expenditures are in line with the target of 50.0% (6 out of 12 months).

CMAP is currently earning 17.7% as of 8/31/24. The target for this period should be 16.7%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 16.9%, CSPP is at 9.4%, and CMIG is at 0.8%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 19.2% with a target of 16.7%.

At the time of this report, the Finance Division has four vacancies in staffing. The Finance Team is currently working with Sage Intacct on the accounting software platform conversion. We are expecting to go live with the software in January 2025.

The agency expenditure is currently at 47% for the year and is aligned with the goal of 50.0%.

The Indirect Fund budget to actual report for June month end showed that revenue is excess expenditures by \$375,487 which is 43.1% of the budgeted indirect surplus. Overall expenditures are 49.3% of the budget and is less than the target of 50.0% (6 of 12 months) The agency check register is currently presented in the financial statements.

Motion was made and seconded to approve the August 2024 Financial Statements. Carried by unanimous vote (Boshers/Perez).

5. Committee Member Comments

6. Next Scheduled Meeting

12:00 pm
Wednesday, November 13, 2024
CAPK Administration Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:15 pm



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: October 23, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 2024 – **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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through August 31, 2024. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 44% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 73% of the budget.

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

The non-Federal share is at 61% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2024 - February 28, 2025

Report Period: March 1, 2024 - August 31, 2024

Month 6 of 12 (50%)

Prepared 09/10/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	3,152,734	5,327,032	37%	63%
FRINGE BENEFITS	2,662,019	1,242,130	1,419,889	47%	53%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	407,942	127,075	76%	24%
CONTRACTUAL	186,280	116,172	70,108	62%	38%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	1,983,636	1,726,371	53%	47%
INDIRECT	1,478,747	646,342	832,405	44%	56%
TOTAL BASE FUNDING	17,051,836	7,548,956	9,502,880	44%	56%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	18,392	42,512	30%	70%
SUPPLIES	23,986	17,987	5,999	75%	25%
CONTRACTUAL	12,800	12,800	-	100%	0%
OTHER	63,752	63,750	2	100%	0%
INDIRECT	16,144	16,143	1	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	129,072	48,514	73%	27%

GRAND TOTAL HS FEDERAL FUNDS	17,229,422	7,678,028	9,551,394	45%	55%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	1,755,688	496,388	78%	22%
CALIF DEPT OF ED	10,925,665	6,342,858	4,582,807	58%	42%
TOTAL NON-FEDERAL	13,177,741	8,098,546	5,079,195	61%	39%

Budget reflects Notice of Award #09CH012489-01-02

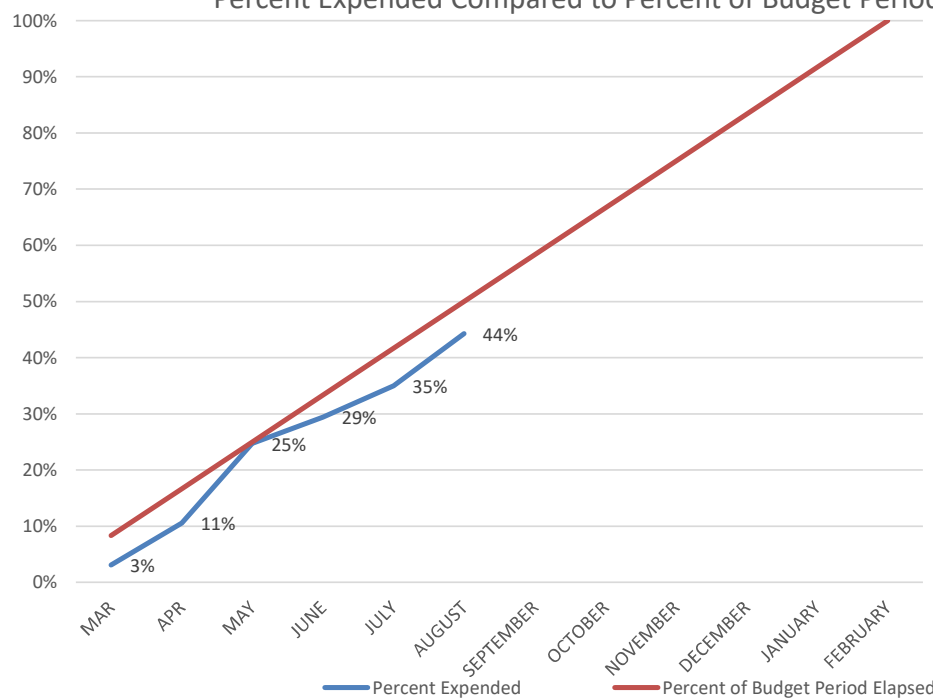
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024

Administrative Cost for HS and EHS Combined 3.5%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	52,730	-	-	-	52,730	9/1/2024
Lowe's	34,173	758	-	-	34,931	9/2/2024
Smart & Final	112	-	-	-	112	9/2/2024
Save Mart	1,287	-	-	-	1,287	9/4/2024
Chevron & Texaco Business Card	8,693	-	-	-	8,693	9/6/2024
Home Depot	20,780	207	69	-	21,056	9/5/2024
	117,775	965	69	-		

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: October 23, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 2024 – **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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through August 31, 2024. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 34% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 28% of the budget.

**Community Action Partnership of Kern
Early Head Start**

Budget to Actual Report

Budget Period: March 1, 2024 - February 28, 2025

Report Period: March 1, 2024 - August 31, 2024

Month 6 of 12 (50%)

Prepared 09/10/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	3,844,670	8,583,243	31%	69%
FRINGE BENEFITS	3,797,085	1,247,450	2,549,635	33%	67%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	371,718	389,890	49%	51%
CONTRACTUAL	1,001,244	369,738	631,506	37%	63%
CONSTRUCTION	-	1,148,147	(1,148,147)		
OTHER	2,529,435	21,778	2,507,657	1%	99%
INDIRECT	2,000,772	672,378	1,328,394	34%	66%
TOTAL BASE FUNDING	22,518,057	7,675,880	14,842,177	34%	66%

TRAINING & TECHNICAL ASSISTANCE

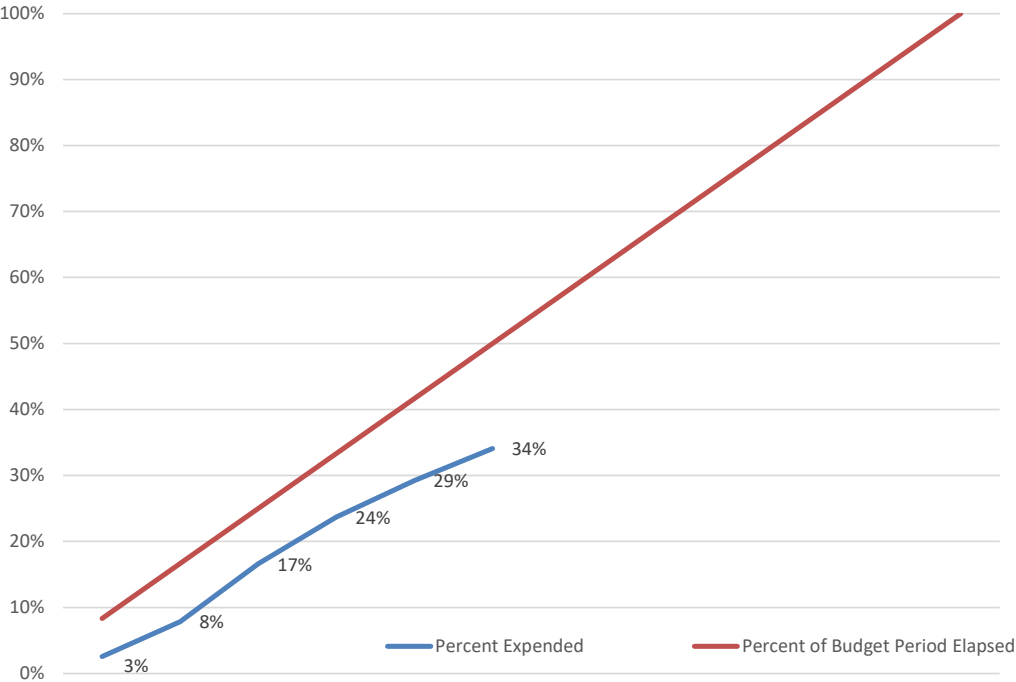
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	48,289	70,343	41%	59%
SUPPLIES	30,013	1,677	28,336	6%	94%
CONTRACTUAL	26,080	2,000	24,080	8%	92%
OTHER	137,953	31,985	105,968	23%	77%
INDIRECT	31,268	13,468	17,800	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	97,419	246,527	28%	72%

GRAND TOTAL EHS FEDERAL FUNDS	22,862,003	7,773,298	15,088,705	34%	66%
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Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024

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



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, 2024 through February 28, 2025
Report for period ending August 31, 2024 (Month 6 of 12)
Percent of budget period elapsed: 50.0%

LOCATION	Enroll- ment	March	April	May	June	July	Aug	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	6,859	44,787	Kern	43,028	104%
Alicante	17	10,869	11,808	10,120	8,079	6,979	0	47,854	Kern	21,514	222%
Angela Martinez	75	21,742	18,009	11,496	11,845	16,446	15,114	94,653	Kern	94,916	100%
Broadway	37	11,643	7,909	5,992	0	0	3,143	28,687	Kern	46,825	61%
California City	17	8,464	12,184	3,116	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	6,860	54,627	Kern	29,107	188%
Delano	60	24,094	25,425	15,771	0	0	8,050	73,339	Kern	75,933	97%
East California	52	10,239	9,308	4,334	656	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	24,015	Kern	43,028	56%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	20,262	96,419	Kern	184,769	52%
Heritage	17	3,577	2,886	799	0	0	841	8,104	Kern	21,514	38%
Home Base	160	7,595	3,498	3,201	1,466	4,519	7,472	27,751	Kern	202,487	14%
Lamont	20	6,429	9,371	3,940	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	7,366	Kern	63,277	12%
McFarland	20	215	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	18,403	Kern	53,153	35%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	5,744	172,920	Kern	146,803	118%
Planz	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	230,275	Kern	84,791	272%
Rosamond	34	1,474	3,599	734	0	0	3,432	9,239	Kern	43,028	21%
San Diego	32	6,452	8,156	7,423	6,795	8,498	0	37,324	Kern	40,497	92%
Seibert	20	2,223	1,036	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	708	0	10,994	Kern	21,514	51%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	20,479	Kern	30,373	67%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	145,336	Kern	169,583	86%
Stockdale Head Start	45	0									
Sunrise Villa	17	905	1,552	745	0	0	0	3,202	Kern	21,514	15%
Taft	51	4,118	6,079	3,535	0	0	3,892	17,624	Kern	64,543	27%
Tehachapi	15	567	744	0	0	0	3,328	4,638	Kern	18,983	24%
Vineland	17	1,788	1,609	562	0	0	1,822	5,781	Kern	21,514	27%
Virginia	17	10,041	0	4,607	0	0	6,140	20,789	Kern	21,514	97%
Wesley	60	15,716	597	7,850	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	20,648	Kern	50,622	41%
Administrative Services		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	5,325	60,397	Kern/SJC	74,265	81%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,932	67,770	SJC	30,373	223%
Gianone	16	0	0	0	0	0	614	614	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,732	12,548	SJC	20,249	62%
Lodi Home Base	20	8,517	15,287	10,556	13,115	12,101	9,822	69,399	SJC	25,311	274%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	2,605	35,317	SJC	30,373	116%
Lathrop Home Base	20	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	4,432	23,143	SJC	30,373	76%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	20,523	19,214	15,174	92,709	SJC	50,622	183%
Lathrop	24	9,405	9,356	7,323	6,849	6,211	8,132	47,277	SJC	30,373	156%
SUBTOTAL IN-KIND	1,754	397,170	357,595	324,597	229,269	219,385	227,672	1,755,688	0	2,258,258	78%
x											
State General Child Care*		261,877	257,404	266,689	221,757	251,797	270,012	1,529,536	Kern	3,481,300	44%
State Preschool*		620,606	674,911	576,199	314,235	290,402	404,932	2,881,285	Kern	6,219,213	46%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,191	19,099	Kern	50,000	38%
SUBTOTAL CA DEPT of ED		886,916	936,748	847,543	539,188	543,390	676,135	4,429,920		9,750,513	45%
x											
State General Child Care*		209,012	215,878	238,485	189,226	224,314	247,251	1,324,165	SJC	1,175,152	113%
SUBTOTAL CA DEPT of ED		209,012	215,878	238,485	189,226	224,314	247,251	1,324,165		1,175,152	113%
GRAND TOTAL		1,493,098	1,510,221	1,410,625	957,683	987,089	1,151,058	7,509,773		13,183,923	57%
588,773											
<u>8,098,546</u>											

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending August 31, 2024 (Month 06 of 12)**

Percent of year elapsed: **50.0%**

LOCATION	FUNDED ENROLL- MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	6,097	8,743	3,298	5,348	4,468	9,635	37,590	103,398	36%
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,760	17,871	223,167	137,864	162%
KCSOS - Blanton	16	20,259	10,258	9,476	43,530	23,355	54,820	161,697	68,932	235%
Garden Pathways	11	0	0	0	0	0	0	0	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	166,319	180,947	92%
Escuelita Hernandez	16	0	0	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0		
GRAND TOTAL	152	66,443	162,223	74,305	95,687	79,685	110,430	588,773	654,854	90%

Budget reflects Notice of Award #09CH012489-01-02



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: October 23, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended August 31, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Eighteen months (75%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 93% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 67% of the budget.

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

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

Report Period: March 1, 2023 - August 31, 2024

Month 18 of 24 (75%)

Prepared 10/10/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,726,703	715,333	92%	8%
FRINGE BENEFITS	3,650,298	2,351,638	1,298,660	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,127,675	(383,634)	152%	-52%
CONTRACTUAL	171,839	273,712	(101,873)	159%	-59%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,452,733	(415,875)	110%	-10%
INDIRECT	1,752,938	1,593,446	139,963	91%	9%
TOTAL BASE FUNDING	19,868,010	18,518,607	1,329,874	93%	7%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	175,008	2,578	99%	1%

CARRYOVER

PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	443,901	(390,515)	831%	-731%
EQUIPMENT	314,100	283,354	30,746	90%	10%
CONSTRUCTION	1,000,000	20,656	979,344	2%	98%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	145,652	19,831	88%	12%
INDIRECT	49,259	88,639	(19,851)	180%	-80%
TOTAL CARRYOVER	1,836,328	1,236,291	619,566	67%	33%

GRAND TOTAL HS FEDERAL FUNDS	21,881,924	19,929,906	1,952,018	91%	9%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	13,089,796	15,254,889	(2,165,093)	117%	-17%

Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024

Administrative Cost for HS and EHS Combined **10.5%**



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: October 23, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended August 31, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Eighteen months (75%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 48% of the budget.

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

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

Report Period: March 1, 2023 - August 31, 2024

Month 18 of 24 (75%)

Prepared 10/10/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,798,223	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	834,041	371,082	69%	31%
CONTRACTUAL	1,091,221	947,313	143,908	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,282,891	1,091,654	68%	32%
INDIRECT	1,665,883	1,477,669	188,214	89%	11%
TOTAL BASE FUNDING	18,793,341	16,739,014	2,054,327	89%	11%
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	344,074	(128)	100%	0%
CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	159,891	(146,544)	1198%	-1098%
EQUIPMENT	100,000	228,337	(128,337)	228%	-128%
CONSTRUCTION	1,345,378	185,223	1,160,155	14%	86%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	55,826	18,183	75%	25%
INDIRECT	23,470	50,024	(26,554)	213%	-113%
TOTAL CARRYOVER	1,687,491	810,579	876,912	48%	52%
GRAND TOTAL EHS FEDERAL FUNDS	20,824,778	17,893,667	2,931,111	86%	14%

Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: October 23, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of August 31, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended August 31, 2024.

Overall expenditures are 14.5% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - August 31, 2024

Prepared 09/10/2024

BUILDING PROCEEDS (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	18,653	3,348,445	484,708	2,863,737	85.5%

% Spent 14.5%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	<u>3,329,792</u>
Plus Interest	<u>18,653</u>
	3,348,445
Less Expenses	<u>484,708</u>
Remaining Balance	<u>2,863,737</u>



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: October 23, 2024

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #3 - **Action Item**

The proposed revised annual budget for the 2024/25 fiscal year is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The Indirect budget has been revised from \$9,958,301 to \$10,045,801 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development. A projected cost of \$87,500 has been added to realign the budget with anticipated expenses and to add an additional Accounting Technician to the Finance Department to support the Accounts Payable team.

Recommendation

Staff recommend that the Budget & Finance Committee approve the revised annual budget for FY 2024/25.

Attachments:

- (1) Revised Annual Budget for FY 2024/25
- (2) Detail of Budget Revision Changes for FY 2024/25

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 97,057,986	\$ 12,134,420	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ -	\$ 127,122,669	\$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,830,485
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	\$ 95,739,421	\$ 13,999,167	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 101,551	\$ 127,770,402	\$ 10,830,485
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,312,379
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,498,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	115,250
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	1,004,981	15,054,623	469,612
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	358,772
Equipment	974,100	-	174,425	7,000	-	-	1,155,525	232,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	1,064,000
Other Operating Costs	1,719,322	451,389	505,338	344,696	44,380	108,975	3,174,100	920,480
Program Costs	22,363,004	4,057,241	227,662	729,421	3,000	-	27,380,328	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,996,211	1,252,564	603,071	769,074	169,041	40,524	10,830,485	-
Total Expenditures	\$ 95,739,421	\$ 13,999,167	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 1,448,760	\$ 129,117,611	\$ 10,045,801
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,347,209)	\$ (1,347,209)	\$ 784,684

BUDGET REVISION #1 (PROPOSED CHANGES)

[illegible]

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 97,057,986	\$ 12,134,420	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ -	\$ 127,122,669	\$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,830,485
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	\$ 95,739,421	\$ 13,999,167	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 101,551	\$ 127,770,402	\$ 10,830,485
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,701,891
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,575,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	117,750
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	1,004,981	15,054,623	180,500
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	297,772
Equipment	974,100	-	174,425	7,000	-	-	1,155,525	122,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	964,000
Other Operating Costs	1,719,322	451,389	505,338	344,696	44,380	108,975	3,174,100	924,080
Program Costs	22,363,004	4,057,241	227,662	729,421	3,000	-	27,380,328	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,996,211	1,252,564	603,071	769,074	169,041	40,524	10,830,485	-
Total Expenditures	\$ 95,739,421	\$ 13,999,167	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 1,448,760	\$ 129,117,611	\$ 9,958,301
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,347,209)	\$ (1,347,209)	\$ 872,184

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	49,531,518	12,833,311	2,006,425	4,874,043	27,812,689	97,057,986
Head Start Subsidy for CACFP	(1,338,565)	-	-	-	-	(1,338,565)
Private Revenue	-	-	-	-	-	-
Other Revenue	20,000	-	-	-	-	20,000
Donations	-	-	-	-	-	-
Total Revenue	\$ 48,212,953	\$ 12,833,311	\$ 2,006,425	\$ 4,874,043	\$ 27,812,689	\$ 95,739,421
Expenditures						
Salaries	20,927,527	8,997,743	1,402,190	2,785,694	2,269,346	36,382,500
Benefits	6,462,108	2,648,036	443,732	894,331	641,260	11,089,467
Travel	437,326	-	-	232,000	16,600	685,926
Space Cost	11,094,609	-	-	96,000	166,000	11,356,609
Supplies	1,332,724	-	-	110,148	69,000	1,511,872
Equipment	974,100	-	-	-	-	974,100
Consultant/Contract	1,307,154	20,982	3,600	25,000	21,500	1,378,236
Other Operating Costs	1,496,738	-	-	78,284	144,300	1,719,322
Program Costs	194,980	-	-	196,000	21,972,024	22,363,004
Depreciation	267,774	-	-	14,400	-	282,174
Indirect	3,717,913	1,166,550	156,903	442,186	2,512,659	7,996,211
Total Expenditures	\$ 48,212,953	\$ 12,833,311	\$ 2,006,425	\$ 4,874,043	\$ 27,812,689	\$ 95,739,421
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.9%	29.4%	31.6%	32.1%	28.3%	30.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,831	\$ 401,831
Other Government Revenue	4,409,835	1,824,793	1,423,043	203,206	1,626,249	4,273,543	12,134,420
Head Start Subsidy for CACFP	-	-	1,117,585	220,980	1,338,565	-	1,338,565
Private Revenue	-	-	-	-	-	50,000	50,000
Other Revenue	-	-	-	-	-	253,247	253,247
Donations	-	-	-	-	-	222,935	222,935
Total Revenue	\$ 4,409,835	\$ 1,824,793	\$ 2,540,628	\$ 424,186	\$ 2,964,814	\$ 5,201,556	\$ 14,400,998
Expenditures							
Salaries	2,553,500	655,319	923,953	-	923,953	1,148,452	5,281,224
Benefits	791,585	206,245	271,274	-	271,274	356,016	1,625,120
Travel	10,000	33,307	27,000	-	27,000	47,700	118,007
Space Cost	420,368	49,627	121,700	-	121,700	186,100	777,795
Supplies	43,500	16,887	6,000	-	6,000	80,831	147,218
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	648,910	-	-	-	-	648,910
Other Operating Costs	177,489	48,608	62,600	-	62,600	162,692	451,389
Program Costs	7,500	-	897,135	36,247	933,382	2,746,894	3,687,776
- Vended Meals	-	-	-	369,465	369,465	-	369,465
Depreciation	5,000	-	-	-	-	-	5,000
Indirect	400,893	165,890	230,966	18,474	249,440	472,871	1,289,094
Total Expenditures	\$ 4,409,835	\$ 1,824,793	\$ 2,540,628	\$ 424,186	\$ 2,964,814	\$ 5,201,556	\$ 14,400,998
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	31.0%	31.5%	29.4%		29.4%	31.0%	30.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,808,169
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,808,169
Expenditures	
Salaries	2,341,392
Benefits	702,424
Travel	75,000
Space Cost	238,000
Supplies	125,000
Equipment	174,425
Consultant/Contract	1,815,857
Other Operating Costs	505,338
Program Costs	227,662
Depreciation	-
Indirect	603,071
Total Expenditures	\$ 6,808,169
Gain/(Loss)	\$ -
Benefit Rate	30.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Diaper Distribution Pilot	KCCD CERF	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	\$ 267,826	\$ 225,054	\$ 47,732	\$ -	\$ 192,413	\$ -	\$ -	\$ -	\$ -	\$ 594,963	\$ 1,327,988
Other Government Revenue	1,299,790	5,468,477	297,799	176,248	1,163,056	48,333	500,000	83,333	65,090	228,641	9,330,767
Private Revenue	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 1,567,616	\$ 5,693,531	\$ 345,531	\$ 176,248	\$ 1,355,469	\$ 48,333	\$ 500,000	\$ 83,333	\$ 65,090	\$ 823,604	\$ 10,658,755
Expenditures											
Salaries	953,639	2,237,596	187,034	121,503	405,470	8,003	276,069	52,252	41,336	314,328	4,597,230
Benefits	288,127	689,990	56,762	30,376	80,194	3,430	85,581	16,198	12,778	86,502	1,349,938
Travel	2,370	27,347	10,000	2,000	17,655	-	16,176	500	1,733	14,113	91,894
Space Cost	78,000	1,258,207	39,917	9,000	40,625	-	1,325	4,800	1,173	244,191	1,677,238
Supplies	45,339	147,500	200	1,500	20,645	-	8,650	-	2,151	32,326	258,311
Equipment	-	-	-	-	7,000	-	-	-	-	-	7,000
Consultant/Contract	-	7,500	-	-	554,153	32,506	66,745	-	-	750	661,654
Other Operating Costs	75,985	135,650	15,125	5,090	99,944	-	-	2,007	-	53,275	387,076
Program Costs	-	674,884	-	-	53,237	-	-	-	-	4,300	732,421
Depreciation	-	-	-	-	-	-	-	-	-	-	-
Indirect	124,156	514,857	36,493	6,779	76,546	4,394	45,454	7,576	5,919	73,819	895,993
Total Expenditures	\$ 1,567,616	\$ 5,693,531	\$ 345,531	\$ 176,248	\$ 1,355,469	\$ 48,333	\$ 500,000	\$ 83,333	\$ 65,090	\$ 823,604	\$ 10,658,755
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.2%	30.8%	30.3%	25.0%	19.8%	42.9%	31.0%	31.0%	30.9%	27.5%	29.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Expenditures								
Salaries	281,001	194,782	11,070	87,421	235,135	126,953	29,439	965,801
Benefits	84,300	48,696	2,214	19,233	58,784	35,547	6,477	255,251
Travel	-	-	4,000	11,000	5,790	4,500	15,000	40,290
Space Cost	-	-	15,000	24,400	206,720	30,079	-	276,199
Supplies	-	-	200	9,220	9,695	4,500	3,000	26,615
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	5,000	750	5,000	-	10,750
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	44,380
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	36,530	24,348	15,248	16,564	53,034	17,725	5,592	169,041
Total Expenditures	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	25.0%	20.0%	22.0%	25.0%	28.0%	22.0%	26.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	-	66,065	66,065
Donations	2,486	-	2,486
Transfer Released From Restriction	(347,209)	347,209	-
Total Revenue	\$ (344,723)	\$ 413,274	\$ 68,551
Expenditures			
Salaries	-	199,565	199,565
Benefits	-	64,865	64,865
Travel	-	10,000	10,000
Space Cost	1,002,000	2,981	1,004,981
Supplies	-	18,850	18,850
Equipment	-	-	-
Consultant/Contract	-	6,000	6,000
Other Operating Costs	5,260	103,715	108,975
Program Costs	-	-	-
Depreciation	(5,000)	-	(5,000)
Indirect	226	40,298	40,524
Total Expenditures	\$ 1,002,486	\$ 446,274	\$ 1,448,760
Fund Balance	-	33,000	33,000
Gain/(Loss)	\$ (1,347,209)	\$ -	\$ (1,347,209)
Benefit Rate	0.0%	32.5%	32.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -		\$ -
Other Government Revenue	-	-	-	-		-
Private Revenue	-	-	-	-		-
Other Revenue	-	-	-	-		10,830,485
Donations	-	-	-	-		-
Total Revenue	\$ -	\$ -	\$ -	\$ -		\$ 10,830,485
Expenditures						
Salaries	966,292	1,334,634	429,259	1,913,413	668,781	5,312,379
Benefits	294,388	378,220	133,070	485,103	207,322	1,498,103
Travel	9,000	37,000	27,200	18,500	23,550	115,250
Space Cost	-	469,612	-	-	-	469,612
Supplies	102,000	154,000	17,500	40,000	45,272	358,772
Equipment	-	225,205	-	-	7,000	232,205
Consultant/Contract	103,500	348,000	16,500	523,000	73,000	1,064,000
Other Operating Costs	83,630	548,250	95,900	55,900	136,800	920,480
Program Costs	-	-	-	-		-
Depreciation	-	75,000	-	-		75,000
Indirect	-	-	-	-		-
Total Expenditures	\$ 1,558,810	\$ 3,569,921	\$ 719,429	\$ 3,035,916	\$ 1,161,725	\$ 10,045,801
Gain/(Loss)						\$ 784,684
Benefit Rate	30.5%	28.3%	31.0%	25.4%	31.0%	28.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Revenue	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,917,489	\$ 10,107,416	\$ 10,830,485	7.2%
Expenditures							
Personnel Costs							
Salaries	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	5,312,379	13.4%
Benefits	756,241	875,486	931,312	982,302	1,216,557	1,498,103	23.1%
<i>Benefit Rate</i>	24.6%	24.3%	23.4%	22.6%	26.0%	28.2%	
Total Personnel Costs	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	\$ 5,901,290	\$ 6,810,482	15.4%
	72.5%	71.2%	71.9%	70.0%	58.7%	67.8%	
Operating Costs							
Travel	93,650	56,750	62,350	71,150	88,000	115,250	31.0%
Space Costs	186,800	193,300	206,370	215,700	386,450	544,612	40.9%
Supplies	166,500	119,400	150,200	195,000	264,650	358,772	35.6%
Equipment	-	-	196,000	-	200,000	232,205	16.1%
Consultant/Contract	659,100	1,144,066	956,000	1,288,000	1,049,000	1,064,000	1.4%
Other Operating Costs	345,050	298,600	352,750	511,107	780,300	920,480	18.0%
Total Operating Costs	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,280,957	\$ 2,768,400	\$ 3,235,319	16.9%
	27.5%	28.8%	28.1%	30.0%	31.9%	32.2%	
Total Expenditures	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,605,471	\$ 8,669,690	\$ 10,045,801	15.9%
Excess Indirect Revenue	\$ 521,953	\$ 572,765	\$ 632,984	\$ 312,018	\$ 1,437,726	\$ 784,684	-45.4%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Operations	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	\$ 2,952,565	\$ 3,569,921	20.9%
Human Resources	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1,558,810	19.7%
Finance	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	3,035,916	19.0%
Community Development	705,930	-	-	-	1,329,568	1,161,725	-12.6%
Executive	612,204	1,145,335	1,133,815	1,337,079	534,524	719,429	34.6%
TOTAL	\$ 5,272,341	\$ 5,934,667	\$ 6,507,462	\$ 7,155,020	\$ 8,669,690	\$ 10,045,801	15.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Education	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	\$ 88,094,416	\$ 95,739,421	8.7%
Nutrition	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	13,999,167	-27.2%
Energy Conservation	5,746,308	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	25.6%
Community Services	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	-2.4%
CSBG	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	41,233	203,689	284,270	311,758	3,423,525	1,448,760	-57.7%
COVID Response	-	-	4,259,035	3,602,032	-	-	0.0%
Total Annual Budget	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 127,513,387</u>	<u>\$ 129,117,611</u>	1.3%

RECAP - EXPENDITURES BY CATEGORY	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Salaries	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	\$ 46,717,452	\$ 48,831,350	4.5%
Benefits	9,792,653	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	5.6%
Travel	604,666	814,611	723,003	721,930	943,184	995,827	5.6%
Space Cost	7,496,553	10,436,885	8,378,137	23,204,587	16,448,026	15,054,623	-8.5%
Supplies	2,343,556	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	-33.2%
Equipment	99,000	92,760	291,353	831,379	1,806,455	1,155,525	-36.0%
Consultant/Contract	2,765,704	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	19.7%
Other Operating Cost	2,805,782	2,720,184	2,571,193	3,452,283	2,800,371	3,174,100	13.3%
Program Costs	9,513,508	11,039,753	11,336,024	11,277,182	27,462,618	27,380,328	-0.3%
Depreciation	362,700	311,004	301,440	301,440	317,240	282,174	-11.1%
Indirect	5,799,844	6,862,349	7,471,110	7,597,038	10,107,416	10,830,485	7.2%
TOTAL	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 127,513,387</u>	<u>\$ 129,117,611</u>	1.3%



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: October 23, 2024

Subject: *Agenda Item 4c*: Updated Accounting & Financial Policies and Procedures Manual – **Action Item**

The Accounting & Financial Policies and Procedures Manual has been updated to meet the new requirements of 2 CFR Part 200 [45 CFR Part 75], Uniform Guidance (OMB Super Circular). The policies and procedures are in compliance with federal regulations, provide internal controls and are efficient.

In May 2024, a draft version of the revised Accounting & Financial Policies and Procedures Manual was presented to the Budget and Finance Committee. Staff collaborated with a consultant from Wipfli LLC to ensure the draft aligned with the updates to Uniform Guidance, which will take effect in October 2024, as well as the implementation of a new accounting system scheduled for January 2025. The proposed revisions to the manual are set to become effective on January 1, 2025.

Sections of the updated Accounting & Financial Policies and Procedures Manual which have been amended are highlighted in yellow. A summary of the changes are as follows:

- Page 2 – Update software from Abila MIP to Sage Intacct.
- Page 5-6 - Updated roles of chief executive officer and staff to reflect current structure.
- Page 17 – Change nominal value from \$25 to \$50
- Page 18 – Whistleblower Protection statement enhanced to comply with changed to Uniform Guidance.
- Page 20 – Disclosure to Outside Parties – reporting to the Office of the Inspector General added in the language to comply with updates to OMB.
- Page 22 – “When an emergency plan is triggered due to a recognized disaster, the financial team will split in two and work in at least two separate locations (i.e. remotely or in shifts) to reduce cross-infection and strengthen staff safety measures. The emergency plan will be activated at the direction of the Board of Directors.”
- Page 24 – Update chart of accounts to reflect new Sage Intacct structure.
- Page 37 – Change Board approval of grants from \$50,000 to \$100,000
- Page 39 – “a master file of documents applicable to the award will be prepared and maintained in either a paper, electronic or hybrid form”
- Page 46 – “Head Start and Early Head Start teachers will oversee the recording of volunteer time in the classrooms.”

- Page 46 – “Monthly summary reports will be prepared by the Finance Department, which then will be forwarded to the Program Directors for monitoring required match.”
- Page 53 – “The Organization will report contributed in-kind assets as a separate line item in the statement of activities and disclose the amount of contributed in-kind assets received by category and additional information for each category of contributed in-kind assets received as necessary.”
- Page 49 – Removed “CAPK has a special event, Annual Humanitarian Awards Banquet, that is ongoing and a major activity. The event includes expenses that are direct benefits to donors (i.e. cost of meal), in addition to other direct costs associated with promoting and conducting the event. The gross amounts of revenue and expenses will be presented on the statement of activities for ongoing major activities. Incidental events will be presented at net proceeds by event type and netting of expenses will be limited to direct costs.
- Page 54 – Add “Deposits are prepared and transmitted through electronic desktop deposit to the bank. When cash is deposited, the deposit will be taken to the bank by an individual other than the employee who prepared the daily receipts listing.
- Page 54 – Add: Electronic transfers of funds are processed as follows: The Accounting Administrator notifies the Accountant II when funds are received via an electronic transfer or other electronic deposit. The Accountant II works with the Accounting Specialist to match the deposit and remittance information to the corresponding receivable recorded in the accounting system. The Accounting Specialist posts the receipt of funds to the receivable in the general ledger and appropriate subledger.
- Page 59 Replace \$25 with \$50
- Page 60 Add: “Noncompetitive procurements will only be awarded in accordance with CAPK’s Noncompetitive Method of Procurement (Sole Source) section of this manual.”
- Page 60 Add: “ Contractors agree not to discriminate against any individual due to the individual’s political affiliation/ beliefs.
- Page 60 Remove “Not give preference to state or local geographical areas unless such preference is mandated by federal statute.” Amendment due to Uniform Guidance update in 2024.
- Page 63 Add: “Price analysis may include such factors as comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability. (2 CFR Part 200.324) (45 CFR Part 75.332)
- Page 63 – Add: “Justification for lack of competition when competitive offers are not obtained;
- Page 64 – Add: “The procurement method used for the acquisition of professional and other contracted services will be done in accordance with the Procurement Thresholds and Authorization Limits section (based on dollar amount). Selection of the service provider not procured using the formal proposal method of procurement (RFP) will be informally based on specialized expertise, qualifications, and other factors, and will document accordingly to support selection.
- Page 64 – Add: “When using an RFP for the financial statement auditor, the criteria listed in the SELECTING AN INDEPENDENT FINANCIAL STATEMENT AUDITOR will be clearly stated in the RFP.
- Page 64 – Add: “If CAPK decides to inform bidders / proposers of the results of the selection process, the solicitation will provide information on how and by when this communication will be made. Also see PROCUREMENT GRIEVANCE PROCEDURES.
- Page 67 – ““Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women’s business enterprises, veteran-owned businesses, local businesses, and labor surplus area firms.”
- Page 67 – “A copy of this communication will be retained with the procurement documentation.
- Page 69 – **“Internal Micro-Purchase Threshold**

- The aggregate amount of the procurement does not exceed the Organization's internal micro-purchase threshold, as stated in the Procurement Thresholds and Authorization Limits section of this manual.
- Page 72 " All additions of new contractors to the contractor database will be approved by the Director of Finance. Each month, the Director of Finance will receive a change report from the accounting system that reports all changes made to the contractor database. This report will be reviewed for any unusual or unexpected changes.
- Page 74 "Verification of services received will be performed in conjunction with the receipt of contractor invoice. See INVOICE APPROVAL section of this manual.
- Page 74 "Domestic preferences for procurement (2 CFR 200.322).
- Page 77 Add: "Prior to approving an entity as a subrecipient, CAPK will verify the entity is not suspended, debarred, or otherwise excluded from receiving grant funds by completing the following:
 1. Check SAM.gov for exclusion;
 2. Collecting a certification for the subrecipient that it is not excluded or disqualified; and
 3. Adding a contract clause or condition with the subrecipient that it must immediately notify CAPK's [Grant Manager] if this status changes during the term of the agreement."
- Page 79 "If the subrecipient elects to use a direct cost allocation method to account for its entity-wide costs in accordance with 2 CFR Part 200.405(d) (45 CFR Part 75.405(d)), the Organization will document this method of allocation in the subaward agreement.
- Page 89 – Update Microix to Pairsoft
- Page 95 – Remove « Meals will be reimbursed on a per diem basis according to GSA guidelines. If the employee leaves home on travel before 7:00 a.m. or returns home from travel after 1:00 a.m., breakfast will be reimbursed. Lunch will only be reimbursed if the employee is out of the office on travel or in the field out of the area between the hours of 11:30 am and 1:30 pm. If the employee leaves home on travel before 6:00 pm or returns home after 6:00 pm, dinner will be reimbursed. If a meal is provided during a conference or the hotel provides a complete breakfast, the employee will not be reimbursed for that meal.
- Page 96 Update Lodging Accommodations: "Employees may arrive a day or earlier or stay a day later as reasonably necessary for business travel, or a business decision that is best for the safety of the employee and the Agency. For example, if a conference ends on Friday at 5:00 pm, the business traveler may stay overnight and depart Saturday. However, if the conference ends earlier in the day and the business traveler is able to arrive home by 8:00 pm on the last day of business travel, the employee is expected to travel home that day, avoiding the cost of an additional night of lodging and related travel expense. Employees may voluntarily extend their stay for personal reasons at their own expense.
- In some cases, an additional night stay may be offered to receive a discounted hotel rate or airfare. In this instance, a cost comparison must be prepared to evaluate the difference in costs for the initial departure date and extended departure date. As applicable, the cost comparison will include the difference in the lodging expense, airfare expense, travel time, meal per diems, other per diems, additional airport parking days, and other related travel expenses."
- Page 99 - Add
Mobile Reimbursement

In support of workplace mobility, CAPK employees who hold positions that include the need for a cell phone may receive a monthly mobile reimbursement of up to \$75 per month for business-related costs incurred by the employee when out of the office (i.e. business-related activities) or occasionally outside standard work hours (i.e. after hours networking events).

The reimbursement is to support communications for business-related activities and assist with compliance of multi-factor authentication, when necessary during working hours.

Reimbursement will cover only a portion of the expenses reasonably attributable to the employee's work for one personal mobile phone.

The stipend will be considered as a taxable fringe benefit and will be determined by the employee's job duties or classification. Reimbursement will be made during the employee's bi-weekly payroll.

Employees in these classifications will be eligible for up to \$200 towards the purchase of a new phone every two years.

- Page 101-102 – Remove requirement of Board member to sign checks over \$14,999.99.
- Page 108-109 – Remove Form I-9 Employment Eligibility Verification, Copy of driver's license, and copy of social security card issued by the social security administration.
- Page 111 – Add "CAPK records minute to minute pay for timekeeping purposes".
- Page 116 "**Digital Signatures**

CAPK accepts digital signatures for individuals as an allowable alternative to manual or "wet" signatures, except where otherwise stated in this manual. Authorized signers or approvers are responsible for the security and protection of their passwords and must sign documents and correspondence using software approved by the Organization.

- Page 116 "**Unpresented Checks**

Unpresented checks include checks that are outstanding, written-off, stale-dated, or returned by the post office. Unpresented checks will be categorized by CAPK into two categories: payroll checks and general checks.

CAPK will comply with the California laws regarding unclaimed property. Accordingly, the Organization will file all appropriate forms and remit unclaimed property to the appropriate jurisdiction for all uncashed checks subject to a state reporting and transfer requirement.

The Finance Department will attempt to contact the payee and re-issue unpresented checks older than three-(3) months; this attempt and re-issuance will be documented. Checks that remain unpresented, or uncashed, after six-(6) months will be recorded in a separate liability account named, "Unclaimed Property". The Finance Department will maintain a listing of the checks in the Unclaimed Property liability account by:

Payee

Amount

Original issue date

Original check number

Re-issued date (not by date reclassified to the Unclaimed Property liability account)

Re-issued check number

- Page 123 Change \$5,000 to \$10,000
- Page 130 – Change \$500 to \$1,000
- Page 135 "Management will determine property and equipment needs. When property and equipment is no longer needed, CAPK will determine how to dispose of the asset based on how equipment was acquired and funded. When required, the Organization will obtain disposal instructions from the funder, in accordance with funding regulations.
- Page 141 – "**Accrued Salaries and Wages**

An estimate for salaries and wages earned by employees for work performed, but unpaid as of the end of a reporting period, will be calculated, accrued, and reported as an accrued expense and accrued liability in the financial records. An accrual entry for employer-related payroll expenses associated with the accrual for salaries and wages will also be calculated and entered.

This transaction will be reversed as of the first date of the next reporting period to allow for the recording of the paid salaries and wages and employer-related payroll expenses.

- Page 143 “Unpaid interest expense will be accrued as a liability at the end of each fiscal year.
- Page 146 “Lease terms will include the non-cancelable lease term plus renewal periods that are reasonably certain to be exercised.
- Page 149 “Net assets with donor restriction will be recorded and tracked using the accounting software.
- Page 153 “**Dashboards**

To assist Organization with oversight and timely monitoring, dashboards will be created for management, budget leaders, and board members to display performance indicators and other metrics relevant to the user for monitoring purposes.

The Finance Department will be responsible for working with users to identify financial metrics to include on the user’s dashboard. Template dashboards will be saved and repurposed as appropriate.

- Page 159 “Each unrelated trade or business, less its specific expenses, will be tracked separately and not offset against other unrelated business activities.
- Page 166 “**Audit Request for Proposal**

Request for Proposals (RFP) to conduct the Organization’s independent financial statement audit will be prepared and issued by the Audit and Pension Committee no later than six months prior to the end of the fiscal year. Auditor selection will be made by the Audit and Pension Committee. (See BOARD OF DIRECTOR AUDIT RESPONSIBILITIES and AUDIT AND PENSION COMMITTEE RESPONSIBILITIES sections of this manual for term.)

The RFP will include the following, at a minimum:

Summary of each funding source and its audit requirements (regulation references);

Expected timing of fieldwork;

Expectations for interaction with the Audit and Pension Committee and presentation of the report and any findings to the Board of Directors, upon completion of the audit; and

Deadlines for completion of the audit and filing of applicable reports to reporting entities.

- Page 166 “The responsiveness to the request for proposal.
The availability of staff with professional qualifications and technical abilities.
The results of peer and external quality control reviews.
Price.

The proposed changes support Strategic Plan Goal 6 – “Increase fiscal health and stability of the agency to properly align resources to support clients and build staff capacity.” Additionally, Standard 8.10 of the CSBG Organizational Standards requires that the fiscal policies of a CSBG funded entity are reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Recommendation:

Staff recommends the Budget and Finance Committee approve the proposed Accounting and Financial Policies and Procedures Manual with an effective date of January 1, 2025.

Attachment:

Proposed Accounting & Financial Policies and Procedures Manual



Helping People... Changing Lives.

Accounting & Financial Policies and Procedures Manual

Updated January 1, 2025

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INTRODUCTION

The following accounting and financial manual is intended to provide an overview of the accounting and financial policies and procedures for Community Action Partnership of Kern, which will be referred to as “CAPK” or “the Organization” throughout this manual.

CAPK is incorporated in the state of California. CAPK is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) as a nonprofit corporation. CAPK’s tax-exempt mission is to:

Provide and advocate for resources that will empower Kern County residents to become self-sufficient.

This manual will document the financial operations of the Organization. Its primary purpose is to formalize accounting and financial policies and selected procedures for all staff who have a role in accounting processes and to document internal controls.

If a particular grant or award has provisions that are more restrictive than those in this manual, the more restrictive provisions will be followed only for that grant or award.

The Organization allows an individual’s supervisor to provide approvals or reviews in an individual’s absence when the absent individual is included in a policy or procedure that requires an approval or review. For example, policies documenting approvals or reviews to be completed by the Director of Finance can be performed by the Chief Financial Officer in the Director of Finance’s absence.

Effective Date of Accounting and Financial Policies

The effective date of all accounting and financial policies described in this manual is **January 1, 2025**. If a policy is added or modified subsequent to this date, the effective date of the new/revised policy will be indicated parenthetically immediately following the policy heading.

The contents of this manual were approved as official policy and documented procedures of the Organization by the Board of Directors, Chief Executive Officer, and Chief Financial Officer. All CAPK staff members are bound by the policies and procedures herein, and any deviation from established policy and procedure is prohibited.

Financial policies are to be reviewed at least within a two-year period, updated as necessary, and changes approved by the governing board. Procurement policies are reviewed by the governing board within a five-year period.

Fiscal Year-End of Organization

CAPK will operate on a fiscal year that begins on March 1st and ends on the last day of February. Any changes to the operating year of the Organization must be ratified by majority vote of CAPK’s Board of Directors.

Basis of Accounting

CAPK's fiscal year-end financial statements are prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

Accounting Software

Accounting transactions will be processed, and reports produced using Sage Intacct Accounting Software.

GENERAL POLICIES

ORGANIZATIONAL STRUCTURE

The Role of the Board of Directors

CAPK is governed by its Board of Directors, which is responsible for the financial oversight of the Organization by:

1. Planning for the future.
2. Establishing broad policies, including financial and personnel policies and procedures.
3. Approving grant applications.
4. Hire and communicate with the independent auditor.
5. Reviewing and approving the annual audit.
6. Reviewing financial information.
7. Identifying and proactively dealing with emerging issues.
8. Interpreting the Organization's mission to the public.
9. Soliciting prospective contributors and supporters.
10. Hiring, evaluating, and working with the Chief Executive Officer.
11. Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants.
12. Authorizing establishment of all bank accounts and check signers.
13. Authorizing all borrowings of funds and establishing lines of credit (including credit card and charge accounts).

The Chief Executive Officer will be responsible for the day-to-day oversight and management of CAPK.

Board of Directors Audit Responsibilities

The Board's responsibilities include, but shall not be limited to, the following:

1. Appointment of, and communication with, the Agency's independent financial statement auditors
2. Review and approval of the annual audited financial statements
3. Discussion of internal control matters with the independent auditor
4. Responding to any reported instances of fraud involving CAPK or its employees
5. Making policy and other recommendations to the Board of Directors regarding matters arising out of the financial statement audit

In fulfilling these duties and responsibilities, the Board is entitled to examine any and all documents within the control of CAPK and its employees. In addition, the Board shall have the authority to contract with independent contractors in the fulfillment of the Board's responsibilities.

Board of Directors Committee Structure

The Board of Directors will form committees to assist the Board in fulfilling its responsibilities. These committees are responsible for the review of particular programs and providing recommendations to the full Board. Standing Board-level committees of CAPK consist of the following:

1. Executive Committee
2. Budget and Finance Committee
3. Audit and Pension Committee
4. Program, Review and Evaluation Committee
5. Personnel Committee

See the Organization's by-laws for Board and committee details. However, roles of committees with direct responsibilities for the financial affairs of the Organization are further described in this manual. These committees will be referred to in appropriate sections of this manual.

The Head Start Act states the governing body has legal and fiscal responsibility for administering and overseeing the program, including the safeguarding of federal funds. Further, Head Start Program Performance Standards¹ states that programs delivering services must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management responsibilities as well as secure the regularly scheduled or ongoing services of a qualified fiscal officer with sufficient education and experience to meet its needs. An agency must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant (CPA) or has at minimum a baccalaureate degree in accounting, business, fiscal management, or a related field.

Budget and Finance Committee Responsibilities

The Budget and Finance Committee is responsible for direction and oversight regarding the overall financial management of CAPK. Functions of the Budget and Finance Committee include:

1. Review and recommendation of the Organization's annual budget (prepared by the staff) for final approval by the Board of Directors.
2. Long-term financial planning.
3. Establishment of investment policy and monitoring investment performance.
4. Evaluation and approval of facilities decisions (i.e., leasing, purchasing property).
5. Monitoring of actual vs. budgeted financial performance.
6. Oversight of reserve funds.
7. Review of financial procedures.
8. Recommend the hiring of an independent financial statement auditor.
9. Review and approve the final audited financial statements.

The review of the Organization's financial statements will not be limited to the Budget and Finance Committee but will involve the entire Board of Directors.

¹ 45 CFR Part 1302.91

Audit and Pension Committee Responsibilities

The Audit and Pension Committee is responsible for the external financial reporting and internal controls of CAPK. Functions of the Audit and Pension Committee include:

1. Recommend an independent financial statement auditor to the full Board for its approval.
2. Communicate directly with the independent financial statement auditor regarding the annual audit, as described in the Organization's bylaws.
3. Review the financial statements and other financial information provided to the public, including annual information returns (i.e. IRS Form 990).
4. Update, approve, and oversee internal controls and compliance with approved policies and procedures.
5. The Audit Committee also serves as the primary point of contact for any employee who suspects that fraud has been committed against the Organization or by one of its employees or Board members.

The full Board will review and approve the final audited financial statements and any other communications received from the auditor regarding internal controls, illegal acts, or fraud.

Also see other Audit Committee responsibilities in various sections of this manual.

The Roles of the Chief Executive Officer and Staff

The Board of Directors hires the Chief Executive Officer, who reports directly to the Board. The Chief Executive Officer is responsible for hiring and evaluating the Chief Financial Officer, the Chief Program Officer, the Chief Facilities and Technology Officer, the Chief Business Development Officer, and the Director of Human Resources. Each of the positions under the Chief Executive Officer are responsible for hiring subordinate direct reports including Division Directors.

Division Directors are responsible for hiring employees to work in that department with approval from the Chief Executive Officer. All employees within a department will report directly to that division's Director, who will be responsible for managing and evaluating all employees within the department.

FINANCE DEPARTMENT OVERVIEW

Organization Structure

The Finance department consists of approximately 25 staff positions that manage and process financial information for CAPK. The following positions comprise the Finance department:

- Chief Financial Officer
- Director Finance
- Accounting Administrator
- Finance Administrator
- HRIS Payroll Administrator
- Accountants (I and II)
- Accounting Clerk
- Accounting Technicians
- Accounting Specialist
- Payroll Technicians
- Business Services Manager
- Contract Specialist
- Business Services Technicians

Other officers and employees of CAPK who have financial responsibilities are as follows:

- Chief Executive Officer
- Chief of Business Development
- Chief Facilities and Technology Officer
- Chief Program Officer
- Division Directors
- Treasurer – Board level
- Finance Committee – Board level
- Audit Committee – Board level
- Executive Committee – Board level
- Full Board of Directors

Department Responsibilities

The primary responsibilities of the finance department consist of:

- General ledger transactions and reconciliations
- Budgeting
- Cash and investment management
- Asset management
- Grants and contracts administration
- Purchasing
- Receivables management
- Invoicing and billing

- Cash receipts
- Accounts payable
- Cash disbursements
- Payroll
- Financial statement preparation
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government financial reporting requirements
- Annual financial statement audit and fiscal monitoring visits
- Leases
- Insurance
- Financial record retention

Standards for Financial Management Systems

In accordance with federal grant regulations² (commonly referred to as Uniform Guidance), CAPK maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.

1. Identification, in all its accounts, of all federal awards received and expended and the federal programs under which they were received.³
2. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements in the Uniform Guidance⁴ and/or the award.
3. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be fully supported by source documentation.
4. Effective control over and accountability for all funds, property, and other assets. CAPK will adequately safeguard all such assets and ensure they are used solely for authorized purposes.
5. Comparison of expenditures with budget amounts for each award.
6. Information that relates financial data to performance accomplishments when required by funding sources.⁵
7. Written procedures to minimize the time elapsing between the transfer of funds and disbursement by CAPK. Advance payments will be limited to the minimum amount needed and

² 2 CFR Part 200.302(b); 45 CFR Part 75.302(b)

³ 2 CFR Part 200.302(b)(1) 45 CFR 75.302(b)(1)

⁴ 2 CFR Parts 200.328 and 200.329; 45 CFR Parts 75.341 and 75.342

⁵ 2 CFR Part 200.329, 45 CFR Part 75.301

be timed to be in accordance with actual, immediate cash requirements.⁶ See CAPK's written procedures in the CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

8. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the Uniform Guidance⁷, and the terms and conditions of the award. See CAPK's written procedures in the CHARGING COSTS TO FEDERAL AWARDS section of this manual.

⁶ 2 CFR Part 200.305, 45 CFR Part 75.305

⁷ 2 CFR Part 200, 45 CFR Part 75, Subpart E, Cost Principles

INTERNAL CONTROLS

System of Internal Controls

The financial policies and procedures in this manual provide one piece of CAPK's system of internal controls. The policies in this manual reflect decisions made by the board of directors and management and the procedures reflect the steps or actions to implement a policy. The Organization's system of internal control is affected by all its employees and directors and is designed to provide reasonable assurance regarding the achievement of the Organization's reporting, operating, and compliance objectives.

In accordance with Standards for Financial Management Systems, the Organization will provide effective control over and accountability for all funds, property, and other assets. CAPK will adequately safeguard all such assets and ensure they are used solely for authorized purposes.

BUSINESS CONDUCT

Practice of Ethical Behavior

CAPK requires Board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members, and employees to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of CAPK depend to a large extent on the following considerations.

- Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline.
- Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with CAPK policy?
4. Am I sure my action does not *appear* inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Organization or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Directors, Board of Directors, Policy Council members, Committee members, managers, supervisors, employees, and volunteers must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

Confidentiality Policy

CAPK respects the privacy of its clients, former clients, donors, staff, and volunteers. As a basic component of business ethics, employees, volunteers, and board members will take care to ensure that personal information, financial information, and proprietary information remain confidential and not be disclosed or discussed with anyone without permission or authorization from the Chief Executive Officer. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Confidentiality is the safeguarding of privileged information. CAPK is provided with personal and private information, including protected personally identifiable information (PII), to provide services to clients

and participants. Unauthorized disclosure of confidential information could result in legal liability, damage to relationship with client, staff, and public. Violation of this policy and any statutes regarding confidentiality may result in termination of employment or other corrective action.

Compliance with Laws, Regulations, and Organization Policies

CAPK does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment.
- The disregard or circumvention of CAPK policy or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly prohibited. The performance of all levels of employees will be measured against implementation of the provisions of these standards. Employees will cooperate with management and authorities regarding any investigation into the violation of policies and statutes.

CONFLICTS OF INTEREST

Overview of Conflicts of Interest

In the course of business, situations may arise in which a CAPK decision maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest. This conflict of interest policy is to protect the tax-exempt Organization's interest when it considers entering into a transaction or arrangement that might benefit the private interest of a director or employee of the Organization or might result in a possible excess benefit transaction.

All directors and employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Organization in dealing with outside entities or individuals
2. Disclose real and apparent conflicts of interest to the Board of Directors
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict

Interested Persons

All employees and directors of CAPK owe a duty of loyalty to the Organization. This duty necessitates that in serving the Organization they act solely in the interests of the Organization, not in their personal interests or in the interests of others.

The persons covered under this policy will hereinafter be referred to as "interested persons." Interested persons include all members of the Board of Directors, Policy Council members, Advisory Committee members, and all employees, as well as persons with the following relationships to these individuals:

1. Spouses or domestic partners
2. Brothers and sisters
3. Parents, children, grandchildren, and great-grandchildren
4. Spouses of individuals listed in 2 and 3
5. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employee or director, either individually or in combination with individuals listed in 1, 2, 3, or 4, collectively possess a 35% or more ownership or beneficial interest
6. Organization or business that employs, or is about to employ, any of the parties indicated here
7. Any individual related by blood or affinity whose close association with an employee or director is the equivalent of a family relationship

Also see TRANSACTIONS WITH INTERESTED PERSONS AND RELATED-PARTIES section of this manual.

Understanding Conflict of Interest

Conflicts of interest arise when the interests of an interested party may be seen as competing with those of the Organization. Conflicts of interest may be financial (where an interested party benefits

financially directly or indirectly) or non-financial (e.g., seeking preferential treatment, using confidential information).

A conflict of interest arises when a director or employee involved in making a decision is in the position to benefit, directly or indirectly, from his or her dealings with the Organization or person conducting business with the Organization. (A potential conflict of interest exists when the director or employee, or his or her immediate family {spouse, domestic partner, parent, child, brother, sister and spouse of parent, child, brother, or sister} owes/receives more than 35% of the benefiting business/profits.)

Examples of conflicts of interest include, but are not limited to, situations in which an officer, Board of Directors member, Policy Council member, Advisory Council member, employee, or any interested or related party:

1. Negotiates or approves a contract, purchase, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services.
2. Negotiates or approves a contract, sale, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services.
3. Employs or approves the employment of, or supervises a person who is, an immediate family member of the director or employee.
4. Sells products or services in competition with the Organization.
5. Uses the Organization's facilities, other assets, employees, or other resources for personal gain.
6. Receives a substantial gift from a contractor, if the director or employee is responsible for initiating or approving purchases from that contractor.

Organizational Conflicts of Interest

All organizational relationships will be identified and disclosed to the Board of Directors and Purchasing Managers on an annual basis or as they are made known. Purchasing Managers are responsible for performing a thorough analysis of potential proposal conflicts of interest to ensure impartiality and objectivity in performance of the contractual objectives.

Each individual contracting situation will be examined on the basis of its particular facts and the nature of the proposed work. CAPK will exercise common sense, good judgment, and sound discretion when evaluating the decision on whether a significant potential conflict exists and, if it does, the development of an appropriate means for resolving it. This evaluation will help prevent the existence of conflicting roles that might bias judgment; and help preventing unfair competitive advantage.

Honoraria Acceptance

A CAPK employee will not accept an honorarium for an activity conducted where:

- Agency-reimbursed travel, work time, or resources are used
- Activity can be construed as having a relationship to the employee's position with CAPK
- Such activity would be considered official duty on behalf of CAPK

- A relationship exists between the activity and the employee's position with CAPK if the employee would not participate in the activity in the same manner or capacity if he or she did not hold his or her position with CAPK. The employee should make every attempt to avoid the appearance of impropriety.

An employee may receive an honorarium for activities performed during regular non-working hours or while on annual leave if the following conditions are met:

- All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
- The activity has no relationship to the employee's CAPK duties.

Nothing in this policy will be interpreted as preventing the payment to CAPK by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to CAPK (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to CAPK should be deposited to the CAPK's account and an appropriate entry should be coded to the same program or department to which the employee's corresponding time was charged.

Disclosure Requirements

A director or employee who believes that he or she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, CAPK' policies and procedures include the following:

1. At the inception of employment or volunteer service to the Organization, and on an annual basis thereafter, the finance department will distribute a list of all contractors with whom the Organization has transacted business at any time during the preceding year, along with a copy of the disclosure statement to all members of the Board of Directors, the Chief Executive Officer, members of senior management, and employees with purchasing and/or hiring responsibilities or authority. Using the prescribed form, these individuals will inform, in writing and with a signature, the Chief Executive Officer and the chair of the Audit and Pension Committee, of all potential reportable conflicts.
2. During the year, these individuals will submit a signed, updated disclosure form if any new potential conflict arises.
3. The Chief Executive Officer will review all forms completed by employees, and the Audit and Pension Committee will review all forms completed by directors and the Chief Executive Officer and determine appropriate resolution in accordance with the RESOLUTION OF CONFLICTS OF INTEREST section of this policy.
4. Prior to management, board, or committee action on a contract or transaction involving a conflict of interest, a staff, director, or committee member having a conflict of interest and who is in

attendance at the meeting will disclose all facts material to the conflict of interest. Such disclosure will be included in the minutes of the meeting.

5. A staff, director, or committee member who plans not to attend a meeting at which he or she has a reason to believe that the management, board, or committee will act on a matter in which the person has a conflict of interest will disclose to the chair of the meeting all facts material to the conflict of interest. The chair will report the disclosure at the meeting and the disclosure will be reflected in the minutes of the meeting.
6. A person who has a conflict of interest will not participate in or be permitted to hear management's, the board, or the committee's discussion of the matter except to disclose material facts and to respond to questions. Such person will not attempt to exert his or her personal influence with respect to the matter.
7. A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting will not be counted in determining a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and will not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote and abstention from voting will be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of CAPK has a conflict of interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
8. If required by federal awarding agencies or pass-through entity, CAPK will notify those agencies in writing of any *potential* conflict of interest.⁸
9. The Board of Directors will review and sign the Conflicts of Interest policies of the Organization every year.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest will be disclosed to the Audit and Pension Committee and the Chief Executive Officer of the Organization. Conflicts will be resolved as follows:

- The Audit and Pension Committee will be responsible for making all decisions concerning resolutions of conflicts involving directors, the Chief Executive Officer, and other members of senior management.
- The chair of the committee will be responsible for making all decisions concerning resolutions of conflicts involving Audit and Pension Committee members.
- The chair of the Board of Directors will be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Audit and Pension Committee.
- The Chief Executive Officer will be responsible for making all decisions concerning resolutions of conflicts involving employees below the senior management level, subject to the approval of the Audit and Pension Committee.

⁸ 2 CFR Part 200.112 (45 CFR 75.112)

An employee or director may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the Board.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal will be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, will abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the Board.

Disciplinary Action for Violations of This Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Organization or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any director, manager, or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A Board member who violates this policy will be removed from the Board of Directors.

POLICY ON SUSPECTED MISCONDUCT

Overview of Misconduct (Ethics, Fraud)

This policy communicates the actions to be taken for suspected misconduct committed, encountered, or observed by employees and volunteers.

Like all organizations, CAPK faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but is not limited to:

- Financial losses and liabilities
- Loss of current and future revenue and customers
- Negative publicity and damage to the Organization's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to relationships with clients, contractors, bankers, and subcontractors
- Litigation and related costs of investigations, etc.

Our Organization is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee and volunteer at all levels of the Organization.

Definition of Misconduct

For purposes of this policy, misconduct includes, but is not limited to:

- Actions that violate the Organization's Code of Conduct (and any underlying policies) or any of the financial policies included in this manual.
- Fraud (see below).
- Forgery or alteration of checks, bank drafts, documents or other records (including electronic records).
- Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the federal government, or by the Organization in connection with this policy.
- Disclosure to any external party of proprietary information or confidential personal information (protected personally identifiable information-PPII) obtained in connection with employment with or service to the Organization.
- Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel, or other resources.
- Acts that violate federal, state, or local laws or regulations.
- Accepting or seeking anything of material value from contractors or persons providing goods or services to CAPK. Exception: unsolicited gifts valued at \$50 or less; see the CODE OF CONDUCT IN PURCHASING section of this manual.
- Impropriety of the handling or reporting of money in financial transactions.

- Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates).
- Failure to disclose any debarment or suspension in accordance with 2 CFR 180.

Fraud is further defined to include, but not be limited to:

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Organization, as well as those of our clients, subcontractors, contractors, suppliers, and others with whom the Organization has a business relationship).
- Intentional misstatements in the Organization's records, including intentional misstatements of accounting records or financial statements.
- Authorizing or receiving payment for goods not received or services not performed.
- Authorizing or receiving payments for hours not worked.
- Forgery or alteration of documents, including but not limited to checks, timesheets, contracts, purchase orders, receiving reports.

CAPK prohibits each of the preceding acts of misconduct on the part of employees, officers, executives, volunteers, and others responsible for carrying out the Organization's activities.

Reporting Procedures

If an employee of CAPK has a reasonable belief that an employee or the CAPK has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information by following the procedures as follows OR as detailed in the personnel handbook.

All employees, officers, and volunteers are responsible for immediately reporting suspected misconduct to their supervisor, Chief Executive Officer, Chief Financial Officer, or the Chair of the Audit and Pension Committee. When supervisors have received a report of suspected misconduct, they must immediately report such acts to their manager, Chief Executive Officer, Chief Financial Officer, or the Audit and Pension Committee. If the reporting individual wishes to remain anonymous, the individual will submit a written statement to one of the designated individuals listed.

Whistleblower Protection

The Organization will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a federal offense or any other possible violation of the Organization's Code of Conduct.

Employees of CAPK will not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of CAPK assets, abuse of authority, a substantial or specific danger to public health or safety, or a

violation of law, rule, or regulation related to CAPK's business operations. CAPK will separately inform employees in writing of employee whistleblower rights and protections.⁹

Reporting Individual Protections

A reporting individual may disclose suspected misconduct to a member of management or other employee of CAPK, who has investigative responsibilities. The reporting individual may not be discharged, demoted, or otherwise discriminated against for reporting misconduct the individual reasonably believes is suspected misconduct as described in the DEFINITION OF MISCONDUCT section of this manual.

An employee who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Audit and Pension Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the CAPK legal counsel or the Audit and Pension Committee.

See additional information in CAPK's Human Resources Policies and Procedures manual.

Investigative Responsibilities

Due to the sensitive nature of suspected misconduct, supervisors and managers should not, under any circumstances, perform any investigative procedures.

The Chief Financial Officer has the primary responsibility for investigating suspected misconduct involving employees below the Chief Executive Officer and executive management level. The Chief Financial Officer will provide a summary of all investigative work to the Audit and Pension Committee.

The Audit and Pension Committee has the primary responsibility for investigating suspected misconduct involving the Chief Executive Officer and executive level positions, as well as Board members and officers. However, the Audit and Pension Committee may request the assistance of the Chief Financial Officer in any such investigation.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Organization.

⁹ 2 CFR Part 200.217

In fulfilling its investigative responsibilities, the Audit and Pension Committee will have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Members of the investigative team (as authorized by the Audit and Pension Committee) will have free and unrestricted access to all Organization records and premises, whether owned or rented, at all times. They will also have the authority to examine, copy, and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

The existence, the status, or results of investigations into suspected misconduct will not be disclosed or discussed with any individual other than those with a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action will be coordinated with appropriate representatives from the Human Resources Department. The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- Reprimand
- Probation
- Suspension
- Demotion
- Termination
- Reimbursement of losses or damages
- Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for information purposes only and does not bind the Organization to follow any particular policy or procedure.

Confidentiality

The Audit and Pension Committee and the Chief Financial Officer treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will immediately notify the appropriate individual as stated in the REPORTING PROCEDURES section of this manual and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see REPORTING RESPONSIBILITIES section elsewhere in this manual).

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect CAPK from potential civil liability.

Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct will not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Organization to aid in an investigation).

However, all known frauds will be disclosed by the Audit and Pension Committee to the Organization's external auditors.

The Organization will promptly disclose in writing to federal awarding agencies, pass-through entity, and the Office of Inspector General whenever CAPK has credible evidence of the commission of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal awards.¹⁰

¹⁰ 2 CFR Part 200.113, 45 CFR Part 75.113

SECURITY

General Office Security

During normal business hours, all visitors are required to check in with the Receptionist. After hours, a security key and access code are required for access to the offices of CAPK. Keys are issued only to employees of CAPK.

Offices are secured by electronic keypad access and electronic security services. The electronic access code is issued only to employees of CAPK on an as needed basis and is deactivated upon an employee's separation from the Organization.

At the start of each day, or other times as needed, the first employee arriving at the facility is responsible for deactivating the facility's electronic security service, assuming there are no concerns raised as to facility security breaches.

At the close of daily business hours, or other times as needed, the last employee exiting the facility is responsible for securing the facility's electronic security service.

When an emergency plan is triggered due to a recognized disaster, the financial team will split in two and work in at least two separate locations (i.e. remotely or in shifts) to reduce cross-infection and strengthen staff safety measures. The emergency plan will be activated at the direction of the Board of Directors.

Finance Department

A lock will be maintained on the door leading into the CAPK's Finance Department. This door will be closed and locked in the evenings and whenever the Finance Department is vacant. The key to this lock will be provided to key accounting personnel and the Chief Executive Officer, and other personnel as approved by the Chief Executive Officer. The lock will be changed whenever any of these individuals leaves the employment of CAPK.

CAPK's blank check stock will be stored in a fireproof file cabinet in the Finance Department. This cabinet will be locked with a key that is kept in the Finance Department. Access to this file cabinet will be by keys in the possession of the Director of Finance and Accounting Administrator.

Access to Electronically Stored Accounting Data

CAPK utilizes passwords to restrict access to accounting software, modules, and data. Only duly authorized finance personnel with data input responsibilities will be provided login credentials for data entry capability in the system. Program Managers and Board Members will have view-only access to the accounting software for reporting purposes/ dashboard reporting, as approved by the Chief Executive Officer. Information technology staff members are restricted from accessing accounting software.

Finance personnel are expected to keep their passwords secret and to change their passwords on a regular basis. Administration of passwords will be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software, module, and data files necessary for each employee's required duties. On an annual basis, CAPK performs a review of accounting software users to ensure they have the appropriate access levels. Unnecessary access will be rescinded.

Storage of Sensitive Data

In addition to accounting and financial data stored in the Finance Department, other sensitive data, including protected personally identifiable information (PPII), such as social security numbers of employees and/or clients data may be stored in areas other than the Finance Department. Locations of sensitive data include, but are not limited to:

1. Other Organization departments such as Executive Office, Human Resources, Operations, etc.
2. Electronic or on-line storage

Generally, personally identifiable information" (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Generally, protected personally identifiable information" (PPII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

Recipients are required to take as much as reasonable effort as possible to limit access to PPII.¹¹

The Organization's policy is to minimize the storage of sensitive data outside the Finance Department by shredding documents with such data or deleting the sensitive data from documents that are stored outside the Finance Department as soon as possible and in accordance with the Organization's RECORD RETENTION policies.

Please see the Organization's technology policies for standards for electronic and on-line storage and the RECORDS RETENTION policy in this manual for retention periods.

Destruction of Consumer Information

As stated elsewhere in this manual, all sensitive data must be securely stored and shredded when no longer needed. CAPK will also shred/delete all consumer information obtained by the Organization for any reason. Shredding will be performed on a schedule determined by each department that possesses such data, and the schedule will be made a part of the Record Retention policy (see the RECORD RETENTION section of this manual).

¹¹ 2 CFR Part 200.303(e); (45 CFR Part 75.303(e))

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is the collection of all asset, liability, net assets, revenue, and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system and the basis for the accounting system. The chart of accounts consists of account titles and account numbers assigned to the titles. General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

CAPK's chart of accounts is comprised of six types of accounts:

1. Assets
2. Liabilities
3. Net Assets
4. Revenues
5. Expenses
6. Transfers and Allocations

In compliance with the Standards for Financial Management Systems, CAPK will identify in its accounts all federal awards received and expended and the federal programs under which they were received.¹² To comply with this regulation, CAPK's account numbers will be used to identify federal awards received and expended. There common dimensions used in the accounting system are as follows:

- Account (4 digits)
- Fund (6 digits)
- Activity (4 digits)
- Function (3 digits)
- Location (3 digits)
- Department (3 digits)

Other system structures are created and used as necessary to assist with CAPK's reporting requirements.

Distribution of Chart of Accounts

All CAPK employees involved with account coding or budgetary responsibilities will be issued a current chart of accounts, or the section of the chart of accounts applicable to their program. As the chart of accounts is revised, an updated copy of the chart of accounts will be promptly distributed to these individuals.

¹² 2 CFR Part 200.302(b)(1), 45 CFR 75.302(b)(1)

Control of Chart of Accounts

The Chief Financial Officer monitors and controls the chart of accounts, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts must be approved by the Chief Financial Officer, who ensures that the chart of accounts is consistent with the Organizational structure of CAPK and meets the needs of each division and department.

Accounting Estimates

CAPK utilizes numerous estimates in the preparation of its interim and annual financial statements. Some of those estimates include:

1. Allowance for doubtful accounts/ Uncollectible receivables/ Provisions for losses/ Promises to give
2. Amount of obsolete inventory
3. Useful lives and residual values of property and equipment
4. Fair market values of investments
5. Fair market values of donated assets
6. Values of contributed services
7. Cost allocation calculations
8. Fair values based on Level 3 inputs (i.e. based on unobservable inputs)

The Chief Financial Officer will reassess, review, and approve all estimates on a yearly basis. All conclusions, bases, and other elements associated with each accounting estimate will be documented in writing. All material estimates and changes in estimates will be disclosed to the Budget and Finance Committee, the Audit and Pension Committee, and the external audit firm.

Disclosure regarding estimates will describe the nature of the estimate's uncertainty and will indicate that it is at least reasonably possible that a change in the estimate may occur in the near term (i.e. within one year of the date of the annual financial statements).

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger will be supported by journal vouchers or other documentation, including an explanation of each such entry. Examples of such journal entries are:

1. Recording of noncash transactions
2. Corrections of posting errors
3. Nonrecurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of capital assets
2. Amortization of prepaid expenses
3. Accruals of recurring expenses

4. Amortization of deferred revenue

Recurring journal entries will be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal voucher.

All journal entries not originating from subsidiary ledgers will be authorized in writing by the Chief Financial Officer or the Director of Finance by initialing or signing the entries.

Reconciliation of Accounts

To ensure the accuracy of the CAPK's financial reporting, the CAPK will prepare and document reconciliations of asset and liability general ledger accounts for each reporting period. Reconciliations will prove that the balances presented in the general ledger of the CAPK agree with independent supporting documentation (i.e. bank statements, physical inventory counts, lender records). Sub-ledger accounts will be reconciled to its general ledger account (control account) each reporting period.

Reconciliations will be reviewed by the Chief Finance Officer, Director of Finance or designated accounting staff who was not part of preparing the reconciliation or supporting documentation. Any discrepancies will be immediately investigated and resolved in a timely manner.

Spreadsheet Management

Spreadsheets are an integral component of the CAPK's information and decision-making framework to assist in the tracking and processing of financial and business information. Significant spreadsheets used by the CAPK support the following functions:

- **Financial reporting**– these spreadsheets directly determine financial statement transaction amounts or balances that are subsequently recorded in the general ledger, act as a key control in the financial reporting process (e.g. balancing and/or reconciling significant accounts) or create or support financial reports or disclosures.
- **Analytical**- these spreadsheets are used to support the management decision-making process.
- **Operational**- these spreadsheets are used to facilitate tracking and monitoring of workflow to support operational processes, such as listing of open claims, unpaid invoices, or other information.

Significant spreadsheets will have the following controls to help ensure data integrity and reduce risk of data loss:

- **Access control**- significant spreadsheets will be saved on a secured organization-owned server and not a C:\ drive or personal hard drive. Access to the spreadsheet will be restricted to only those with a legitimate business purpose to access the file. Spreadsheets will be password protected to provide additional security for high-risk or sensitive content.
- **Input control**- data cells that calculate, summarize, or contain a formula will be locked.
- **Change control**- spreadsheet changes will be logged, described, tested, and documented. Updated spreadsheets will be referenced with the version number and publication date.
- **Documentation or record control**- spreadsheets that are printed to comply with record retention policies, grant documentation requirements, or {list other requirements}, will include

standard headers and footers that identify the CAPK, department, spreadsheet name, date, and time.

Prior to the development and implementation of complex spreadsheets to support financial calculation or information, the Finance Department will work with the Information Technology department, contracted Information Technology consultant to evaluate whether the calculation or information extraction can be completed by the financial system versus a separate manual spreadsheet.

ADMINISTRATION OF FEDERAL AWARDS

Definitions

CAPK may receive financial assistance from a donor/grantor agency through grants and cooperative agreements. Throughout this manual, federal assistance received in either of these forms will be referred to as a federal “award.”

See REVENUE section for definitions of revenue received by CAPK.

Preparation and Review of Proposals

Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals will be reviewed by the Chief Financial Officer prior to submission to government agencies or other funding sources to ensure the proposed budget includes all appropriate costs. All appropriate costs included in the application to the funding source will also include a request for funding to reimburse CAPK for a fair share of the entity’s administrative, management, or other organization-wide administration (indirect) costs.

All funding opportunities will be evaluated by the Chief Executive Officer or designee to determine CAPK’s capacity to comply with the grant terms and conditions, the reporting requirements, alignment with organization’s mission and strategic priorities, and the resource burden required to administer the funding.

Grant applications greater than \$100,000 will be approved by the Board of Directors. The full Board of Directors (or appropriate Board committee) will approve acceptance of all grants. The full Board of Directors will be involved in all decisions concerning new funding sources.

CAPK may refuse to consider grants based on its analysis of the cost/benefit of administering such awards and all financial resources available to appropriately cover all reasonable costs. Final proposals will be reviewed and approved in writing by the Board of Directors and the Chief Executive Officer.

The Head Start/Early Head Start Policy Council must approve the Head Start/Early Head Start grant application prior to its submission.

Post-Award Procedures

After an award has been made, the following steps will be taken:

1. Verify the terms and conditions of the grant or contract. The Finance Department and Program Managers will review the terms, time periods, award amounts, and expected expenditures associated with the award. A *Catalog of Federal Domestic Assistance* (CFDA) number will be determined for each federal award. All reporting requirements under the contract or award will be summarized.
2. Create new general ledger account numbers (or segments). New accounts will be established for the receipt and expenditure categories in line with the grant or contract budget. Also see CONTROL OF CHART OF ACCOUNTS section of this manual.

3. Gather documentation. See the DOCUMENT ADMINISTRATION section for details.

Compliance with Laws, Regulations, and Provisions of Awards

CAPK recognizes that as a recipient of federal funds, the Organization is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Organization meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from a federal agency:

1. For each federal award, an employee within the department responsible for administering the award will be designated as Grant Manager.
2. Each Grant Manager will attend a training on grant management prior to beginning his or her role as a Grant Manager (or as early in their functioning as a Grant Manager as practical). Thereafter, all Grant Managers will attend refresher/update courses on grant management every two years.
3. The Grant Manager will take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract (also see POST-AWARD PROCEDURES section of this manual):
 - a. Read each award and prepare a summary of key compliance requirements and references to specific laws and regulations.
 - b. Review the Office of Management and Budget (OMB) Compliance Supplement (updated annually) for compliance requirements unique to the award and for compliance requirements common to all federal awards.
 - c. Review the section of the Assistance Listing Number (formerly known as the Catalog of Federal Domestic Assistance (CFDA)) applicable to the award.
 - d. The Grant Manager will communicate grant requirements to those who will be responsible for carrying them out or be impacted by them.
4. The Finance Department will forward copies of applicable grant regulations to the Grant Manager (such as OMB regulations, pertinent sections of compliance supplements, and other regulations).
5. The Grant Manager and/or the Finance Department will identify and communicate any special changes in financial policies and procedures necessitated by federal awards as a result of the review of each award.
6. The Grant Manager will take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard will include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the OMB Compliance Supplement, and communications with federal awarding agency personnel.
7. The Grant Manager will inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants. The Grant Manager will also communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Document Administration

For each grant/award received by CAPK from a federal, state, or local government agency, a master file of documents applicable to the award will be prepared and maintained in either a paper, electronic or hybrid form. The responsibility for assembling each master file will be assigned to the Chief Financial

Officer and Program Manager assigned to administer the program. The Program Manager will provide copies (paper and/or electronic), access to master file to the Finance Department of all of the grant/award master file documents.

The master file assembled for each government award will include the following documents, as applicable (including originals of all documents received from the awarding agency):

1. Copy of the initial application for the award and corresponding budget, including documentation of Board approval
2. All correspondence to and from the awarding agency post-application, leading up to and subsequent to the award
3. The final, approved budget and program plan, after making any modifications
4. The grant agreement and any other documents associated with the initial making of the award
5. Copies of pertinent laws and regulations, including awarding agency guidelines, associated with the award
6. Subsequent grant modifications (financial and programmatic)
7. Results of any monitoring visits conducted by the awarding agency, including resolution by CAPK of any findings arising from such visits
8. Prior written approvals from awarding agency
9. Copies of program and financial reports
10. Correspondence and other documents resulting from the closeout process of the award

The original grant document file will remain in the Finance Division in a locked file room and stored on a shared accounting drive, with access granted in accordance with the security and access policies elsewhere in this manual OR in the Organization's risk management, information technology, other manual. The Program Manager will maintain a separate file of frequently requested documents that will consist of photocopies or electronic copies of the documents included in the secure grant document file. The purpose of this file of copied documents is to limit the potential for loss of valuable documents. Any other CAPK employee making a valid request for access to award documents will be provided with limited access to the documents.

This file will also be established in a secured electronic read-only format and made available on the Organization's network to appropriate personnel within the organization.

Closeout of Federal Awards

CAPK will follow the closeout procedures described in the Uniform Guidance¹³ and in the grant agreements as specified by the granting agency. Administrative closeout costs may be incurred until the due date of the final report and if incurred, must be liquidated prior to the due date of the final report. These costs will be charged to the final budget period of an award unless otherwise specified by the awarding agency.¹⁴

CAPK and all subrecipients will liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement, at a minimum.

¹³ 2 CFR Part 200.344; 45 CFR Part 75.381

¹⁴ 2 CFR Part 200.403(h)

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

REVENUE

Definitions of Revenue

The following definitions will apply with respect to the policies described in this manual:

Contribution – A receipt of cash or other assets (property, etc.), including promises to give, collections, similar assets by to the Organization, or a reduction, settlement or cancellation of the Organization's liabilities, in a voluntary nonreciprocal transfer by another entity or individual. A contribution may or may not include a donor-imposed condition or restriction (stipulation).

Donor-Imposed Condition – A donor-imposed stipulation that represents a barrier that must be overcome before the recipient is entitled to the assets transferred or promised. Failure to overcome the barrier gives the contributor a right of return of the assets it has transferred or gives the contributor a right of release from its obligation to transfer its assets. In practical terms, this means a donor has imposed some type of stipulation or barrier other than a purpose or time period stipulation (which is defined as a donor-imposed restriction below) and that condition has some degree of uncertainty as to whether or not it will occur, and if the condition is not met, the Organization is not entitled to the contribution. Conditions may or may not be within the control of the Organization. (An example of a donor-imposed condition is the stipulation by a funding source that an organization must incur allowable expenditures prior to reimbursement, and that any advanced funds be returned if allowable expenditures are not incurred within the period of performance.)

Donor-Imposed Restriction – A donor-imposed stipulation that specifies a use for the contributed asset that is either limited to a specific future time period, specific program or service, or is more specific than the broad limits resulting from the nature of the Organization, the environment in which it operates, and the purposes specified in the Articles of Incorporation or Bylaws. Restrictions on the use of an asset may be temporary or perpetual (permanent).

Exchange Transaction – A reciprocal transaction in which CAPK and another entity each receive and sacrifice something of approximately equal value.

Nonexchange Transaction – One entity receives something of value without directly giving value in exchange. Nonexchange transactions may include grants.

Nonreciprocal Transfer – A transaction in which an individual or entity incurs a liability or transfers assets to CAPK without directly receiving value in exchange.

Promise to Give – A written or oral agreement to contribute cash or other assets to CAPK.

Examples of CAPK revenue sources may include the following:

Contracts with customers – this may include exchange transactions.

Contributions – this may include contributions with or without donor-imposed restrictions or donor-imposed conditions, nonreciprocal transfers. Contributions might be recognized upon completion of a nonreciprocal transfer, or when a donor-imposed condition or restriction is met.

Fee-for-service income or fixed amount awards – this may include exchange transactions, reciprocal transfers, etc.

Membership dues – this may include contributions, exchange transactions, or both.

Private grants – this may include non-exchange transactions, or grants defined as contributions with or without donor-imposed restrictions or conditions.

Program income – this may include exchange transactions.

Reimbursement grants – this may include non-exchange transactions, or grants defined as contributions with or without donor-imposed restrictions or conditions.

Revenue Recognition Policies

CAPK receives revenue from several types of transactions. Revenue from each of these types of transactions is recognized in the financial statements in the following manner:

1. **Grant revenue, Conditional or Restricted Contribution-Based** – Monthly accrual based on incurrence of allowable costs (for cost-reimbursement awards). Grant revenue from federal and state governments is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts. Funds received with conditions will be accounted for as a refundable advance until the conditions have been substantially met or explicitly waived by the funder.

Reimbursement grants are billed/invoiced monthly, or as funders require, based on allowed, incurred expenses. Private grants are usually received once funding is approved. Financial expenditure reports, if required, are submitted as required by funding sources.

2. **Grant revenue, Exchange-Based** – As services are performed, based on other terms of the award/contract (for fixed price, unit-of-service, and other types of awards).
3. **Contributions, Donations, Unconditional Grants** – Recognized as income when received, unless accompanied by donor-imposed conditions. All pledges, bequests and endowments will be recognized in accordance with GAAP. Conditional contributions will be recognized as income upon the satisfaction of the condition. Contributions may be solicited or unsolicited. (See CONTRIBUTIONS ACCOUNTING section of manual.)

Contributions received with conditions will be accounted for as a refundable advance until the conditions have been substantially met or explicitly waived by the donor. Contributions or grants received without conditions (unconditional grants) will be recognized when received.

4. **Noncash (In-kind) Contributions** or Gifts In-kind – Recognized as income when received. Contributed services will be recognized as income in the GAAP financial statements only to the extent that the contributed services possess either one of the following characteristics:

- a. The service creates or enhances a non-financial asset (e.g., land, buildings, intangible assets, etc.).
- b. The service requires a specialized skill, it is provided by an individual possessing that skill, and the service is one that would typically need to be purchased if it had not been contributed to the organization.

All noncash contribution income received will be recorded at fair value. (Also see the COST SHARING AND MATCHING and CONTRIBUTIONS ACCOUNTING sections of this manual.)

The entity benefits from personal services provided by a significant number of volunteers. This donated personal service to the entity's program operations and fundraising campaigns do not meet the criteria for recognition in the financial statements.

5. **Promises to Give** – Recognized as income upon receipt of clear communication of the promise from the donor or the donor's legal representative (e.g., trustee, attorney, etc.), unless accompanied by a condition or conditions. Conditional promises to give will be recognized as income when any condition or conditions on which they depend are substantially met.

Unconditional Promises to Give

- Unconditional promises to give will be recorded as assets and increases in net assets with donor restriction (contribution income) in the period that CAPK receives communication of the promise.
- Unconditional promises to give that are to be collected within one year will be recorded at their face value, less any reserve for uncollectible promises, as estimated by management.
- Unconditional promises to give that are collectible over time periods in excess of one year will be recorded at their discounted net present value.
- Accretion of discount on such promises to give will be recorded as contribution income in each period leading up to the due date of the promise to give. The interest rate that will be used in calculating net present values of unconditional promises to give is the risk-free rate of return available to CAPK at the time the Organization receives a promise from a donor, considering the dollar amount of the promise and the time period of the promise (e.g., for promises of less than \$100,000, the Organization will generally use the interest rate applicable to certificates of deposit for the same approximate duration available from its bank).
- When the final time or use restriction associated with a contributed asset has been met, a reclassification between net assets with donor restrictions and net assets without donor restrictions will be recorded.

Conditional Promises to Give

The Organization will not record an asset or contribution income for any conditional promise to give until the donor's condition or conditions are substantially met. The Organization will maintain a record of such conditional promises to give and monitor these gifts for purposes of identifying when the condition associated with each such promise has been satisfied. This

schedule will also be used in connection with preparing the Organization's footnote disclosures associated with contributions.

6. **Program Revenue** – Defined as gross income generated by a supported activity or earned as a result of an award or program. Examples include use or rental of property paid for with federal funds or fees earned for services performed. Revenue is recognized when services are rendered and is due in accordance with written agreement or when service is provided.
7. **Membership dues** – membership dues may contain elements of both exchange transactions and contributions based distinguishing indicators such as the extent and duration of benefits received by members. The Chief Financial Officer or Director of Finance will evaluate the indicators in accordance with accounting standards to determine timing and amount of revenue to be recognized.

Membership dues are billed annually for the next membership term. Funds are received in full.

8. **Fee-for-Service Income** – Recognized as income when services are rendered in accordance with the terms of the contract with the customer unless collection of amounts due is in question. In this case, revenue is recognized when payments are received.

Fee for service income is billed according to contract terms and conditions, based on the number of units of services provided.

9. **Interest, dividends, rents, or other forms of ordinary income** – monthly accrual based on when it was earned. Investment return is generally considered free of donor restrictions, unless its use is limited by a donor-imposed restriction or by law. See ENDOWMENT FUNDS RECEIVED and INVESTMENTS sections elsewhere in this manual.
10. Immaterial and other lesser sources of revenue such as transportation fees, meal charges, or child care fees will be recorded on the cash basis of accounting (i.e., recorded as revenue when received) as deemed appropriate by the Chief Financial Officer or Director of Finance.

Immaterial or other lesser sources of income will be collected and recorded when the services are provided.

Exchange revenue will be recognized based on the terms included in a valid, enforceable contract. All new contracts will be reviewed to ensure they are valid and enforceable and contain the information necessary to determine how to recognize revenue (e.g., clearly identified performance obligations).

To prepare required revenue recognition disclosures, CAPK will review revenue streams and identify whether exchange revenue will be recognized at a point in time or over time. As part of this process, CAPK will determine the status of any contract assets and liabilities (e.g., contract receivables or deferred revenues).

Also see CLASSIFICATION OF INCOME in BILLING/INVOICING POLICIES and NET ASSET sections of this manual.

Distinguishing Contributions from Exchange Transactions

CAPK receives income in the form of contributions, revenue from exchange transactions, and income from activities with characteristics of both contributions and exchange transactions. CAPK will consider the factors included in FASB ASC 958-605 and ASC Topic 606, when determining whether income will be accounted for as contribution income, exchange transaction revenue, or both.

Classification of Revenue

All revenue received by CAPK is classified as "without donor-imposed restriction," with the exception of the following, which will be classified as "with donor-imposed restriction":

1. Grants and other awards received from government agencies or other grantors, which are restricted and have not been released through the performance of program services or the passage of time.
2. Special endowments received from donors requesting that the funds be restricted for specific purposes in perpetuity.
3. Revenue earned from endowment funds (e.g., interest and dividends, gains and losses) in connection with endowments where the donor has explicitly stated that earnings on an endowment be restricted for specific purposes or for which the Board has interpreted the relevant state UPMIFA law as preserving the earnings on donor endowments as restricted. (Also see INVESTMENT section of this manual.)

From time to time, CAPK may raise other forms of contribution revenue which carry stipulations that the entity utilize the funds for a specific purpose or within a specified time period identified by the donor of the funds. When this documentation revenue is received, CAPK will classify this as revenue with donor-imposed restrictions.

As with all net assets with donor-imposed restrictions, when the restriction associated with a contribution has been met (due to the passing of time or the fulfillment of the purpose for which the contribution was restricted), CAPK will reclassify the related net assets from net assets with donor restrictions to net assets without donor restrictions in its Statement of Financial Position and reflect this reclassification as an activity in its Statement of Activities.

Revenue received with donor-imposed restrictions may be reported as revenue without donor-imposed restrictions if the restrictions are met in the same reporting period.

In the event the CAPK Board of Directors determines that it is appropriate to set revenue funds aside for specific projects, such funds will be classified under "Net Assets without Donor Restriction," labeled "Board-Designated," and reported as a separate component of net assets.

Also see REVENUE RECOGNITION and NET ASSET sections of this manual.

COST SHARING AND MATCHING

Overview of Cost Sharing or Matching

CAPK values contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of contribution, unless award documents or federal agency regulations identify specific values to be used. CAPK will claim contributions as meeting a cost sharing or matching requirement of a federal award when all of the following criteria are met in accordance with Uniform Guidance¹⁵:

1. The contribution is verifiable from CAPK records.
2. The contribution is not included as a contribution (or match) for any other federally-assisted project or program.
3. The contribution is necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. The contribution is allowable under the federal cost principles of Uniform Guidance.¹⁶
5. The contribution is not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. The contribution is provided for in the approved budget when required by the federal awarding agency.
7. The contribution conforms to all provisions of federal administrative regulations.¹⁷
8. In the case of donated space, (or donated use of space), the space is subject to an independent appraisal performed by a certified appraiser as defined by Uniform Guidance¹⁸ to establish its value. Head Start Memorandum¹⁹ requires that an appraiser must be licensed for the type of property appraised, generally commercial real estate, and appraisal of more than three years old cannot be used to establish current fair market value of real property.

Documentation

CAPK requires volunteers to document and account for their contributed time in a manner similar to the timekeeping system followed by employees. The Finance Department will design and distribute the forms used to document the non-Federal share. Each program that uses volunteer labor will obtain the following information, to the extent feasible, by the requesting the volunteer complete the provided form. recording the same information required from employees to document time worked. The documentation will include:

1. Volunteer's name and address
2. Date service was performed
3. Period of service (equal to payroll period dates)
4. Hours volunteered, if applicable
5. Volunteer's signature
6. Signature of staff having knowledge of donation or service, authorizing signature

¹⁵ 2 CFR Part 200.306, 45 CFR 75.306

¹⁶ 2 CFR Part 200, 45 CFR Part 75, Subpart E, Cost Principles

¹⁷ 2 CFR Part 200, 45 CFR Part 75, Subpart D, Post Federal Awards Requirements

¹⁸ 2 CFR Part 200.306(i), 45 CFR Part 75.306(i)

¹⁹ ACF-IM-HS-17-01

7. Description of service performed, volunteer activity
8. Start and end time and total hours volunteered; hour donated (time in and out)
9. Rate applied to the activity
10. Total valuation for the time period
11. Other information necessary to comply with the grant/award/program matching requirements

For contributions other than donated labor, the form(s) will contain the following information:

1. Date received
2. Type of donation, e.g. cash, services or goods received
3. Name of donor
4. Address of donor
5. Value of the donation
6. Signature of the donor
7. Signature of the employee receiving the donation
8. Also see GIFT ACCEPTANCE and CONTRIBUTIONS policies elsewhere in this manual.

It is the responsibility of each Program Director or Coordinator (depending on the activity or donation) to instruct the donor or volunteer in filling out the proper form to ensure all donations are recorded. Head Start and Early Head Start teachers will oversee the recording of volunteer time in the classrooms.

The original form (sign-in sheets, volunteer timekeeping document) will be given to the Finance Department monthly to be tallied, valued, and recorded in the appropriate database and/or software for tracking and reporting, and recorded in the entity's financial records, as appropriate. The documentation will indicate the basis for the value placed on the contribution.

Monthly summary reports will be prepared by the Finance Department, which then will be forwarded to the Program Directors for monitoring required match.

Valuation and Accounting Treatment of Cost Sharing or Matching

Cost sharing, match, or in-kind typically falls into one of the following categories; however, others may be identified by CAPK:

- Cash
- Space, buildings, land, and equipment
- Volunteer time and services
- Supplies

The following sections discuss the valuation and accounting treatment for each category.

Cash

- CAPK will recognize cash contributions as matching income in the period in which the funds are spent on allowable program costs.
- Any discounts received on goods or services are recognized as in-kind only if such discounts are not available to the general public or are customarily given to other nonprofit organizations.

Discounts taken as in-kind must be supported by documentation provided by the contractor stating that it is providing the discount in support of the program.

Space, Buildings, Land, and Equipment

Buildings, Land, and Equipment

If the purpose of the contribution is to assist the Organization in the acquisition of equipment, building, or land, the total value of the donated property may be claimed as matching with prior approval of the awarding agency, provided the donation meets the criteria in the OVERVIEW section above.

If the purpose of the donation is to support activities that require the use of equipment, buildings, or land, depreciation may be claimed as matching, unless the awarding agency has approved using the full value of the depreciable asset as match.

Buildings, land, and equipment are valued at their fair market value as determined by an independent certified real property appraiser. Information on the date of donation and records from the appraisal will be maintained in a property file.

Donations of long-lived assets are recognized as contributions when received, regardless if the asset is used as match. See the VALUATION OF NONCASH (IN-KIND) CONTRIBUTIONS section elsewhere in this manual.

Space

- Will be valued at the fair rental value of comparable space as established by an independent certified real property appraisal of comparable space and facilities in a privately-owned building in the same locality.
- Information on the date of donation and records from the appraisal will be maintained in a property file.
- If the donation is a less than an arms-length transaction, the value will be based on actual allowable costs to occupy the facility (e.g. repairs and maintenance, insurance, etc.), not to exceed fair market value.

Volunteer Time and Services

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor will be counted as match (in-kind) if the services are an integral and necessary part of the program.

Volunteer services will be valued at rates consistent with those paid for similar work in the Organization. For skills not found in the Organization, rates will be consistent with those paid for similar work in CAPK's labor market. Rates should include gross hourly wages plus fringe benefits calculated based on fringe benefits received by employees in similar positions or on agency average.

Volunteers must possess qualifications and perform work requiring those skills in order to be valued at greater than an unskilled labor rate.

CAPK requires volunteers to document and account for their contributed time in a manner similar to the timekeeping system followed by employees. Each program that uses volunteers will provide the volunteers a timekeeping document which collects the following information:

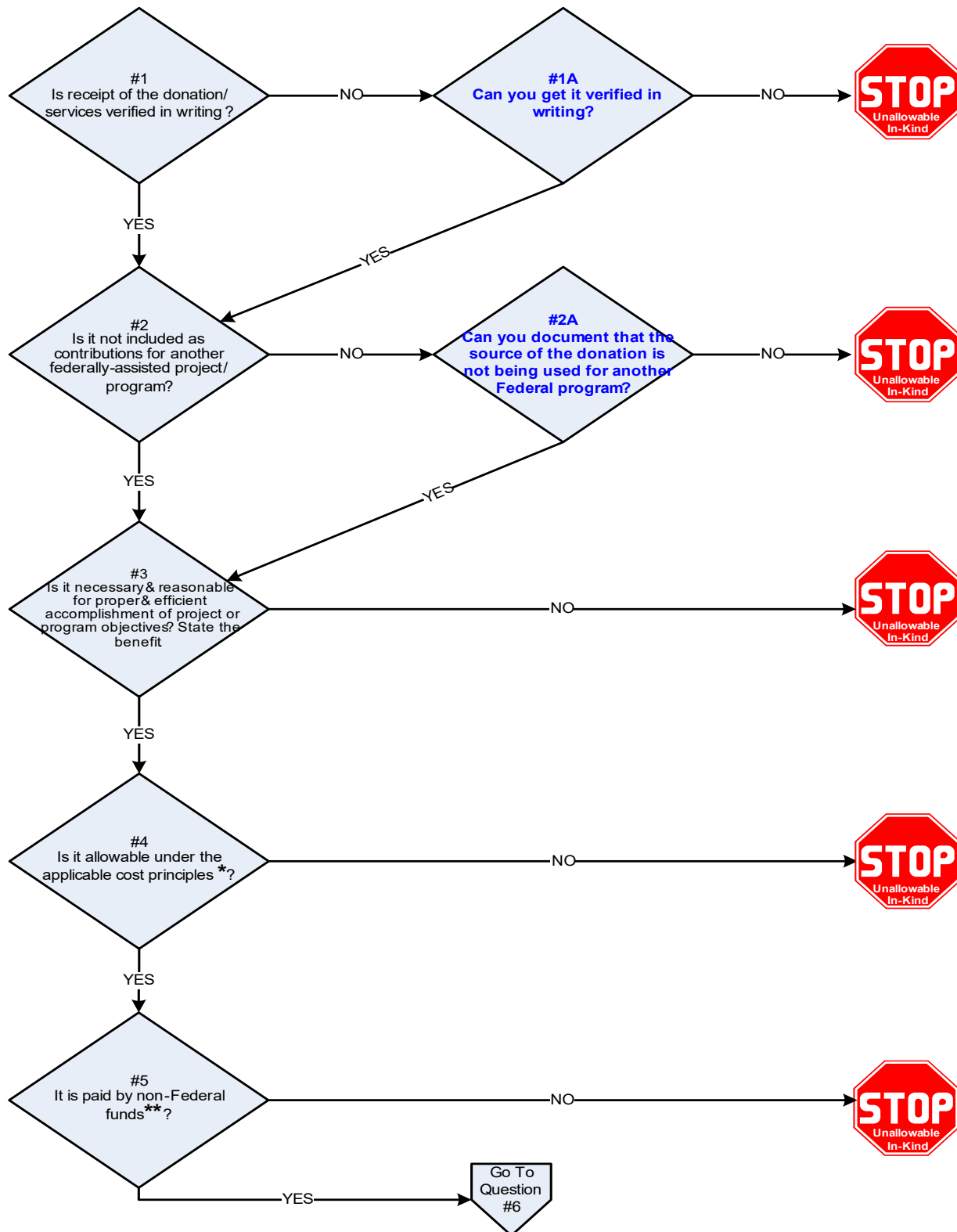
- Date service was performed
- Volunteer name and address
- Hours donated (time in and out)
- Service provided
- Signature of volunteer
- Signature of authorized staff
- Other information necessary to comply with the grant/award/program matching requirements

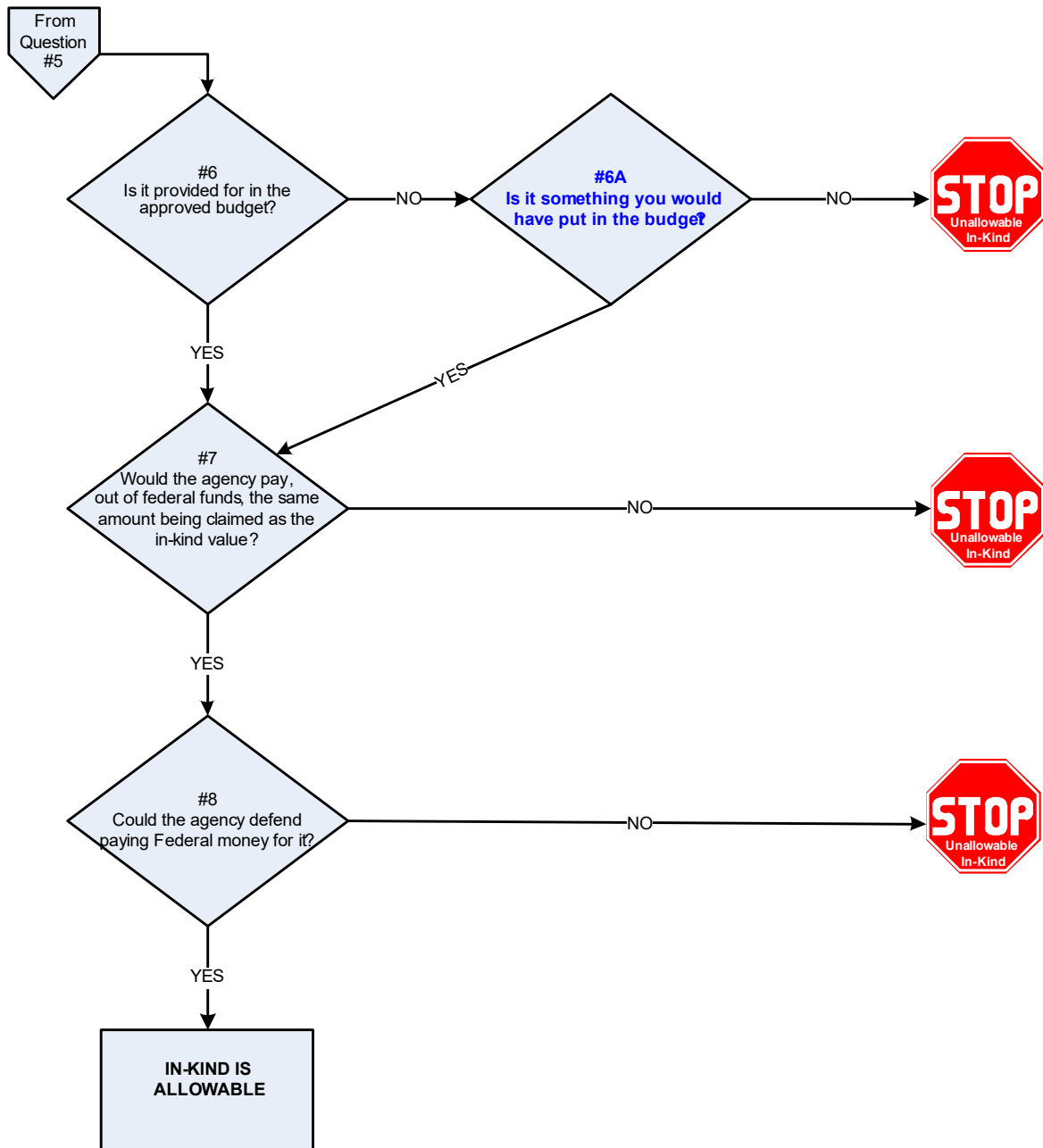
The volunteer timekeeping document will be delivered to the Finance Department monthly so they can be tallied, valued, and recorded as in-kind in the accounting records.

Supplies

Donated supplies must be used in the program and will be valued at fair market value at the time of donation. Supplies can be counted as match only if the program would have purchased such items with federal funds.

In-kind Allowability Flowchart





* **2 CFR Part 200** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

** Except where authorized by Federal statute to be used for cost sharing or matching

Determinations have been made on a case-by-case basis on whether Federal funds from other programs are allowable match for an ACF program. These determinations are based on specific requirements of ACF programs and language in applicable statutes. Specifically :

1. USDA funds are of Federal origin and therefore, cannot be counted as match.
2. Bureau of Indian Affairs - Indian Self-Determination and Education Assistance Act (P.L. 93-638, as amended). The Act authorizes the use of funds for matching purposes as long as the identified use is specifically related to the approved grant activities .
3. Title XX Social Services Block Grant funds are considered to be Federal funds and, therefore, may not be used as match for ACF programs.
4. Expenditure of funds from the Housing and Community Development Act of 1974, P.L. 93-383 may count as allowable match for a Head Start program for renovation of a building. The determination is dependent on whether or not the Head Start grant is included as part of the "Community Development Program" as required by the Housing and Community Development Act (Grants Administration Manual, Section 3.05.408(b)(1-4))

GIFT ACCEPTANCE

Overview of Gift Acceptance Policies

A gift/contribution is consideration given to the Organization for which the donor receives no direct benefit and requires nothing in exchange (it is nonreciprocal) other than assurance that the intent of the contribution will be honored by CAPK. Two broad principles apply to all gifts given to the Organization:

1. A gift will not be accepted that is not in the charitable interest of the donor, considering the donor's financial situation and philanthropic interests, as well as tax, legal, and other relevant factors.
2. A gift will not be accepted unless there is a reasonable expectation that acceptance of the gift will ultimately benefit CAPK.

CAPK will not accept any donations that imply endorsement of businesses, products or services. Donor businesses may not use CAPK's name for promotion of any product or service.

Categories of Gifts

Gifts to the Organization are classified into two categories, based on the level of risk associated with acceptance of the gift.

Gifts of **marginal risk** include the following:

- Cash and cash equivalents (e.g., certificates of deposit)
- Gifts of securities actively traded on a U.S. public market (e.g., publicly-traded stocks, mutual funds, corporate and government bonds, etc.)
- Personal property with a fair value of less than \$5,000 (new or used)

Gifts of the preceding three categories will be considered to be of marginal risk only if they are either unrestricted or restricted to one specific existing CAPK program.

Gifts of **greater-than-marginal risk** include the following:

- Any gift requiring the acceptance of a restriction that:
 - o Is not clearly identifiable with an existing program of CAPK,
 - o Would require the addition or modification of a CAPK program,
 - o Would not be consistent with the mission of CAPK,
 - o Would not be consistent with CAPK's tax-exempt purpose under Internal Revenue Code (IRC) section 501(c)(3),
 - o Would require the reclassification of net assets without donor restrictions to net assets with donor restrictions
 - o Would violate any federal, state, or local law or regulation, or
 - o Would result in excessive control to the donor, or anyone designated by the donor, over the subsequent use of the contributed asset.
- Any gift from a donor involved in businesses or activities that may be deemed to be inconsistent with the mission of CAPK

- Personal property with a fair value of \$5,000 or more (new or used)
- Real property (either an outright gift of property or the donated use of such property)
- Non-publicly-traded securities (e.g., ownership interests in privately-held businesses, partnerships, etc.)
- Charitable remainder trusts
- Charitable lead trusts
- Conditional promises to give/pledges
- Unusual items or items of questionable value (including works of art, animals, historic artifacts, memorabilia, etc.)
- Life insurance
- Notification of the intent to give noncash assets through a bequest

Gift Acceptance Procedures

Gifts of marginal risk may be accepted by the Chief of Business Development without any further review and approval. Gifts of greater-than-marginal risk may be accepted only after review and approval of the Board of Directors. This review and approval will be documented on a Gift Acceptance form in the meeting minutes.

It is also the policy of CAPK to liquidate all gifts of publicly-traded securities within ten-(10) days of receipt unless it is determined by the Chief Financial Officer that holding the securities as an investment of the Organization would be fiscally prudent, appropriate, and consistent with the Organization's investment policies.

See CONTRIBUTED ASSETS and CONTRIBUTIONS ACCOUNTING sections of this manual.

CONTRIBUTIONS ACCOUNTING

Donor Privacy

CAPK respects the privacy of its donors and also recognizes that donors wish to be connected to the Organization. CAPK uses donor information to notify them of information, plans and activities. Donor information is shared with staff, Board members, volunteers and consultants on a “need-to-know” basis.

CAPK does not share their donor list with any third-party unless donor permission has been granted. Requests to remain anonymous will be honored in accordance with Organization policies and IRS rules.

Valuation of Noncash (In-kind) Contributions

As stated in the preceding section, all noncash contributions of assets will be recorded at their fair value as of the date of the gift. Fair values used in accounting for donated assets will be determined by the entity, if the fair market value of the donation is less than \$500. Noncash donations valued over this amount will be provided by the donor. (See subsequent policies associated with IRS Form 8283.)

The determination of the fair value of donated assets will be determined as follows:

1. For contributions of publicly-traded securities, fair value will be determined by the Chief Financial Officer based on a web-based search (using E*Trade) of the closing price of the security on the date that the security was transferred to CAPK. In addition, a printout of this Web search will be retained in the Finance department’s records for future reference and substantiation of this procedure.
2. For contributions of personal property, fair value will be determined by the Director of Operations, using appropriate public records (price lists for new assets, other guides for used assets) subject to the review and approval of the Chief Financial Officer – such valuation documented using a standard form.
3. For contributions of real property, fair value will be determined by an appraisal performed by an independent appraiser hired by CAPK (not an appraiser hired by the donor).
4. For contributions of all other assets, fair value will be determined by the Chief Financial Officer.
5. The Organization will report contributed in-kind assets as a separate line item in the statement of activities and disclose the amount of contributed in-kind assets received by category and additional information for each category of contributed in-kind assets received as necessary.

Contributed services that meet any of the following criteria will be recognized as contributions in the financial statements under Generally Accepted Accounting Principles (GAAP) (FASB ASC 958-605):

1. Create or enhance nonfinancial assets.
2. The service:
 - a. Requires specialized skills (those provided by accountants, lawyers, architects, doctors, nurses, teachers, carpenters, electricians, plumbers, or other professionals and craftsmen).
 - b. Is provided by individuals who possess those skills.

- c. Would typically need to be purchased if not contributed. An organization should only consider whether it would otherwise need to purchase the service, not whether it could afford to purchase the service.

Services that do not meet the preceding criteria will not be recognized in the financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). In-kind volunteer time used for cost sharing or matching that do not meet the GAAP criteria will be tracked and reported separately for grant purposes only.

See REVENUE RECOGNITION section of this manual for criteria for recognizing contributed services under GAAP.

For contributed services that meet the previously described criteria for recording, the fair value of the services will be determined by multiplying the hours worked by each volunteer, as documented on the Organization's Volunteer Time Sheet, by an applicable hourly rate, documentation provided by the service provider. The applicable hourly rate will be determined by position responsible for determining the rate and will generally be equal to an estimate of an hourly wage rate plus estimated employee benefits costs at define benefit percentage or where to examine the calculated percentage or an hourly rate typically charged by external contractors possessing the skills provided by the volunteer.

All determinations of hourly rates used to value contributed services will be reviewed, documented, and approved by the Chief Financial Officer or Director of Finance.

Also see revenue COST SHARING AND MATCHING (IN-KIND), DEFINITIONS OF REVENUE, NON-INTEREST BEARING NOTES PAYABLE, and REVENUE RECOGNITION POLICIES sections elsewhere in this manual.

Receipt of Donations Procedure

Upon receipt, all monetary donations will be processed according to the RECEIPTS policies elsewhere in this manual. Information on restriction of gifts will be communicated to the Finance Department so the gift can be recorded and governed according to the wishes of the donor. After funds are deposited, check copies, cash receipts, source of the gift, intended use and any other information included with the gift is delivered to the appropriate program/division. The Community Development Department will acknowledge gifts within three-(3) business days of receipt. Please see the RECEIPTS, ACKNOWLEDGEMENTS, AND DISCLOSURES section.

The accounting system and the donor database must be reconciled to each other at least monthly.

Receipts, Acknowledgements, and Disclosures

CAPK and its donors are subject to certain disclosure and reporting requirements imposed under the Internal Revenue Code and the underlying regulations. To comply with those rules, CAPK will adhere to the following guidelines with respect to contributions received by the Organization.

The program will provide a receipt to the donor for every separate contribution received over \$250, at the end of the calendar year, each quarter. All receipts will include the following information:

1. The amount or value of donation received and/or a description (but not an assessment of the value) of any noncash property received.
2. A statement of whether CAPK provided any goods or services to the donor in consideration, in whole or in part, for any of the cash or property received.
3. If any goods or services were provided to the donor by CAPK, a description and good faith estimate of the value of those goods or services.

Quid Pro Quo Transactions

When CAPK receives cash in excess of \$75 or noncash property with a value in excess of \$75 as part of a quid pro quo transaction, the Organization will follow additional disclosure procedures in conformance with Internal Revenue Service (IRS) rules. A "quid pro quo transaction" is one in which CAPK receives cash or other assets in a transaction that is part contribution and part exchange transaction (i.e. value of the goods or services provided to the donor by CAPK is less than the value of assets provided by the donor. In such instances, CAPK will provide to the donor a receipt stating that only the amount contributed in excess of the fair market value of the goods or services provided by CAPK may be deducted as a charitable contribution. The receipt will also include a good faith estimate of the fair market value of the goods or services provided to the donor by CAPK.

All estimates of the fair market value of goods or services provided by CAPK will be prepared by the Finance Department.

CAPK complies with all current federal and state rules regarding solicitation and collection of charitable contributions, whether specifically addressed in this manual or not, as well as all future revisions to those rules.

Noncash Donations

The Chief Financial Officer will provide a signed Form 8283 to donors who have made a noncash contribution, as requested.

- Signature of an organization official on Form 8283 signifies an acknowledgment that CAPK is a qualified charitable organization and if CAPK sells, exchanges, or disposes of the property within three-(3) years after the date of receipt, it will file Form 8282 with the Internal Revenue Service (IRS) and give a copy of the form to the donor.
- Signature on Form 8283 does not represent any level of certification of, or agreement to, the valuation of the gift that has been assigned by the donor or the donor's appraiser, but it does serve to inform CAPK of the value intended to be deducted by the donor, which is useful in connection with the subsequent filing of Form 8282.
- Any Form 8283 presented by a donor for signature by CAPK will be reviewed, along with the donated asset and any relevant documentation pertaining to the asset's description and condition, by the Chief Financial Officer, who will have final responsibility for agreeing or disagreeing with the donor's description of the asset and for signing the Form 8283.

- The Chief Financial Officer will retain a copy of any Form 8283 that has been signed and will forward a copy of each Form 8283 to the Director of Operations for subsequent tracking of the donated asset. (See below.)

When CAPK subsequently sells, exchanges, or disposes of contributed noncash assets within three-(3) years of the date of its receipt, CAPK will file Form 8282 within 125 days after disposition. However, filing of this form is not required if:

- The property is valued at \$500 or less, or
- The donated assets are consumed or distributed in fulfillment of the Organization's tax-exempt mission.
- Responsibility for tracking donated assets and determining whether filing Form 8282 is assigned to the Director of Operations. It is the policy of CAPK to file such forms in a timely manner (within 125 days of sale).
- Upon completion of a Form 8282 by the Director of Operations, the form will be reviewed and signed by the Chief Executive Officer. The form will be mailed to the IRS by the Director of Operations.
- A copy of the completed form will be given to the donor.

Endowment Funds Received

It is the policy of CAPK to establish and accept endowments for the benefit of one or more programs or purposes within the scope of the Organization's mission, subject to the GIFT ACCEPTANCE policies described elsewhere in this manual.

It is also the policy of the Organization to account for all endowments in accordance with any and all explicitly communicated donor-imposed restrictions that have been accepted by the Organization, including restrictions associated with the classification of subsequent interest income, dividend income, realized gains and losses, unrealized gains and losses, and other investment income, as well as future appropriations and expenditure of endowment funds. Investment return is generally considered free of donor restrictions, unless its use is limited by a donor-imposed restriction or by law. To the extent the Organization has accepted an endowment that does not include explicit donor restrictions regarding subsequent accounting for and classification of the endowment or investment income or for the appropriation and expenditure of endowment funds, CAPK will follow appropriate federal and state guidelines.

The interpretation of how federal and state guidelines applies to a particular endowment of CAPK will be made by the Chief Financial Officer and subject to the review and approval of the Budget and Finance Committee.

See the INVESTMENT and NET ASSET sections elsewhere in this manual for related policies on Endowment Funds.

Fundraising Events, Special Events

The Organization will maintain a subsidiary record that tracks each special fundraising event sponsored by the Organization. The Finance Division will be responsible for maintaining this subsidiary record, with assistance from the Director of Community Development. The following information will be tracked

on an event-by-event basis for purposes of possible disclosure in the Organization's annual Form 990 information return with the IRS:

1. Description and location of the event (including an indication of whether any type of gaming activities took place in connection with the event)
2. Total gross proceeds received in connection with the event
3. Portion of the proceeds considered to be a contribution (equal to the amount received less the fair value of any benefits provided to donors)
4. Total costs of the event
5. Portion of the costs attributable to direct donor benefits (i.e., the cost of any benefits provided to donors, such as the cost of green fees or a meal provided to attendees at a fund-raiser)
6. Portion of the total costs associated with:
 - a. Rent or facility costs
 - b. Cash prizes, if any
 - c. Noncash prizes, if any
 - d. Food and beverages
 - e. Entertainment
 - f. Fees paid to (or retained by) an outside fund-raiser
7. Total compensated and total uncompensated (volunteer) labor hours associated with each event
8. The names and addresses of any outside fundraiser used in connection with the event
9. An indication of whether any outside fundraiser ever took custody, even temporarily, of funds raised for CAPK in connection with any fundraising event

In addition to the preceding information, if any fundraising activities of CAPK include gaming (e.g., bingo, pull tabs, or any other type of gaming), the Organization will maintain records of the following:

1. The name and address of the person or company responsible for running the Organization's gaming activities, as well as a copy of their license to conduct gaming activities
2. Documentation indicating the percentage of gaming activity operated in the Organization's facility vs. an outside facility
3. If the Organization utilizes a third-party to operate gaming activities, a record will be kept of the total proceeds of the gaming activity and the amount retained by the third-party operator as its compensation
4. Total compensated and total uncompensated (volunteer) labor hours associated with each event.

If the Organization engages in, or plans to engage in, gaming activities, the Chief of Business Development first research and obtain any and all required licenses or permits.

In addition, for any fundraising or gaming activity operated by a third-party, where the third-party collects or maintains custody of funds paid by attendees, the Organization will first gain an understanding of the internal controls of the third-party, including the third-party's processes for receiving and securing funds and whether individuals employed by the third-party are bonded. The Chief Financial Officer will conduct or arrange for this internal control evaluation.

The reporting of expenses for fundraising/special events may result in expenses that are not reported by their natural classification (i.e. facility rental costs of special events reported as direct benefits to donors vs. as rent expense); however, these expenses will be reported by their natural classification in the analysis of expenses by nature and function (i.e. Statement of Functional Expenses). See FINANCIAL STATEMENTS section of this manual.

State Registrations

It is the policy of CAPK to register in each state in which the Organization's fundraising activities would result in a requirement to register. Determination of state-by-state registration requirements will be with the Chief Financial Officer, who may consult outside advisors in making such determinations.

Once registered, the Chief Financial Officer will ensure that subsequent periodic filing requirements are met. The Chief Financial Officer may delegate the preparation of such periodic state filings to the Director of Finance, subject to the review and approval of the Chief Financial Officer.

Online Contributions

CAPK accepts donations through its website. Contributions received online will follow these procedures:

1. Credit and debit card charges will be processed by an outsourced service provider.
2. Contributors will also be offered the option to donate through the website via electronic funds transfer (EFT).
3. The service provider will send daily reports to the Community Development Department detailing each amount received for a donation or item purchased and the contact information of the donor/purchaser.
4. The Community Development Department will send a copy of the notice to the Finance Department to be used to reconcile the bank statement and to provide an accounting of donations received online for entry into the general ledger.
5. Donations will be recorded at the gross amount, with credit or debit card fees recorded separately.

6. CAPK will work to provide reasonable measures to safeguard protected personally identifiable information (PPH).

Recording of the revenue will be done daily into the Organization's donor database and then into the accounting system with a journal voucher.

Disclosures of Promises to Give

As stated earlier, CAPK will recognize revenue for promises to give in accordance with the REVENUE RECOGNITION POLICIES stated elsewhere in this manual. In addition, in connection with its annual financial statements, CAPK will prepare a schedule of its promises to give as follows:

Unconditional Promises to Give

- Annual amounts to be collected in each of the next five-(5) fiscal years, and a total amount due thereafter
- Amount of the allowance for uncollectible promises receivable
- Amount representing interest as a result of discounting long-term promises to give to net present value
- Effective interest rate
- Amount of contribution receivable
- Amount of unconditional promises to give that have been pledged as collateral.

Conditional Promises to Give

- Total of amounts promised
- Description and amounts of each group of promises that share similar characteristics

BILLING/INVOICING POLICIES

Overview of Billing/Invoicing

The Organization's primary sources of revenue is listed in the REVENUE RECOGNITION section of this manual. Depending on the type of revenue source, the Organization may generate a bill or invoice, including a request for reimbursement.:

Responsibilities for Billing/Invoicing and Collection

CAPK's Finance Department is responsible for the invoicing of funding sources and the collection of outstanding receivables. Also see CREDITS AND OTHER ADJUSTMENTS TO ACCOUNTS RECEIVABLE section of this manual.

Billing/Invoicing and Financial Reporting

CAPK strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a project budget, and a balance remaining column.

CAPK will prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports will be the responsibility of the Accounting Administrator or designated staff, subject to review and approval by Chief Financial Officer and/or Director of Finance.

The following policies will apply to the preparation and submission of billings/invoices to funding agencies under awards made to CAPK:

1. The Organization will request reimbursement after expenditures have been incurred, unless an award specifies another method.
2. CAPK will strive to minimize the time between receipt of advances of federal funds and disbursement of grant funds by issuing payments within 24 business hours of receipt of such funds.
3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that billings/invoices is made on a timely basis along with any other reporting that is required in addition to the financial reports.
4. Billings/invoices of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice/reimbursement amounts.
5. All financial reports required by each federal award will be prepared and filed on a timely basis. To the extent CAPK's year-end audit results in adjustments to amounts previously reported to funding agencies, revised reports will be prepared and filed in accordance with the terms of each award.

CAPK will maintain separate invoicing/billing records in addition to the official general ledger accounting records. These records will be reconciled to the general ledger on a monthly basis.

At the time invoices/billings are prepared, revenue and accounts receivable will be recorded in the accounting records of CAPK by the Finance Administrator, Accounting Administrator, or designated staff.

If an award authorizes the payment of cash advances to CAPK, the Chief Financial Officer may require that a request for such an advance be made. Upon receipt of a cash advance from a funding agency, CAPK will reflect a liability equal to the advance. As part of the monthly closeout and invoicing/billing process, the liability will be reduced, and revenue recognized, in an amount equal to the allowable costs incurred for that period.

Also See CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

Cash Drawdowns of Advances of Federal Funds

CAPK will minimize the time elapsing between the transfer of funds to and disbursement of funds by CAPK. Advance payments will be limited to the minimum amount needed and timed to be in accordance with actual, immediate cash requirements.²⁰

Cash drawdowns of advances from federal agencies will be made weekly in conjunction with the accounts payable and payroll schedule, based on need. All federal funds will be deposited into an interest-bearing cash account under the policies and procedures of CASH RECEIPTS section of this manual. CAPK requires that federal funds will be disbursed within 24 hours of receipt using the following process:

1. On Tuesday, the Accounts Payable Supervisor will prepare a listing of disbursements.
2. The Director of Finance and/or Chief Financial Officer reviews and approves the listing.
3. On Tuesday, the Finance Administrator prepares a cash analysis report for the drawdown.
4. The Chief Financial Officer approves the report.
5. On Tuesday, the Director of Finance or Chief Financial Officer draws down the cash required.
6. On Wednesday, the disbursements are prepared in accordance with CASH DISBURSEMENT policies and procedures found elsewhere in this manual.

On occasion, CAPK may determine that the administrative burden for weekly cash drawdowns may be reduced by drawing down an advance of funds for expected cash needs for the next two-(2) weeks. In such situations, the Chief Financial Officer will negotiate an appropriate cash drawdown schedule with the funding agency to minimize administrative burden of preparing weekly drawdown requests and minimize the time between receipt and disbursement of grant funds.

Classification of Income

All income received by CAPK is classified as "without donor-imposed restriction," with the exception of the following, which will be classified as "with donor-imposed restriction":

1. Grants and other awards received from government agencies or other grantors, which are restricted and have not been released through the performance of program services or the passage of time.

²⁰ 2 CFR Part 200.305 (45 CFR Part 75.305)

2. Special endowments received from donors requesting that the funds be restricted for specific purposes in perpetuity.
3. Income earned from endowment funds (e.g., interest and dividends, gains and losses) in connection with endowments where the donor has explicitly stated that earnings on an endowment be restricted for specific purposes or for which the Board has interpreted the relevant state UPMIFA law as preserving the earnings on donor endowments as restricted. (Also see INVESTMENT section of this manual.)

From time to time, CAPK may raise other forms of contribution income which carry stipulations that the Organization utilize the funds for a specific purpose or within a specified time period identified by the donor of the funds. When this form of contribution income is received, CAPK will classify this as income with donor-imposed restrictions.

As with all net assets with donor restrictions, when the restriction associated with a contribution has been met (due to the passing of time or the fulfillment of the purpose for which the contribution was restricted), CAPK will reclassify the related net assets from net assets with donor restrictions to net assets without donor restrictions in its Statement of Financial Position and reflect this reclassification as an activity in its Statement of Activities.

Income received with donor-imposed restrictions may be reported as income without donor-imposed restrictions if the restrictions are met in the same reporting period.

In the event the CAPK Board of Directors determines that it is appropriate to set revenue funds aside for specific projects, such funds will be classified under "Net Assets without Donor Restriction," labeled "Board-Designated," and reported as a separate component of net assets.

Also see REVENUE RECOGNITION and NET ASSET sections of this manual.

Accounts Receivable Entry Policies

Individuals independent of the receipts function will post customer invoices, requests for reimbursement / payment from funding sources, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

RECEIPTS

Overview of Receipts

The receipts section includes policies and procedures for the receipt of cash, checks, and credit/debit card payments.

Processing of Funds Received

The following procedures will be followed:

- Receipts are processed in a central location, rather than at remote sites, to ensure that receipts are appropriately directed, recorded, and deposited on a timely basis.
- Mail is opened and a listing of cash/checks received will be prepared in an open area, in the presence of other employees.
- The individual preparing the daily list of receipts will be someone that is not involved in the accounts receivable or accounts payable process.
- A deposit slip is prepared from the cash/checks received and compared to the daily receipts listing for discrepancies.
- Deposits are prepared and transmitted through electronic desktop deposit to the bank. When cash is deposited, the deposit will be taken to the bank by an individual other than the employee who prepared the daily receipts listing.

Electronic transfers of funds are processed as follows:

- The Accounting Administrator notifies the Accountant II when funds are received via an electronic transfer or other electronic deposit.
- The Accountant II works with the Accounting Specialist to match the deposit and remittance information to the corresponding receivable recorded in the accounting system.
- The Accounting Specialist posts the receipt of funds to the receivable in the general ledger and appropriate subledger.

Endorsement of Checks

All checks received that are payable to CAPK will immediately be restrictively endorsed by the individual who prepares the daily receipts listing. The restrictive endorsement will be a stamp that includes the following information:

1. For Deposit Only
2. Full legal name of CAPK
3. The bank name
4. The bank account number of CAPK

Timeliness of Bank Deposits

Bank deposits will be made on a daily basis, unless the total amount received for deposit is less than \$1,000. In no event will deposits be made less frequently than weekly. Undeposited checks and cash

will be stored in a locked safe and kept in a secure area until deposited. Such cash will not be used as petty cash or to make change.

Online Receipts

CAPK accepts MasterCard and Visa and has negotiated contracts for outsourcing of processing payment transactions. Individual CAPK departments may not use or negotiate individual contracts with these or other payment card companies or processors.

When clients or donors wish to make payment via credit or debit card, they will be directed to the Organization's website or other means to make payment. Also see ONLINE CONTRIBUTIONS section of this manual.

Reconciliation of Deposits

On a periodic basis, the Director of Finance, who does not prepare the initial receipts listing or bank deposit, will reconcile the listings of receipts to bank deposits on the monthly bank statement. Any discrepancies will be immediately investigated.

Control Grid – Revenue and Cash Receipts

CAPK strives to maintain adequate segregation of duties in its income and cash receipts functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

- A. Chief Financial Officer
- B. Director of Finance
- C. Finance Administrator
- D. Accounting Administrator
- E. Accountant I / II
- F. Accounting Specialist
- G. Accounting Technician

	A	B	C	D	E	F	G
Produces invoice to bill customer/funder					X		
Initials receipt of funds (cash or checks)				X			
Restrictively endorses checks						X	
Prepares deposit slips						X	
Takes deposit slip to bank							X
Enters payments into AR system						X	
Authorizes credits or other adjustments	X						
Posts credits/adjustments to AR system			X				
Authorizes write-offs of bad debt	X						
Posts bad debt write-offs to AR system					X		
Reconciles AR with general ledger		X		X			
Reconciles bank statement					X		

RECEIVABLE MANAGEMENT

General Receivable Management

Grants receivable represent amounts that have been billed under agency contracts but not collected as of the date of the financial statements. All grants receivable represents amounts owed by federal, state and local government agencies.

CAPK records grants receivable and deferred revenue when the grant is received. Then, during the year, when cash is received for expenses incurred, the deferred revenue and grant receivable are reduced, and cash is recorded as grant income. At the end of the fiscal year, the remaining deferred amount will offset the remaining receivable in order to meet GAAP requirements. While this method does not meet GAAP requirements during the year, it does provide management and the board information in the financial statements about progress on spending grant funds. The Accounting Administrator, Finance Administrator and Accountants are responsible for monitoring budget-to-actual expenditures throughout the grant year and will meet periodically with Program Manager and Division Directors to discuss grant fiscal results.

Grants Receivable Monitoring and Recognition

CAPK records grants receivable and income as it is earned in accordance with the REVENUE RECOGNITION policies elsewhere in this manual. The Accounting Administrator, Finance Administrator and Accountants are responsible for monitoring budget-to-actual program expenditures throughout the grant year and will meet monthly with the Grant Manager to discuss grant financial results.

Accounts Receivable Monitoring and Reconciliations

On a monthly basis, the Finance Department will reconcile a detailed accounts receivable report (showing aged, outstanding invoices by customer) to the general ledger. The Chief Financial Officer or Director of Finance will review the reconciliation and ensure that all differences are immediately investigated and resolved.

Credits and Other Adjustments to Accounts Receivable

From time to time, credits against accounts receivable from transactions other than payments and bad debts will occur. Examples of other credits include returned products and adjustments for billing errors. An employee who is independent of the cash receipts function will process credits and adjustments to Accounts Receivable, and all credits shall be authorized by the Chief Financial Officer or Director of Finance.

Collections

Collections are performed on a monthly basis, according to a review of the outstanding items shown on the accounts receivable aging report. This report shows the current month's activity for each customer and prior months' balances outstanding for 30, 60, 90, and 120 days.

Customers with unpaid balances receive communication every 30 days. After a balance is unpaid for 60 days, Program Accountant will contact the customer/ grantor by telephone and attempt to collect the amount due. When necessary the Program Manager will assist with collection of unpaid balances.

At 90 days, if payment has not been received, Program Accountant will send an electronic communication (email, inquiry through payment portal) to the customer/ grantor requesting payment or documentation that payment has been made.

At 120 days, if payment has not been received, the Director of Finance will send a letter through the U.S. Postal Service to the customer/ grantor requesting payment or documentation that payment has been made.

At 150 days, the Director of Finance will evaluate the use of a professional collection service. Documentation will be maintained to support the history of collection attempts.

In addition, as collection efforts begin at 60 days, weekly phone calls will be made to the customer/ grantor and documented as part of the collection effort.

Collections or recoveries of previously written off balances will be recorded when received.

Receivable Write-Off Authorization Procedures

All available means of collecting receivables will be exhausted before write-off procedures are initiated. Write-offs are initiated by the department associated with the amount to be written off, in conjunction with the Finance Department. If a receivable is deemed uncollectible, the following approvals are required before the write-off is processed:

<u>Amount</u>	<u>Authorized in writing by</u>
Less than \$1,500	Director of Finance
\$1,500 or more	Chief Financial Officer

If write-off procedures have been initiated and approved, the receivable amount will be written off against the allowance account recorded to bad debt expenses.

After a write-off has been processed, appropriate individuals in the originating department will be advised to ensure that further credit is not granted and the master list of bad accounts is updated. Customers listed as poor credit risks will be extended future credit only if the back debt is paid and the customer is no longer deemed a collection problem.

If the organization uses the specific charge-off method, the amount will be posted to bad debt expense after management determines the amount is not collectible and the write-off is approved.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

Overview of Purchasing

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY CAPK.

CAPK requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff must adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

Responsibility for Purchasing

All Division Directors, or their designees, will have the authority to initiate purchases on behalf of their department, within the guidelines described here. Division Directors will inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Finance Department will maintain a current list of all authorized purchasers.

The Finance Department will be responsible for processing purchase orders. The Chief Financial Officer has approval authority over all purchases and contractual commitments and will make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing

Ethical conduct in managing the Organization's purchasing activities is essential. Staff must always be mindful that they represent CAPK and share a professional trust with other staff, funding sources, and the community.²¹ CAPK will comply with all federal grant regulations, particularly those pertaining to conflicts of interest and the actions of our employees involved in the selection, awarding, and administration of contracts.

- Officers, Board members, employees, and agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The Board of Directors may establish standards to evaluate when a financial interest is not substantial, or the value of an unsolicited gift is of nominal value. Substantial financial interest and nominal value, as approved by the Board of Directors, is defined as follows:
 - o Unsolicited gifts with a nominal value of \$50 or less may be accepted with the approval of the Chief Executive Officer and/or Division Director.
 - o Also see the POLICY ON SUSPECTED MISCONDUCT section elsewhere in this manual for disciplinary actions for violations of these standards.

²¹ 2 CFR Part 200.318(c)(1) (45 CFR Part 75.327(c)(1))

- Staff will discourage the offer of and decline individual gifts, favors, or gratuities that might influence the purchase of supplies, equipment, and/or services. Staff will notify their immediate supervisor if they are offered such gifts.
- No officer, Board member, employee, or agent will participate in the selection or administration of a contractor if a real or apparent conflict of interest would be involved. See the CONFLICTS OF INTEREST section elsewhere in this manual.

Competition

In order to promote open and full competition, purchasers will:²²

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid or propose on such procurements.
- Award contracts to bidders or proposers whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the Organization's best interest and the circumstances supporting the reasons for the rejection are properly documented.²³
- Only use "name brand or equivalent" description as a means to define the performance or requirements.²⁴
- Noncompetitive procurements will only be awarded in accordance with CAPK's Noncompetitive Method of Procurement (Sole Source) section of this manual.

Nondiscrimination Policy

Contractors who are the recipients of Organization funds, or who bid or propose to perform any work or furnish any goods under agreements with CAPK, will agree to these important principles:

- Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, handicap, gender, or age, except where religion, gender (sex), or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.
- Contractors agree not to discriminate against any individual due to the individual's political affiliation/ beliefs.
- Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation will be deemed sufficient for meeting the intent of this section.

²² 2 CFR Part 200.319 (45 CFR Part 75.328)

²³ 2 CFR 200.318(c) (45 CFR Part 75.329(c))

²⁴ 2 CFR Part 200.319(c)(1) (45 CFR Part 75.328(b))

Procurement Thresholds and Authorization Limits

All completed requisitions and purchase orders must be initiated through the electronic requisition system and approved by those with the appropriate expenditure level. The following table summarizes the required approval levels, solicitation, and documentation (provided that cost is the only factor to evaluate):

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$9,999.99 (or \$2,000 if subject to Davis-Bacon)	Manager or higher	• Price must be considered reasonable based on current market • Purchase can be made from a contractor successfully used in the past, with reasonable pricing • As much as possible, micro-purchases will be rotated among qualified suppliers, provided pricing is comparable	• Receipt or invoice approved by individual(s) in Required Approvals column
\$10,000 ≤ \$99,999.99	• Administrator; or Assistant Director (≤ \$20,000); or • Director (≤ \$30,000); or • Chief Program Officer (≤ \$100,000)	• 3 quotes (catalogue, Internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Documentation of quotes obtained • How procurement decision was made
\$100,000 ≤ \$249,999.99	• Chief Financial Officer (≤ \$150,000); or • Chief Executive Officer (≤ \$250,000); or • Board of Directors (> \$250,000)	• 3 written quotes (catalogue, internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Attached documentation of quotes received • How procurement decision was made

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
> \$250,000 and above	• Chief Executive Officer ($\leq$ \$250,000); or • Board of Directors ($>$ \$250,000)	• 3 written bids/proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring • Proposal and contract of winning bidder/proposer • How procurement decision was made
Construction/Major Renovations over \$250,000	Chief Executive Officer and Board of Directors	• 3 sealed written bids/proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring • Proposal and contract of winning bidder/proposer • How procurement decision was made

Additional Board Approval Requirements

The Board must approve the following items regardless of threshold:

1. Any single item or aggregate over \$250,000, including estimated purchases from preferred vendors;
 - In the event that procurement was initiated under the \$250,000 limit and later amendments to the contract would exceed this limit, additional amendments must receive Board approval;
2. Procurement of all audit, legal or professional services that are agency-wide in nature;
3. Construction contracts and/or major renovations over \$250,000 require Board approval;
4. If a Program or Grant has stricter limits than those set by the Agency, the Program's/Grant's guidelines must be followed.

Expenditure Limits

Managers	Up to \$10,000
Administrators	Up to \$15,000
Assistant Director	Up to \$20,000
Division Directors	Up to \$30,000
Chief Program Officer	Up to \$100,000
Chief Financial Officer	Up to \$150,000
Chief Executive Officer	Up to \$250,000
Board of Directors	Over \$250,000

The Chief Executive Officer is authorized to enter into any contract on behalf of CAPK. Contracts between \$30,000 and \$150,000 must be reviewed and approved by the Division Director, Chief Program Officer (program related), and the Chief Financial Officer but do not require approval from the Chief Executive Officer. These policies will also apply to renewals of existing contracts.

Procurement Procedures

The following are CAPK's general procurement procedures:

1. CAPK will avoid purchasing unnecessary or duplicative items for the performance of the activities required by a federal award.²⁵
2. Where appropriate, an analysis will be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government.²⁶ This analysis will only be made when both lease and purchase alternatives are available to the program.
3. CAPK will enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.²⁷
4. CAPK will use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.²⁸
5. Documentation of the cost and price analysis associated with each procurement decision, including contract modifications, in excess of \$150,000 will be retained in the procurement files pertaining to each federal award.²⁹

Price analysis may include such factors as comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

6. All pre-qualified lists of persons, firms, or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition.³⁰
7. CAPK will maintain records sufficient to detail the history of procurement, including, but not limited to:³¹
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Justification for lack of competition when competitive offers are not obtained;
 - d. Contractor selection or rejection; and

²⁵ 2 CFR Part 200.318(d) (45 CFR Part 75.327(d))

²⁶ 2 CFR Part 200.318(d) (45 CFR Part 75.327(d))

²⁷ 2 CFR Part 200.318(e) (45 CFR Part 75.327(e))

²⁸ 2 CFR Part 200.318(f) (45 CFR Part 75.327(f))

²⁹ 2 CFR Part 200.324 (45 CFR Part 75.332)

³⁰ 2 CFR Part 200.319(d) (45 CFR Part 75.328(d))

³¹ 2 CFR Part 200.318(i) (45 CFR Part 75.327(i))

- e. The basis for the contract price.

Also see the RECORD RETENTION section of this manual.

8. CAPK will make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. CAPK will not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting.³²
10. Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, veteran-owned businesses, local businesses, and labor surplus area firms.³³

(Also see AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS section of this manual.)

11. Purchases will be made in accordance with the thresholds, required approvals, required solicitation methods, and documentation requirements indicated in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMITS section of this manual.
12. The procurement method used for the acquisition of professional and other contracted services will be done in accordance with the Procurement Thresholds and Authorization Limits section (based on dollar amount). Selection of the service provider not procured using the formal proposal method of procurement (RFP) will be informally based on specialized expertise, qualifications, and other factors, and will document accordingly to support selection.

All staff members with the authority to approve purchases will receive a copy of and be familiar with Uniform Guidance cost principles.³⁴

Sealed Bid Method of Procurement

The sealed bid method of procurement will be used for purchases in accordance with the PROCUREMENT THRESHOLD AND AUTHORIZATION LIMIT chart of this manual and will be used for services or goods with a fixed price including, for example, construction projects, vehicle purchases, installation of heating, ventilation, and air conditioning (HVAC), weatherization work, etc.

The following conditions apply for this method of procurement:

- A complete, adequate, and realistic specification or purchase description is prepared and made available as part of the invitation for bid (IFB);
- Two or more responsible suppliers/providers are solicited and are willing and able to compete effectively for the business;

³² 2 CFR Part 200.323(d) (45 CFR 75.332(d))

³³ 2 CFR Part 200.321(b)(3) (45 CFR Part 75.330(b)(3))

³⁴ 2 CFR Part 200 Subpart E – Cost Principles (45 CFR Part 75 Subpart E – Cost Principles)

- Sufficient time is given to allow bidders to respond before the bid opening date indicated in the IFB;
- Bids will be opened at the time and place indicated in the IFB; and
- The procurement is appropriate for a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price and price-related factors.

The sealed bid process focuses mainly on price and occurs early in the procurement cycle, allowing bidders time to prepare their bids to meet the specifications of the bid solicitation. Bids are solicited in accordance with the Organization's ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid:

- Conforms with all the material terms and conditions of the invitation for bids, and
- Is the lowest in price, also considering price-related factors.

Price-related factors such as discounts, transportation cost, and life cycle costs will be considered in determining lowest bid. Payment discounts will only be considered when prior experience indicates that such discounts are usually taken advantage of.

Any and all bids may be rejected if there is a sound documented reason.

Sealed bid requests will be publicized in compliance with the approved advertising procedures. See the ADVERTISING PROCEDURES section of this manual.

Bidders must comply with all bid specifications. See the CONTRACT ADMINISTRATION section of this manual.

Proposal Method of Procurement

The formal proposal method of procurement will be used for purchases in accordance with the PROCUREMENT THRESHOLD AND AUTHORIZATION LIMITS chart of this manual and will be used when price and other factors are considered to determine the most advantageous proposal. Examples of some of the other factors may include those listed in the EVALUATION OF ALTERNATIVE PROPOSERS section of this manual.

The following conditions apply for this method of procurement:

- Request for Proposals (RFPs) will be publicized (see the ADVERTISING PLAN section of this manual)
- RFPs will include all specifications, terms and conditions that the proposer must meet
- RFPs will include all evaluation factors and their relative importance
- Proposals must be solicited from a number of qualified sources
- CAPK will conduct an evaluation of proposals received by the publicized due date in accordance with its established procedures; maximum effort will be made to consider all responses to proposals (see EVALUATION OF ALTERNATIVE PROPOSERS section of this manual)

Solicitation for Procurements

To help ensure full and open competition, solicitations for goods and services, requests for proposals (RFPs), and invitation for bid (IFBs or sealed bids) will provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions will not contain features which unduly restrict competition.³⁵

Description may also include the following:

- Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - Preference for products and services that conserve natural resources, protect the environment, and are energy efficient, to the extent practicable and economically feasible
2. Requirements which the bidder / proposer / offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See EVALUATION OF ALTERNATIVE CONTRACTORS elsewhere in this manual for required criteria.)³⁶
 3. Description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible, to avoid impeding competition.³⁷
 4. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met will be clearly stated.³⁸
 5. Required delivery or performance dates/schedules.
 6. Clear indications of the quantity(ies) requested and unit(s) of measure, if applicable.
 7. A description of the format, if any, in which the requested information, proposals, or bids must be submitted, including the name of the person to whom it should be sent.
 8. The date by which information, proposals, or bids are due.
 9. When using an RFP for the financial statement auditor, the criteria listed in the SELECTING AN INDEPENDENT FINANCIAL STATEMENT AUDITOR will be clearly stated in the RFP.

³⁵ 2 CFR Part 200.319(c)(1) (45 CFR Part 75.328(c)(1))

³⁶ 2 CFR Part 200.319(c)(2) (45 CFR Part 75.328(c)(2))

³⁷ 2 CFR Part 200.319(c)(1) (45 CFR Part 75.328(c)(1))

³⁸ 2 CFR Part 200.319(c)(1) (45 CFR Part 75.328(c)(1))

10. If CAPK decides to inform bidders / proposers of the results of the selection process, the solicitation will provide information on how and by when this communication will be made. Also see PROCUREMENT GRIEVANCE PROCEDURES.

Advertising Procedures for Procurement

The public advertising plan is designed to encourage maximum participation in solicitation for selected procurement methods. CAPK will publicly advertise requests for sealed bids and proposals using a plan designed to reach the maximum potential bidders and proposers.

Examples of public advertising that may be used include:

- CAPK's public website
- CAPK's social media accounts
- Sealed bid or request for proposal databases, if available
- Print and electronic advertisements (newspapers, emails)
- Audio advertisements (radio station, Pandora®, Spotify®)
- Direct solicitation of recommended or previously used contractors
- Direct solicitation of minority, small, women-owned, and veteran-owned businesses or businesses in labor surplus areas
- Professional associations

Public advertisements will include, at a minimum:

- CAPK's legal name and address, including contact name and phone number
- Date, time and location, including address, of bid/proposal meeting, as applicable
- Notice that participation in the meeting is mandatory for the bidder's or proposer's solicitation to be considered, as applicable
- Sealed bid requests will include any specifications and pertinent attachments and will define the items or services in order for the bidder to properly respond
- Proposal requests will identify all evaluation factors and their relative importance
- Sealed bid requests will identify the time and place sealed bids will be opened (for local governments and tribal governments, bids will be opened publicly)
- Notice to bidders/proposers that incomplete bid/proposal packages will not be considered.
- Minority-owned, women-owned, veteran-owned, and small businesses located in labor surplus areas are encouraged to respond.

Extension of Due Dates and Receipt of Late Offers / Responses

Solicitations should provide for sufficient time to permit the preparation and submission of offers (quotes, bids, proposals) before the specified due date. However, an extension may be granted if a prospective proposer so requests and is approved by the Purchasing Manager. Approval of extensions will be documented in the procurement file.

Offers / responses are considered late if received after the due date and time specified in the solicitation. Late offers / responses will be so marked on the outside of the envelope and retained, unopened, in the procurement file. Contractors that submit late offers will be sent a letter notifying them

that their offer was late and could not be considered for award. A copy of this communication will be retained with the procurement documentation.

Evaluation of Alternative Proposers

With competitive proposal method of procurement, proposers will be evaluated on a weighted scale that considers some or all of the following criteria, as appropriate for the procurement:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Offeror / Proposer's financial stability
7. Offeror / Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Price
11. Minority, small business, women-owned business, veteran-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each procurement. However, the department responsible for the purchase will establish the relative importance of the appropriately established criteria prior to requesting proposals and will evaluate each proposal on the basis of the criteria and weighting that have been pre-determined.

The contract will be awarded to the responsible proposer whose proposal is most advantageous to the program. After a contractor has been selected and approved by the Program Manager and/or Division Director, the final selection will be approved by others according to CAPK's purchasing/procurement approval policies.

Affirmative Consideration of Minority, Small Business, Women-Owned Businesses, Veteran-Owned Businesses, Local Businesses, and Labor Surplus Area Firms

Positive efforts will be made by CAPK to utilize small businesses, minority-owned firms, women's business enterprises, veteran owned businesses, and labor surplus area firms whenever possible. Therefore, the following steps will be taken:³⁹

1. Ensure these businesses are used to the fullest extent practicable.
2. CAPK will directly solicit bids or proposals from these businesses/ firms whenever they are a potential source and ensure these businesses/ firms are included in solicitations, when practicable. (Also see ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual.)

³⁹ 2 CFR Part 200.321 (45 CFR Part 75.330)

3. CAPK will evaluate procurements to determine if it is practical to separate purchases or projects into smaller components in order to encourage solicitation responses from these businesses.
4. CAPK will establish delivery schedules, where the requirement permits, which encourage participation by these businesses/ firms by making information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by these businesses/ firms.
5. Utilize organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency to determine validity of, assistance with, or location of the businesses addressed in this section, as appropriate.
6. Consider in the contract process whether firms competing for larger contracts should subcontract with these businesses/ firms.

Non Competitive Method of Procurement (Sole Source)

This method of procurement can be used as approved in accordance with the PROCUREMENT THRESHOLDS AND AUTHORIZATION chart elsewhere in this manual for the following circumstances:

Internal Micro-Purchase Threshold

The aggregate amount of the procurement does not exceed the Organization's internal micro-purchase threshold, as stated in the Procurement Thresholds and Authorization Limits section of this manual.

Emergencies

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved. The reasons for such purchases will be documented in the procurement file.

Single Distributor/Source

The item or service is only available from a single source. Examples of when this applies to CAPK include utilities, trash collection, and custom software solutions.

Prior Written Approval

The awarding agency expressly authorizes a noncompetitive proposal in response to a written request from CAPK.

Insufficient Proposers, Bidders, Offerors

After solicitation in accordance with CAPK's ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual, competition is deemed inadequate due to one response or insufficient bidders/ proposers.

Pre-Qualified Contractors

CAPK encourages departments to develop lists of pre-approved contractors that can be used throughout the year. The process to identify a pre-approved contractor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single contractor. Examples are janitorial supplies, classroom supplies, weatherization materials, etc.
2. Obtain cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 3 quotes, depending on the level of expected spending for the year (refer to the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS chart elsewhere in this manual).
4. Compare the quotes; contractors with lowest prices, including shipping, will be approved for use during the year.
5. This process should result in multiple approved contractors if the prices are within 5% of each other.

This process will be repeated annually, with the approved list produced by January 15. Contractors may be added throughout the year, but all contractors for prequalification will be reevaluated January 1.

Bonding Requirements

CAPK will require bonding when deemed necessary to help ensure the interests of the organization and the funding source is protected. Minimum bonding requirements will include the following:⁴⁰

- A bid guarantee in the form of a bid bond, certified check, or other negotiable instrument from each bidder equivalent to five percent of the bid price assuring that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price, to be executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
- A payment bond for 100 percent of the contract price, executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in execution of the work provided for in the contract.

Use of Purchase Orders

CAPK utilizes an electronic purchase order system. An electronic request to purchase will be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost). A properly completed purchase order will contain the following information, at a minimum:

1. Specifications or statement of services required
2. Contractor name, address, and contact's name, email, and phone number
3. Source of funding, as applicable
4. Delivery or performance schedules
5. Delivery, packing, and transportation requirements

⁴⁰ 2 CFR Part 200.325 (45 CFR Part 75.334)

6. Special conditions, if applicable
7. Catalog number, page number, etc., if applicable
8. Net price per unit, less discount, if any
9. Total amount of order
10. Authorized signature
11. Date purchase order was prepared

Purchase orders will be pre-numbered, retained electronically in a secure repository, and issued upon request from an authorized purchaser.

All purchase orders will be processed through the accounting software. At the end of each accounting period, an aged outstanding purchase order report will be prepared and distributed to each purchasing representative and the Director of Operations and the Chief Financial Officer or Director of Finance for review and appropriate follow-up to ensure proper close-out and resolution.

Blanket Purchase Orders

Blanket purchase orders can be created for purchases to be made throughout the year from the same contractor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice. Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
 - Purchasing repetitive, specified services or items, or categories of items from the same contractor; which are purchased and paid in a predictable manner during a certain time period, usually one (1) year.
 - Ordering standard materials or maintenance supplies which require numerous shipments.
 - To enable the buyer to obtain more favorable pricing through volume commitments.
2. Blanket purchase orders generally cannot be used when:
 - No benefit will be derived over and above use of a regular purchase order.
 - It creates an open line of credit with a contractor.
 - Prices are unknown at ordering time, or subject to change later without notice.
 - Quality of the contractor and/or goods or services are questionable.
 - Control over CAPK's expenditures would be weakened significantly.
3. A uniform blanket purchase order format should be used and will include the following information:
 - The period to be covered by the blanket agreement (not exceed to one year)
 - A cancellation clause
 - The previous blanket purchase order number if this is a replacement blanket purchase order
 - Items and/or categories of items to be covered by the blanket purchase order
 - Maximum quantities, if any
 - Prices and pricing arrangements
 - Terms and billing arrangements

- Personnel authorized to issue order releases
4. Price, shipping (F.O.B.) terms, commodities, and quantity should be established before the blanket purchase order is issued.

It will be the responsibility of the department placing the order to monitor the prices and terms of its blanket purchase orders.

Verification of New Contractor

The Finance Department will perform additional procedures to validate the legitimacy of new contractors that will be paid one-time or cumulative payments in excess of \$10,000. For such contractors, the Finance Department will perform a limited public records search and will contact the contractor to validate its existence.

All additions of new contractors to the contractor database will be approved by the Director of Finance. Each month, the Director of Finance will receive a change report from the accounting system that reports all changes made to the contractor database. This report will be reviewed for any unusual or unexpected changes.

Contractor Files and Required Documentation

The Finance Department will create a contractor file for each new contractor or re-activated contractor from whom CAPK purchases goods or services.

The Finance Department will mail (or email) a blank Form W-9 to the contractor and request completion of the Form W-9 and the return of the signed document before procuring goods or services from the contractor or making any payment to the contractor. Completed, signed Form W-9 or substitute documentation will be retained in each contractor's file.

Contractors will be issued a Form 1099 at the end of each calendar year in accordance with the policies described in the GOVERNMENT RETURNS section of this manual. See the PAYROLL AND RELATED POLICIES section for guidance on determining whether a contractor should be treated as an employee.

Contractor files will have the following information:

1. Completed and signed Form W-9. Contractors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.
2. Contractors with a post office (PO) box will provide a physical location address for the master file. The PO Box number may be used for postal purposes. The contractor name and physical address will be verified by performing an online search and/or mailing of contractor forms to the physical address that are required to be returned.

The following procedures will be performed prior to creating or re-activating all contractor files to help ensure that each contractor only has one master file:

1. Search for existence of the tax ID number in the master file

2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe)
3. Search for matching or similar addresses
4. Perform an online search of the contractor and the physical address to determine validity
5. Search for matches against the employee master file

Contractor Master File Maintenance

CAPK will monitor the contractor master file on a regular basis, with a full review of the master listing completed every year prior to year-end. Master file review will take place each quarter, with one-fourth- (1/4) of the contractor master file reviewed each fiscal quarter.

The Finance Department will review the master file for:

1. Duplicate contractors. Contractors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate contractors will be merged.
2. Contractors with a post office (PO) box address. Contractors with only a PO Box will be required to provide a physical location address for the master file.
3. Contractors without activity in the past year will be inactivated. Inactivated contractors must go through the contractor creation process before being re-activated.
4. The Organization will utilize the Internal Revenue Service (IRS) Taxpayer Identification Number (TIN) On-line Matching service to match name and TIN with IRS records.

Procurement Grievance Procedures

Any bidder / proposer may file a grievance with CAPK following a competitive bidding / proposal process. Once a selection is made, bidders / proposers will be notified in writing of the results. The written communication mailed to bidders/proposers will also inform them that they may have a right to appeal the decision.

Information on the Organization's appeal procedures must be made available to all prospective contractors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the Organization to follow its own procurement policies.

Receipt and Acceptance of Goods

Requesting department personnel will inspect all goods received. Upon receipt of any item from a contractor, the following actions will be immediately taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.

5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with contractors.

Verification of services received will be performed in conjunction with the receipt of contractor invoice. See INVOICE APPROVAL section of this manual.

Also see RECEIPT OF NEWLY PURCHASED EQUIPMENT section of this manual.

Contract Administration

CAPK must maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order. CAPK adopts the following policies and procedures on contract administration.⁴¹

1. Contract administration files will be maintained:
 - a. For each contract greater than \$10,000 a separate file will be maintained.
 - b. For contracts less than \$10,000, contract records may be combined in a single file by grant or other funding source.
2. Contract administration files will contain:
 - a. The required documentation specified in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart for the original scope of work and for all amendments.
 - b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.
3. Authorization of work:
 - a. No work will be authorized until the contract for the work has been approved and fully executed.
 - b. No change in the work will be authorized until an amendment to the contract for the work has been approved and fully executed.
 - c. No amendment of a contract for work will be executed until it has been approved and authorized as required in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart and, where required by the terms of the grant award or budget, approval by the funding source.
4. Conformance of work:
 - a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Manager and/or Division Director will establish and maintain a system to reasonably assure that the contractor:
 - i. Is in conformance with the terms, conditions, and specifications of the contract, and

⁴¹ 2 CFR Part 200.318(b) (45 CFR Part 75.327(b))

- ii. Provides timely follow-up of all purchases to assure such conformance and adequate documentation.
5. The Program Manager and/or Division Director will authorize payment of invoices to contracts after final approval of work products.

Contract Provisions

CAPK includes provisions for the following items, as applicable, in all contracts charged to federal awards, at the amounts indicated and as determined by the regulation or CAPK, with contractors and subgrants to grantees:⁴²

1. Contracts for more than the simplified acquisition threshold set by the Federal Acquisition Regulation,⁴³ must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by CAPK including the manner by which it will be affected and the basis for settlement.
3. Equal Employment Opportunity
4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)
5. Copeland "Anti-Kickback" Act (40 U.S.C. 3145)
6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
7. Rights to Inventions Made Under a Contract or Agreement
8. Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended
9. Debarment and Suspension (E.O.s 12549 and 12689)
10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
11. Domestic preferences for procurement.⁴⁴
12. Bonding requirements: See BONDING REQUIREMENTS section of this manual.
13. Nondiscrimination Policy: See NONDISCRIMINATION POLICY section of this manual.
14. Right to Audit Clause. See RIGHT TO AUDIT CLAUSE section of this manual.

⁴² 2 CFR Part 200 Appendix II, 45 CFR Part 75 Appendix II, and other regulation, as indicated)

⁴³ 48 CFR Subpart 2.1

⁴⁴ 2 CFR Part 200.322

15. Workers' Compensation. See INSURANCE section of this manual.

16. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Right to Audit Clause

CAPK requires a "Right to Audit" clause in all contracts between the Organization and contractors that either:

1. Take any form of temporary possession of assets directed for the Organization, or
2. Process data that will be used in any financial function of the Organization.

This Right to Audit clause will permit access to, and review of, all documentation and processes relating to the contractor's operations that apply to CAPK, as well as all documents maintained or processed on behalf of CAPK, for a period of three years. The clause will state that such audit procedures may be performed by CAPK employees or any outside auditor or contractor designated by the Organization.

Availability of Procurement Records

CAPK will, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:⁴⁵

- The procurement process does not comply with the procurement standards in Uniform Guidance.
- The procurement is expected to exceed the federally-defined simplified acquisition threshold and is to be awarded without competition or only one bid is received.
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product.
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement.
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold.

Also see RECORD RETENTION section of this manual.

Procurement Records

CAPK will maintain records sufficient to detail the history of procurement including, but not limited to, the following:⁴⁶

- Rationale for the method of procurement

⁴⁵ 2 CFR Part 200.325(45 CFR Part 75.333(b))

⁴⁶ 2 CFR Part 318(i) (45 CFR Part 75.327(i))

- Selection of contract type
- Contractor selection or rejection
- Basis for contract price

Also see RECORD RETENTION section of this manual.

SUBAWARD MANAGEMENT

Making Subawards

From time to time, CAPK may find it practical to make subawards of federal funds to other organizations. All subawards will be subject to the CODE OF CONDUCT policies described in the PURCHASING POLICIES AND PROCEDURES section. Prior to approving an entity as a subrecipient, CAPK will verify the entity is not suspended, debarred, or otherwise excluded from receiving grant funds by completing the following:⁴⁷

1. Check SAM.gov for exclusion;
2. Collecting a certification for the subrecipient that it is not excluded or disqualified; and
3. Adding a contract clause or condition with the subrecipient that it must immediately notify CAPK's [Grant Manager] if this status changes during the term of the agreement.

In addition, all subrecipients must be approved in writing by the federal awarding agency, if required by statute or regulation, and agree to the subrecipient monitoring provisions described in the MONITORING SUBRECIPIENT section.

CAPK is required to evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as:⁴⁸

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel, or new or substantially changed systems; and
- The extent and results of federal awarding agency monitoring (e.g., if the subrecipient also receives federal awards directly from a federal awarding agency).

In addition, CAPK will obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with Uniform Guidance Subpart F, if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget

⁴⁷ 2 CFR Part 180.300

⁴⁸ 2 CFR Part 200.331(b) (45 CFR Part 75.333(b))

7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

CAPK will ensure that every subaward is clearly identified to the subrecipient as a subaward and include the following data elements at the time of the subaward and if any of the data elements change, including changes in subsequent subaward modifications. When some of this information is not available, CAPK will provide the best information available to describe the federal award and subaward. The following required information will be provided to all subrecipients:

1. Federal Award Identification.
 - a. Subrecipient name (which must match the name associated with its unique entity identifier);
 - b. Subrecipient's unique entity identifier (formerly referred to as the DUNS number);
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward Period of Performance Start and End Date;
 - f. Subaward budget start and end date;
 - g. Amount of federal funds obligated by this action by CAPK to the subrecipient;
 - h. Total Amount of federal funds obligated to the subrecipient by CAPK to the subrecipient;
 - i. Total Amount of the federal award committed to the subrecipient by CAPK;
 - j. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - k. Name of federal awarding agency, pass-through entity, and contact information for awarding official of CAPK;
 - l. Catalogue of Federal Domestic Assistance (CFDA) Number and Name. CAPK must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;
 - m. Identification of whether the award is research and development (R & D); and
 - n. Indirect cost rate for the federal award (including if the de minimis rate is used) or if the subrecipient will be using a direct cost allocation method for its indirect costs..
2. All requirements imposed by CAPK on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award.
3. Any additional requirements that CAPK imposes on the subrecipient in order for CAPK to meet its own responsibility to the federal awarding agency including identification of any required financial and performance reports.
4. Identify acceptance of the subrecipient's approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, information on how the subrecipient can negotiate a rate between CAPK and the subrecipient (in compliance with the federal grant regulations), or request the subrecipient to disclose its election to use the federal de minimis indirect cost rate.

If the subrecipient elects to use a direct cost allocation method to account for its entity-wide costs in accordance with Uniform Guidance⁴⁹, the Organization will document this method of allocation in the subaward agreement.

5. A requirement that the subrecipient permit CAPK and auditors to have access to the subrecipient's records and financial statements as necessary for CAPK to meet the monitoring requirements of Uniform Guidance.
6. Appropriate terms and conditions concerning closeout of the subaward.
7. Subawards require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
8. Subawards require that subrecipients submit financial and program reports to CAPK on a basis no less frequently than monthly.

Monitoring Subrecipients

When CAPK utilizes federal funds to make subawards to subrecipients, CAPK is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by CAPK to subrecipients:

1. CAPK will follow up with all subrecipients to determine whether all required audits have been completed. CAPK will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with Uniform Guidance Subpart F. For subrecipients that properly obtain an audit, CAPK shall obtain and review the resulting audit reports for possible effects on CAPK's accounting records or audit.
2. CAPK shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, based on her or his understanding of the requirement that have been delegated to the subrecipient, a system for ongoing monitoring of the subrecipient.
3. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
 - b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
 - c. Monitoring subrecipient budgets.
 - d. Performing site visits to the subrecipient to review financial and programmatic

⁴⁹ 2 CFR Part 200.405(d) (45 CFR Part 75.405(d))

- records and assess compliance with applicable laws, regulations, and provisions of the subaward.
 - e. Offering subrecipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
4. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.
5. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with CAPK, responsive actions by the Organization shall be determined by Chief Financial Officer. Such actions may consist of any of the following actions:
- a. Increasing the level of supporting documentation that the subrecipient is required to submit to CAPK on a monthly or periodic basis.
 - b. Requiring that subrecipient prepare a formal corrective action plan for submission to CAPK.
 - c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.
 - d. Requiring documentation of changes made to policies or forms used in administering the subaward.
 - e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the CAPK accounting or grant administration staff.
 - f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
 - g. Arranging with an outside party (such as CAPK's own independent auditors) for periodic on-site monitoring visits.
 - h. Reimbursing after-the-fact, and not provide advances.
 - i. Requiring review and approval for each disbursement and all out-of-area travel.
 - j. As a last resort, terminating the subaward relationship and seeking an alternative.

POLITICAL INTERVENTION

Prohibited Expenditures

Consistent with its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, CAPK will not incur any expenditure for political intervention. For purposes of this policy, political intervention will be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the federal, state, or local level. Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals

Endorsements of Candidates

CAPK will not endorse any candidates for public office in any manner, or otherwise make statements that support or oppose a candidate or a political party, either verbally or in writing. This policy extends to the actions of management, the Board of Directors, volunteers, and other representatives or agents of CAPK, when these individuals are acting on behalf of, or are otherwise representing, the Organization.

Individual vs. Organization Activities

The preceding policies prohibiting acts of political intervention apply to the Organization and to individuals acting on behalf of the Organization. They do not apply to the personal lives of employees and volunteers of the Organization, who have the right to support or oppose political candidates and parties as individuals. Employees and volunteers of CAPK who engage in political activities outside the scope of their employment with or service to the Organization will at all times be mindful of maintaining a clear distinction between personal activities and those which can be attributed to the Organization.

Prohibited Use of Organization Assets and Resources

No assets or personnel of the Organization will be utilized for political activities, as defined above. This prohibition extends to the use of Organization assets or personnel in support of political activities that are engaged in personally by Board members, members of management, employees, or any other representatives of CAPK. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing the Organization), these individuals must at all times be aware that Organization resources (including computers and email systems) cannot at any time be utilized in support of political activities.

LOBBYING

Overview of Lobbying

Unlike political intervention, described in the preceding section, expenditures by a section 501(c)(3) public charity for lobbying activities are allowable under the Internal Revenue Code. However, no lobbying expenditures may be charged directly or indirectly to any federal award (i.e., the Organization must have a non-federal source of funds to which such lobbying costs can be charged).

Definition of Lobbying Activities

Lobbying activities conducted by the Organization may be either direct or indirect. Direct lobbying activities consist of attempts to influence legislation through communication with any member or employee of a legislative body (federal, state, or local levels) or, if the principal purpose of the communication is lobbying, with any government official or employee who may participate in the formulation of the legislation. Direct lobbying occurs when employees of the Organization or paid lobbyists communicate directly in attempts to influence legislation. Lobbying is distinguishable from advocacy activities, which involve efforts to advocate certain positions which may have legislative implications, as long as a nonpartisan analysis of the relevant facts is performed.

Lobbying occurs only when there is a specific piece of legislation or legislative proposal pending that the Organization is attempting to influence. Therefore, lobbying is considered to have taken place only if both of the following elements are present:

1. The communication refers to specific legislation (legislation that has been introduced or a specific legislative proposal that the Organization supports or opposes), and
2. The communication reflects a view on the legislation (supporting or opposing it).

Indirect lobbying involves communications with the general public (rather than directly with legislators, etc.) where the communication includes the same two preceding characteristics, plus it encourages the recipient of the communication to take action with respect to the specific legislation (by contacting legislators, etc.).

Segregation of Lobbying Expenditures

Lobbying expenditures are allowable for charities under the Internal Revenue Code. However, lobbying may not represent a substantial portion of the Organization's overall activities. The Organization's tax exemption would be at risk if lobbying becomes a substantial portion of the Organization's activities.

Accordingly, CAPK segregates all direct and indirect lobbying expenditures in a separate section of the chart of accounts in the general ledger. Where appropriate, lobbying expenditures will also be allocated their fair and reasonable share of employee benefits and other allocated costs in accordance with COST ALLOCATION PLAN POLICY found elsewhere in this manual.

Lobbying Election

As a public charity, the Organization has two options with respect to the Internal Revenue Code's restriction against lobbying being a "substantial" portion of its activities.

- One option is to make a formal lobbying election, which results in the Organization following a specific mathematical formula to determine its lobbying limitations. Exceeding the limitation would result in an excise tax assessed to the Organization. Exceeding the limitation by 50 percent-(50%) or more over a four-year period would result in loss of the Organization's overall tax exemption.
- The other option is to not make the election, resulting in an entirely judgmental assessment of its lobbying activities by the IRS. If it is deemed by the IRS to have engaged in substantial lobbying for any period, the Organization would lose its overall tax exemption under this option.

If CAPK incurs lobbying expense, it will complete Schedule C of the Form 990. Additional forms may need to be completed depending on the Organization's election to be subject to the lobbying expenditure limitations of Internal Revenue Code section 501(h).

CHARGING COSTS TO FEDERAL AWARDS

Overview of Charging Costs to Federal Awards

CAPK charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable award costs will be appropriately segregated from allowable award costs in the general ledger in order to assure that unallowable award costs are not charged to federal awards.

Criteria for Allowability of Costs

In accordance with the federal grant regulations (Uniform Guidance)⁵⁰ and terms and conditions of the grant awards, CAPK's written procedures to determine allowability of costs will include the following:

All costs must meet the following and comply with federal grant regulations⁵¹, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award.
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award.
 - c. Whether the individuals concerned acted with prudence in the circumstances.
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for an award,
 - b. The cost benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or
 - c. The cost is necessary to the overall operation of the Organization, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of Uniform Guidance⁵², or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).

⁵⁰ 2 CFR 200.302(b)(7) and 2 CFR 200.403(c); 45 CFR 75.302(b)(7) and 45 CFR 75.403(c)

⁵¹ 2 CFR Part 200.402 – 406 (45 CFR Part 75.402 – 406), Basic Considerations

⁵² 2 CFR Part 200, Subpart E-Cost Principles (45 CFR Part 75)

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented, including prior written approval from the awarding agency when applicable.

Cost Allocation Plan Policy

CAPK prepares and maintains a Cost Allocation Plan to document its method and process to fairly and equitably allocate direct, shared or joint, and indirect costs to the programs and activities benefiting from the cost.

All costs of CAPK will comply with this plan, regardless of the amount of federal funding received for each award.

This plan is reviewed annually, at a minimum, and updated as necessary.

Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a program, department, service line, grant award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy⁵³. CAPK identifies and charges these costs exclusively to each award or program.

Each requisition, purchase order, invoice will be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Requisitions, Purchase orders are reviewed and approved in accordance with the Organization's PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart found elsewhere in this manual. Invoices are approved by the appropriate Program Manager and reviewed by the Accounting Administrator prior to payment.

CAPK will request reimbursement for its indirect costs using the elected de minimis rate or the method of reimbursement agreed to in its award terms and conditions.

Shared or Joint Costs

Shared or joint costs are those that have been incurred for some, but not all, programs or objectives and are not easily identifiable with a particular grant or programs but are necessary to the operation of these grants or programs. Shared costs will be allocated fairly to all objectives benefiting from the costs as described in CAPK's approved cost allocation plan.

Examples of CAPK's shared or joint costs are:

- Allocated space cost based on usage for building co-located by several programs.

⁵³ 2 CFR Part 200.413(a); (45CFR Part 75.413(a))

Per federal guidelines, each grant will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to unrestricted funds or other funds that may cover indirect or shared or joint costs after the allocation process is complete.

Indirect Costs

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective or that are necessary for the overall operation of CAPK (management and general costs). Indirect costs (finance, human resources, IT) are not allocated to benefiting cost objectives. Instead, these costs remain in the indirect pool, and any reimbursements or revenues related to these indirect costs are credited to this pool. See INDIRECT COST RATE section of this manual for information on how indirect costs are reimbursed.

After direct and shared (or joint) costs have been determined and assigned directly to awards or other programs as appropriate, indirect costs may represent the remaining costs that benefit all cost objectives (programs, services, departments) of the Organization.. A cost may not be allocated to a federal award as an indirect cost if any other cost that was incurred for the same purpose, in like circumstances, has been assigned to a federal award as a direct cost.

Examples of CAPK's indirect costs are:

- Cost of administrative services: Finance, Human Resources, etc.

Direct Costing Procedures

Direct and shared or joint costs are allocated to the benefiting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.
2. As much as possible, costs will first be charged directly to benefiting programs.
3. All remaining shared costs will be allocated using the most meaningful measures. The following bases will be used:

Cost	Allocation Base
Facilities and related costs	Square footage occupied.
Salaries and employee benefits	Direct labor hours
Administrative costs	Clients or children served

4. Program-related costs will be allocated based on relevant activity measures, such as number of meals served, and number of children or clients.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs, services directly benefited from their effort. Time sheets will serve as the basis for charging

salaries directly to programs, services, federal awards and nonfederal functions. See the PAYROLL section of this manual for detailed procedures.

Equipment purchased for exclusive use on an award and reimbursed by an awarding agency will be accounted for as a direct cost of that award (i.e., such equipment will not be capitalized and depreciated for grant purposes but will be capitalized and depreciated at year-end for financial statement purposes) after obtaining prior written approval from the funder to acquire the equipment. Also see CAPITAL ASSETS section of this manual.

Indirect Cost Rate

CAPK maintains an annual indirect cost budget. The Organization has never negotiated an indirect cost rate and has elected to use the federal de minimis rate as allowed under federal grant regulations for reimbursement of its indirect costs from its federal awards⁵⁴. Reimbursement of indirect costs from non-federal awards will be made in accordance with the grant terms and conditions agreed to in the award documents.

Segregating Unallowable from Allowable Costs

The following steps will be taken to identify and segregate costs that are allowable and unallowable with respect to each award:

1. The budget and grant or contract for each award will be reviewed for costs specifically identified as allowable or unallowable.
2. Grant managers, program managers, and financial personnel will be familiar with the allowability of costs provisions in Uniform Guidance⁵⁵, particularly:
 - a. Specifically identified unallowable costs⁵⁶, such as alcoholic beverages, bad debts, contributions, fines and penalties, etc.
 - b. Costs requiring advance approval from awarding agencies in order to be allowable in accordance with federal⁵⁷ or state grant regulations and grant terms and conditions, such as participant support costs, equipment purchases, etc.
3. No costs will be charged directly or indirectly to any grant award until the cost has been determined to be allowable under the terms of the award and/or federal⁵⁸ or state grant regulations. Costs determined to be unallowable will be recorded separately in the general ledger to an identifiable dimension to ensure the unallowable costs are not directly or indirectly allocated to an award.
4. For each federal award, an appropriate set of general ledger accounts (or account segments) will be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.

⁵⁴ 2 CFR Part 200.414(f) (45 CFR Part 75.414(f))

⁵⁵ 2 CFR Part 200 (45 CFR Part 75), Subpart E - Cost Principles

⁵⁶ 2 CFR Part 200.420 – 475 (45 CFR Part 75.420 – 475), Selected Items of Cost

⁵⁷ 2 CFR Part 200.407 (45 CFR Part 75.407), Prior Written Approval

⁵⁸ 2 CFR Part 200.407 (45 CFR Part 75.407), Prior Written Approval

5. All items of miscellaneous income or credits, including the subsequent recording of uncashed checks, rebates, refunds, and similar items, will be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award in the current period. If the credit, refund, etc. is for expenditures for a prior period, it will be reported as miscellaneous income. The reduction in expenditures or miscellaneous income will be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior fiscal year financial statements will not be amended for the credit).

Also see CRITERIA FOR ALLOWABILITY OF COSTS section of this manual.

ACCOUNTS PAYABLE MANAGEMENT

Overview of Accounts Payable Management

CAPK strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and bank account reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the contractor invoice for the related goods or services.
- The contractor invoice will be supported by an approved purchase order where required by Organization policy and will be reviewed and approved in accordance with the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart and DISBURSEMENT POLICIES found elsewhere in this manual prior to being processed for payment.
- Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements policies and procedures is to ensure that:

- Disbursements are properly authorized.
- Invoices are processed in a timely manner.
- Contractor credit terms and operating cash are managed for maximum benefits.

Recording of Accounts Payable

- All valid accounts payable transactions, properly supported with the required documentation, will be recorded as accounts payable in a timely manner.
- Accounts payable are processed on a daily basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.
- Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the contractor records.
- No payments will be made from contractor statements.
- Pairsoft:
 - o All Check Requests will be processed through Pairsoft Procurement System
 - o No paper check request will be accepted by the Finance Department.
 - o Check Requests will be submitted when there has not been a purchase order pre-approved for the expense. These should be in instances where there was no option to go through the procurement process due to emergency or the contractor not accepting purchase orders.
 - o Check Requests will still require ample, robust back up for the justification of the expense. Examples of this include: Invoice with appropriate approval, packing slips as needed, verification of that the good was received or the service was rendered.

Accounts Payable Cutoff

For purposes of the preparation of the Organization's monthly financial statements, all contractor invoices that are received, approved, and supported with proper documentation by the fifth day of the following month will be recorded as accounts payable as of the end of the month, if the invoice pertains to goods or services delivered by that month's end.

Preparation of a Voucher Package

Prior to any accounts payable being submitted for payment, a voucher package will be assembled. Each voucher package will contain the following documents:

1. Contractor invoice (or employee expense report)
2. Packing slip, where appropriate
3. Receiving report or other indication of receipt of merchandise and authorization of acceptance
4. Purchase order as required by procurement policies
5. Any other supporting documentation deemed appropriate

Processing of Voucher Packages

The following procedures will be applied to each voucher package by the Accounting Technicians:

1. Check the mathematical accuracy of the contractor invoice.
2. Compare the nature, quantity, and prices of all items ordered per the contractor invoice to the purchase order, packing slip, and receiving report.
3. Document the general ledger distribution, using the Organization's current chart of accounts.
4. Obtain the review and approvals as indicated in the PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart elsewhere in this manual.

Upon receipt, each invoice will be stamped with the date received, scanned, and copies distributed to the appropriate personnel for approval via electronic check request. Unapproved invoices will be maintained in a file, matched with notice of approval once obtained, and processed for payment. The Accounting Technicians will follow up on unapproved invoices pending for longer than one week.

Invoice Approval

CAPK's invoice process is as follows:

- CAPK will process and pay only original invoices. Acceptable original invoices may be either in paper or electronic form. All invoices must be sent by the contractor directly to the Finance Department for processing. Invoices that do not have a purchase order, will need to be submitted to Finance through the Pairsoft system as a check request. No paper check requests will be accepted by Finance.
- Upon receipt of the contractor invoice, it will be matched with the properly approved purchasing requisition form and purchase order and entered in the accounts payable system for proper review, approval, and tracking of received invoices. Only properly matched invoices will be

entered in the accounts payable system. See RECORDING OF ACCOUNTS PAYABLE section of this manual.

- Invoices are to be approved for payment by the Program Manager and/or Division Directors to indicate their acknowledgment of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the contractor invoice, agreement with general ledger account coding, and agreement to pay contractor in full. Approvals will be documented with initials or signatures of the approving individual; electronic routing noting approval and date of approval.
 - o Approved invoices are returned to Accounts Payable for processing with an accompanying check request form in Pairsoft. No paper check requests will be accepted by Finance.
 - o Invoices requiring revision/correction are returned to the contractor by the invoice approver, with the Accounts Payable department copied on the communication. Supervisory approval is required for changes to invoices in the accounts payable system.
- Follow-up on unmatched invoices, open purchase orders, requisitions, receiving reports will occur each month.

Payment Discounts

To the extent practical, CAPK takes advantage of all prompt payment discounts offered by contractors. When such discounts are available and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports / Employee Reimbursements

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly completed and approved expense reimbursement form. Reimbursement forms will be submitted in Pairsoft. See RECORDING OF ACCOUNTS PAYABLE for more information. (See additional policies under the TRAVEL section of this manual.) All required receipts must be attached, and a brief description of the business purpose of the trip or meeting must be noted on the form. Expense reports will be processed for payment in the next accounts payable payment cycle, if received within two business days of the weekly deadline. Expenses older than one month will be reimbursed only if approved by the Chief Executive Officer and the applicable period of performance timeframe for the grant has not passed.

The Accounting Technicians will periodically check expense reports against timesheets to ensure agreement of dates and activities.

Reconciliation of A/P Subsidiary Ledger to General Ledger

At the end of each monthly accounting period, the total amount due to contractors per the accounts payable subsidiary ledger will be reconciled to the total recorded in the accounts payable general ledger account (control account). All differences will be investigated and adjustments made as necessary. The reconciliation and the results of the investigation of differences must be reviewed and approved by the Chief Financial Officer or Director of Finance.

On a monthly basis, the Accounting Technicians will also perform the following procedures:

1. Check all received contractor statements for unprocessed invoices.
2. Check and follow-up on the purchase order file for open purchase orders more than 30 days old.

Management of Accounts Payable Contractor Master File

Upon the receipt of an invoice from a new contractor that is not already in CAPK's Accounts Payable Contractor Master File, the Accounting Technician shall notify the Business Services Department.

For contractors that will be paid a total of \$10,000 or less during the Organization's fiscal year, the contractor file data may be limited to the contractor name and address. However, for all contractors to be paid more than \$10,000 during a fiscal year, the file shall include all of the following data:

- Contractor's legal name and any DBA name(s)
- Street address (payments may be mailed to a P.O. Box, but a street address must be in the file)
- Federal employer identification number
- Telephone number
- Fax number
- Email address and website
- Contact name

Payments shall not be made to any contractor whose file does not comply with the preceding requirements.

On an annual basis, contractors that have not been utilized over the preceding 24-month period shall be purged (or made inactive) from the master contractor file.

Office of Foreign Assets Control (OFAC) Database Searches

It is the policy of CAPK to perform a search of the Office of Foreign Assets Control (OFAC) for any non- U.S.-based contractor or payee upon setting that payee up in the accounts payable system and periodically on at least an annual basis thereafter. The OFAC search shall be initiated by the Business Services Department.

Verification of New Contractor

The Business Services Department will perform additional procedures to validate the legitimacy of new contractors that shall be paid one-time or cumulative payments in excess of \$25,000. For such contractors, the Business Services Department shall perform a limited public records search and shall contact the contractor to validate its existence.

TRAVEL

Travel Advances

Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to per diems unless there is an extraordinary need for additional funds. Additional funds require prior approval by the Chief Executive Officer. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Organization's travel policies as explained in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement with, these policies. Employees receiving travel advances must submit an expense report within 5 business days of returning from travel. Additional travel advances will not be processed if there is an outstanding advance from a previous trip. Exceptions will be made when there is a demonstrated business need. Any advances that remain outstanding more than 15 calendar days following the business trip will be deducted from the employee's next paycheck.

Travel Expense Preparation

At the conclusion of a CAPK business trip, the employee or member of the Board of Directors who has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Documentation must justify that travel costs incurred by the business traveler is necessary for the organization, program objectives, and the federal award, and costs are reasonable and consistent with CAPK's travel policy. Travel costs for individuals accompanying the business traveler are not allowable or reimbursable (see SPOUSE/PARTNER AND DEPENDENT TRAVEL section of this manual).⁵⁹
2. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
3. With the exception of tips, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.
4. CAPK will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required, except for business meals not reimbursed as a per diem (for example, reasonable and necessary business group meals) which is addressed in this section below.
 - a. It is the Organization's policy that payment for the first and last day of travel will be at 75% of the full per diem.
 - b. If the conference or meeting which the traveler attends provides a meal, the value of that meal, as determined by GSA tables, will be deducted from that day's per diem. However, when only a continental breakfast is served, meal per diem reimbursement for breakfast

⁵⁹ 2 CFR Part 200.475(b)(1) and (2); 45 CFR Part 75.474(b)(1) and (2)

will be provided, and if only a reception is provided in the evening, reimbursement for dinner will be provided.

5. Contractor receipts/invoices must be submitted for all lodging and any expenditure other than meals and incidentals reimbursed with per diems.
6. For airfare, airline-issued receipts must be obtained and submitted. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, certificate of attendance, a credit/debit card receipt, and return trip boarding pass(es)).
7. Mileage will be reimbursed at the standard federal rates in effect at time of travel, as published each year by the IRS.
8. General ledger account coding must be identified for all expenditures.
9. For all meals not reimbursed as a per diem and other business expenditures, the following must be clearly identified for group business meals:
 - a. Names, titles, organizations, and business relationships of all persons
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
 - c. Meal receipts should be the actual, detailed receipt, not the credit/debit card receipt. (The credit/debit card receipt may not provide enough detail.)
10. All expense reports must be signed and dated by the employee.
11. All expense reports must be reviewed and approved by the employee's Division Director.
12. Only one expense report form should be prepared for each business trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to CAPK (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check or submit cash to refund CAPK for the overpayment. If the expense report results in a balance due to the employee, the employee will be reimbursed through the next accounts payable payment cycle.

No further travel advances will be issued to any employee who has an outstanding balance due to CAPK from previous business trips.

Reasonableness of Travel Costs

CAPK will reimburse travelers only for those business-related costs that are necessary and reasonably incurred. Accordingly, the following guidelines will apply:

1. Requests for out-of-county travel must be submitted in writing to the Division Director, and written approval received from same in advance of said travel. For out-of-state travel, the Division Director must submit to the Chief Executive Officer for approval. The request for approval must contain any flyers or agendas pertaining to the training and a short justification for the travel. This request must be submitted to the Chief Executive Officer at least twenty (20) business days prior

to travel. If approved, all requests for travel must be received by the Finance Division no later than ten (10) business days with all necessary approvals prior to the beginning day of travel.

2. Payment for suites and other upgraded rooms at hotels will not be allowed, unless required by a medical condition which must be documented by Human Resources and approved by a supervisor. Travelers should stay in standard rooms.
3. CAPK will ask hotels for any available discounts – nonprofit, government, or corporate rates.
4. An analysis must be performed to determine whether renting a vehicle or using your personal vehicle is most beneficial. If renting is the best option, only midsize cars can be rented. Any exceptions must be approved by the Chief Executive Officer in advance. Do not purchase insurance as CAPK has a policy to cover hired/non-owned autos. Share rental cars whenever possible. If the analysis determines that renting a vehicle is most cost effective but the employee decides to use their personal vehicle, the additional cost will be incurred by the employee and not reimburse by the agency. A cost analysis form produced by the Finance Department must be submitted with all out of area travel forms.
5. When travelling out of area and departing from the employee's residence, time and mileage is reimbursed only to the extent that the amount which is incurred exceeds the employee's daily commuting time and distance.
6. When an employee is travelling out of the area overnight, all work-related mileage is reimbursable.
7. When out of area, hours spent in work related duties (including conference meal meetings), plus work-related travel time, is considered work time.
8. Employees will not be reimbursed for alcoholic beverages.
9. If required by the funding source, foreign travel charged to federal grants must be approved in writing by the funding source prior to travel.

Lodging Accommodations

Employees may arrive a day or earlier or stay a day later as reasonably necessary for business travel, or a business decision that is best for the safety of the employee and the Agency. For example, if a conference ends on Friday at 5:00 pm, the business traveler may stay overnight and depart Saturday. However, if the conference ends earlier in the day and the business traveler is able to arrive home by 8:00 pm on the last day of business travel, the employee is expected to travel home that day, avoiding the cost of an additional night of lodging and related travel expense. Employees may voluntarily extend their stay for personal reasons at their own expense.

In some cases, an additional night stay may be offered to receive a discounted hotel rate or airfare. In this instance, a cost comparison must be prepared to evaluate the difference in costs for the initial departure date and extended departure date. As applicable, the cost comparison will include the difference in the lodging expense, airfare expense, travel time, meal per diems, other per diems, additional airport parking days, and other related travel expenses.

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
 - a. Require circuitous routing,
 - b. Require travel during unreasonable hours,
 - c. Excessively prolong travel,
 - d. Result in additional costs (e.g. baggage fees) that would offset the transportation savings, or
 - e. Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class or business class air travel will not be reimbursed unless there is a medical reason which must be documented by Human Resources and approved by a supervisor.
3. Memberships in airline flight clubs are not reimbursable.
4. Cost of flight insurance is not reimbursable.
5. Cost of upgrade certificates is not reimbursable.
6. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.
7. Cost of canceling and rebooking flights is not reimbursable, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
8. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., CAPK will not reimburse for the personal legs of a trip).
9. Frequent flyer miles will accrue to the traveler, not the Organization.

Temporary Dependent Care Costs

Temporary dependent care costs above and beyond regular dependent care that directly result from travel required by the Organization are allowable and reimbursable providing that:⁶⁰

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with the organization's documented travel policy for business travel; and
3. Are only temporary during the travel period.
4. Reimbursed costs will be for actual costs incurred; up to a maximum of \$50 per day.
5. A receipt must be submitted within one week of the incurred expense and documentation must comply with CAPK's reimbursement policy.
6. Approval of temporary dependent care costs must be approved by a Division Director.

⁶⁰ 2 CFR Part 200.475(c); 45 CFR Part 75.474(c)

Spouse/Partner and Dependent Travel

CAPK does not reimburse any employee or Board member for separate travel costs (air fare, etc.) associated with his or her spouse, partner, dependents, or travel companion. The cost of a shared hotel room need not be allocated between employee/director and spouse, partner, dependent, or other for purposes of this policy.

CELL PHONES

Issuance of Organization-Owned Cell Phones

CAPK recognizes that certain job functions require an employee to be accessible when away from the office or during times outside scheduled working hours. For this reason, CAPK will provide cell phones or a cell phone stipend to select employees as a working condition fringe benefit. Supervisors of employees who travel frequently on Organization business may request an organization-owned cell phone for those employees by contacting the IT Department in the Operations Division. CAPK will include language in employment contracts, job descriptions, and personnel manuals documenting the business reasons for providing employees with cell phones or a cell phone stipend.

Organization cell phone holders will be required to sign a statement acknowledging that the cell phone will be used for legitimate organization-related business purposes and will not be used while driving. The cell phone holder also agrees to take reasonable precautions to protect the cell phone from loss or theft by storing it in a secure location. Upon approval, a cell phone will be issued bearing the names of both the individual and CAPK.

While organization-issued cell phones are intended for Organization-related business use, CAPK recognizes that occasional personal use may occur. CAPK employees should make every effort to keep personal use of organization-owned cell phones to a minimum. Because such employer-provided cell phones are considered to be a working condition fringe benefit, the CAPK employees' use of the cell phone for personal reasons may be treated as excludable from the employees' income as a de minimis fringe benefit. That is, the value of personal use of an organization-owned cell phone will not be taxable income to the employee.

Cell Phone Use

Employees of CAPK are prohibited from using an organization-owned cell phone or similar device, hands-on or hands-free, while driving, whether the business conducted is personal or organization-related. This prohibition includes receiving or placing calls, text messaging, accessing the Internet, receiving or responding to email, checking for or listening to voice messages, or any other uses.

Similarly, employees of CAPK are prohibited from using their personal cell phone or similar device for any purpose, hands-on or hands-free, while driving either an organization vehicle or a personal vehicle while on organization business.

Also see USE OF CELL PHONES WHILE DRIVING section of this manual.

Cell Phone Plans

The IT Department will negotiate a master cell phone contract with a single contractor. All organization-owned cell phones are to be acquired through the pre-approved contractor. Exceptions to this policy may be made due to cell phone area coverage. Employees issued an organization cell phone will estimate their usage needs and identify a plan that best accommodates those needs with the pre-approved contractor.

Cell phone plan terms will initially be set based on the employee's anticipated needs. The employee's supervisor will monitor usage and recommend adjustments to terms as needed to ensure that the employee is on the most efficient plan based on his or her needs. Initial cell phone plan terms and any subsequent changes in terms will be approved in advance by the IT Department.

Upon receiving the cell phone, the employee is required to sign a statement of receipt and acceptance of responsibility for organization cell phones.

CAPK requires the following review and approval procedures:

- Supervisors will review and sign the monthly statement for cell phone holders they supervise and forward it to the Finance Department.
- The Board chair or treasurer will approve cell phone statements for the Chief Executive Officer.
- Supervisor signatures indicate that the usage is approved and that the calls were made in accordance with CAPK policies.
- Any fraudulent or other unauthorized usage will be immediately pointed out to the Chief Financial Officer for further investigation with the cell phone provider.

Cell phone holders will report the loss or theft of an organization cell phone immediately by notifying the cell phone provider, 24 hours a day, seven days a week as well as the Chief Financial Officer.

Revocation of Organization Cell Phones

Failure to comply with any of these policies associated with the use of CAPK's cell phones will be subject to possible revocation of organization-issued cell phone privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer, will determine whether cell phones are to be revoked.

Employee Cell Phones

Select employees of CAPK will be allowed to use personal cell phones in connection with Organization-related business and be adequately compensated in the form of a taxable allowance or service per diem. It is the responsibility of the Division Director to determine the employee position that will require the use of a cell phone and at what service per diem rate. Not all employees will require having a cell phone with texting, e-mail, and data/internet. The service per diem will be included in the employee's paycheck on a monthly basis.

All employees approved to use their personal cell phones will be required to sign a statement to acknowledge their understanding of the cell phone policy. The statement will be kept in the employee's personnel file maintained by the Human Resources Division.

Mobile Reimbursement

In support of workplace mobility, CAPK employees who hold positions that include the need for a cell phone may receive a monthly mobile reimbursement of up to \$75 per month for business-related costs incurred by the employee when out of the office (i.e. business-related activities) or occasionally outside standard work hours (i.e. after-hours networking events).

The reimbursement is to support communications for business-related activities and assist with compliance of multi-factor authentication, when necessary, during working hours. Reimbursement will cover only a portion of the expenses reasonably attributable to the employee's work for one personal mobile phone.

The stipend will be considered as a taxable fringe benefit and will be determined by the employee's job duties or classification. Reimbursement will be made during the employee's bi-weekly payroll.

Employees in these classifications will be eligible for up to \$200 towards the purchase of a new phone every two years.

Use of Cell Phones While Driving

For the safety of our staff and the public, use of either CAPK issued or personal cell phones, including hands-free, while operating a motor vehicle on CAPK business is prohibited. Cell phones should be turned off, or not answered while driving. If a call needs to be answered, the employee should stop his or her vehicle in a safe location and park while using the cell phone.

Also see CELL PHONE use section of this manual.

Camera Phones

Use of camera phones, whether CAPK related or personal, must be in compliance with the CAPK's PRACTICE OF ETHICAL BEHAVIOR section of this manual and respectful of client and staff privacy rights. Photographs should not be taken contrary to a person's wishes, or where a client or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the camera cell phone in addition to discipline.

Personal Cell Phones or Similar Devices at Work

Employees of CAPK are asked to minimize the use of personal cell phones in the workplace. In an emergency situation, employees may carry their personal cell phones in vibrate mode.

Carrying or use of personal cell phones on CAPK premises is a privilege for employees, who are expected to abide by this policy regarding cell phone use. Violations of this policy may result in revocation of the permission to carry a cell phone on CAPK premises in addition to discipline up to and including discharge depending on the violation.

DISBURSEMENT POLICIES

Each requisition, purchase order, invoice will be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Requisitions and purchase orders are reviewed and approved in accordance with the Organization's PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart found elsewhere in this manual. Invoices are approved in accordance with the INVOICE APPROVAL section of this manual, prior to payment.

General Disbursement Policies

CAPK processes contractor checks and ACH payments and expense reimbursement checks and ACH payments on a weekly basis. Disbursements will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized to disburse funds (check signers).

All contractor and expense reimbursement payments will be processed in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel policies and procedures described elsewhere in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all contractors will be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services and approval of the invoice for payment.
4. Total cash requirements associated with each disbursement cycle is monitored in conjunction with the available cash balance in bank prior to the release of any funds.
5. All supporting documentation is attached to the corresponding check or ACH payment prior to forwarding the entire package to an authorized bank account signer.
6. Checks will be utilized in numerical order and unused checks are stored in a locked safe in the finance department.
7. Checks will never be made payable to "bearer" or "cash."
8. Checks will never be signed prior to being prepared.
9. Upon the preparation of a disbursement, contractor invoices and other supporting documentation will immediately be canceled in order to prevent subsequent reuse.

Manual Check Signing

Checks of less than \$4,999.99 require a single signature. Checks of greater than \$5,000 or more require two signatures which can be internal and/or external signers. No check will be signed prior to the check being completed in its entirety (no signing of blank checks).

Checks will be signed by an individual other than the one who approved the transaction for payment.

Internal check signers are the Chief Executive Officer and Division Directors, except for the Chief Financial Officer and the Director of Head Start/State Child Development. External check signers are officers of the Board of Directors and one or two members of the Board.

Check signers should examine all original supporting documentation to ensure that each item has been properly reviewed and approved prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about disbursement.

Approval of producing a check must be authorized by the Chief Financial Officer or Chief Executive Officer. The Chief Financial Officer and Chief Executive Officer may authorize a designee to authorize the processing of checks as necessary.

Non-Manual or Electronic Check Signing

ACH payments are processed with CAPK's banking institution. Authorized files are submitted electronically by the Accounting Administrator or designee. An authorized bank account signer will review each disbursement run and supporting documentation, and initial and date the disbursement listing indicating approval.

Authorized signers should examine a listing of ACH disbursements schedule to be paid electronically prior to submission. Original supporting documentation should be reviewed to ensure that each item has been properly reviewed and approved prior to the approval of electronic payment. Electronic submission should not be approved if supporting documentation appears to be missing or there are any questions about a disbursement. The listing of scheduled disbursements should be signed and dated.

Electronic Funds Transfer/Automated Clearing House (ACH Payments)

Automated Clearing House (ACH). Generally refers to payments made via direct deposit and should be set up in the vendor master that denotes this payment method. Electronic Funds Transfer (EFT). The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer based. Wire transfer is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. A wire transfer of funds in payment of an obligation will only be used when the situation requires immediate good funds to settle a transaction. These transactions are to be approved by the CFO prior to initiation.

Roles and Responsibilities

Accounts Payable: will be responsible for ensuring that proper documentation, authorization, and accounting information are provided and accompany any EFT payment instructions.

Finance Department: Will be responsible for initiating the release of EFTs on behalf of CAPK. The Accounts Payable Supervisor, Director of Finance or the CFO will initiate and release EFT payments through the banking partner's electronic system. The Finance Department also has the responsibility to confirm EFT instructions with specific departments and individuals if there is any question as to the validity of the EFT request.

Procedures

To promote the safety of CAPK funds in the EFT environment, the following procedures will be adhered to all CAPK employees requesting payments via EFT and all CAPK employees involved in processing payments via EFT:

1. The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment mechanism.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.
3. Authentication of new EFT requests and changes to existing EFTs required prior to the transaction being input into the computer-based banking system and includes the following steps:
 - Validate all new electronic payment instruction requests received even if the request is internal.
 - Contact the supplier or requester directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions; do use contact information known to be genuine such as the contact information in your master supplier file or information collected from the original contract. Have the contact confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account and routing number provided in original instructions).
 - Verify the new information provided on the payment instructions provided with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
 - Document the verification process that was followed to validate payment instructions. The person responsible for entering/updating wire instructions and the person approving new/updated wire instructions must approve the record of verification. A record of the verification must be maintained in accordance with record retention policies.
 - i. An Authorization form will be required for any changes to accounts. This form must be signed by an authorized officer of the vendor's organization. A voided check or other bank documentation with the routing and the bank account information is also required for any account additions or changes.
4. When wire payments are approved, they will be set up as a template in the computer-based banking system and cannot be altered by those assigned to use it. The set-up and modifications to these templates will require two authorized CAPK signatories.
5. When ACH payments are approved, they will be set up in the vendor master database in the financial accounting system by individuals authorized to perform vendor maintenance.
6. Pre Authorization function will never be disabled without explicit approval from the Director of Finance or the Chief Finance Officer.
7. Bank balances will be monitored daily for unusual or unexpected transactions.
8. Reconciliation of banking activity to the general ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.

Use of Positive Pay System

CAPK utilizes a "Positive Pay" system with its financial institution for all checks drawn on the operating account. With this system, the Accounting Administrator or designee electronically communicates to the financial institution a list of check numbers, amounts, and payees in connection with each check run. The financial institution will then notify the Chief Financial Officer if any check is presented for payment that does not match the three characteristics for valid checks.

The Chief Financial Officer or his or her designee will be the only person authorized to communicate approval or denial of checks to the bank that have been flagged by the bank's positive pay system.

Mailing of Checks

After checks are signed, they are returned to Accounts Payable. The Accounts Payable staff attaches the appropriate documentation and immediately mails the checks. Checks will not be mailed by, or returned to, the individuals or departments that authorized the expenditures.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks will be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by electronic instruction to the bank by the Finance Department. A journal entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

CAPK will obtain a completed Form W-9 or equivalent substitute documentation from all contractors to whom payments are made (see ACCOUNTS PAYABLE MANAGEMENT policies). A record will be maintained of all contractors to whom a Form 1099 is required to be issued at year-end.

No payment will be issued to a contractor until a properly completed Form W-9 is received and on file in the Finance Department.

Control Grid – Purchasing and Disbursements

CAPK strives to maintain adequate segregation of duties in its purchasing and disbursement functions.

- A. Procurement Staff
- B. Programs Staff
- C. Program Manager/Division Director
- D. Chief Financial Officer
- E. Finance Administrator/Accountant
- F. Accounting Administrator
- G. Accounts Payable Technician
- H. Chief Executive Officer/Division Director/Board of Directors

I. Accounting Clerk

Duty	A	B	C	D	E	F	G	H	I
Inputs data into vendor master file						X			
Obtains Form W-9 from new contractors	X								
Initiates purchases/requisitions		X							
Authorizes purchases			X						
Prepares purchase order	X								
Prepares request for proposal	X		X						
Administers collection of proposals	X		X						
Evaluates proposals	X		X						
Selects contractor			X						
Receives contractor invoice							X		
Approves contractor invoice			X						
Assigns general ledger coding		X	X						
Inputs invoice into A/P system							X		
Selects A/P to be paid						X			
Runs A/P checks						X			
Processes ACH payments						X			
Processes positive payment communication to bank						X			
Reviews checks and ACH distribution listing						X			
Signs checks and ACH distribution listing								X	
Mails checks									X
Maintains custody of unused checks						X			
Reconciles A/P to general ledger							X		
Performs bank reconciliation					X				
Reviews cancelled checks					X				
Monitors any fraud activity with positive pay					X				
Monitors ACH pre-note issues					X				
Reviews bank reconciliations				X					

CREDIT CARDS/PURCHASING CARDS

Organization-Issued Credit Cards or Purchasing Cards

CAPK recognizes that there will be occasions when it is necessary for authorized employees to use a corporate credit card for travel purposes, on-line purchasing, and for unforeseen circumstances. Therefore, the Organization will make available to senior executive management staff corporate credit cards.

Cardholders will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate Organization-related business purposes.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location and understands the actions to take in case of theft or loss.
- The cardholder will follow all required procurement policies and procedures.
- The cardholder understands and agrees to disciplinary procedures for misuse of the card.

On a monthly basis, corporate credit card usage will be reported to the Board of Directors by the Chief Financial Officer. The Board of Directors will be provided a monthly summary of the total spent per corporate credit card and copies of the monthly credit card statements.

Cash advances on any organization-issued credit card, charge account, or other financing arrangement is not allowed.

Also see CREDIT CARDS subsection of the FINANCING ARRANGEMENTS section of this manual.

Card User Responsibilities

Card users are reminded that use of credit card does not relieve the user from following all of the Organization's procurement policies and procedures. A credit card is a payment method, not a procurement procedure.

Upon issuance, card users will be required to sign a statement acknowledging the following:

- The card will be used exclusively for legitimate organization-related business purposes
- The card user will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit (see PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMITS section of this manual)
- The card user agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- The card user will follow all required procurement policies and procedures
- The card user understands and agrees to disciplinary procedures for misuse of the card

Card users will turn in receipts with appropriate account coding to the Finance Department after each transaction on a weekly basis. If the Finance Department is missing a receipt when the monthly

statement is reconciled, the Accounting Technician will confer with the card user to determine who used the card and follow up with that employee to get the receipt.

Any fraudulent or other unauthorized charges will immediately be brought to the attention of the Chief Financial Officer for further investigation with the card provider.

Personal use of organization-issued credit cards is strictly prohibited. Any personal use will subject the employee to the Organization's disciplinary actions discussed earlier in this manual and in the Employee Handbook.

Card users will report the loss or theft of an organization-issued credit card immediately by notifying the credit card company 24 hours a day, seven days a week as well as the Chief Financial Officer.

Revocation of Organization Credit Cards or Purchasing Cards

Failure to comply with any of these policies associated with the use of CAPK's issued credit cards or purchasing cards will be subject to possible revocation of card privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer, will determine whether credit cards or purchasing cards are to be revoked.

Employee Credit Cards

Employees and officers incurring legitimate Organization business expenses are expected to utilize their personal credit cards for such expenditures. The Organization will reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards upon proper completion of an expense report. The properly completed expense reports will be processed in accordance with the EMPLOYEE EXPENSE REPORT section of this manual. Travel advances may be requested in special circumstances (e.g., situations in which legitimate business expenses are expected to exceed an employee's credit card limit or other special cases). (See the earlier policy on TRAVEL expense report preparation procedures.)

PAYROLL AND RELATED POLICIES

Compensation – Personal Services

Compensation for personal services⁶¹ includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under an award, including but not necessarily limited to wages and salaries is considered an allowable cost to the award to the extent that it satisfies the following requirements:

- The compensation is reasonable for services rendered;
- The compensation complies with laws, regulations, and other written policies of CAPK (see CAPK's Human Resources policies and procedures and/or Employee Policy Manual);
- The compensation is properly documented and supported as stated in the STANDARDS OF DOCUMENTATION OF PERSONNEL EXPENSES section of this manual.

Costs which are unallowable under Uniform Guidance, are also unallowable solely on the basis that the cost constitutes personnel compensation.

CAPK will comply with administrative compensation limits stated in the statutes and regulations of its funding sources.

If CAPK must implement a Disaster Plan as a result of local, state or national emergencies or directives, resulting in the displacement of CAPK employees or when CAPK is deemed to be an essential business, CAPK may implement temporary incentive or premium pay adjustments for its essential worker. Aggregate adjustment up to \$1,000 must be approved by the Chief Executive Officer per employee, per emergency or directive amounts. Aggregate adjustments exceeding \$1,000 per employee, per emergency or directive must be approved by the Board of Directors.

Compensation – Fringe Benefits

Fringe benefits⁶² are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The costs of fringe benefits are allowable to federal grants provided the benefits are reasonable and are required by law, employer-employee agreement, or an established policy of CAPK.

See CAPK's Human Resources policies and procedures and/or Employee Policy Manual for the established written policies of these fringe benefits.

Costs which are unallowable under Uniform Guidance, is also unallowable solely on the basis that the cost constitutes a fringe benefit.

⁶¹ 2 CFR Part 200.430; 45 CFR Part 75.430

⁶² 2 CFR Part 200.431; 45 CFR Part 75.431

Classification of Workers as Independent Contractors or Employees

CAPK considers all relevant facts and circumstances regarding the relationship between the Organization and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between CAPK and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

The Organization's Chief Financial Officer in consultation with the Director of Human Resources will make the final determination.

Wage Comparability Study

CAPK will perform wage comparability studies every three years to ensure the salary and wage structure is similar to other organizations of like size and employee base in our area. Please see the Organization's Human Resources policy manual for details.

Review and Approval of Senior Management Compensation

In connection with the salaries and benefits of senior management (to include the Chief Executive Officer and Chief Financial Officer), a triennial study will involve a salary and benefits survey conducted by an independent organization. The analysis of senior management salaries and benefits will be conducted under the direction of the Executive Committee of the Board of Directors. If an appropriate survey cannot be located, the Executive Committee will consider utilizing a salary and benefits consulting specialist firm or conducting its own customized comparison with similar organizations.

Although the formal comparison with external data will be performed once every three years, the Executive Committee will document its consideration and authorization of the salaries and benefits of senior management on an annual basis, prior to the beginning of each fiscal year.

Payroll Administration

CAPK operates on a biweekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section and more fully described in CAPK's Employee Handbook.

The following forms, documents, and information will be obtained and included in the personnel files of all new employees:

1. CAPK Employment Application (and resume, if applicable)
2. Applicant references (work and personal)
3. Form W-4 Employee Federal Withholding Certificate
4. Starting date and scheduled hours

5. Job title and starting salary
6. Authorization for direct deposit of paycheck, along with a voided check or deposit slip
7. Job description

For employees without a current, valid driver's license or Social Security card, acceptable alternative documents include the unexpired acceptable documents allowable by the U.S. Citizenship and Immigration Services as listed on the Form I-9 in effect at the date of hire (<https://www.uscis.gov/i-9>).

Each employee personnel file will also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

If required by specific grants, the employee personnel file must also include a pre-employment background check.

Changes in Payroll Data

All of the following changes in payroll data must be authorized in writing or electronic election:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates will be authorized in writing by the appropriate Department Director, the Director of Human Resources, and the Chief Executive Officer, as required by Organization policy as documented in the Employee Handbook.

Voluntary payroll deductions and changes in income tax withholding status will be authorized in writing or through electronic election by the individual employee.

Documentation of all changes in payroll data will be maintained in each employee's personnel file and/or online payroll file.

Payroll Taxes

The Finance Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. The Finance Department may utilize the services of an outside payroll service center for the processing of payroll taxes, as determined by the Chief Financial Officer and approved by the Board of Directors.

CAPK will request an updated Form W-4 and from each employee in January of each year. If there are no changes from the prior year, employees are not required to provide a new W-4. Withholding of federal income taxes will be based on the most current Form W-4 prepared by each employee.

Standards of Documentation for Personnel Expenses

CAPK follows the requirements in Uniform Guidance documentation standards for personnel expenses⁶³, as well as requirements in specific grants to document personnel expenses.

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the Organization;
3. Reasonably reflect the total activity for which the employee is compensated;
4. Encompass both federally assisted and all other activities compensated by the Organization on an integrated basis;
5. Comply with the established accounting and financial policies and practices of the Organization; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal and/or non-federal award or more than one cost activity/objective.
7. Budget estimates may be used for interim accounting purposes provided the estimates produce reasonable approximations of the activity actually performed, significant changes in work activity is identified and entered into the records in a timely manner, and an after-the-fact review is completed to make all necessary adjustments to the final amount charged to the federal award to help ensure charges are accurate, allowable, and properly allocated.

Preparation of Time Records

Each CAPK employee must submit to the Finance Department an electronically approved timesheet no later than 10:00 a.m. on the first business day following the close of each pay period. Timesheets will be prepared in accordance with the following guidelines and the STANDARDS OF DOCUMENTATION FOR PERSONNEL EXPENSES section of this manual:

1. Each timesheet will reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not. CAPK records minute to minute pay for timekeeping purposes.
2. Timesheets will be prepared electronically using an electronic timekeeping system.
3. Employees will identify and record hours worked based on the nature of the work performed.
4. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such.
5. Timesheets will be electronically approved by the employee prior to submission.

⁶³ 2 CFR Part 200.430(i) (45 CFR Part 75.430(i))

After preparation, Division Directors or their designees will approve timesheets prior to submission to the Finance Department. Corrections identified by an employee's supervisor or Division Director be reflected in an updated electronic time record visible to the employee.

An employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone, email timesheet information, or login remotely his/her timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). The employee must electronically approve time submitted in this manner immediately upon his or her return to the office. Timesheets submitted via phone or email will bear the notation, "Time reported by telephone or email by (employee) to (supervisor or designated alternate)." The timesheet will be approved by the supervisor or the designated alternate.

Processing of Timesheets

The Payroll Specialist will process the timesheets by checking them for adherence to attendance and established policies and procedure, then submitting payroll to the payroll service center.

The Payroll Specialist may not change or correct timesheets unless approved by the employee's supervisor.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge. Such matters will be referred to Human Resources for investigation.

Review of Payroll

Upon or return of payroll reports and checks from the payroll service center, the Payroll/HRIS Manager reviews payroll prior to its distribution to employees.

Distribution of Payroll

Paychecks (or remittance advices for electronic deposits) will be distributed by individuals who do not approve timesheets, are not responsible for hiring and firing, and do not control the preparation of payroll.

Control Grid – Payroll and Human Resources

CAPK strives to maintain adequate segregation of duties in its payroll and human resources functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

- A. Chief Executive Officer
- B. Director of Human Resources or designee
- C. HR Generalist/Recruiting Supervisor

D. Payroll/HRIS Manager

E. Payroll Specialist

F. Supervisor

G. Payroll Service Center

Duty	A	B	C	D	E	F	G
Authorizes new hires	X	X					
Authorizes salary adjustments	X						
Authorizes terminations	X	X					
Sets up new employee in P/R system			X				
Enters salary adjustments to P/R system			X				
Reviews direct deposit info. in P/R system submitted by employee					X		
Deletes terminated employees from P/R					X		
Reviews changes to payroll master file				X			
Approves timesheets						X	
Reviews input of timesheet data				X	X		
Reviews distribution of time				X	X		
Reviews payroll register				X	X		
Distributes paper checks		X					
Reviews annual W-2 forms				X			
Distributes annual W-2 forms				X			X

Cost of Living Adjustments (COLA)

COLAs are generally awarded through a grant amendment. Once approved by the funding source, wages will be adjusted based on funder instructions. To be eligible for a COLA, an employee must be currently employed by CAPK at the time the grant amendment is approved. A COLA will not allow an employee to be paid past the maximum established compensation for her or his salary range. When a wage study reveals employees are already at or above comparable market wages, COLA funds may be used for higher operational costs as allowed by the funding source.

Internal Audit of Payroll Data

CAPK will conduct an annual internal audit of certain payroll data. This internal audit will be performed by the Organization's Chief Financial Officer. The purpose of this internal audit is to determine the integrity of the Organization's payroll records. The internal audit will include the following procedures:

1. Tracing a sample of salaries, withholdings, deductions, and direct deposit information to supporting documentation in each selected employee's payroll and/or personnel file.
2. Tracing a sample of new hires and departures to personnel files, including verification of first and last pay dates.
3. Cross-checking the payroll master files for employees with identical addresses, social security numbers, or direct deposit bank account information.

Any unexplained deviations found as a result of these internal audit procedures will be reported to the chair of the Audit and Pension Committee.

POLICIES PERTAINING TO SPECIFIC ASSET ACCOUNTS

CASH AND CASH MANAGEMENT

Cash and Cash Equivalents

CAPK considers all short-term highly liquid investments with an original maturity care of three (3) months or less to be cash equivalents.

Cash Accounts

General Checking Account (operating account):

The primary operating account provides for routine business check disbursements. All cash except for credit card deposits are made to this account.

Cash transfers are done on an as-needed basis to cover disbursements.

For payroll disbursements, transfers out of the operating account are made by the payroll service center as per agreement authorized by CAPK.

In addition, all advances of federal funds shall be deposited in an interest-bearing account and interest earned in excess of \$500 shall be returned to the Federal Payment Management System (PMS), unless otherwise stated in the award terms and conditions. Interest earned on such funds will be allocated to federal awards based on the percentage of funds received during the month for each award.

Savings Account

The Organization also maintains an interest-bearing savings account. All credit card deposits are made to a designated savings account. In addition, savings accounts are maintained for Head Start vacation accruals, Energy advances on grants, and California Department of Education reserve funds.

Authorized Signers

The following CAPK personnel are authorized to sign checks drawn on and approve disbursements from the general operating and payroll accounts, as authorized by the Board of Directors:

1. Board of Directors Chair
2. Board of Directors Vice Chair
3. Board of Directors Treasurer
4. Board of Directors Secretary
5. Chief Executive Officer
6. Chief Program Officer
7. Chief of Business Development Officer
8. Chief Facilities and Technology Officer

Chief Financial Officer will promptly notify the Organization's financial institutions of changes in authorized signers upon the departure of any authorized signer and any changes authorized by the

Board of Directors. Refer to CHECK SIGNING for procedures. The Chief Financial Officer will only have authority to transfer funds between accounts and will not have authority to approve disbursements.

Digital Signatures

CAPK accepts digital signatures for individuals as an allowable alternative to manual or “wet” signatures, except where otherwise stated in this manual. Authorized signers or approvers are responsible for the security and protection of their passwords and must sign documents and correspondence using software approved by the Organization.

Bank Reconciliations

Bank account statements are received electronically each month using the financial institution’s electronic system. The Chief Financial Officer, Director of Finance, Accounting Administrator, and an Accountant are authorized to access the electronic system.

The Accountant prepares the reconciliation between the bank balance and general ledger balance. The bank reconciliation process will be completed within one week of receipt of each bank statement. The Accounting Administrator is responsible for reviewing the bank reconciliation.

The reconciliation process shall involve a view of electronic copies of cancelled checks provided by the financial institution via Internet access to the Institution’s website. The purpose of this review is to identify signs of forgery, altered or substitute checks, unusual endorsements, or other signs of fraudulent activity.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed and approved by the Chief Financial Officer on a monthly basis.

Bank reconciliations and copies of resulting journal entries are filed in the current year’s accounting files.

Cash Flow Management

The Finance Administrator and Director of Finance monitor cash flow needs on a weekly basis to minimize the time elapsing between the receipt and disbursement of funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on an as-needed basis.

CAPK adheres to the requirements of its grants which prohibit loaning funds between programs; therefore, cash management and reporting is performed at the program level as well as for the Organization as a whole.

Unpresented Checks

Unrepresented checks include checks that are outstanding, written-off, stale-dated, or returned by the post office. Unrepresented checks will be categorized by CAPK into two categories: payroll checks and general checks.

CAPK will comply with the California laws regarding unclaimed property. Accordingly, the Organization will file all appropriate forms and remit unclaimed property to the appropriate jurisdiction for all uncashed checks subject to a state reporting and transfer requirement.

The Finance Department will attempt to contact the payee and re-issue unpresented checks older than three-(3) months; this attempt and re-issuance will be documented. Checks that remain unpresented, or uncashed, after six-(6) months will be recorded in a separate liability account named, "Unclaimed Property". The Finance Department will maintain a listing of the checks in the Unclaimed Property liability account by:

- Payee
- Amount
- Original issue date
- Original check number
- Re-issued date (not by date reclassified to the Unclaimed Property liability account)
- Re-issued check number

Petty Cash

CAPK will provide imprest funds for valid, minor office expenditures (not for travel or employee advances) and will reconcile and replenish these funds up to its authorized balance of \$200 on a monthly basis to ensure timely reporting of expenses in the proper period of performance. The Petty Cash Custodian is responsible for ensuring that the petty cash fund is locked at all times.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

The Petty Cash Custodian will prepare a reconciliation of the petty cash account on a periodic basis. Petty cash reconciliations are subject to review by the Accounting Administrator, who may also perform periodic surprise cash counts and reconciliations.

Wire Transfers

The Chief Financial Officer and Director of Finance will be the only CAPK employees authorized to initiate wire transfers from CAPK bank accounts. To prevent anyone other than the Chief Financial Officer and the Director of Finance from initiating wire transfers, a system will be employed that requires the use of pass codes and the calculation of a test-key for each wire transfer. Pass codes, issued only to the initiators and authorized signers are assigned by the bank and are changed periodically.

Confirmations of all wire transfers are delivered to the Accounting Administrator.

All wire transfers are approved by the Chief Executive Officer and Board of Directors.

Cash Management

CAPK will maintain financial assets, consisting of cash and short-term investments, to meet 60 days of normal operating expenses. Short-term investments to help manage the Organization's unanticipated liquidity needs include:

- Cash and cash equivalents
- Accounts and interest receivable
- Contributions receivable
- Grants receivable
- Short-term investments
- Other investments appropriated for current use
- Quasi-endowment fund earnings

Cash in excess of daily requirements is invested according to the approved Investment Policy (see INVESTMENTS and CASH ACCOUNTS section of this manual.)

Also see CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

Interest Earnings

Any advances of federal funds will be maintained in an interest-bearing account (see CASH ACCOUNTS and CASH MANAGEMENT sections of this manual). Interest earned on such funds, up to \$500 per year, will be retained for administrative expense. Any additional interest earned on federal funds will be returned to the federal agency through the Federal Payment Management System (PMS).

INVENTORY OF MATERIALS

Description of Inventory

CAPK maintains an inventory of materials used for home weatherization repairs and food distributed to low-income participants.

Accounting for Inventory

CAPK accounts for purchased inventory items using first-in, first-out (FIFO) method. Unit cost will be computed by adding freight, insurance, and other shipping costs to the actual cost of purchased inventory, dividing this total amount by the number of units purchased.

Physical Counts

A physical count of inventory will be performed on a monthly basis or at the end of a grant's period of performance by someone who does not have responsibility for ordering or approving purchases of such items. Any inventory items that appear damaged, obsolete, or otherwise unable to be sold will be excluded from the counts. A detailed record of the physical count will be kept by the individuals involved in taking the inventory.

At the conclusion of the physical count, the inventory count sheets will be extended by applying the most recent unit costs to the physical quantities of each item on hand. The general ledger balance will be adjusted to reflect the total inventory on hand as determined by the physical count. Unusual discrepancies such as lost or damaged inventory will be investigated by the Chief Financial Officer.

Contributed Inventory

Inventory items donated to CAPK will be recorded as assets of the Organization at the fair market value as of the date of the contribution. Contributed inventory items will be subject to the same physical counting and other policies as purchased inventory items. Also see VALUATION OF NONCASH (IN-KIND) CONTRIBUTIONS and GIFT ACCEPTANCE sections of this manual.

PREPAID EXPENSES

Accounting Treatment

CAPK treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and amortizes these items over the corresponding time period. For purposes of this policy, payments of less than \$1,000 will be expensed as paid and not treated as prepaid expenses, regardless of the existence of a future benefit.

Prepaid expenses with future benefits that expire within one year from the date of the financial statements will be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date will be classified as noncurrent assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming contractor invoices will be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment will be coded to a prepaid expense account code.

The Finance Department will maintain a schedule of all prepaid expenses. The schedule will indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule will be reconciled to the general ledger balance as part of the monthly closeout process.

INVESTMENT POLICIES

Overview of Investments

CAPK treats all assets of the Organization, including those funds that are legally without donor-imposed restrictions, as though they are held in a fiduciary capacity for the purpose of accomplishing the Organization's tax-exempt mission. Hence, the policies described in this section are to be interpreted in light of that overall sense of stewardship, and the investment standards will be those of a prudent investor.

Funds to be invested do not include those from federal awards. Such funds will be spent on program requirements as budgeted or returned to the awarding agency. Any advances of federal funds will be maintained in an interest-bearing account (see CASH ACCOUNTS and CASH MANAGEMENT sections elsewhere in this manual). Interest earned on such funds, up to \$500 per year, will be allocated to federal grants based on a percentage of funds received during the month, and any additional interest will be returned to the awarding agency.

CAPK does not have excess corporate funds for investment purposes.

CAPITAL ASSETS

Capitalization Policy

Physical assets acquired with unit costs in excess of \$10,000 are capitalized as property and equipment on the Organization's financial statements. Items with unit costs below this threshold will be expensed in the year purchased.

If an awarding agency requires a lower amount for equipment, CAPK will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described elsewhere in this section.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Organization's financial statements, these assets will be capitalized and depreciated according to these policies.

Contributed Assets

Assets with fair market values in excess of \$10,000 (per unit) that are contributed to CAPK will be capitalized as assets on the financial statements. Contributed items with market values below this threshold will be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land, are subject to depreciation over their estimated useful lives, as described elsewhere in this section.

See GIFT ACCEPTANCE and VALUATION OF NONCASH (IN-KIND CONTRIBUTIONS) sections of this manual.

Release of Donor Restriction

Donor-imposed restrictions on contributed assets will be released when the asset is placed into service, unless otherwise stipulated by the donor.

Also see NET ASSET section of this manual.

Equipment Purchased with Federal Funds

CAPK may occasionally purchase equipment⁶⁴ ⁶⁵ that will be used exclusively in a program funded by a federal agency. For purposes of federal award accounting and administration, equipment will include all

⁶⁴ 2 CFR Part 200.313; 45 CFR Part 75.320

⁶⁵ 2 CFR Part 200.439(b)(2); 45 CFR Part 75.439(b)(2)

assets with a unit cost equal to the lesser of \$10,000 or the capitalization threshold utilized by CAPK, described in this section.

All purchases of equipment and other capital assets with federal funds will be approved, in advance and in writing, by the awarding agency. In addition, the following policies will apply regarding equipment purchased and charged to federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment charged to federal awards. See INSURANCE section of this manual.
2. When no longer needed for the original project or program for which it was purchased:
 - Equipment with a per unit fair market value below \$10,000, may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.
 - CAPK will obtain disposition instructions from the awarding agency for equipment with a per unit fair market value is \$10,000 or more. These instructions may involve include returning the equipment to the federal agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less \$1,000 or 10% of the proceeds, whichever is less, to the federal agency.⁶⁶
3. The Program Manager will determine whether a specific award with a federal agency includes additional equipment requirements or thresholds and requirements that differ from those described in this section.
4. A physical inventory of all equipment purchased with federal funds shall be performed bi-annually by an employee who is not responsible for ordering or approving the purchase of these assets. The results of the physical inventory shall be reconciled to the accounting records of and federal reports filed by CAPK.

Establishment and Maintenance of a Capital Asset Listing

All capitalized property and equipment will be recorded in a property log. This log will include the following information with respect to each asset:⁶⁷

1. Date of acquisition
2. Cost
3. Description (including color, model, and serial number or other identification number)
4. Source of the funds used to purchase the equipment, including the award number, if applicable
5. Whether the title vests in the Organization or the grant awarding agency and the percentage of awarding agencies interest in the acquired property
6. Information to calculate the federal share of the cost of the equipment, if applicable
7. Location, use, and condition of asset
8. Depreciation method
9. Estimated useful life

⁶⁶ 2 CFR Part 200.313(e)(2); 45 CFR Part 75.320(e)(2)

⁶⁷ 2 CFR Part 200.313(d)(1); 45 CFR Part 75.320(d)(1)

10. Ultimate disposition data including the date of disposal and sale price

A physical inventory of all assets capitalized under the preceding policies will be taken on a bi-annual basis by CAPK. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Chief Financial Officer.

Receipt of Newly Purchased Equipment

At the time of arrival, all newly purchased equipment will be examined for obvious physical damage. If an asset appears damaged or is not in working order, it will be returned to the contractor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading will be compared to the assets delivered. Discrepancies should be resolved with the contractor immediately.

Also see RECEIPT AND ACCEPTANCE OF GOODS section of this manual.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month. For example, an asset purchased on the 15th day of the 5th month will have eight-(8) full months of depreciation (8/12 of one year) recorded for that year.

Estimated useful lives of capitalized assets will be determined by the Finance Department. The following is a list of the estimated useful lives of each category of capital asset for depreciation purposes:

Furniture and fixtures	3-5 years
General office equipment	3-5 years
Vehicles	3 years
Computer hardware and peripherals (which exceed the capitalization threshold)	3-5 years
Computer software	3-5 years
Leased assets	Shorter of remaining lease term or Estimated useful life of leased asset
Leasehold improvements	Shorter of remaining lease term or Estimated useful life of leasehold improvement
Buildings	10-35 years
Renovations	10-35 years

For accounting and interim financial reporting purposes, depreciation expense will be recorded on a monthly basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life will be made. All such changes in estimated useful lives of capitalized assets must be approved by the Chief Financial Officer.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change will be reflected as depreciation expense in the Organization's statement of activities.

For example, if in the 4th year of an asset's life, it is determined that the asset will last five-(5) years instead of the original estimate of seven-(7) years, depreciation expense for that year will be equal to the difference between 4/5 of the asset's basis (accumulated depreciation at the end of year four-(4)) and 3/7 of the asset's basis (accumulated depreciation at the beginning of the year).

Repairs of Capital Assets

Expenditures to repair capitalized assets will be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets will be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs will be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property will also be depreciated over its new, extended useful life.

Dispositions of Capital Assets

Management will determine property and equipment needs. When property and equipment is no longer needed, CAPK will determine how to dispose of the asset based on how equipment was acquired and funded. When required, the Organization will obtain disposal instructions from the funder, in accordance with funding regulations.

If equipment is sold, scrapped, or stolen, adjustment will be made to the capital asset listing and property log. If money is received for the asset, then the difference between the amount received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Also see EQUIPMENT PURCHASED WITH FEDERAL FUNDS section of this manual.

Write-Offs of Property and Equipment

The Chief Facility and Technology Officer and Chief Financial Officer approve the disposal of all capitalized assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen

will be reported immediately to the Chief Facility and Technology Officer and Chief Financial Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

Capital Asset Accounting System

The general capital asset and infrastructure capital asset records will be maintained in CAPK's capital asset module within Sage Inacct. Capital asset records will be updated at least annually for additions, deletions and adjustments.

INTANGIBLE ASSETS

Acquisition of Intangible Assets

Intangible assets include a variety of items, such as copyrights, service marks, trademarks, license agreements, photographs, videos, and others. The Organization may acquire intangible assets in any of the following manners:

- Contribution from a donor
- Purchase from an outside party that holds title to an intangible asset
- Internally developing an intangible asset through utilization of the Organization's employees, volunteers, and vendors/contractors (e.g., an employee writes a document on behalf of the Organization)

Accounting for Intangible Assets

Intangible assets acquired through contribution from donors will be accounted for as assets measured at fair value at the date of the gift. (See FAIR VALUE ACCOUNTING and GIFT ACCEPTANCE sections elsewhere in this manual.)

Intangible assets acquired by purchase will be capitalized as assets at the purchase price paid for such assets.

The costs of intangible assets that are developed internally will be charged to expense (not capitalized) if any of the following criteria are met:

- The intangible asset is not specifically identifiable.
- The asset has an indeterminate life.
- The asset is inherent in the Organization and related to the Organization taken as a whole, for example, an organization logo.

Costs of internally-developed intangible assets not meeting any of the three preceding criteria will be capitalized. These costs may include salaries, allocated employee benefit costs, consultant fees, and other related costs.

Amortization

Capitalized intangible assets of the Organization will be classified into one of three categories, as follows:

- Assets with finite and precise useful lives (such as a license agreement with a fixed term)
 - Intangible assets with finite and precise useful lives will be amortized over their useful lives, using the straight-line method of amortization.
- Assets with finite, but imprecise, useful lives

- o Intangible assets with finite, but imprecise, useful lives, the Organization will estimate a useful life and amortize the asset over that life, using the straight-line method of amortization.

For either of the two preceding categories of amortizable intangible assets, the Organization will evaluate the useful life on an annual basis to determine whether an adjustment of the useful life is appropriate.

- Assets with indefinite useful lives

For intangible assets with indefinite useful lives, the cost of the asset will remain on the accounting records of the Organization as an asset, without reducing this basis for amortization, until such time as an impairment in the value of the asset is determined to have occurred. Also see ASSET IMPAIRMENTS section.

In addition, intangible assets with indefinite useful lives will be evaluated on an annual basis for purposes of determining whether the previously indefinite useful life has become finite and estimable (e.g., a copyright that when initially acquired had an indefinite life, but which has become dated and now has a finite remaining useful life). If it is determined that any intangible asset previously accounted for as having an indefinite useful life has become an asset with a finite and estimable useful life, the Organization will begin amortizing the intangible asset over the estimated remaining useful life (i.e., rather than recording an impairment in the value of the asset).

ASSET IMPAIRMENTS

Policy

Long-lived assets of the Organization include personal property and equipment, land, buildings, intangible assets, and other noncurrent assets. In connection with long-lived assets, the Organization will record an impairment loss when the carrying amount (book value, net of any accumulated depreciation or amortization) is both:

1. Not recoverable (through sale, etc.); and
2. In excess of the asset's fair value.

Long-lived assets will be tested for impairment whenever events or changes in circumstances indicate that an asset's carrying value may be impaired. Examples of such events or circumstances that the Organization will consider include:

1. A significant decrease in the market price of a long-lived asset.
2. A significant adverse change in the extent or manner in which a long-lived asset is being used or in its physical condition.
3. A significant adverse change in legal factors or in the business climate that could affect the value of a long-lived asset, including an adverse action by a regulator.
4. An accumulation of costs significantly in excess of the amount originally expected for the acquisition or construction of a long-lived asset.
5. A current-period operating or cash flow loss combined with a history of operating or cash flow losses or a projection or forecast that indicates continuing losses associated with the use of a long-lived asset.
6. A current expectation that, more likely than not, a long-lived asset will be sold or otherwise disposed of significantly before the end of its previously estimated useful life.

If the Organization records an impairment loss in connection with a long-lived asset subject to depreciation or amortization, the reduced basis resulting from recording the loss will be used as a new basis for calculating future periods' depreciation or amortization.

FAIR VALUE ACCOUNTING

Scope

Throughout this manual, numerous references are made to fair value accounting issues. Examples include the valuation of contributed services, other contributed noncash assets, recording of asset impairment losses based on fair value declining below book value.

For purposes of this manual, the term “fair value” will be defined as it is in FASB Accounting Standards Codification 820, Fair Value Measurement, as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Determination of fair value will be performed by the individuals identified in this manual associated with each type of fair value accounting issues. All fair value determinations in excess of \$1,000 will be reviewed and approved by the Chief Financial Officer.

Disclosures

CAPK will comply with the disclosure requirements of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820, Fair Value Measurement, in that it will disclose information in the footnotes to the financial statements that enable readers of the financial statements to assess the inputs and valuation techniques used to develop all material fair value measurements associated with assets and liabilities of the Organization.

In accordance with FASB ASC 820, the level of inputs (Level 1, Level 2, Level 3) are defined as follows:

- **Level 1** – Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity can access at the measurement date.
- **Level 2** – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. (Example: price for purchase of comparable asset.)
- **Level 3** – Unobservable inputs for the asset or liability. (Example: value based on internal data.)

For any asset impairment losses recorded as a result of the policy described earlier, the Organization will disclose the reason for recording the impairment, in addition to the preceding disclosures.

POLICIES PERTAINING TO LIABILITY AND NET ASSET ACCOUNTS

ACCRUED LIABILITIES

Identification of Liabilities

The Finance Department will establish a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Some of the expenses that will be accrued by CAPK at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Paid leave (see policy below)
- Rent
- Interest on notes payable
- Retirement
- Voluntary life insurance

In addition, CAPK will record a liability for deferred revenue (revenue received but not yet earned) in accordance with the REVENUE RECOGNITION policies described elsewhere in this manual. Adjustments to deferred revenue accounts will be made monthly.

Accrued Salaries and Wages

An estimate for salaries and wages earned by employees for work performed, but unpaid as of the end of a reporting period, will be calculated, accrued, and reported as an accrued expense and accrued liability in the financial records. An accrual entry for employer-related payroll expenses associated with the accrual for salaries and wages will also be calculated and entered. This transaction will be reversed as of the first date of the next reporting period to allow for the recording of the paid salaries and wages and employer-related payroll expenses.

Accrued Leave

Personnel policies permit employees to carry forward up to two times their vacation accrual of unused leave from year to year. Such unused leave is payable to an employee upon termination of employment.

Accordingly, CAPK records a liability for accrued leave to which employees are entitled. The total liability at the end of an accounting period will equal the total earned but unused hours of leave, up to a maximum of 360, multiplied by each employee's current hourly pay rate.

Funds that are drawn down for accrued leave that is expensed to a grant will be set aside in a trust account or separately tracked and deposited in the Organization's savings account as a funded liability.⁶⁸ Also see CASH ACCOUNTS section of this manual.

⁶⁸ 2 CFR 200.431(b); 45 CFR 75.431(b)

Leave that does not “vest” with employees (i.e., leave that is not paid to employees if unused at the time of termination of employment), such as sick leave, will not be accrued as a liability.

FINANCING ARRANGEMENTS

General Policy

CAPK requires that all financing arrangements be approved by the Board of Directors and signed by the Board Chairperson and the Chief Executive Officer. The parameters of each financing arrangement will be provided to the Board of Directors prior to approval. The Organization's policies in this section apply to all term notes, lines of credit, credit cards, charge accounts, and other financing arrangements.

Also see LEASES and CREDIT CARDS sections of this manual.

Credit Cards and Charge Accounts

CAPK may utilize organization-issued credit cards and contractor charge accounts to pay small allowable Organization business expenses and small dollar operating costs. Credit cards and charge accounts will not be used to finance long-term purchases or expenses.

Outstanding credit balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of current operating expenses and outstanding current liabilities will be prioritized to minimize financing cost.

The paper copy of the account statement will be presented to the Budget and Finance Committee as part of a regular monthly report.

Also see CREDIT CARDS/ PURCHASING CARDS/ CHARGE ACCOUNTS section of this manual.

Operating Line of Credit

CAPK may utilize an operating line of credit with a financial institution to meet its current operating expenses and will not be used to finance long-term purchases or expenses. The Chief Executive Officer, Chief Financial Officer, and designated Board member is authorized to draw funds on the line of credit as necessary.

Outstanding line of credit balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of current operating expenses and outstanding current liabilities will be prioritized to minimize financing cost.

Term Loans

CAPK may utilize term loans (note payable, mortgage payable) to finance long-term purchases to be repaid in predictable installment amounts for an established period of time.

Outstanding term loan balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of outstanding term loans will be made in accordance with agreed payment terms using unrestricted funds. CAPK will make effort to pay down term loan balances to minimize financing costs.

Recordkeeping

CAPK maintains a schedule of all notes payable, mortgage obligations, lines of credit, and other financing arrangements. This schedule will be based on the underlying loan documents and will include all of the following information:

1. Name and address of lender/creditor
2. Date of agreement or renewal/extension; date account opened
3. Total amount of debt or available credit
4. Amounts and dates borrowed
5. Description of collateral, if any
6. Interest rate
7. Repayment terms
8. Maturity date
9. Address to which payments should be sent
10. Contact person at lender

Accounting and Classification

An amortization schedule will be maintained for each financing arrangement. Based upon the amortization schedule, the principal portion of payments due within the next year will be classified as a current liability in the statement of financial position. The principal portion of payments due beyond one year will be classified as a long-term/noncurrent liability in the statement of financial position.

Demand notes and any other notes without established repayment dates will always be classified as current liabilities.

Unpaid interest expense will be accrued as a liability at the end of each fiscal year.

A detailed record of all principal and interest payments made over the entire term will be maintained with respect to each financing arrangement. The amounts reflected as current and long-term notes payable per the general ledger will be reconciled to these payment schedules and the amortization schedules, if any, provided by the lender annually. All differences will be investigated.

Non-Interest-Bearing Notes Payable

As a charitable organization, CAPK may, from time to time, receive notes payable that do not require the payment of interest, or that require the payment of a below-market rate of interest for the type of obligation involved. In such cases, CAPK will record contribution revenue for any unpaid interest.

For demand loans, interest expense and contribution revenue will be recorded at the end of each accounting period, based on the outstanding principal balance of the loan during that period, multiplied by the difference between a normal interest rate for that type of loan and the rate, if any, that is required to be paid. Determination of the appropriate interest rate will be performed by the Chief Financial Officer.

For loans with fixed maturities or payment dates, the note payable will be recorded at the present value of the future principal payments, using as a discount rate equal to the difference between a normal interest rate for that type of loan and the rate, if any, required to be paid. The difference between the cash proceeds of the note and the present value will be recorded as contribution revenue in the period the loan is made. Thereafter, interest expense will be recorded in each accounting period using the effective interest method, with the corresponding credit entry increasing the note payable account to reflect the amount(s) that will be repaid.

INCOME TAXES PAYABLE

Accrual of Income Taxes

CAPK is exempt from federal income taxes. However, if CAPK generates taxable income from unrelated trade or business activities, a liability for income taxes payable will be accrued at the applicable corporate income tax rates.

All income taxes payable will be paid by the due date of the returns on which such income taxes are to be reported. If CAPK becomes subject to a requirement to remit estimated income taxes on a quarterly basis, such amounts will be accrued and paid quarterly.

Income Tax Positions

CAPK takes income tax positions as reflected in the Organization's financial statements. The primary income tax positions of CAPK are:

1. That CAPK qualifies for its exemption from income taxes under IRC section 501(c)(3) meaning it has not engaged in any activity that could result in revocation of this exemption, including but not limited to:
 - a. Not providing net distributions of profits or paying compensation that was not earned or is excessive.
 - b. Not making political contributions or engaging in political activities.
 - c. Not exceeding the appropriate lobbying limitations.
2. That none of CAPK's forms of revenue is subject to the unrelated business income tax (UBIT).
3. That CAPK has properly determined which forms of revenue are subject to the unrelated business income tax and which forms of revenue are exempt from UBIT.
4. That the calculations of income, deductions, tax credits, and other amounts reported on Form 990-T are in compliance with the Internal Revenue Code and IRS regulations.
5. That CAPK's calculations of income, deductions, etc. reported on its state income tax return are in compliance with state laws and regulations.
6. That CAPK's allocation of gross taxable income by state is in compliance with all applicable state laws and regulations (i.e., the Organization is filing state returns in each state that would require a return).

It is the policy of CAPK that all income tax positions taken by the Organization will meet the "more likely than not" criterion of FASB ASC 740-10, meaning the Organization's management believes that it is more likely than not that the applicable taxing authorities would concur with the position taken by the Organization. In reaching this determination, the Chief Financial Officer will perform whatever tax research is considered necessary and will have the authority to engage the Organization's independent financial statement auditor or other outside experts for advice on such matters.

If the Organization receives advice and/or research from an outside party in connection with this policy, the Organization will make its own final determination of whether or not to take a particular income tax position. In doing so, it will not blindly rely on outside advice. Rather, the Organization will gain a complete understanding of the conclusions reached by any outside parties in providing counsel to the Organization in connection with this policy. Gaining this understanding and forming the income tax positions of CAPK will be the responsibility of the Chief Financial Officer.

The Chief Financial Officer will provide a briefing to the Budget and Finance Committee and obtain the committee's concurrence each time an income tax position is established or changed.

LEASES

Classification of Leases - Lessee

CAPK classifies all leases in which the Organization is a lessee as either financing or operating leases. CAPK will utilize the following criteria to determine if the lease should be classified as a finance lease:

1. The lease transfers ownership of the leased asset to CAPK on or before the end of the lease term.
2. The lease grants CAPK an option to purchase the underlying asset and the Organization is reasonably certain to exercise.
3. The lease term is for a major part of the remaining economic life of the leased asset.
4. The present value of the sum of the lease payments and any residual value guaranteed by CAPK not already reflected in the lease payments equals or exceeds substantially all of the fair value of the leased asset.
5. The leased asset is so specialized, it is expected to have no alternative use to CAPK at the end of the lease term.

Leases that do not possess any of the preceding characteristics will be treated as operating leases. In addition, all leases that are immaterial in nature or with a term of 12 months or less will be accounted for as operating leases. CAPK will recognize these leases on a straight-line basis over the lease term.

Reasonableness of Leases

CAPK assesses the value of leases according to the requirements in Uniform Guidance⁶⁹, considering the following factors:

- The rate is reasonable when compared to similar property in the same area;
- The rate of any alternatives; and
- The type, life expectancy, condition, and value of the property leased.

Rental arrangements will be reviewed every 3 to 5 years to determine if circumstances have changed and other options are available.

Accounting for Leases

All operating leases and financing leases with a term of less than 12 months will be accounted for as expenses in the period in which the lease payment is due. (See CLASSIFICATION OF LEASES section elsewhere in this manual.) Operating and financing leases with terms greater than 12 months will be reported on the balance sheet as a right-of-use asset and a lease liability, initially recorded at the present value of the lease payments (plus other payments, including variable lease payments and amounts probable of being owed by CAPK under residual value guarantees). Lease terms will include the non-cancelable lease term plus renewal periods that are reasonably certain to be exercised.

⁶⁹ 2 CFR Part 200.465 (45 CFR Part 75.465),

Financing leases

CAPK will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Amortization of the asset will be on a straight-line basis over:

- The shorter of the lease term or an estimated useful life that is consistent with the Organization's capital asset policy; or
- Through the end of the useful life of the asset if the lease transfers ownership of the leased asset to the Organization or the Organization is reasonably certain to exercise an option to purchase the asset.

Interest expense will be calculated using the effective interest method and will be reported separately from the amortization of the right-of-use asset. Interest payments and variable lease payments will be reported in the operating section of the statement of cash flows and the principal payments for the lease liability will be reported in the financing section of the statement of cash flows.

Operating leases

CAPK will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Interest expense and the amortization of the right-of-use asset together as one lease expense, allocated over the term of the lease on a straight-line basis, or other rational basis, if more representative of the benefits received from the leased asset. All cash payments will be reported in the operating section of the statement of cash flows.

CAPK will also maintain a control list of all operating and capital leases. This list will include all relevant lease terms, including a schedule of future annual lease payments obligations, and will be reconciled to the general ledger on a quarterly basis.

Also see the CAPITAL ASSET section of this manual.

Changes in Lease Terms

As described in earlier policies, leasehold improvements are amortized as determined in the DEPRECIATION AND USEFUL LIVES section of this manual. If the lease term is changed prior to the expiration of the initial lease term, CAPK will revise amortization to reflect this change, as necessary.

Donated Rent and Below-Market Leases

CAPK may receive support from its community in the form of donated rent or below-market lease agreements. The difference between the fair value of the use of the property and the stated terms of the lease agreement used to recognize and measure the right-of-use asset and liability, will be reported as contribution revenue in the period the contribution is received and expensed in the period the space is used.

Space donated for a specified number of periods will be reported as a contribution revenue and contribution receivable for the difference between the fair rental value of the property and the stated

amount of the lease payments in the agreement. The contribution receivable will be amortized over the life of the lease.

The value of donated space that will be included as part of an award's cost share or matching requirement will be supported by an independent certified real estate appraiser. See COST SHARING AND MATCHING (IN-KIND) section elsewhere in this manual.

NET ASSETS

Classification of Net Assets

Net assets of the Organization will be classified based upon the existence or absence of donor-imposed restrictions as follows:

Net Assets with Donor Restrictions – The part of net assets of CAPK that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants) that is specific in nature and may be set aside for programs, investment, contingencies, purchase, special projects, or other uses.

Net Assets without Donor Restrictions – The part of net assets of CAPK that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

Net assets with donor restriction will be recorded and tracked using the accounting software.

Composition of Net Assets

Net asset composition of the Organization's endowment funds and board designated funds will be disclosed as follows, when applicable:

Board of Directors Designated Net Assets – Net assets without donor restrictions subject to self-imposed limits by action of the Board of Directors. Board-designated net assets may be earmarked for future programs, investment, contingencies, purchase or construction of fixed assets, or other uses. The Board of Directors may delegate designation decisions to the Chief Executive Officer and/or the Budget and Finance Committee. Such designations are considered to be included in board-designated net assets. This includes board-designated endowment funds.

Board of Directors Designated Endowment – Net assets without donor restrictions subject to self-imposed limits by action of the Board of Directors to be invested for a long, but not necessarily a specified, period of time to provide investment income to the Organization.

Donor Restricted Endowment – Funds subject to trust law or donor-imposed restrictions requiring the investment of the gift in perpetuity or for a specified term, the amount of which includes the original donor-restricted gift and any gains or net appreciation of the fund not considered to be available for expenditure.

Underwater Endowment Fund – A donor-restricted endowment fund for which the fair value of the fund at the reporting date is less than either the original gift amount or the amount required to be maintained by the donor or by law that extends donor restrictions. The amount of these net assets will include original donor restricted gift and accumulated losses. See the CONTRIBUTIONS ACCOUNTING section elsewhere in this manual for related policies on Endowment Funds.

Donor-imposed restrictions are stipulations by the donor that may be temporary in nature (e.g., stipulating that resources be used after a specified date, for particular programs or services, or to acquire buildings or equipment). Other donors impose restrictions that are perpetual in nature (e.g.,

stipulating that resources be maintained in perpetuity). Laws may extend the limits in investment returns from those resources and to other enhancements or diminishments of those resources. Thus, those laws extend donor-imposed restrictions.

Also see RELEASE OF DONOR RESTRICTION in CAPITAL ASSET section elsewhere in this manual.

Also see REVENUE RECOGNITION and CLASSIFICATION OF INCOME sections of this manual.

Reclassification of Net Assets

The Organization will report in its statement of activities a reclassification of net assets from “with donor-imposed restriction” to “without donor-imposed restriction” if any of the following events occur:

1. Fulfillment of the purpose for which the net assets were restricted (e.g., spending restricted funds for the stipulated purpose)
2. Expiration of time restrictions imposed by donors
3. Death of an annuity beneficiary
4. Withdrawal by the donor (or by a court) of a time or purpose restriction

If a donor stipulates multiple restrictions (such as a purpose and a time restriction), reclassifications of net assets will be reported only upon the satisfaction of the final remaining restriction.

Also see CLASSIFICATION OF INCOME section elsewhere in this manual.

If the Organization accepts and receives a restricted contribution from a donor who further stipulates that the Organization set aside a portion of its net assets without donor-imposed restrictions for that same purpose, the Organization will report in its statement of activities a reclassification of net assets from without donor-imposed restriction to with donor-imposed restriction, based on the specific nature of the restriction. (See the GIFT ACCEPTANCE section for determining whether to accept a gift that requires reclassification of net assets.)

Disclosures

The Organization will disclose in a footnote to the financial statements the different types of donor-imposed restrictions and board designations associated with the Organization's net assets as of the end of each fiscal year.

POLICIES ASSOCIATED WITH FINANCIAL AND TAX REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Organization

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the Organization. Financial statements may reflect year-to-year historical comparisons or current year budget-to-actual comparisons.

The basic financial statements that are maintained on an organization-wide basis and prepared for the annual financial statement audit will include:

1. **Statement of Financial Position** – Reflects assets, liabilities, and net assets of the Organization and classifies assets and liabilities as current or noncurrent/long-term and net assets in two groups (net assets without donor restrictions and net assets with donor restrictions).
2. **Statement of Activities** – Presents support, revenues, expenses, and other changes in net assets of the Organization, by net asset group (net assets without donor restrictions and net assets with donor restrictions), including reclassifications between net asset group.
3. **Statement of Cash Flows** – Reports the cash inflows and outflows of the Organization in three categories: operating activities, investing activities, and financing activities.
4. **Statement of Functional Expenses (Reporting of Expenses by Nature and Function)** – Presents the expenses of the Organization in a natural or objective format (i.e. salaries, rent, utilities) and by function (i.e., which program or supporting service was served).

In accordance with Standards of Financial Management Systems, CAPK will prepare accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements of Uniform Guidance⁷⁰ and/or the award.

Frequency of Preparation

An objective of the Finance Department is to prepare accurate financial statements in accordance with generally accepted accounting principles (GAAP) and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies will apply:

A standard set of financial statements described in the preceding section will be produced on a monthly basis by the 10th of each month. The standard set of financial statements described in the preceding section will be supplemented by the following schedules:

⁷⁰ 2 CFR Parts 200.328 and 200.329; 45 CFR Parts 75.34 and 75.342

1. Individual statements of activities on a departmental and functional basis (and/or program/grant basis)
2. Comparisons of actual year-to-date revenues and expenses with year-to-date budgeted amounts for each program and funding source
3. In accordance with Standards for Financial Management Systems, information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources will be prepared.⁷¹
4. Monthly credit card expenditures, including all charge account expenditures, will be provided to the Board of Directors and monthly credit card expenditures, including all charge account expenditures for the Head Start/Early Head Start program will be provided to the Policy Council

The monthly set of financial statements will be prepared on the accrual method of accounting, including all receivables, accounts payable received by the 5th of the month, and actual depreciation expense.

In order to facilitate review by non-financial staff, individual statements of activities on a departmental and functional basis and/or program/grant basis or a comparison of actual year-to-date revenues and expenses with year-to-date budgeted amounts will be distributed to the appropriate Division Directors.

Review and Distribution

All financial statements and supporting schedules will be reviewed and approved by the Chief Financial Officer prior to being issued by the Finance Department.

After approval by the Chief Financial Officer, a complete set of monthly financial statements, including the supplemental schedules described above, will be distributed to the following individuals:

- Board Treasurer and all members of the Budget and Finance Committee
- Chief Executive Officer
- Division Directors and other employees with budget-monitoring responsibilities

Financial statements may include an additional supplemental schedule prepared or compiled by the Chief Financial Officer. The purpose of this schedule is to provide explanations for material budget variances in accordance with CAPK's budget monitoring policies described later in this manual (under the FINANCIAL MANAGEMENT POLICIES section).

Monthly Distribution

On a monthly basis, the Board of Directors will be provided with summary program and/or grant financial information.

⁷¹ 2 CFR Part 200.301; 45 CFR Part 75.301

Annual Financial Statements

On an annual basis, the Organization will prepare, under the direction of the Chief Financial Officer, a complete set of GAAP financial statements, including footnotes addressing all disclosures required by GAAP. These financial statements will be presented to CAPK's independent auditors at the beginning of their annual audit as the draft statements from which they will conduct their audit.

A formal presentation of the Organization's annual audited financial statements will be provided by the independent auditor to the full Board of Directors at the Organization's Annual Meeting or presented in another manner as agreed upon and indicated in the audit engagement letter. See separate policies regarding the annual audit under FINANCIAL MANAGEMENT POLICIES.

Trend Analysis

On an annual basis, in connection with the preparation of the preceding financial statements, the Chief Financial Officer will prepare a five-year revenue and expense report in order to facilitate the analysis of financial trends experienced by the Organization. This report will also include a five-year comparison of certain key operating ratios, based on the Organization's annual financial statements. This report will be submitted to the Chief Executive Officer, the Budget and Finance Committee and the Audit and Pension Committee no later than 120 days after year-end.

Required Disclosures

See Disclosure information throughout this manual to determine information CAPK will include in its financial statements.

Dashboards

To assist Organization with oversight and timely monitoring, dashboards will be created for management, budget leaders, and board members to display performance indicators and other metrics relevant to the user for monitoring purposes.

The Finance Department will be responsible for working with users to identify financial metrics to include on the user's dashboard. Template dashboards will be saved and repurposed as appropriate.

PREPARATION OF CONSOLIDATED FINANCIAL STATEMENTS

Consolidation Policy

While CAPK will maintain accounting records and prepare financial statements on a stand-alone basis, to facilitate financial management and preparation of reports and tax filings that must be prepared solely for the Organization, the Organization may also be required to prepare consolidated financial statements in order to fully comply with GAAP. When consolidated financial statements are prepared, a single set of financial statements is prepared that combines the assets, liabilities, net assets, revenues, expenses, gains and losses, and financial statement disclosures of multiple entities, with intercompany transactions eliminated.

The types of entities that CAPK is affiliated with that may result in the requirement to be consolidated with CAPK's financial statements are:

1. Other nonprofit organizations
2. Corporations in which CAPK has an ownership interest
3. Partnerships and LLCs

CAPK will prepare consolidated financial statements that include the accounts of other nonprofit organizations if the criteria defined in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-810, is met.

In addition, consolidation is encouraged (but not required) when control, other than that described above, perhaps in the form of an affiliation agreement, exists as well as economic interest in another nonprofit organization. In order to consolidate under this guidance, consolidated financial statements must be meaningful.

The existence of control or an economic interest, but not both, does not result in consolidation.

GOVERNMENT RETURNS

Overview

To legitimately conduct business, CAPK must be aware of its tax and information return filing obligations and comply with all such requirements of federal, state, and local jurisdictions. Filing requirements of CAPK include, but are not limited to, filing annual information returns with IRS, and State of California, state charitable solicitation reports, annual reports for corporations, property tax returns, income tax returns, sales tax returns, information returns for retirement plans, annual reporting of compensation paid, and payroll tax withholding tax returns.

Filing of Returns

The Chief Financial Officer will be responsible for identifying all filing requirements and ensuring that CAPK is in compliance with all such requirements. The Organization will file complete and accurate returns with all authorities and make all efforts to avoid filing misleading, inaccurate, or incomplete returns.

Filings made by CAPK include, but are not limited to, the following returns:

1. **Form 990** – Annual information return of tax-exempt organizations, filed with IRS. Form 990 for CAPK is due on the fifteenth day of the fifth month following year-end. An automatic 3-month extension of time to file Form 990 may be obtained filing Form 8868. Upon expiration of the first 3-month extension, a second 3-month extension may be requested using Form 8868.
2. **Form 990-T** – Annual tax return to report CAPK's unrelated trade or business activities (if any), filed with IRS. Form 990-T is due on the fifteenth day of the fifth month following year-end. An automatic 6-month extension of time to file Form 990-T may be obtained by filing Form 8868.
3. **Form 5500** – Annual return for CAPK's employee benefit plans. Form 5500 is due on the last day of the seventh month after the end of the plan year, but a 2½-month extension of time to file may be requested using Form 5558.
4. **W-2s and 1099s** – Annual report of employee and non-employee compensation, based on calendar-year compensation, on the cash basis. These information returns are due to employees and independent contractors by January 31 and to the federal government by February 28. Form 1099-MISC is required if the organization has provided more than \$600 in compensation to an independent contractor during the calendar year.
5. **Form 941** – Quarterly payroll tax return filed with IRS to report wages paid to employees and federal payroll taxes. Form 941 is due by the end of the month following the end of each quarter, or 10 days later if all payroll tax deposits have been made in a timely manner during the quarter.
6. **Business Property Tax Return** – Filed with the State of California to report business property. CAPK's business property tax return, Form BOE-571-S is due April 1.

7. **Form 199** – Annual information return of tax-exempt organizations, filed with State of California. Form 199 for CAPK is due on the fifteenth day of the fifth month following year-end. An automatic 7-month extension of time to file Form 199 is allowed. The Organization shall file Form 199 electronically.
8. **Form RRF-1** – Annual registration renewal fee report, filed with State of California Attorney General. Form RRF-1 is due on the fifteenth day of the fifth month following year-end. An extension of time to file Form RRF-1 will be allowed if CAPK has received an extension from the IRS for filing the IRS Form 990.
9. **Claim for Welfare Exemption** – Annual report, BOE-267-A (PI), to receive a property tax exemption on real property owned or rented by the Organization. The report is due by February 15.

CAPK's fiscal year end is February 28/29 and tax year-end is December 31. All annual tax and information returns of CAPK (Form 990, Form 990-T) are filed on the accrual basis of reporting.

Federal and all applicable state payroll tax returns are prepared by the Organization's external Payroll Administrator.

CAPK complies with all state payroll tax requirements by withholding and remitting payroll taxes to the state of residency of each CAPK employee.

Review of Form 990 by Board of Directors

A draft of CAPK's annual Form 990 information return will be reviewed and approved by the Board of Directors prior to being filed with the Internal Revenue Service. A completed copy of the Form 990 will be provided to all members of the governing body before filing the form.

Public Access to Information Returns

CAPK is subject to federal requirements to make the following forms "widely available" to all members of the general public. To comply with this requirement, CAPK will make the following publicly available, in addition to any other information deemed appropriate by the Board of Directors:

1. The three most recent annual information returns (Form 990 and Form 990-T, if applicable).
2. CAPK's original application for recognition of its tax-exempt status (Form 1023 or Form 1024), filed with IRS, and all accompanying schedules and attachments.

CAPK will comply with the federal requirements to make its forms widely available for no charge by posting all required forms on the Organization's website and referring all requesters to this website within seven-(7) days of receipt of any request. In addition to making its returns widely available on its website, CAPK will also permit visual inspections of its returns to anyone personally appearing at the Organization's offices during normal working hours and making such a request.

OTHER TAX CONSIDERATIONS

State and Local Property, Sales, Use & Income Taxes

CAPK will monitor state and local tax laws in locations where the Organization conducts business to ensure that it is complying with all applicable tax laws. Organizations that qualify as tax-exempt charitable entities under Section 501(c)(3) of the Internal Revenue Code for income tax purposes may need to apply separately for exemptions from state and local property and/or sales tax in the various locations where they conduct business. State and local tax rules vary widely from state to state.

State Charity Registrations

Various states may require CAPK to register with them for two primary reasons: if the Organization has an office, programs or owns real estate in that state, and/or if they raise funds in the state.

CAPK may be required to register and file annual reports with other states if it conducts charitable solicitations within those states. States regulate fundraising through charitable solicitation laws and state reporting can involve two components – registration and an annual financial report.

CAPK's internet fundraising efforts could be considered charitable solicitations in various other states. CAPK will examine the reach of its internet fundraising efforts and register to solicit funds in all applicable states. Some factors CAPK will consider in determining whether internet fundraising efforts require registration in specific states are whether the campaigns specifically target individuals in a certain state and whether CAPK repeatedly receives contributions from a state on an ongoing or substantial basis.

CAPK will comply with all state requirements.

TRANSACTIONS WITH INTERESTED PERSONS AND RELATED PARTIES

Definitions

An **interested person** for the purposes of disclosure is a disqualified person. A disqualified person is a person who is in a position to exercise substantial influence over the affairs of the Organization. This person does not have to actually exercise substantial influence, just be in the position to do so.

A **related-party** is an entity that can exercise control or significantly influence over management or the Organization to the extent one of the entities may be prevented from pursuing its own interests. This can be any party the Organization deals with that can exercise that control.

Identification of Interested Persons or Related Parties

In connection with complying with disclosure requirements in the financial statements and the Form 990 information return, the Organization will identify interested persons and related parties as the following:

1. Current officers, directors, trustees, and key employees (individuals required to be listed on the Form 990)
2. Former officers, directors, trustees, and key employees (within the last five-(5) years)
3. Substantial contributors (a person required to be listed in the Form 990)
4. Family members of any individual listed in item #1, #2, or #3 defined as spouses, ancestors, brothers, sisters, children, grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren.
5. Domestic partner and parents thereof, including domestic partners of any individual in item #4
6. Any individual related by blood or affinity whose close association with an individual in item #1, #2, #3 or #4 is the equivalent of a family relationship
7. A 35% controlled entity of any of the persons listed in item #1, #2, or #3
8. A donor or donor advisor to a donor-advised fund
9. An investment advisor of a sponsoring organization
10. An employee (or child of an employee) of a substantial contributor or of a 35% controlled entity, but only if the employee received a grant or assistance by the direction or advice of the contributor or designee of the controlled entity.
11. Separate entities that solicit funds in the name of the Organization and substantially all of the funds solicited are intended for the use of the Organization
12. Brother-sister organizations and certain national, state, and local affiliates
13. Entities whose officers or directors are also members of the organization's governing board

Record of Transactions with Interested Persons and Related-Parties

The Organization will maintain a record of all transactions and balances with interested persons and related-parties for each fiscal year for purposes of evaluation to determine if transactions should be disclosed in the financial statements and on the Form 990. This record will be reviewed and approved by the Chief Financial Officer and provided to the independent financial statement auditor and Form 990 preparer.

UNRELATED BUSINESS ACTIVITIES

Identification and Classification

CAPK properly identifies and classifies income-producing activities that are unrelated to the Organization's tax-exempt purpose using the guidelines described in the Internal Revenue Code and underlying regulations. Such income accounts will be segregated in separate accounts in the general ledger in order to facilitate tracking and accumulation of unrelated trade or business activities.

Unrelated business income is income from an unrelated trade or business that is regularly carried on and not substantially related to the Organization's exempt purpose. Examples include:

- Advertising income
- Certain corporate sponsorship activities
- Income from investments in other entities
- Rents from debt-finance property

Allocation of Expenses to Unrelated Activities

In addition to segregating income associated with activities that are unrelated to CAPK's exempt purpose, the Organization's general ledger will also provide accounts for expenses associated with each such unrelated activity. These expenses will be offset against unrelated business revenue in arriving at unrelated business taxable income. Expenses that will be offset against gross unrelated business income will be limited to those expenses directly associated with the production of such income, including reasonable allocation of indirect or shared or joint costs that benefit each activity, in accordance with expense allocation policies described elsewhere in this manual.

Each unrelated trade or business, less its specific expenses, will be tracked separately and not offset against other unrelated business activities.

Reporting

CAPK will file IRS Form 990-T to report taxable income from unrelated trade or business activities. Form 990-T is subject to public access and disclosure requirements. Please see the PUBLIC ACCESS TO INFORMATION RETURNS section of this manual.

CAPK will also report taxable income from unrelated trade or business activities that are subject to state or local income or franchise taxes on the appropriate return.

JOINT VENTURES

CAPK will evaluate and negotiate potential participation in joint ventures under Federal tax law to ensure that any proposed venture safeguards the Organization's tax-exempt status. For the purposes of this policy, a joint venture is any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment or exempt purpose activity.

In order to adequately safeguard its tax-exempt status, CAPK will negotiate transactions and arrangements so that it has sufficient control over the venture to ensure that the activity furthers the exempt purpose of the Organization and that all agreements be on terms that are arm's length or more favorable to the Organization. CAPK will also require that the venture give priority to exempt purposes over maximizing profits and that the venture not engage in activities that would jeopardize the Organization's exempt status.

FINANCIAL MANAGEMENT POLICIES

BUDGETING

Overview of Budgeting

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial terms. A budget should be designed and prepared to direct the most efficient and prudent use of the Organization's resources. A budget is a management commitment of a plan for present and future organizational activities that will help the Organization achieve its short-term and long-term goals and the strategic objectives determined by the Board of Directors. It provides an opportunity to examine the composition and viability of the Organization's programs and activities simultaneously considering the available resources.

Budgets are also prepared for funding sources, and each grant manager must be aware of budget modification requirements. Awarding agencies may or may not require approval for changes in line items. CAPK will document and follow all such requirements.

Preparation and Adoption

CAPK will prepare an annual budget on the accrual basis of accounting. The Chief Financial Officer or Director of Finance gathers proposed Organization-wide budget information from all Division Directors and others with budgetary responsibilities and compiles it to prepare the first draft of the budget. Budgets proposed and submitted by each department should be accompanied by a narrative explanation of the sources and uses of funds and explain all material fluctuations in budgeted amounts from prior years.

After appropriate revisions and a compilation of all department budgets by the Chief Financial Officer or Director of Finance, a draft of the organization-wide budget, as well as individual department budgets, is presented to the Chief Executive Officer for discussion, revision, and initial approval.

The revised draft is then submitted to the Budget and Finance Committee, and finally to the entire Board of Directors for adoption.

It is the policy of CAPK to adopt a final budget at least 30 days before the beginning of the Organization's fiscal year. The purpose of adopting a final budget at this time is to allow adequate time for the Finance Department to input the budget into the accounting system and establish appropriate accounting and reporting procedures (including any necessary modifications to the chart of accounts) to ensure proper classification of activities and reporting comparisons of budget versus actual once the fiscal year commences.

Budgets for programs whose grant years are different from the Organization's fiscal year will be prepared in accordance with awarding agency requirements and will also be included in the Organization-wide budget.

Monitoring Performance

CAPK monitors its financial performance by comparing and analyzing actual results with budgeted results. This function will be accomplished in conjunction with the FINANCIAL STATEMENT policies and procedures stated elsewhere in this manual.

In accordance with Standards for Financial Management Systems, the Organization will provide budget to actual reports for its federal awards. On a monthly basis, financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts will be produced by the Finance Department and distributed to each employee with budgetary responsibilities. These individuals will be responsible for responding with a written explanation of all budget variances in excess of five percent on a quarterly basis.

In addition, Division Directors will submit monthly performance (non-financial) reports to the Chief Executive Officer, the Chief Financial Officer, and the Board of Directors.

Budget and Program Revisions

CAPK will request prior approval from federal awarding agencies for any of the following program or budget revisions:⁷²

1. Change in the scope or objective of the federally funded project or program, even if there is no associated budget revision requiring prior written approval.
2. Change in a key person (Project Director, etc.) specified in the application or award document.
3. Disengagement for more than three months, or a 25% reduction in time devoted to the project, by the approved Project Director or principal investigator.
4. The need for additional federal funding or no-cost extensions.
5. The inclusion, unless waived by the federal awarding agency, of costs that require prior written approval in accordance with the Uniform Guidance.⁷³
6. The transfer of funds allotted for participant support costs to other categories of expense or the transfer of funds between construction and non-construction work.
7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)
8. Changes in the amount of the approved cost-sharing or matching provided by the Organization.

⁷² 2 CFR Part 200.308; 45 CFR Part 75.308

⁷³ 2 CFR Part 200.407 (45 CFR Part 75.407)

Budget Modifications

After a budget has been approved by the Board of Directors and adopted by the Organization, reclassifications of budgeted expense amounts of less than \$100,000 within a single program may be made by the Division Director, with approval from the Chief Financial Officer. Reclassifications of budgeted expense amounts across divisions of greater than \$100,000 but less than \$200,000 may be made only with approval of the Chief Executive Officer.

Reclassifications in excess of the preceding thresholds and any budget modification resulting in an increase in budgeted expenses or decrease in budgeted revenues shall be made only with approval of the Budget and Finance Committee.

OPERATING RESERVES

Purpose

CAPK has established an Operating Reserve fund to provide an internal resource of funds to assist the Organization during periods of an unexpected loss of funding, uninsured losses, or unexpected increase in expenses. These reserves may not be used to replace a permanent loss of funding or eliminate an ongoing budget gap. Also see CASH ACCOUNTS section of this manual.

Establishment and Calculation

The Operating Reserve Fund will be unrestricted, Board designated funds, set aside by action of the Board of Directors. The target minimum amount to be designated as Operating Reserves will be equal to a three month's average of monthly operating expenses consisting of recurring predictable expenses, such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, non-federal share (in-kind), capital purchases, one-time purchases, pass-through payments, and other non-cash expenses are not included in the calculation. Calculation of the average monthly amount will be completed each year after the approval of the annual budget.

Funding of Reserves

CAPK will fund its Operating Reserves with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific revenue source be set aside for Operating Reserves i.e. one-time gifts, bequests, special grants, and/or special funding appeals.

Use of Reserves

The Chief Executive Officer will identify the need for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. Identification of need will include an analysis of the reason for the shortfall, the availability of other sources of funds before the use of the reserves, and evaluation of the time period that the funds will be required and replenished.

The Chief Executive Officer will submit a request to use Operating Reserves to the Budget and Finance Committee, including the analysis and determination of the use of funds and plans for replenishment. The Budget and Finance Committee will approve or modify the request and authorize transfer from the fund.

The goal of the Organization is to replenish the Operating Reserve funds within twelve months to restore the fund to the target minimum. Requests that include plans to replenish exceeding twelve months will be scrutinized more carefully.

Reporting and Monitoring

The Chief Executive Officer is responsible for ensuring the Operating Reserves fund is maintained and used only as described in this policy. The Chief Executive Officer will be responsible for maintaining records of the use of these funds and the plan for replenishment. Monthly reporting will be provided to the Board of Directors of progress to restore the fund to the target minimum amount.

ANNUAL AUDIT

Arranging for the Annual Audit

CAPK will arrange for an annual audit of the Organization's financial statements to be conducted by an independent financial statement auditor. The independent financial statement auditor selected by the Board of Directors will be required to communicate directly with the Organization's Audit and Pension Committee upon the completion of their audit. In addition, members of the Audit and Pension Committee and Executive Committee are authorized to initiate communication directly with the independent financial statement auditor.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Board of Directors by the independent financial statement auditor at the Organization's Annual Meeting, after the financial statements have been reviewed and approved by the Audit and Pension Committee.

Auditor Independence

CAPK may from time to time request the independent financial statement auditor provide services outside the scope of the annual audit and Form 990 preparation. In connection with these non-audit services, it is imperative that the independent auditor remain independent in fact and in appearance in order to continue serving the Organization as its auditor.

Generally, in order to remain independent with respect to the audit, the Organization's auditors should not provide non-audit services that involve performing management functions or making management decisions nor should they provide non-audit services in situations where the non-audit services are significant/material to the subject matter of the audits (or where they would be auditing their own work in connection with the annual audit).

Therefore, it is the Organization's policy to evaluate any non-audit service requested from the independent auditor for possible impairments to the financial statement auditor's independence, and to not permit the performance of any services that would impair independence. This evaluation will be performed by the Chief Financial Officer, who may consult the independent auditor or other external sources in making this determination.

In addition, for each non-audit service that is to be provided by the Organization's independent financial statement auditor, the Organization will:

1. Designate a management level individual to be responsible and accountable for overseeing the non-audit service (to be determined by the Chief Executive Officer).
2. Establish and monitor performance of the non-audit service to ensure that it meets management's objectives (to be performed by the person designated in step 1).
3. Make any decisions that involve management functions related to the non-audit service and accept full responsibility for such decisions.
4. Evaluate the adequacy of the services performed and findings that result.

How Often to Review the Selection of the Auditor

CAPK will review the selection of its independent auditor in the following circumstances:

1. Any time there is dissatisfaction with the service of the current independent financial statement auditor;
2. When a fresh perspective and new ideas are desired; or
3. Every 5 years to ensure competitive pricing and a high quality of service (this is not a requirement to change auditors every five years, but simply to reevaluate the selection).

Audit Request for Proposal

Request for Proposals (RFP) to conduct the Organization's independent financial statement audit will be prepared and issued by the Audit and Pension Committee no later than six months prior to the end of the fiscal year. Auditor selection will be made by the Audit and Pension Committee. (See BOARD OF DIRECTOR AUDIT RESPONSIBILITIES and AUDIT AND PENSION COMMITTEE RESPONSIBILITIES sections of this manual for term.)

The RFP will include the following, at a minimum:

1. Summary of each funding source and its audit requirements (regulation references);
2. Expected timing of fieldwork;
3. Expectations for interaction with the Audit and Pension Committee and presentation of the report and any findings to the Board of Directors, upon completion of the audit; and
4. Deadlines for completion of the audit and filing of applicable reports to reporting entities.

Selecting an Independent Financial Statement Auditor

The selection of an independent financial statement auditor to conduct the annual audit is a task that should be taken very seriously. The following factors will be considered by CAPK in selecting an independent financial statement auditor:

1. The firm's reputation in the nonprofit community.
2. The depth of the firm's understanding of and experience with grant-funded organizations and federal reporting requirements under the Uniform Guidance.
3. The firm's demonstrated ability to provide the services requested in a timely manner.
4. The ability of firm personnel to communicate with Organization personnel in a professional and congenial manner.
5. The responsiveness to the request for proposal.
6. The availability of staff with professional qualifications and technical abilities.
7. The results of peer and external quality control reviews.
8. Price.

The following information should be included in the written Request for Proposal (RFP) to be sent to prospective audit firms:

1. Period of services required
2. Complete description of the services requested (audit, management letter, tax returns, etc.)

3. Identification of meetings requiring their attendance, such as staff or Board of Director meetings
4. Organization chart
5. Chart of account information
6. Financial information about the Organization
7. Copy of prior year reports (financial statements, management letters, etc.)
8. Identification of need to perform audit in accordance with Uniform Guidance Subpart F⁷⁴ and the appropriate OMB Compliance Supplements
9. Other information considered appropriate
10. Description of proposal and format requirements
11. Due date of proposals
12. Overview of selection process (i.e., whether finalists will be interviewed, when a decision will be made, etc.)
13. Identification of criteria for selection

Minimum proposal requirements from prospective independent financial statement auditor will be:

1. Firm background
2. Biographical information (resumes) of key audit team members who will serve CAPK
3. Client references
4. Information about the audit firm's capabilities
5. Audit firm's approach to performing an audit
6. Copy of the audit firm's most recent quality/peer review report, including any accompanying letter of findings
7. Other resources available from the audit firm
8. Expected timing and completion of the audit
9. Expected timing of delivery of reports
10. Cost estimate including estimated number of hours

In order to narrow down the proposals to the top selections, the Audit and Pension Committee will meet with the prospective independent financial statement audit engagement teams from each proposing audit firm to discuss their proposal. Copies of all proposals will be forwarded to each member of the Audit and Pension Committee. After the Audit and Pension Committee narrows down the field of prospective auditors to three firms, final interviews of each firm are conducted by the Audit and Pension Committee and the Board of Directors, who makes the final selection for approval.

Preparation for the Annual Audit

CAPK will be actively involved in planning for and assisting with the Organization's independent financial statement audit in order to ensure smooth and timely completion. In that regard, the Finance Department will provide assistance to the independent financial statement auditors in the following areas:

Planning

The Chief Financial Officer is responsible for delegating the assignments and responsibilities to finance staff in preparation for the audit. The Chief Financial Officer will review the list of information requested by the auditors and assign responsibility for each item to the appropriate staff. The Chief Financial

⁷⁴ 2 CFR Part 200; 45 CFR Part 75

Officer or Director of Finance will then schedule and direct status meetings in the weeks leading up to the audit in order to review the progress of staff in preparing for the audit.

The Chief Financial Officer or Director of Finance will arrange and coordinate any and all meetings, interviews, telephone discussions, and conference calls requested by the independent financial statement auditor with CAPK Board members, Audit or Finance Committee members, or employees to facilitate the audit work. Prior to any such meetings or discussions, the Chief Financial Officer or Director of Finance will inform each Organization participant of the nature of the discussion or meeting and what, if any, preparations they should do prior to the meeting. The Chief Financial Officer or Director of Finance will communicate to each CAPK participant in such meetings or discussions the importance of being open, honest, and frank with the independent financial statement auditors with respect to all questions asked.

Involvement

Organization staff will do as much work as possible in order to assist the independent financial statement auditors and, therefore, reduce the cost of the audit.

Interim Procedures

To facilitate the timely completion of the annual financial statement audit, the independent financial statement auditors may perform selected audit procedures prior to the Organization's year-end. By performing significant portions of audit work as of an interim date, the work required subsequent to fiscal year-end is reduced. Organization staff will provide requested schedules and documents to assist the auditors during any interim audit fieldwork.

Throughout the audit process, CAPK will make every effort to provide schedules, documents, and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the independently audited financial statements from the auditor, the Chief Financial Officer will perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors.
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of CAPK.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of this review will be communicated to the independent financial statement auditor in a timely manner and resolved to the satisfaction of the Chief Financial Officer.

It will also be the responsibility of the Chief Financial Officer to review and respond in writing to all management letter or other internal control and compliance report findings and recommendations made by the independent financial statement auditor.

In addition, the Federal Audit Clearinghouse form (data collection form) will be completed and a copy submitted to the Audit and Pension Committee prior to its due date.

Audit Adjustments

It is the policy of CAPK to review all adjustments prepared by the independent financial statement auditor in connection with the annual audit, and, if in concurrence, record them in the general ledger. If CAPK does not agree with the adjustments, it will immediately communicate its disagreement with the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

The Organization may also receive a list of unadjusted differences (or passed audit adjustments) from the independent financial statement auditor in connection with the audit. If the Organization receives such a list, it will be the responsibility of the Chief Financial Officer to review them and determine whether or not to record them in the period under audit. Any adjustments made to the financial information being audited must be immediately communicated to the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

Internal Control Deficiencies Noted During the Audit

In accordance with generally accepted auditing standards, at the conclusion of the audit the Organization's independent financial statement auditors may provide a written communication of internal control deficiencies noted in connection with their audit. Not all deficiencies in internal control are required to be reported by the auditor. Only the following two types of deficiencies are required to be communicated:

1. **Material weakness** – A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.
2. **Significant deficiency** – A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Organization's independent financial statement auditors are required to provide written communication to the Audit and Pension Committee of all significant deficiencies and material weaknesses (i.e., only those control deficiencies that rise to the level of materiality at which they qualify under the definitions provided above, in the opinion of the financial statement auditor).

It is the Organization's policy that all internal control deficiencies that are communicated by the financial statement auditor in writing will be formally addressed by the Audit and Pension Committee, the Chief Executive Officer, and the Chief Financial Officer. The Chief Executive Officer and the Chief Financial Officer will prepare a written response, which will include a corrective action plan, to each internal control finding and such response will be presented to the Audit and Pension Committee for its review and approval.

Audit and Pension Committee Communications with the Auditors

In accordance with generally accepted auditing standards, in connection with and at the conclusion of each annual financial statement audit, the auditors are required to make certain communications directly to the Audit and Pension Committee. The Chief Financial Officer will facilitate all of these

communications, arranging for face-to-face meetings, telephone or conference calls, or delivery of electronic or paper documents between the financial statement auditor and Audit and Pension Committee members.

Some of the communications that CAPK's financial statement auditors may have with the Organization's Audit and Pension Committee include:

1. Planning discussions prior to commencing the audit, such as by inquiring of Audit and Pension Committee members their perception of where the risk of material misstatements in the Organization's financial statements may be greatest, the various risks of fraud, and other inquiries.
2. Planning stage communications informing the Audit and Pension Committee of the planned scope and nature of certain audit procedures that the auditors plan to perform, to aid in the Audit and Pension Committee members having a thorough understanding of the financial statement audit.
3. Internal control deficiencies noted during the financial statement audit, communicated in writing at the conclusion of the audit.
4. Any material fraud detected by the financial statement auditor, or any fraud, regardless of materiality, involving senior management, noted at any time during the audit.
5. Significant problems or other issues that arose during the financial statement audit (e.g., disagreements with management and certain other items that the auditors may be required to report to the Audit and Pension Committee).
6. Audit adjustments made by the financial statement auditors as a result of their audit.
7. Certain audit differences noted by the financial statement auditors that they deemed not material enough to warrant making an adjustment for.

Audit and Pension Committee members should be aware of these communications and engage in active discussions with the financial statement auditors whenever it is considered appropriate in the fulfillment of these or their other duties.

Also see BOARD OF DIRECTORS AUDIT RESPONSIBILITIES section of this manual.

INSURANCE

Overview of Insurance

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of CAPK.

CAPK maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, equipment, machinery, and other items of value.

Insurance Definitions

Cyber Insurance

Assists in protecting from expenses or business losses incurred in the event of a data breach, hacking, or other similar events that are not covered by other policies.

Directors and Officers (D&O)

Indemnifies directors and officers for damages and defense costs from lawsuits alleging various wrongful acts. Depending on coverage elected, D&O may cover directors, officers, employees, staff, volunteers, and committee members against employment practices, defense expenses outside limits of liability, prior acts, or other acts.

Fidelity Bond

Offers protection to the employer against monetary or physical losses caused by an employee's fraudulent or dishonest actions.

General Liability

A broad policy that protects the organization from claims from damage or injury related to bodily injury, property damage, operations, independent contractors, or others. This type of coverage may include directors, officers, and employee general liability insurance, buildings, contents, computers, boilers, and machinery.

Umbrella

Additional liability coverage to protect against significant risk of loss for claims that exceed the limits of a primary insurance policy.

Workers' Compensation and Employer's Liability

Workers' compensation provides monetary benefit to workers injured in the course of employment. Employers' liability protects employers from financial loss if a worker's job-related injury or illness is not covered by workers' compensation.

Coverage Guidelines

As a guideline, CAPK will arrange for the following types and levels of insurance as a minimum:

Type of Coverage	Amount of Coverage
General Liability	\$3,000,000
Umbrella Liability	\$10,000,000
Auto Liability	\$1,000,000
Employee dishonesty/bonding	\$10,000,000 for all Finance Department employees and the Chief Executive Officer
Employee Benefits Liability	\$1,000,000
Directors and Officers	\$10,000,000 (with an appropriate deductible level)
Fiduciary Liability	\$10,000,000
Crime	\$3,100,000
Workers' Compensation	To the extent required by law (or contractual obligations of the Organization)
Property Insurance	
Blanket Building Limit	\$27,183,320
Blanket Business and Personal Liability	\$14,440,970
Blanket Business Income	\$1,074,300
Total Insurable Value	\$42,698,590
Student Liability	\$250,000

CAPK will maintain a detailed listing of all insurance policies in effect. This listing will include the following information, at a minimum:

1. Description (type of insurance)
2. Agent and insurance company, including all contact information
3. Coverage and deductibles
4. Premium amounts and frequency of payment
5. Policy effective dates
6. Date(s) premiums paid and check numbers

Contractors

Contractors are required to comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensated under those statutes, they will be covered under the employer's liability insurance policy, except when contract operations are so commingled that it would not be practical to require this coverage.

Fidelity Bonds

For all personnel handling cash or preparing or signing checks, CAPK will obtain insurance that provides coverage in a blanket fidelity bond. The specific needs of the Organization will determine the dollar limit of this coverage.

RECORD RETENTION

Record Retention Policy

CAPK retains records as required by law and destroys them when appropriate. All files, both hard copy and electronic, will be labeled with topic, year (if applicable), and destruction date. Electronic copies will be saved in appropriate folders on the network storage device. Hard copies should be stored in file cabinets or archived in the storage area. Any archived hard copy files will be stored in water and animal proof containers.

The destruction of records must be approved by the Chief Financial Officer and logged into the Organization's Destroyed Records Log. Review and purging of files may take place on an ongoing basis, but must occur at least once per year, and must follow the minimum retention requirements outlined below.

The destruction of any documents containing social security numbers or any other "consumer data" as defined under federal laws and regulations will be done via shredding using an approved shredding service provider.

The formal records retention policy of CAPK is as follows:

Record	Retention
Articles of Incorporation	Permanent
Audit reports	Permanent
Bylaws and amendments	Permanent
Correspondence – Legal and important matters	Permanent
Financial statements – Year-end	Permanent
General ledgers/year-end trial balance	Permanent
Minute books of directors	Permanent
Property contracts, deeds, mortgages, and bills of sales	Permanent (7 after disposal of property)
Retirement and pension records	Permanent
Application and Determination Letter for Recognition as a Tax-Exempt Status	Permanent
Information returns, tax returns and worksheets, examination reports and other documents relating to tax filings	Permanent
Trademark registrations and copyrights	Permanent
Accident reports/claims (settled Cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Contracts, mortgages, notes, and leases – expired	7 Years
Garnishments	7 Years
Insurance claims	7 years
Inventories of products, materials, and supplies	7 Years
Invoices (to customers, from contractors)	7 Years

Record	Retention
Notes receivable ledgers and schedules	7 Years
Payroll records and summaries	7 Years
Personnel records (terminated)	7 Years
Property records (incl. depreciation schedules)	7 years
Purchase records	7 Years
Sales records	7 Years
Subsidiary ledgers	7 Years
Timesheets/cards	7 Years
Withholding tax statements	7 Years
Bank statement & reconciliations	3 Years
Chart of accounts	3 years
Collective bargaining agreements	3 Years
Employment applications	3 Years
Insurance policies (expired)	3 Years
Internal audit reports	3 Years
Internal reports	3 Years
Payroll records	3 Years
Petty cash vouchers	3 Years
Correspondence – General	2 Years
Grant reports or grant related records	3 Years

In accordance with Standards for Financial Management Systems, CAPK will maintain records that identify adequately the source and application of funds for federally-funded activities. These records will contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be fully supported by source documentation.

Exception for Investigations

In connection with any ongoing or anticipated investigation into allegations of violations of federal laws or regulations, provisions of government awards, or violations of the Organization's Code of Conduct, the following exceptions are made to the preceding scheduled retention and/or destruction of records:

1. All records related to the subject of the investigation or allegation will be exempt from any scheduled record destruction.
2. The term "records" will also apply to any electronically stored record (e.g., documents stored on computers, email messages, etc.), which will also be protected from destruction.

Protection of Records – Federal Matters

CAPK prohibits the known destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Violations of this policy will be considered violations of the Organization's Code of Ethics and subject to the investigative, reporting, and disclosure procedures described earlier in the POLICY ON SUSPECTED MISCONDUCT section of this manual.



MEMORANDUM

To: Budget and Finance Committee

From:  Sabrina Jones-Roberts, 211 Program Administrator

Date: October 23, 2024

Subject: *Agenda Item 4e*: Approval of CalFresh Outreach Program FFY 2025-2027
Agreement Number: 21-7003-SUB-CAPK - **Action Item**

The purpose of this memorandum is to formally present the key components and responsibilities associated with the CalFresh Outreach Program for federal fiscal years 2025-2027, as outlined in the subcontracting agreement between Community Action Partnership of Kern (CAPK) 2-1-1 Call Center and 2-1-1 San Diego.

Program Overview:

The CalFresh Outreach Program, funded by the United States Department of Agriculture (USDA) and administered by the California Department of Social Services (CDSS), is designed to enhance access to food assistance for low-income households across California. CAPK-211, as a subcontractor under this agreement, will play a pivotal role in expanding outreach efforts and assisting eligible individuals and families with enrollment in the CalFresh program.

Responsibilities and Compliance:

Under the terms of the agreement, CAPK is required to:

- Conduct extensive outreach to eligible populations in Kern County to inform them about the benefits and eligibility criteria of the CalFresh program.
- Facilitate the completion of CalFresh applications and provide ongoing support.
- Ensure compliance with program guidelines, as specified in the USDA Supplemental Nutrition Assistance Program (SNAP) State Outreach Plan and the CalFresh Operations Manual.

Budget Considerations:

The CalFresh program is a reimbursement-based initiative. Expenses must directly relate to outreach activities and adhere to the guidelines provided by the USDA SNAP State Outreach Plan. The total Federal Share reimbursable by 2-1-1 San Diego for CAPK is as follows:

FFY 2025: \$64,693

FFY 2026: \$66,634

FFY 2027: \$68,618

Recommendation:

Staff recommends the Budget and Finance Committee approve the CalFresh Outreach Program FFY 2025-2027 agreement retroactive to 10/1/2024 from 2-1-1 San Diego through the California Department of Social Services (CDSS) and authorize the Chief Executive Officer to sign the agreement on behalf of the Agency and to execute any amendments over the contract term.

Attachments:

CalFresh Outreach Program FFY 2025-2027

Agreement Number: 21-7003-SUB-CAPK

Memorandum of Understanding

CalFresh Outreach Program FFY 2025-2027

Agreement Number: 21-7003-SUB-CAPK

CFDA Number: 10.561

CFDA Program Title: State Administrative Matching Grants for the Supplemental Nutrition Assistance Program

This is a Subcontracting Agreement of the California CalFresh Outreach Plan of the California Department of Social Services and the United States Department of Agriculture

between

2-1-1 San Diego

and

Community Action Partnership of Kern (Subcontractor)

I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing outreach for improved access to the Supplemental Nutrition Assistance Program (SNAP), also known as the CalFresh Program in California.¹ This Agreement is entered to enhance access to food assistance to potentially eligible clients. This subvention Agreement provides SNAP (known in California as CalFresh) outreach and application assistance to Californians eligible to receive CalFresh benefits. The Agreement's activities will also aid counties in their CalFresh enrollment and retention efforts. California's CalFresh program is funded federally by the United States Department of Agriculture (USDA) and administered at the state level by the California Department of Social Services (CDSS).

The CalFresh Program is intended to help inform low-income households about the availability, eligibility requirements, application procedures and benefits of the CalFresh Program. To support this goal, 2-1-1 San Diego and Subcontractor will conduct CalFresh outreach to eligible families as described in their respective Scopes of Work. Allowable services are outlined in the USDA SNAP State Outreach Plan Guidance located at the following link:

<https://www.cdss.ca.gov/inforesources/calfresh-outreach>. The Subcontractor shall cooperate with CDSS and 2-1-1 San Diego, or its designee, by participating in meetings and/or site visits as deemed necessary to monitor the Subcontractor's compliance with the Agreement

Both 2-1-1 San Diego and Subcontractor should ensure that program activities are conducted in compliance with all applicable federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

II. MOU Term

The term of this MOU agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences October 1, 2024 and terminates September 30, 2027.

¹ On October 1, 2008, the Food Stamp Program's federal name became the Supplemental Nutrition Assistance Program (SNAP). States are allowed to call the program by different names and in California, SNAP is now known as CalFresh.

III. 2-1-1 San Diego Responsibilities

2-1-1 San Diego shall undertake the following activities during the duration of the MOU term:

- A. Ensure adherence of Subcontractor to applicable federal and state laws and regulations and program guidelines.
- B. Perform site visits of Subcontractor to review programmatic and fiscal performance during the contract term. CDSS or authorized representatives may also evaluate supported activities and the premises in which they are being performed.
- C. Review and approve all documentation evidencing Subcontractor's performance of services as set forth in the Scope of Work and monitor Subcontractor's compliance with the MOU. CDSS and 2-1-1 San Diego will regularly review service levels and billing procedures as they impact charges against this agreement.
- D. Provide training and technical assistance to Subcontractor on promising practices and fiscal and programmatic rules and regulations.
- E. Promptly reimburse allowable expenses according to the terms and conditions set forth in this MOU. Monthly payment of invoices to Subcontractor will occur within 30 days of receipt of funds from CDSS by 2-1-1 San Diego.
- F. Ensure that Subcontractor's Scope of Work activities do not supplant existing CalFresh outreach efforts or funding.
- G. Review Subcontractor's financial audit report and, within six months of receipt, issue a management decision on any audit findings. 2-1-1 San Diego will also ensure that Subcontractor takes appropriate and timely corrective action to remain in compliance with federal regulations.

IV. Subcontractor Responsibilities

Subcontractor shall undertake the following activities during the duration of the MOU term:

- A. Provide CalFresh outreach services as outlined in the approved Scope of Work and Budget Justification (attached). The Subcontractor shall comply with the guidelines for the development of all materials as outlined in the CalFresh Outreach Operations Manual and the approved CalFresh Outreach State Plan. The CalFresh Outreach Operations Manual is available to the Subcontractor at <https://www.cdss.ca.gov/inforesources/calfresh-outreach>.
- B. Ensure that no funds being used as State Share under this MOU are federal funds or are being used as a match for any other federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources. The Subcontractor is responsible for maintaining verifiable records of all State Share contributions. The Subcontractor shall submit State Share reports documenting State Share contributions with each invoice. The State Share documentation report shall be submitted in a form and format prescribed by 2-1-1 San Diego.
- C. Ensure that Federal Share and State Share are not used to supplant existing CalFresh funds or activities.

- D. Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 and A-133 (for non-profits) or OMB circulars A-87 and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions).

[Federal Register :: Guidance for Grants and Agreements](#)

- E. Furnish project management, contract administration and fiscal control services, including but not limited to:

1. Adherence to the approved Scope of Work and Budget Justification (attached).
2. Return of this MOU to 2-1-1 San Diego, with the required signatures, within 15 days of receipt.
3. Preparation and submission of approved time tracking forms for each employee charging personnel costs to the program.
4. Preparation and submission of 36 monthly State Share Documentation Reports and Federal Share invoices to 2-1-1 San Diego according to the following schedule:

- i. Invoices shall be e-mailed by the 8th of each month to invoices@211sandiego.org

For a period of three years from the end of the Agreement term, the Contractor shall maintain and supply to 2-1-1 San Diego, CDSS or USDA FNS upon request, adequate fiscal documentation for review and audit of all expenses claimed pursuant to this Agreement to permit a determination of expense allowability.

5. Preparation and submission of semi-annual narrative progress reports to 2-1-1 San Diego at the due dates listed below in the format prescribed by 2-1-1 San Diego. The progress reports shall describe challenges encountered, solutions proposed and progress made in completing SOW requirements.

Year One:

Mid-Year Report	Covering Oct 1, 2024 – March 31, 2025	Due: April 23, 2025
Final Report	Covering April 1, 2025 – Sept. 30, 2025	Due: Oct. 24, 2025

Year Two:

Mid-Year Report	Covering Oct 1, 2025 – March 31, 2026	Due: April 23, 2026
Final Report	Covering April 1, 2026 – Sept. 30, 2026	Due: Oct. 23, 2026

Year Three:

Mid-Year Report	Covering Oct 1, 2026 – March 31, 2027	Due: April 23, 2027
Final Report	Covering April 1, 2027 – Sept. 30, 2027	Due: Oct. 23, 2027

If 2-1-1 San Diego does not receive a complete and accurate narrative progress report, further payments to the Contractor shall be suspended until a complete and accurate report is received.

6. Participation in trainings and meetings as requested by 2-1-1 San Diego.
7. Retention of all records supporting the contract for three years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, Subcontractor agrees to make all records relating to the contract available upon request by 2-1-1 San Diego, CDSS and/or USDA. Any costs that cannot be substantiated by source documentation may be disallowed.
8. Return any funds necessary to repay USDA for any federal audit exceptions in which Subcontractor has not complied with the requirements of this MOU and applicable state and federal regulations.
9. Submission of a copy of audited financial statements to 2-1-1 San Diego no later than nine months after the fiscal year-end. Subcontractor agrees to provide access to auditors to determine compliance with federal regulations.

V. Special Terms and Conditions

A. General Requirements

1. Subcontractor shall comply with the guidelines for the development of all materials as outlined in the CalFresh Outreach Operations Manual available at <https://www.cdss.ca.gov/inforesources/calfresh-outreach>.
2. Subcontractor agrees to identify itself as a CalFresh Outreach Subcontractor on its organization's website. Any website content must be approved by 2-1-1 San Diego before publication.
3. Subcontractor agrees to cooperate with 2-1-1 San Diego in data collection related to evaluation of program effectiveness as requested in the manner, format, and timeline prescribed by 2-1-1 San Diego. Data may include demographic descriptions of the population served, audience reached, CalFresh outreach efforts broken down by County, and additional measures of program effectiveness. The data shall be submitted in a form prescribed by 2-1-1 San Diego.
4. Subcontractor agrees to cooperate with 2-1-1 San Diego by participating in training and technical assistance provided by 2-1-1 San Diego, as deemed necessary by 2-1-1 San Diego.
5. Subcontractor agrees to disseminate Disaster CalFresh information, translate materials and messages, and/or provide other assistance to the County Welfare Department (CWD) in the event of a Presidential Declaration of a Disaster with Individual Assistance.

B. Confidentiality

1. Subcontractor and its employees agree to comply with CDSS Confidentiality and Information Security Requirements, attached to this MOU.
2. 2-1-1 San Diego shall collect and keep on file a signed copy of page 8 of Exhibit E (CDSS Confidentiality and Information Security Requirements) from all Subcontractor staff who

have access to confidential information (as defined in Exhibit E) by January of each calendar year.

C. Travel Expenses

Reimbursement for necessary travel expenses and per diem shall be made from funds within this Agreement and shall be set in accordance with the rates of the California Department of Human Resources for comparable classes. Travel expenses must be itemized and submitted, along with supporting receipts and expense documentation, in a format approved by 2-1-1 San Diego. Subcontractor agrees to certify and maintain the documents substantiating travel and per diem for a period of three years after final payment of this Agreement. No travel outside the State of California by Contractor shall be reimbursed unless there is prior written authorization from CDSS.

D. Intellectual Property Rights

1. All deliverables as defined in the Scope of Work originated or prepared by the Subcontractor pursuant to this agreement, including without limitation, all papers, reports, charts, and other documentation, but not including Subcontractor's administrative communications and records relating to this agreement, are works made for hire for CDSS for all purposes of copyright law and are the exclusive property of CDSS.
2. CDSS grants to Subcontractor a non-exclusive royalty-free license to the deliverables to use, reproduce, distribute and sublicense to additional persons on the same royalty-free basis.
3. This agreement does not preclude Subcontractor from developing materials outside this agreement, which are competitive, irrespective of their similarity to materials that might be delivered to CDSS pursuant to this agreement. All preexisting intellectual property, copyright, trademarks and products of the Subcontractor shall continue to be the property of the Subcontractor.

E. Certification Regarding Lobbying

Applicable to grants, subgrants, cooperative agreements, and contracts exceeding \$100,000 in federal funds.

1. For agreements with Contractors who are not State entities not under the authority of the Governor, or cities, private firms or agencies which are receiving in excess of \$100,000 in federal funds from CDSS to perform services. By signing this MOU the Subcontractor certifies that to the best of his or her knowledge and belief, that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any

agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

2. This certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

VI. Scope of Work Requirements

- A. Changes and revisions to the Scope of Work (SOW) contained in the agreement must be proposed by Subcontractor in writing. 2-1-1 San Diego will respond in writing as to the approval or disapproval of requests for changes within 30 days of receipt.
- B. 2-1-1 San Diego may also request changes and revisions to the SOW and will make a good-faith effort to provide Subcontractor 30-calendar-days' advanced written notice of said changes and revisions.
- C. Proposed revisions to the SOW under this section that would change the term, contract amount or substantive provisions of this agreement require execution of an amendment before the revision is effective.
- D. At a minimum, Subcontractor shall conduct all necessary CalFresh outreach activities to provide the following services, as outlined in Subcontractor's SOW:
 - a. **CalFresh Partnerships.** This deliverable is defined as partnering with Counties and Community Based Organizations (CBOs) to address barriers to participation and meet the overall goals for the CalFresh Outreach plan. This deliverable is defined as the number of collaborative meetings, trainings, and workshops provided to other agencies serving the targeted populations, and participation in the following, but not limited to:
 - i. Distributing CalFresh Outreach approved materials
 - ii. Participating in local collaborative meetings to promote CalFresh Outreach
 - iii. Receiving training and technical assistance from other agencies serving the targeted populations
 - iv. Creating strong partnerships with local CWDs (County Welfare Departments)
 - v. Providing outreach in areas of need
 - b. **CalFresh Pre-Screenings Completed.** Pre-screening is the process by which potentially eligible people are asked basic eligibility questions (not the complete application) in order to estimate potential eligibility for SNAP. Sometimes, pre-screening also includes an estimate of the amount of benefits they could receive. Pre-screening is a way to educate low-income people who don't know they could be eligible for benefits, and may be done on a computer or on paper.
 - c. **CalFresh Applications Submitted.** CalFresh applications (both paper and online) that have been submitted on behalf of a client and funded by the CalFresh Outreach Plan.
 - d. **CalFresh Applications Approved.** CalFresh applications that have been submitted on behalf of a client and approved by the CWD for benefits. It is beyond the scope of

this contract for contractors to obtain application status on each paper or electronic application from their CWD.

- e. **SAR 7 Forms Submitted.** SAR 7 forms that have been submitted on behalf of a client. Contractors must work with their county to determine the SAR 7 application submittal process that works best for the county.
- f. **CalFresh Recertification Applications Submitted.** CalFresh recertification applications that have been submitted on behalf of a client. Contractors must work with their county to determine the recertification application submittal process that works best for the county.

Note: No funds from this contract shall be used for public service announcements on radio, television or billboards. For reference, please see the Farm Bill (Agricultural Act of 2014, Section 4018(a).

- E. Reporting for SOW item “CalFresh Outreach Activities” will be submitted as part of the semi-annual narrative progress reports noted in Section IV, E, 5 above.
- F. The measurable SOW goals for each necessary activity in each Federal Fiscal Year (FFY) of this contract can be found on the attached SOW Program Deliverables Worksheet.
- G. For CalFresh Applications Submitted, Subcontractor will also provide the number of applications submitted for each following target group:
 - a. Households with children under the age of 18
 - b. Older adults, age 60 and above
 - c. Households with language access barriers
 - d. Households with college students
 - e. Working low-income households
 - f. Households receiving Supplemental Security Income/State Supplementary Payment (SSI/SSP)
 - g. Households with veterans and military families

VII. Funding

- A. The CalFresh program is a reimbursement program. 2-1-1 San Diego will reimburse the Subcontractor’s Federal Share contribution up to their approved Federal Share budget total of \$199,945 with annual limits of:
 - FFY 2025: \$64,693
 - FFY 2026: \$66,634
 - FFY 2027: \$68,618
- B. Subcontractor shall charge against the budget only those costs allowable for reimbursement and for activities directly related to CalFresh outreach in conformance with the United States Department of Agriculture State Outreach Plan Guidance.
- C. Federal Share reimbursement is to be used to conduct additional CalFresh outreach activities.
- D. Subcontractor shall provide State Share and Federal Share budget documentation as requested by 2-1-1 San Diego.

- E. Program activities shall not supplant existing CalFresh outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
- F. Funding for each federal fiscal year is subject to approval by USDA. If full funding does not become available, CDSS will amend, reduce or cancel the resulting agreement. Continuation of services is subject to 2-1-1 San Diego's and Subcontractor's continued successful performance.
- H. Changes and revisions to the budget contained in this MOU must be proposed by Subcontractor in writing. 2-1-1 San Diego will respond in writing as to the approval or disapproval of requests for changes within 30 days of receipt.

VIII. Modification and Termination

- A. This MOU may be cancelled or terminated without cause by either party by giving 30-calendar-days' advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
- B. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
- C. It is mutually agreed that if the Federal or State Budget of the current year and/or any subsequent years covered under this MOU does not appropriate sufficient funds for the program, this MOU shall be of no further force and effect. In this event, the State and 2-1-1 San Diego shall have no liability to pay any funds whatsoever to Subcontractor and Subcontractor shall not be obligated to perform any provisions of this MOU for which they are not reimbursed.
- D. If funding for any fiscal year is reduced or deleted by the Federal or State Budget for purposes of this program, the State and 2-1-1 San Diego shall have the option to either cancel this MOU with no liability occurring to the State or 2-1-1 San Diego, or offer an agreement amendment to Subcontractor to reflect the reduced amount.

IX. Effective Date and Signature

This MOU shall be effective upon the signature of 2-1-1 San Diego and Subcontractor authorized officials. 2-1-1 San Diego and Subcontractor indicate agreement with this MOU by their signatures.

Signatures and dates:

2-1-1 San Diego:

Subcontractor:

Name: William York, President & CEO

Name/Title:

Date

Date

Attachments:

1. Subcontractor Scope of Work
2. Approved Budget Justification – FFY 2025
3. Approved Budget Justification – FFY 2026
4. Approved Budget Justification – FFY 2027
5. CDSS Confidentiality and Information Security Requirements

Attachment #1 Scope of Work

CalFresh Outreach Program FFY 2025-2027

Organization Name:

Community Action Partnership of Kern

** The number of pre-screened applications must be greater than the number of submitted applications.
The number of submitted applications must be greater than the number of approved applications.

Item #	Program Deliverable**	Projected Number	Projected Number	Projected Number
		FFY 2025	FFY 2026	FFY 2027
Item a:	CalFresh Pre-Screening	1,700	1,751	1,804
Item b-1:	CalFresh Electronic Applications Submitted	350	361	372
Item b-2:	CalFresh Paper Applications Submitted	-	-	-
Item c-1:	CalFresh Electronic Applications Approved	200	206	213
Item c-2:	CalFresh Paper Applications Approved	-	-	-
Item d:	SAR 7 Forms Submitted	-	-	-
Item e:	CalFresh Annual Recertification Applications Submitted	-	-	-
Item f:	CalFresh Partnerships	5	5	5

County	Will you target?*	Percent Effort in County
Kern	x	100%
Total Percent		100%

BUDGET SUMMARY
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2024 through September 30, 2025
(FFY 2025)

Budget Line Categories	State Share (Not Reimbursable)	Federal Share (Reimbursable)	Total Program Costs
Personnel Salaries	\$ 90,480	\$ 45,240	\$ 135,720
Fringe Benefits	\$ 27,144	\$ 13,572	\$ 40,716
Operating Expenses	\$ -	\$ -	\$ -
Equipment <i>(Not Allowable)</i>	\$ -	\$ -	\$ -
Travel and Per Diem	\$ -	\$ -	\$ -
Subcontractors <i>(Not Applicable)</i>	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
Indirect Costs	\$ 11,763	\$ 5,881	\$ 17,644
TOTALS	\$ 129,387	\$ 64,693	\$ 194,080

Note: Enter the Official Name of Subcontracting Agency and Name of Prime Contractor on this worksheet.
Prime Contractor will make sure the Percent of Total Program Costs to be Reimbursed by Contractor is correct.
The budget on this worksheet will be automatically populated by data entered from the Annual Budget Detail worksheet.
Please check that all data transfers properly and that all calculations are correct.

Percent of Total Program Costs to be Reimbursed by Contractor: **33.33333333%**

ANNUAL BUDGET DETAIL
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2024 through September 30, 2025
(FFY 2025)

Note: This budget represents Total Dollars to be expended on CalFresh outreach efforts by the subcontractor. Total Dollars are split into State Share costs (not reimbursable) and Federal Share costs (reimbursable by USDA) on the Budget Summary Worksheet. Budgetary dollars designated as State Share must be from non-Federal sources, as defined by the USDA Guidance, to be used to conduct allowable CalFresh outreach activities. Please double-check that all data are accurate, represent annual program costs, and transferred accurately and completely to the Budget Summary worksheet. Include all line items, actual or proposed, or leave blank if that section does not apply to your organization. Notify your Prime Contractor if you need additional line items for any section.

PERSONNEL SALARIES:

Total FTE for All Staff Listed (auto-calculated): 3.30
Organization's Total FTEs for Proration: 18.00
Percent FTE for Proration: 18.3333%

	Name	Position Title	Annual Salary	Total FTE (as a decimal)	Total Dollars
1.	TBD	211 Program Manager	\$ 67,600	0.30	\$ 20,280
2.	TBD	Information and Referral Specialist I	\$ 38,480	1.00	\$ 38,480
3.	TBD	Information and Referral Specialist I	\$ 38,480	1.00	\$ 38,480
4.	TBD	Information and Referral Specialist I	\$ 38,480	1.00	\$ 38,480
5.			\$ -	0.00	\$ -
6.			\$ -	0.00	\$ -
7.			\$ -	0.00	\$ -
8.			\$ -	0.00	\$ -
9.			\$ -	0.00	\$ -
10.			\$ -	0.00	\$ -
11.			\$ -	0.00	\$ -
12.			\$ -	0.00	\$ -
13.			\$ -	0.00	\$ -
14.			\$ -	0.00	\$ -
15.			\$ -	0.00	\$ -
16.			\$ -	0.00	\$ -
17.			\$ -	0.00	\$ -
18.			\$ -	0.00	\$ -
19.			\$ -	0.00	\$ -
20.			\$ -	0.00	\$ -
21.			\$ -	0.00	\$ -
22.			\$ -	0.00	\$ -
23.			\$ -	0.00	\$ -
24.			\$ -	0.00	\$ -
25.			\$ -	0.00	\$ -
26.			\$ -	0.00	\$ -
27.			\$ -	0.00	\$ -
28.			\$ -	0.00	\$ -
29.			\$ -	0.00	\$ -
30.			\$ -	0.00	\$ -
TOTAL PERSONNEL SALARIES					Total Dollars \$ 135,720

POSITION DESCRIPTIONS for each position/staff person listed above	
1.	Program Manager- Supervises staff, arranges training for CalFresh specific, supports the preparation of the monthly invoicing and reporting.
2.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
3.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
4.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
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FRINGE BENEFITS

Benefits Rate (percent of salary): 30.0000%

	Total Dollars
FRINGE BENEFITS:	\$ 40,716

OPERATING EXPENSES:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
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12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -

BUILDING COSTS (Please show calculations with square footage)

1.		\$ -	\$ -
2.		\$ -	\$ -

	Total Dollars
OPERATING EXPENSES (excluding Building Costs):	\$ -
OPERATING EXPENSES:	\$ -

EQUIPMENT: (This line item is not allowed in subcontracts)

	Total Dollars
EQUIPMENT: unallowable	\$ -

TRAVEL AND PER DIEM:

	Description	Estimated Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -

	Total Dollars
TRAVEL AND PER DIEM:	\$ -

SUBCONTRACTS: (Only allowed for Applicants and Prime Subcontractors.)**Note:** Prime Subcontractors with subcontractors need to use the agency budget template

	Total Dollars
SUBCONTRACTS:	\$ -

OTHER COSTS:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
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8.		\$ -	\$ -
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10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

	Total Dollars
OTHER COSTS:	\$ -

INDIRECT COSTS:

Check the line items on which indirect costs are to be applied:

		Total Dollars
	Personnel Salaries	\$ 13,572.0
	Fringe Benefits	\$ 4,071.6
	Operating Expenses (excluding Building Costs)	\$ -
	Travel and Per Diem	\$ -
☒	Other Costs	\$ -
☒	Total	\$ 17,643.6
☒	Enter Indirect Rate:	10.0000% Indirect Costs (between 10 and 25%)
☒	Indirect Costs not to exceed 25.0000%	

	Total Dollars
INDIRECT COSTS:	\$ 17,644

	Total Dollars
TOTAL EXPENSES:	\$ 194,080

BUDGET SUMMARY
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2025 through September 30, 2026
(FFY 2026)

Budget Line Categories	State Share (Not Reimbursable)	Federal Share (Reimbursable)	Total Program Costs
Personnel Salaries	\$ 93,193	\$ 46,597	\$ 139,790
Fringe Benefits	\$ 27,958	\$ 13,979	\$ 41,937
Operating Expenses	\$ -	\$ -	\$ -
Equipment <i>(Not Allowable)</i>	\$ -	\$ -	\$ -
Travel and Per Diem	\$ -	\$ -	\$ -
Subcontractors <i>(Not Applicable)</i>	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
Indirect Costs	\$ 12,115	\$ 6,058	\$ 18,173
TOTALS	\$ 133,266	\$ 66,634	\$ 199,900

Note: Enter the Official Name of Subcontracting Agency and Name of Prime Contractor on this worksheet.
Prime Contractor will make sure the Percent of Total Program Costs to be Reimbursed by Contractor is correct.
The budget on this worksheet will be automatically populated by data entered from the Annual Budget Detail worksheet.
Please check that all data transfers properly and that all calculations are correct.

Percent of Total Program Costs to be Reimbursed by Contractor:

33.33333333%

ANNUAL BUDGET DETAIL
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2025 through September 30, 2026
(FFY 2026)

Note: This budget represents Total Dollars to be expended on CalFresh outreach efforts by the subcontractor.

Total Dollars are split into State Share costs (not reimbursable) and Federal Share costs (reimbursable by USDA) on the Budget Summary Worksheet. Budgetary dollars designated as State Share must be from non-Federal sources, as defined by the USDA Guidance, to be used to conduct allowable CalFresh outreach activities.

Please double-check that all data are accurate, represent annual program costs, and transferred accurately and completely to the Budget Summary worksheet.

Include all line items, actual or proposed, or leave blank if that section does not apply to your organization.

Notify your Prime Contractor if you need additional line items for any section.

PERSONNEL SALARIES:

Total FTE for All Staff Listed (auto-calculated): 3.30
Organization's Total FTEs for Proration: 18.00
Percent FTE for Proration: 18.3333%

	Name	Position Title	Annual Salary	Total FTE (as a decimal)	Total Dollars
1.	TBD	211 Program Manager	\$ 69,628	0.30	\$ 20,888
2.	TBD	Information and Referral Specialist I	\$ 39,634	1.00	\$ 39,634
3.	TBD	Information and Referral Specialist I	\$ 39,634	1.00	\$ 39,634
4.	TBD	Information and Referral Specialist I	\$ 39,634	1.00	\$ 39,634
5.			\$ -	0.00	\$ -
6.			\$ -	0.00	\$ -
7.			\$ -	0.00	\$ -
8.			\$ -	0.00	\$ -
9.			\$ -	0.00	\$ -
10.			\$ -	0.00	\$ -
11.			\$ -	0.00	\$ -
12.			\$ -	0.00	\$ -
13.			\$ -	0.00	\$ -
14.			\$ -	0.00	\$ -
15.			\$ -	0.00	\$ -
16.			\$ -	0.00	\$ -
17.			\$ -	0.00	\$ -
18.			\$ -	0.00	\$ -
19.			\$ -	0.00	\$ -
20.			\$ -	0.00	\$ -
21.			\$ -	0.00	\$ -
22.			\$ -	0.00	\$ -
23.			\$ -	0.00	\$ -
24.			\$ -	0.00	\$ -
25.			\$ -	0.00	\$ -
26.			\$ -	0.00	\$ -
27.			\$ -	0.00	\$ -
28.			\$ -	0.00	\$ -
29.			\$ -	0.00	\$ -
30.			\$ -	0.00	\$ -

					Total Dollars
TOTAL PERSONNEL SALARIES					\$ 139,790

POSITION DESCRIPTIONS for each position/staff person listed above	
1.	Program Manager- Supervises staff, arranges training for CalFresh specific, supports the preparation of the monthly invoicing and reporting.
2.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
3.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
4.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
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FRINGE BENEFITS

Benefits Rate (percent of salary): 30.0000%

	Total Dollars
FRINGE BENEFITS:	\$ 41,937

OPERATING EXPENSES:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
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8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -

BUILDING COSTS (Please show calculations with square footage)

1.		\$ -	\$ -
2.		\$ -	\$ -

	Total Dollars
OPERATING EXPENSES (excluding Building Costs):	\$ -
OPERATING EXPENSES:	\$ -

EQUIPMENT: (This line item is not allowed in subcontracts)

	Total Dollars
EQUIPMENT: unallowable	\$ -

TRAVEL AND PER DIEM:

	Description	Estimated Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -

	Total Dollars
TRAVEL AND PER DIEM:	\$ -

SUBCONTRACTS: (Only allowed for Applicants and Prime Subcontractors.)**Note:** Prime Subcontractors with subcontractors need to use the agency budget template

	Total Dollars
SUBCONTRACTS:	\$ -

OTHER COSTS:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
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10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

	Total Dollars
OTHER COSTS:	\$ -

INDIRECT COSTS:

Check the line items on which indirect costs are to be applied:

☒ Personnel Salaries	Total Dollars
☒ Fringe Benefits	\$ 13,979.0
☒ Operating Expenses (excluding Building Costs)	\$ 4,193.7
☒ Travel and Per Diem	\$ -
☒ Other Costs	\$ -
Total	\$ 18,172.7

Enter Indirect Rate: 10.0000% Indirect Costs (between 10 and 25%)

Indirect Costs not to exceed 25.0000%

	Total Dollars
INDIRECT COSTS:	\$ 18,173

	Total Dollars
TOTAL EXPENSES:	\$ 199,900

BUDGET SUMMARY
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2026 through September 30, 2027
(FFY 2027)

Budget Line Categories	State Share (Not Reimbursable)	Federal Share (Reimbursable)	Total Program Costs
Personnel Salaries	\$ 95,969	\$ 47,985	\$ 143,954
Fringe Benefits	\$ 28,791	\$ 14,395	\$ 43,186
Operating Expenses	\$ -	\$ -	\$ -
Equipment <i>(Not Allowable)</i>	\$ -	\$ -	\$ -
Travel and Per Diem	\$ -	\$ -	\$ -
Subcontractors <i>(Not Applicable)</i>	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
Indirect Costs	\$ 12,476	\$ 6,238	\$ 18,714
TOTALS	\$ 137,236	\$ 68,618	\$ 205,854

Note: Enter the Official Name of Subcontracting Agency and Name of Prime Contractor on this worksheet.
Prime Contractor will make sure the Percent of Total Program Costs to be Reimbursed by Contractor is correct.
The budget on this worksheet will be automatically populated by data entered from the Annual Budget Detail worksheet.
Please check that all data transfers properly and that all calculations are correct.

Percent of Total Program Costs to be Reimbursed by Contractor:

33.33333333%

ANNUAL BUDGET DETAIL
Community Action Partnership of Kern
Subcontracted Under 2-1-1 San Diego
October 1, 2026 through September 30, 2027
(FFY 2027)

Note: This budget represents Total Dollars to be expended on CalFresh outreach efforts by the subcontractor.

Total Dollars are split into State Share costs (not reimbursable) and Federal Share costs (reimbursable by USDA) on the Budget Summary Worksheet. Budgetary dollars designated as State Share must be from non-Federal sources, as defined by the USDA Guidance, to be used to conduct allowable CalFresh outreach activities.

Please double-check that all data are accurate, represent annual program costs, and transferred accurately and completely to the Budget Summary worksheet.

Include all line items, actual or proposed, or leave blank if that section does not apply to your organization.

Notify your Prime Contractor if you need additional line items for any section.

PERSONNEL SALARIES:

Total FTE for All Staff Listed (auto-calculated): 3.30
Organization's Total FTEs for Proration: 18.00
Percent FTE for Proration: 18.3333%

	Name	Position Title	Annual Salary	Total FTE (as a decimal)	Total Dollars
1.	TBD	211 Program Manager	\$ 71,717	0.30	\$ 21,515
2.	TBD	Information and Referral Specialist I	\$ 40,813	1.00	\$ 40,813
3.	TBD	Information and Referral Specialist I	\$ 40,813	1.00	\$ 40,813
4.	TBD	Information and Referral Specialist I	\$ 40,813	1.00	\$ 40,813
5.			\$ -	0.00	\$ -
6.			\$ -	0.00	\$ -
7.			\$ -	0.00	\$ -
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9.			\$ -	0.00	\$ -
10.			\$ -	0.00	\$ -
11.			\$ -	0.00	\$ -
12.			\$ -	0.00	\$ -
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18.			\$ -	0.00	\$ -
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25.			\$ -	0.00	\$ -
26.			\$ -	0.00	\$ -
27.			\$ -	0.00	\$ -
28.			\$ -	0.00	\$ -
29.			\$ -	0.00	\$ -
30.			\$ -	0.00	\$ -

					Total Dollars
TOTAL PERSONNEL SALARIES					\$ 143,954

POSITION DESCRIPTIONS for each position/staff person listed above	
1.	Program Manager- Supervises staff, arranges training for CalFresh specific, supports the preparation of the monthly invoicing and reporting.
2.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
3.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
4.	Information & Referral Specialist- Conducts Calfresh outreach and completes Calfresh applications, screens all 2-1-1 callers for Calfresh eligibility, and offers multiple ways to apply
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FRINGE BENEFITS

Benefits Rate (percent of salary): 30.0000%

	Total Dollars
FRINGE BENEFITS:	\$ 43,186

OPERATING EXPENSES:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -

BUILDING COSTS (Please show calculations with square footage)

1.		\$ -	\$ -
2.		\$ -	\$ -

	Total Dollars
OPERATING EXPENSES (excluding Building Costs):	\$ -
OPERATING EXPENSES:	\$ -

EQUIPMENT: (This line item is not allowed in subcontracts)

	Total Dollars
EQUIPMENT: unallowable	\$ -

TRAVEL AND PER DIEM:

	Description	Estimated Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -

	Total Dollars
TRAVEL AND PER DIEM:	\$ -

SUBCONTRACTS: (Only allowed for Applicants and Prime Subcontractors.)**Note:** Prime Subcontractors with subcontractors need to use the agency budget template

	Total Dollars
SUBCONTRACTS:	\$ -

OTHER COSTS:

Proration Percentage (as calculated in Personnel section): 18.333%

FIXED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

PRORATED COSTS:

	Description	Annual Cost	Total Dollars
1.		\$ -	\$ -
2.		\$ -	\$ -
3.		\$ -	\$ -
4.		\$ -	\$ -
5.		\$ -	\$ -
6.		\$ -	\$ -
7.		\$ -	\$ -
8.		\$ -	\$ -
9.		\$ -	\$ -
10.		\$ -	\$ -
11.		\$ -	\$ -
12.		\$ -	\$ -

	Total Dollars
OTHER COSTS:	\$ -

INDIRECT COSTS:

Check the line items on which indirect costs are to be applied:

☒ Personnel Salaries	Total Dollars
☒ Fringe Benefits	\$ 14,395.4
☒ Operating Expenses (excluding Building Costs)	\$ 4,318.6
☒ Travel and Per Diem	\$ -
☒ Other Costs	\$ -
Total	\$ 18,714.0

Enter Indirect Rate: 10.0000% Indirect Costs (between 10 and 25%)

Indirect Costs not to exceed 25.0000%

	Total Dollars
INDIRECT COSTS:	\$ 18,714

	Total Dollars
TOTAL EXPENSES:	\$ 205,854

The California Department of Social Services
Confidentiality and Information Security Requirements
Outreach - v 2022 01

This Confidentiality and Information Security Requirements Exhibit (hereinafter referred to as “this Exhibit”) sets forth the information security and privacy requirements Contractor/Entity (hereinafter referred to as “Contractor”) is obligated to follow with respect to all confidential and sensitive information (as defined herein) disclosed to or collected by Contractor, pursuant to Contractor’s Agreement (the “Agreement”) with the California Department of Social Services (hereinafter “CDSS”) in which this Exhibit is incorporated. The CDSS and Contractor desire to protect the privacy and provide for the security of CDSS Confidential, Sensitive, and/or Personal (CSP) Information (hereinafter referred to as “CDSS CSP”) in compliance with state and federal statutes, rules and regulations.

I. Order of Precedence.

With respect to information security and privacy requirements for all CDSS CSP, unless specifically exempted, the terms and conditions of this Exhibit shall take precedence over any conflicting terms or conditions set forth in any other part of the Agreement between Contractor and CDSS.

II. Effect on Lower Tier Transactions.

The terms of this Exhibit shall apply to all lower tier transactions (e.g., agreements, sub-agreements, contracts, subcontracts, and sub-awards, etc.). Contractor shall incorporate the contents of this Exhibit into each lower tier transaction.

III. Confidentiality of Information.

A. DEFINITIONS.

The following definitions apply to this Exhibit and relate to CDSS Confidential, Sensitive, and/or Personal Information.

1. “Confidential Information” is information maintained by the CDSS that is exempt from disclosure under the provisions of the California Public Records Act (Government Codes Sections 7920.000 et seq.) or has restrictions on disclosure in accordance with other applicable state or federal laws.
2. “Sensitive Information” is information maintained by the CDSS, which is not confidential by definition, but requires special precautions to protect it from unauthorized access and/or modification (i.e., financial or operational information). Sensitive information is information in which the disclosure would jeopardize the integrity of the CDSS (i.e., CDSS’ fiscal resources and operations).
3. “Personal Information” is information, in any medium (paper, electronic, or oral) that identifies or describes an individual (i.e., name, social security number, driver’s license, home/mailing

address, telephone number, financial matters with security codes, medical insurance policy number, Protected Health Information [PHI], etc.) and must be protected from inappropriate access, use, or disclosure and must be made accessible to information subjects upon request. It can also be information in the possession of the Department in which the disclosure is limited by law or contractual Agreement (i.e., proprietary information, etc.).

4. "Breach" is

- a.** the unauthorized acquisition, access, use, or disclosure of CDSS CSP in a manner which compromises the security, confidentiality, or integrity of the information; or
- b.** the same as the definition of "breach of the security of the system" set forth in California Civil Code section 1798.29(f).

5. "Information Security Incident" is

- a.** unauthorized access or disclosure, modification or destruction of, or interference with, CDSS CSP that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of any state or federal law or in a manner not permitted under the Agreement between Contractor and CDSS, including this Exhibit.

B. CDSS CSP which may become available to Contractor as a result of the implementation of the Agreement shall be protected by Contractor from unauthorized access, use, and disclosure as described in this Exhibit.

C. Contractor is notified that unauthorized disclosure of CDSS CSP may be subject to civil and/or criminal penalties under state and federal law, including but not limited to:

- California Welfare and Institutions Code section 10850
- Information Practices Act - California Civil Code section 1798 et seq.
- Public Records Act - California Government Code section 7920.000 et seq.
- California Penal Code Section 502, 11140-11144, 13301-13303
- Health Insurance Portability and Accountability Act of 1996 ("HIPAA") - 45 CFR Parts 160 and 164
- Safeguarding Information for the Financial Assistance Programs - 45 CFR Part 205.50
- Unemployment Insurance Code section 14013

D. EXCLUSIONS.

"Confidential Information," "Sensitive Information," and "Personal Information" (CDSS CSP) does not include information that

1. is or becomes generally known or available to the public other than because of a breach by Contractor of these confidentiality provisions;
2. is already known to Contractor before receipt from CDSS without an obligation of confidentiality owed to CDSS;
3. is provided to Contractor from a third party except where Contractor knows, or reasonably should know, that the disclosure constitutes a breach of confidentiality or a wrongful or tortious act; or
4. is independently developed by Contractor without reference to the CDSS CSP.

IV. Contractor Responsibilities.

A. Training.

Contractor shall instruct all employees, agents, and subcontractors with access to the CDSS CSP regarding:

1. The confidential nature of the information;
2. The civil and criminal sanctions against unauthorized access, use, or disclosure found in the California Civil Code Section 1798.55, Penal Code Section 502 and other state and federal laws;
3. CDSS procedures for reporting actual or suspected information security incidents in Paragraph V - Information Security Incidents and/or Breaches; and
4. That unauthorized access, use, or disclosure of CDSS CSP is grounds for immediate termination of this Agreement with CDSS, and Contractor and may be subject to penalties, both civil and criminal.

B. Use Restrictions.

Contractor shall take the appropriate steps to ensure that their employees, agents, and subcontractors will not intentionally seek out, read, use, or disclose the CDSS CSP other than for the purposes described in the Agreement and to meet its obligations under the Agreement.

C. Disclosure of CDSS CSP.

Contractor shall not disclose any individually identifiable CDSS CSP to any person other than for the purposes described in the Agreement and to meet its obligations under the Agreement.

D. Subpoena.

If Contractor receives a subpoena or other validly issued administrative or judicial notice requesting the disclosure of CDSS CSP, Contractor will immediately notify the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer. In no event should notification to CDSS occur more than three (3) business days after receipt by Contractor's responsible unit for handling subpoenas and court orders.

E. Confidentiality Safeguards.

Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the CDSS CSP that it creates, receives, maintains, uses, or transmits pursuant to the Agreement. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical, and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities, including at a minimum the following safeguards:

1. Technical Security Controls

a. Workstation/Laptop Encryption.

All Contractor-owned or managed workstations, laptops, tablets, smart phones, and similar devices that process and/or store CDSS CSP must be encrypted using a FIPS 140-2, until deprecated, certified algorithm which is 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved by the CDSS Information Security Office.

b. Data Encryption.

Any CDSS CSP shall be encrypted at rest when stored on network file shares or document repositories.

c. Server Security.

Servers containing unencrypted CDSS CSP must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

d. Minimum Necessary.

Only the minimum necessary amount of the CDSS CSP required to perform necessary business functions may be copied, downloaded, or exported.

e. Removable Media Devices.

All electronic files that contain the CDSS CSP must be encrypted when stored on any removable media or portable device (i.e., USB thumb drives, floppies, CD/DVD, smart

phone, backup tapes, etc.). Encryption must be a FIPS 140-2, until deprecated, certified algorithm which is 128 bit or higher, such as AES.

f. Antivirus Software.

All Contractor-owned or managed workstations, laptops, tablets, smart phones, and similar devices that process and/or store CDSS CSP must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.

g. Patch Management.

To correct known security vulnerabilities, Contractor shall install security patches and updates in a timely manner on all Contractor-owned or managed workstations, laptops, tablets, smart phones, and similar devices that process and/or store CDSS CSP as appropriate based on Contractor's risk assessment of such patches and updates, the technical requirements of Contractor's systems, and the vendor's written recommendations. If patches and updates cannot be applied in a timely manner due to hardware or software constraints, mitigating controls will be implemented based upon the results of a risk assessment.

h. Data Destruction.

Upon termination of the Agreement, all CDSS CSP must be sanitized in accordance with NIST Special Publication 800-88, Guidelines for Media Sanitization.

i. System Timeout.

The system providing access to the CDSS CSP must provide an automatic timeout, requiring re-authentication of the user session after no more than thirty (30) minutes of inactivity for applications, and fifteen (15) minutes of inactivity for desktops and laptops.

2. Paper Document Controls

a. Supervision of Information.

CDSS CSP in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk, or office. Unattended means that information may be observed by an individual not authorized to access the information. CDSS CSP in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

b. Escorting Visitors.

Visitors to areas where the CDSS CSP are contained shall be escorted by a CDSS employee and CDSS CSP shall be kept out of sight while visitors are in the area.

c. Confidential Destruction.

CDSS CSP must be disposed of through confidential means, such as cross cut shredding and/or pulverizing.

d. Removal of Information.

CDSS CSP must not be removed from the premises of Contractor except for identified routine business purposes or with express written permission of CDSS.

e. Faxing.

CDSS CSP that must be transmitted by fax shall require that Contractor confirms the recipient fax number before sending, takes precautions to ensure that the fax was appropriately received, maintains procedures to notify recipients if Contractor's fax number changes, and maintains fax machines in a secure area.

f. Mailing.

Paper copies of CDSS CSP shall be mailed using a secure, bonded mail service, such as Federal Express, UPS, or by registered U.S. Postal Service (i.e., accountable mail using restricted delivery). All packages must be double packed with a sealed envelope and a sealed outer envelope or locked box.

V. Information Security Incidents and/or Breaches of CDSS CSP

A. CDSS CSP Information Security Incidents and/or Breaches Response Responsibility.

The Contractor shall be responsible for facilitating the Information Security Incident and/or Breach response process as described in California Civil Code 1798.82(f), and State Administrative Manual (SAM) Section 5340, Information Security Incident Management, including, but not limited to, taking:

1. Prompt corrective action to mitigate the risks or damages involved with the Information Security Incident and/or Breach and to protect the operating environment; and
2. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

B. Discovery and Notification of Information Security Incidents and/or Breaches of CDSS CSP.

Contractor shall notify the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer of an Information Security Incident and/or Breach as expeditiously as practicable and without unreasonable delay, taking into account the time necessary to allow Contractor to determine the scope of the Information Security Incident and/or Breach, but no later than three (3) calendar days after the discovery of an Information Security Incident and/or Breach. Notification is to be made by telephone call and email.

C. Isolation of System or Device.

A system or device containing CDSS CSP compromised by an exploitation of a technical vulnerability shall be promptly disconnected or quarantined and investigated until the vulnerability is resolved. Contractor will notify CDSS CSP within two (2) business days of a confirmed exploitation of a technical vulnerability and keep CDSS informed as to the investigation until resolution of the vulnerability is completed.

D. Investigation of Information Security Incidents and/or Breaches.

Contractor shall promptly investigate Information Security Incidents and/or Breaches of CDSS CSP. CDSS shall have the right to participate in the investigation of such Information Security Incidents and/or Breaches. CDSS shall also have the right to conduct its own independent investigation, and Contractor shall cooperate fully in such investigations. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information. Contractor will keep CDSS fully informed of the results of any such investigation.

E. Updates on Investigation.

Contractor shall provide regular (at least once a week) email updates on the progress of the Information Security Incident and/or Breach investigation of CDSS CSP to the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer until the updates are no longer needed, as mutually agreed upon between Contractor and the CDSS Information Security and Privacy Officer. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information.

F. Written Report.

Contractor shall provide a written report of the investigation to the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer within thirty (30) business days of the discovery of the Information Security Incident and/or Breach of CDSS CSP. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information. The report shall include, but not be limited to, if known, to the following:

1. Contractor point of contact information;

2. A description of what happened, including the date of the Information Security Incident and/or Breach of CDSS CSP and the date of the discovery of the Information Security Incident and/or Breach, if known;
3. A description of the types of CDSS CSP that were involved and the extent of the information involved in the Information Security Incident and/or Breach;
4. A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed CDSS CSP;
5. A description of where the CDSS CSP is believed to have been improperly transmitted, sent, or utilized;
6. A description of the probable causes of the improper use or disclosure;
7. Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered; and
8. A full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the Information Security Incident and/or Breach of CDSS CSP.

G. Cost of Investigation and Remediation.

Per SAM Section 5305.8, Contractor shall be responsible for all direct and reasonable costs incurred by CDSS due to Information Security Incidents and/or Breaches of CDSS CSP resulting from Contractor's failure to perform or from negligent acts of its personnel, and resulting in the unauthorized disclosure, release, access, review, or destruction; or loss, theft or misuse of an information asset. These costs include, but are not limited to, notice and credit monitoring for twelve (12) months for impacted individuals, CDSS staff time, material costs, postage, media announcements, and other identifiable costs associated with the Incident, Breach, and/or loss of data.

VI. Contact Information.

To direct communications to the above referenced CDSS staff, Contractor shall initiate contact as indicated herein. CDSS reserves the right to make changes to the contact information below by giving written notice to Contractor. Said changes shall not require an amendment to this Exhibit or the Agreement to which it is incorporated.

CDSS Program Contract Manager

See the Scope or Statement of Work
exhibit for Program Project
Representative information.

**CDSS Information Security & Privacy
Officer**

California Department of Social Services
Information Security & Privacy Officer
744 P Street, MS 9-9-70
Sacramento, CA 95814

Email: iso@dss.ca.gov
Telephone: (916) 651-5558

VII. Audits and Inspections.

CDSS may inspect and/or monitor the Contractor's system(s) or environment(s) if either contains, or is reasonably believed to contain, CDSS CSP in order to ensure compliance with physical or logical safeguards required in this Exhibit. Contractor shall promptly remedy any violation of any provision of this Exhibit and shall certify the same to the CDSS Program Manager and the CDSS Information Security and Privacy Officer in writing. The fact that CDSS inspects, or fails to inspect, or has the right to inspect, does not relieve Contractor of its responsibility to comply with this Exhibit.

VIII. Termination.

An Information Security Incident and/or Breach of CDSS CSP by Contractor, its employees, agents, or subcontractors, as determined by CDSS, may constitute a material breach of the Agreement between Contractor and CDSS and grounds for immediate termination of the Agreement.



MEMORANDUM

To: Budget & Finance Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 23, 2024

Subject: *Agenda Item 4f*: Planned Parenthood Sex Education Program – **Action Item**

On September 23, 2024, the Oasis Family Resource Center was provided a second fee for service agreement from Planned Parenthood, to continue providing sex education classes to young adults and their parents throughout the Ridgecrest community. The contract period for this program is August 1, 2024 – June 30, 2025, for a contract amount of \$35,000. The Oasis FRC team did such a great job that they are asking us to expand services to our East Kern FRC. This is a concept currently in discussion with Planned Parenthood and both FRC supervisors.

The general scope for the Planned Parenthood – The program will provide sex education services to 40 young adults and their parents to help prevent teen pregnancy and help parents overcome communication challenges with their teenage children. The work is connected to CAPK's mission and Strategic Goal 2, to make sure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

Recommendation:

Staff recommends approval of the Planned Parenthood – Sex Education Program agreement and authorize the Chief Executive Officer to sign and execute this predated agreement and any amendments throughout the term of this agreement.

Attachment:

Contract agreement for the Planned Parenthood - Sex Education program is attached.

CONTRACT SERVICES AGREEMENT

This Contract Services Agreement (the "Agreement") is made and entered into as of **August 01, 2024** (the "Effective Date"), by and between **Planned Parenthood Mar Monte, Inc. ("PPMM")**, a non-profit public benefit corporation organized under the laws of the state of California and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code with its principal place of business located at 1691 The Alameda, San Jose, CA 95126, and **Community Action Partnership of Kern (CAPK) ("Contractor")**, a non-profit with its principal place of business located at **1300 18th Street, Suite 200 Bakersfield, CA 93301** (each a "Party" and collectively, the "Parties") for the purpose of having Contractor perform certain **Teen Pregnancy Prevention Program Sex Ed Equity project evidence-based program delivery services** for PPMM subject to and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. CONTRACT SERVICES

- 1.1 Performance of Services. Contractor will perform the services (the "Services") described in Appendix I attached to this Agreement and incorporated by reference herein, and in accordance with the terms and conditions set forth in this Agreement.
- 1.2 Change in Services. If, after the execution of this Agreement, there is a change in the Services to be provided by Contractor, such change shall be captured in writing as an amendment to this Agreement and shall be signed by both Parties.
- 1.3 Delivery. Contractor will submit to **PPMM** the deliverables and complete the performance of the Services specified in Appendix 1 (the "Deliverables") in accordance with the delivery schedule and other terms and conditions set forth in this Agreement and Appendix 1.
- 1.4 Failure to Complete Services; Right to Offset. If Contractor fails to complete or provide all Services as specified in this Agreement and Appendix 1 attached hereto, Contractor agrees that PPMM shall have the right to procure the services of one or more other consultants or contractors to complete or provide such Services and that PPMM shall have the right to offset and deduct the cost and charges of such other consultants and/or contractors from the amounts due Contractor hereunder.

2. PAYMENT

- 2.1 Fees. As Contractor's sole compensation for the performance of Services, PPMM will pay Contractor the fees specified in Appendix 1. Without limiting the generality of the foregoing, Contractor acknowledges and agrees that PPMM's payment obligation will be expressly subject to Contractor's completion or achievement of certain milestones to PPMM's reasonable satisfaction.
- 2.2 Expenses. Unless otherwise explicitly provided in Appendix 1, PPMM will not reimburse Contractor for any out-of-pocket travel, lodging, or related expenses incurred by Contractor in connection with Contractor's performance of Services. If Appendix 1 explicitly provides for any such expenses to be reimbursed by PPMM, it shall be a condition of reimbursement that all expenses exceeding five hundred dollars (\$500.00) be pre-approved in writing by PPMM. As a

condition for reimbursement, Contractor will furnish **PPMM** with copies of receipts and other customary documentation for any expenses for which Contractor requests reimbursement.

- 2.3 Payment Terms. All fees and other amounts set forth in Appendix 1, if any, are stated in and are payable in U.S. dollars. Unless otherwise provided in Appendix 1, Contractor will invoice PPMM on a monthly basis for all fees and expenses payable to Contractor. PPMM will pay each such invoice within thirty (30) days following receipt thereof, except for any amounts that PPMM disputes in good faith. The Parties will use commercially reasonable efforts to promptly resolve any such payment disputes.

3. TERM; TERMINATION

- 3.1 Term. The initial term of this Agreement shall be for a period of one (1) year with subsequent automatic one (1) year renewal terms thereafter unless earlier terminated in accordance with this Section 3 or the Services as described in Appendix 1 are completed in full.
- 3.2 Termination for Breach. Either Party may terminate this Agreement immediately for a breach by the other Party if the other Party's breach of any provision under this Agreement or obligation under an amendment or statement of work is not cured within ten (10) days after receipt of written notice of such breach.
- 3.3 Termination without Cause. Either Party may terminate this Agreement for any reason upon providing the other Party with thirty (30) days' advance written notice of termination.
- 3.4 Effect of Termination. Upon the expiration or termination of this Agreement for any reason: (i) Contractor will promptly deliver to PPMM all PPMM Innovations, including all work in progress on any PPMM Innovations not previously delivered to PPMM, if any; (ii) Contractor will promptly deliver to PPMM all Confidential Information in Contractor's possession or control; and (iii) PPMM will pay Contractor any accrued but unpaid fees due and payable to Contractor pursuant to Section 2 above.

4. RELATIONSHIP OF THE PARTIES

- 4.1 Independent Contractor. Contractor is an independent contractor and nothing in this Agreement will be construed as establishing an employment or agency relationship between PPMM and Contractor. Contractor has no authority to bind PPMM by contract or otherwise. Contractor will perform Services under the general direction of PPMM, but Contractor will determine, in Contractor's sole discretion, the manner and means by which Services are accomplished, subject to the requirement that Contractor will, at all times, comply with applicable law.
- 4.2 Taxes and Employee Benefits. Contractor will report to all applicable government agencies as income all compensation received by Contractor pursuant to this Agreement. Contractor will be solely responsible for payment of all withholding taxes, social security, workers' compensation, unemployment and disability insurance or similar items required by any government agency. Contractor will not be entitled to any benefits paid or made available by PPMM to its employees, including, without limitation, any vacation or illness payments, or to participate in any plans, arrangements or distributions made by PPMM pertaining to any bonus, insurance, or similar

benefit programs. Contractor will indemnify and hold **PPMM** harmless from and against all damages, liabilities, losses, penalties, fines, expenses and costs (including reasonable fees and expenses of attorneys and other professionals) arising out of or relating to any obligation imposed by law on **PPMM** to pay any withholding taxes, social security, unemployment or disability insurance or similar items in connection with compensation received by Contractor pursuant to this Agreement.

- 4.3 Insurance. Contractor acknowledges that **PPMM** will not carry any insurance on behalf of Contractor, including without limitation, general liability, employer practices liability, or worker's compensation. Contractor will maintain in force adequate insurance coverages to protect Contractor from claims of personal injury (or death), tangible or intangible property damage (including loss of use), employment practices liability, or worker's compensation claims that may arise out of any act or omission of Contractor. Insurance coverage requirements are further delineated in Section 2 below.

5. INTELLECTUAL PROPERTY RIGHTS

Contractor hereby does and will irrevocably assign to PPMM all of Contractor's right, title, and interest in and to any and all work product created for and/or on behalf of PPMM and all associated records including, without limitation, any and all works for hire prepared and/or produced by Contractor (collectively, "PPMM Innovations"). Contractor agrees to perform, during and after the term of this Agreement, all acts that PPMM deems necessary or desirable to permit and assist PPMM, at PPMM's own expenses, in obtaining, perfecting, and enforcing the full benefits, enjoyment, rights, title, and interest throughout the world in the PPMM Innovations. Contractor covenants, represents, and warrants that each of Contractor's employees, subcontractors, or agents who perform services under this Agreement or any amendment or statement of work hereto has or will have a written agreement with Contractor that provides Contractor with all necessary rights to fulfill its obligations under this Agreement and any amendment or statement of work hereto, including, without limitation, the obligations of this Section 5. Contractor acknowledges and agrees that it forever relinquishes all right, title, and interest in PPMM Innovations and will not further use or disclose any PPMM Innovations without the express written permission of a PPMM authorized representative.

6. CONFIDENTIAL INFORMATION

The obligations of each Party regarding the use and disclosure of a Party's confidential and proprietary information is further delineated in the Confidentiality and Non-Disclosure Agreement attached as Appendix 2 to this Agreement and incorporated by reference herein.

7. WARRANTIES

- 7.1 No Pre-existing Obligations. Contractor represents and warrants that Contractor has no pre-existing obligations or commitments (and will not assume or otherwise undertake any obligations or commitments) that would be in conflict or inconsistent with or that would hinder Contractor's performance of its obligations under this Agreement.

Performance Standard. Contractor represents and warrants that Services will be performed in a thorough and professional manner, consistent with high professional and industry standards by individuals with the requisite

training, background, experience, technical knowledge and skills to perform Services.

- 7.2 Non-infringement. Contractor represents and warrants that the PPMM Innovations will not infringe, misappropriate or violate the rights of any third party, including, without limitation, any Intellectual Property Rights or any rights of privacy or rights of publicity, except to the extent any portion of the PPMM Innovations is created, developed or supplied by PPMM or by a third party on behalf of PPMM.

8. INDEMNIFICATION

Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Party (the "Indemnified Party") from and against any and all third party claims, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from the Indemnifying Party's negligent and/or intentional misconduct arising out of or related to the obligations of the Indemnifying Party under this Agreement and/or any amendments or statements of work attached hereto.

9. INSURANCE

- 9.1 Each Party shall procure and maintain, at its sole expense, comprehensive general liability insurance for bodily injury and property damage with limits of coverage not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) aggregate. A copy of the certificate of insurance coverage shall be provided to the other Party upon request.
- 9.2 Each Party shall also maintain workers' compensation and disability coverage as required by law with respect to all employees.
- 9.3 In the event of a cancellation, termination, or material change in policy terms of any of the above-referenced insurance coverages, each Party shall provide written notice to the other Party thirty (30) days prior to such cancellation, termination, or material change. Cancellation, termination, or a material change in policy terms shall be grounds for immediate termination of this Agreement.

10. LIMITATION OF LIABILITY

IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.

11. GENERAL

- 11.1 Assignment. Contractor may not assign or transfer this Agreement, in whole or in part, without PPMM's express prior written consent. Any attempt to assign this Agreement, without such consent, will be void. Subject to the foregoing, this Agreement will bind and benefit the Parties and their respective successors and assigns.
- 11.2 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California, excluding its body of law controlling conflict of laws. Any legal action or proceeding arising under this Agreement will be brought exclusively in the federal or state courts located in the Northern District of California and the Parties irrevocably

consent to the personal jurisdiction and venue therein.

- 11.3 Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement will remain in full force and effect, and the provision affected will be construed so as to be enforceable to the maximum extent permissible by law.
- 11.4 Waiver. The failure by either Party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision.
- 11.5 Survival. The rights and obligations of the Parties under Sections 1.4, 5, 6, 8, 9, 11.1, 11.5, AND 11.7 will survive the expiration or termination of this Agreement.
- 11.6 Notices. All notices required or permitted under this Agreement will be in writing, will reference this Agreement, and will be deemed given: (i) when delivered personally; (ii) one (1) business day after deposit with a nationally-recognized express courier, with written confirmation of receipt; or (iii) three (3) business days after having been sent by registered or certified mail, return receipt requested, postage prepaid. All such notices will be sent to the addresses set forth above or to such other address as may be specified by either Party to the other Party in accordance with this Section 11.6.
- 11.7 Entire Agreement. This Agreement, together with all amendments, appendices, and statements of work, constitutes the complete and exclusive understanding and agreement of the Parties with respect to its subject matter and supersedes all prior understandings and agreements, whether written or oral, with respect to its subject matter. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by the Parties hereto.
- 11.8 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. A signature transmitted by facsimile or in a .pdf file shall have the same effect as an original signature. Each Party represents and warrants that the representatives signing this Agreement on its behalf has all right and authority to bind and commit that Party to the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date first set forth above.

PLANNED PARENTHOOD MAR MONTE
"PPMM"

Community Action Partnership of Kern
"Contractor"

Name: Stacy Cross

Title: P r e s i d e n t / C E O

Name: [Insert Name of signatory]

Title: [Insert Title]

APPENDIX 1

SCOPE OF WORK

Evidence-Based Program Delivery Services for PPMM FY25 Sex Ed Equity (S.E.E.) Project funded by HHS Office of Population Affairs (OPA) Teen Pregnancy Prevention Program (TPPP)

About the project (TP1AH000316)

In alignment with TPPP requirements, the purpose of PPMM's S.E.E. project is to:

- Advance health equity in adolescent health through sustained evidence-based sex ed in areas and among youth of color who have been historically underserved and live in counties with adolescent pregnancy rates, and at least one STI rate, above the national average.
- Make systems-level progress by building the capacity of parents, caregivers, and other caring adults (such as teachers and youth development CBO staff) to support youth where they live, learn, work, play, and worship.
- The S.E.E. project is designed as a 5-year OPA-funded project. Each fiscal year, PPMM and the Contractor will review the Contractor's success with the scope-of-work in May of Q4 of each fiscal year and will draft an updated contract for continuation of services (or discontinue the contract upon mutual agreement per the contract terms above).

I. CONTRACTOR RESPONSIBILITIES

MILESTONE requirements for Contractor:

- Detailed requirements will be provided for each Milestone via email, meetings, and the Contractor's *S.E.E. Partner Roadmap*.
- Deliverables must be approved/accepted by Program Impact Director before the Contractor submitting Quarterly Invoice and in alignment with the required budget expenditure documentation outlined in Appendix 2. (The Scope of Work Milestone deliverables may be changed by PPMM in writing at the start of each quarter.)
- PPMM *may* request in the future that the Contractor sign a Media Release to share content (as appropriate and mutually agreed upon) about the project on social media, for example.
- Utilize cloud-based secure platforms provided by PPMM for content collaboration and delivery for duration of SOW (e.g. SmartSheet) with the exception of email correspondence, including meeting the detailed completion dates within each Milestone period as outline in the Contractor's *S.E.E. Partner Roadmap*.
- Implement the evidence-based program (EBP) Linking Families and Teens (LiFT) to 40 qualifying participants (*1 parent/guardian with their 1 youth age 13-19*) recruited and hosted by CAPK by June 30, 2025.

FY25-Q1 Milestone 1.0: Project Engagement and Planning Period
Q1 Milestone Project Fee Budget: \$5,000.00 (Invoice Date: Sept. 30, 2024)
Contractor will: 1.1. As outlined in PPMM's TP1AH000316 application and per Appendix 2: Allocate designated staff to attend project-planning sessions, and complete required training, milestones to implement an evidence-based sex education program (<i>EBP Replication</i>) in the designated Setting(s) (e.g. Community Based CAPK Site) no later than <u>Jan. 01, 2025 to:</u> a. Implement the EBP LiFT, <u>40</u> qualifying participants (<i>1 parent/guardian with their 1 youth age 13-19</i>) recruited and hosted by CAPK by <u>June 30, 2025</u> . 1.2. Engage its organization's internal stakeholders and leadership to continuously support the Contractor's activities outlined in this agreement, as detailed in the Community Action Partnership of Kern (CAPK) Letter of Commitment submitted with PPMM's TPPP application for FY24-28 S.E.E. project. CAPK agrees to:

- a. Participate in the S.E.E. project as a contractor, serving as a county-based partner that delivers evidence-based program(s) to the target population as described in 1.1.
- b. Engage in activities outlined in this agreement regarding *EBP Replication*, and its *S.E.E. Partner Roadmap*, that result in increased access to sex education and healthcare for youth (with a special focus on youth of color) in Kern County.
- c. Collaborate with PPMM, and the project's *Community Collective*, S.E.E. Project partners to support the shared community goal of decreasing teen pregnancy and teen births. Contractor will specifically engage in this goal by assuming a scope of work with (1) evidence-based program (EBP) replication with fidelity and (2) shared responsibility (with PPMM) for the establishment and coordination of a community collective.

1.3. Schedule with PPMM the *S.E.E. Partner Roadmap development sessions* (in-person, virtual, hybrid) to confirm:

- a. Designated County implementation Settings and Sites per project requirements.
- b. Program and Materials Review: EBP(s) final selection for each Setting/Site in consultation with key stakeholders such as Site staff, target youth population, parents/caregivers, and/or community youth service providers.
- c. EBP Fidelity and Training Requirements and target completion dates.
- d. Key logistical milestones for the partner to begin successfully delivering EBP no later than March. 01, 2025.
- e. Other required sections of the *S.E.E. Partner Roadmap* template such as participant recruitment and retention tactics.

FY25-Q2 Milestone 2.0: Project Engagement and EBP Planning

Q2 Milestone Project Fee Budget: \$10,000.00
(Invoice Date: Dec. 31, 2024)

Contractor will:

- 2.1. If delivering EBPs outside of the Contractor's operational sites, secure its organization's required agreements with delivery Sites (e.g. schools) to start EBP implementation and communication plan to Site staff and/or parents/guardians in designated settings no later than Jan 01, 2024.
- 2.2. Finalize with PPMM team its *S.E.E. Partner Roadmap* for *EBP Replication* activities, including scheduling Q3 implementation dates for internal and/or external Sites, including:
 - a. Staffing model finalized (personnel roles, allocation, scheduling) to deliver EBP with fidelity with program delivery staff hired or assigned by Oct. 31. 2024.
 - b. Establishing necessary internal workflows to submit all required EBP implementation documentation to PPMM as required based on the EBP.
 - c. Confirm Monitoring, Evaluation, and Improvement responsibilities for Contractor and PPMM.
- 2.3. As identified in final S.E.E. Partner Roadmap, complete any required professional development trainings as identified by PPMM staff to deliver Linking Families and Teens (LiFT) with fidelity.
- 2.4. With PPMM's technical assistance, confirm the Contractor's data for the project's *Midyear Report* (due 1/27/25) and *Final Report* (due 7/25/25), which documents individuals reached with EBP, outreach materials and other project content, and youth referrals to supportive services.

FY25-Q3 Milestone 3.0: Project Engagement, LiFT Training, EBP Delivery and Planning

Q3 Milestone Project Fee Budget: \$10,000.00
(Invoice Date: March 31, 2025)

Contractor will:

- 3.1. Complete *S.E.E. Partner Roadmap* for *EBP Replication* activities, including scheduling Q4 implementation dates for internal and/or external Sites.

- 3.2. Complete its organization's required logistics to deliver EBP(s) through to June 30, to a minimum of 40 qualifying participants in the designated county.
- 3.3. As identified in final *S.E.E. Partner Roadmap*, complete any ongoing training or *Community Collective* required activities to deliver confirmed EBP(s) with fidelity and increase youth's access to supportive services in the county.
- 3.4. Allocate staff to attend Linking Families and Teens (LiFT) Training of Facilitators to be able to implement EBP with fidelity.
- 3.5. Complete required evaluation, monitoring, and fidelity responsibilities outlined in final *S.E.E. Partner Roadmap*. With PPMM's technical assistance, confirm the Contractor's data for the project's *Midyear Report* (due 1/27/25).

FY25-Q4 Milestone 4.0: EBP Delivery & FY25 Final Reporting

Q4 Milestone Project Fee Budget: \$10,000.00
(Invoice Date: June 30, 2025)

Contractor will:

- 4.1. Complete *S.E.E. Partner Roadmap* for *EBP Replication* activities, including scheduling Q4 implementation dates for internal and/or external Sites.
- 4.2. Complete its organization's required logistics to deliver EBP(s) through to June 30, to a minimum of 40 qualifying participants in the designated county.
- 4.3. As identified in final *S.E.E. Partner Roadmap*, complete any ongoing training or *Community Collective* required activities to engage Contractor's community in increasing access to sex ed, to deliver confirmed EBP(s) with fidelity and increased proficiency, and increase youth's access to supportive services in the county, including assisting PPMM in the recruitment and engagement of stakeholders (youth, parents/guardians, and local youth service providers) for the collective.
- 4.4. Complete required evaluation, monitoring, and fidelity responsibilities outlined in final *S.E.E. Partner Roadmap*.
 - a. With PPMM's technical assistance, confirm the Contractor's data for the *Final Report* (due 7/25/25).
- 4.5. Review partner FY25 EBP implementation outcomes and the efficacy of other roadmap activities to determine updated roadmap and fee-for-service contract for FY26 project year.

II. PPMM RESPONSIBILITIES

PPMM will:

- 1.1. Provide Contractor with fee-for-service payment, per terms and invoice requirements (Appendix 2) outlined in this agreement, to support delivery of the services described in this SOW.
- 1.2. Provide technical assistance to support Contractor's completion of Milestones 1.1-4.5.
- 1.3. Schedule *S.E.E. Partner Roadmap* development sessions (in-person, virtual, hybrid) and any agreed upon check-in meetings with Contractor to confirm the final roadmap.
- 1.4. Provide Contractor with selected EBP required training and publisher's facilitation materials for each Contractor staff member who is designated in the *S.E.E. Partner Roadmap* to implement the EBP through June 30, 2025.
- 1.5. Conduct the necessary project, budget, and personnel management activities to meet the OPA's Notice of Award requirements, deliverables, training, meeting, and reporting requirements for the S.E.E. Project to help ensure the overall success and sustainability of the project as outlined in the Application project (TP1AH000316).
- 1.6. Draft and manage any agreed upon EBP adaptation requests to the OPA, submit all required documentation; provide technical assistance to support approved adaptations.
- 1.7. Provide technical assistance as determined by the project goals, Contractor scope of work, and as requested by partner via telephone, email, in person, and/or online resources to support activities such as effective youth recruitment and retention strategies, EBP facilitation, engaging providers and caring adults to support program, and addressing challenges around community support of sexual health topics.
- 1.8. Within the *S.E.E. Partner Roadmap* provide consulting and determination of Contractor's chosen marketing, recruitment, and retention tactics—to recruit both EBP implementation Sites and youth participants when applies—including supportive templates and outreach best practices.
- 1.9. PPMM will provide tools and resources for effective facilitation of EBP programming and required monitoring/evaluation measures for each EBP.
- 1.10. Conduct program fidelity monitoring (virtual or in-person) observations of EBP implementation at Contractor's program Sites to meet TPPP requirement at least 5% of all sessions delivered must be observed and 100% of all facilitators must be observed as part of the 5% observation requirement.
- 1.11. Provide facilitation support, such as co-facilitating an EBP with the Contractor, if agreed upon and outlined in the *S.E.E. Partner Roadmap*.
- 1.12. Provide supplemental resources, coaching support, and optional training sessions to support the Contractor's effective EBP Replication, Community Collective participation, and continuous program improvement and sustainability.
- 1.13. Monitor *S.E.E. Partner Roadmap* to support Contractor with meeting milestones.
- 1.14. Complete all project required evaluation, monitoring, and fidelity responsibilities, meeting required OPA deadlines, as outlined in final *S.E.E. Partner Roadmap* and Notice of Award.
- 1.15. Schedule contract review and FY25-28 renewal exploration meetings in May Q4 of each fiscal year.

APPENDIX 2

Contractor Invoice Requirements

I. CONTRACTOR INVOICE REQUIREMENTS

- The Milestone fees must adhere to the expenditure categories outlined below and be detailed in the Contractor's quarterly line-item invoices per Category for services rendered.
- The Contractor can only invoice for service rendered and described in Appendix 1 for the Contractor's implementation of the S.E.E. project milestones and not other activities or programs.
- Complete W-9 and Vendor Information forms provided by PPMM.
- Submit invoices using PPMM codes and process provided for grant compliance:

Invoice Codes	ID	Description
Department	711.A	TPPP FY25
Program	5029	SEE FY25
Funder	CB00035	OASH (Office of the Assistant Secretary for Health)

APPENDIX 3
CONFIDENTIALITY/ NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement ("NDA") is made and entered into as of the Effective Date of the Contract Services Agreement (the "Agreement") first set forth above.

1. Purpose. In consideration of establishing and maintaining a business relationship and in connection with the Services to be rendered as set forth in the Agreement between the Parties (the "Relationship"), each Party may disclose to the other Party certain information that the Disclosing Party deems to be confidential.

2. Definitions

- a. Disclosing and Receiving Party. The Party disclosing Confidential Information (as defined in Subsection 2(b) below) is referred to as "Disclosing Party," and the Party receiving such information is referred to as "Receiving Party."
- b. Confidential Information Defined. For the purposes of this NDA, "Confidential Information" means all information in whatever form transmitted that is disclosed by the Disclosing Party to the Receiving Party relating to past, present or future business affairs, including without limitation, research, development, know-how, processes, designs, samples, inventions, ideas, equipment, sales information, trade secrets, technology, software, source code, applications for patents, intellectual property, business plans, marketing methods and plans, market studies, customers, products, sales and pricing information, financial information, business methodologies and practices, operations and systems of the Disclosing Party, and also all information that the Disclosing Party has or may have in its possession under obligations of confidentiality. Confidential Information shall also include all methodology and technology embedded in such information and all analyses, compilations, data, studies or other documents prepared by the Receiving Party containing or based on any Confidential Information received from the Disclosing Party. Without limiting the foregoing, the discussions that give rise to the Agreement and this NDA or the discussions or negotiations covered by the Agreement and this NDA are Confidential Information.
- c. Certain Exclusions. Confidential Information does not include any information of the Disclosing Party that: (i) is or becomes publicly available through no wrongful act of the Receiving Party or its Advisors (as defined in Subsection 2(d) below); (ii) is required to be disclosed to a governmental agency or entity, or by law or legal process, by advice of the Receiving Party's legal counsel, provided that before making such disclosure, the Receiving Party gives written notice to the Disclosing Party of such required disclosure in order that the Disclosing Party may interpose an objection thereto or otherwise take action to protect the confidentiality of such information, to the extent that giving such notice is not in violation of any applicable law, order, regulation or rule; (iii) at the time of disclosure to the Receiving Party, was known to the Receiving Party (as evidenced by documentation in the Receiving Party's possession) free of any nondisclosure obligations; (iv) is independently developed by the Receiving Party without reliance on the Confidential Information provided by the Disclosing Party; or (v) that is the subject of a separate agreement described in Section 4 below.

- d. The Parties. The terms "Disclosing Party" and "Receiving Party," as defined above, include, individually and collectively, the directors, officers, employees, agents and affiliates of the Parties, including without limitation, their attorneys, accountants, consultants, appraisers and tax, financial and other advisors (collectively, "Advisors"). The Receiving Party may disclose Confidential Information of the Disclosing Party to its Advisors on a need to know basis in connection with the Purpose set forth above in Section I of this NDA, provided that such Advisors are bound by confidentiality obligations substantially similar to those in this NDA.

3. Protection of Confidential Information.

- a. Obligations with Respect to Confidential Information. At all times after the date of receipt of any Confidential Information, the Receiving Party will:
- i. not use, divulge, or authorize the use of, such Confidential Information for any purpose other than as authorized by this Agreement;
 - ii. hold such Confidential Information in strict confidence and protect such Confidential Information with the same degree of care (but in no event less than a reasonable degree of care) the Receiving Party normally uses to protect its own information that is similar in type or nature to the Confidential Information;
 111. not disclose such Confidential Information or any information about the Relationship (including, in the case of discussions occurring in anticipation of establishing a business relationship, the fact that such discussions are taking place or the status thereof) to any person other than to the Receiving Party's Advisors who (A) need to know such Confidential Information in the course of and in furtherance of the Relationship, (B) are advised of the confidential and proprietary nature of such Confidential Information and are bound by confidentiality obligations herein (which may also be contained in such Advisors' engagement agreements) that prohibit the further use and disclosure of such Confidential Information, and (C) shall not be permitted to make any public disclosures of adverse, disparaging, critical or negative information about Disclosing Party, either directly or indirectly;
 - 1v. not copy or reproduce all or any part of such Confidential Information in any medium, except (A) the Receiving Party may make copies as may be strictly necessary in the course of and in furtherance of the Relationship and may retain copies of any Confidential Information only as permitted in Section 5 of this NDA below. and (B) the Receiving Party's counsel may retain any Confidential Information, subject to the terms of the Agreement and this NDA;
 - v. not decompile, disassemble, or reverse engineer all or any part of such Confidential Information; and
 - v1. not use such Confidential Information in any manner that is harmful to the Disclosing Party.

- b. Obligations with Respect to Advisors. Without limiting any obligations of the Receiving Party or its Advisors under the Agreement or this NDA, the Receiving Party shall be responsible for any breach of the Agreement and this NDA by its Advisors.
- c. Obligations in the Event of a Breach. The Receiving Party will (i) notify the Disclosing Party of any use or disclosure of Confidential Information in violation of the Agreement and this NDA promptly after becoming aware of such use or disclosure; and (ii) make every reasonable effort to retrieve Confidential Information that has been used or disclosed in violation of the Agreement and this NDA and to stop the further use or disclosure of such Confidential Information.
- 4. **Certain Information.** The Parties currently anticipate that Contractor, as the Receiving Party, will have no use of or access to protected health information or credit card data of donors, patients, or employees in connection with the Purpose. In the event that PPMM, as the Disclosing Party, contemplates granting such access, prior to providing access to the information, PPMM may require Contractor to enter into a separate agreement that will govern Contractor's privacy, security, disclosure, notification, and remediation duties and obligations relating to such information. If no such separate agreement is entered into, Contractor's obligations with respect to such information will be no less than that required by applicable laws, regulations, and self-regulated organization compliance standards.
- 5. **Ownership.** All Confidential Information disclosed by the Disclosing Party pursuant to the Agreement and this NDA shall be and remain the property of the Disclosing Party. No transfer of any intellectual property rights to Confidential Information is intended or implied hereunder other than those identified in Section 5 of the Agreement. No license to use any intellectual property of the Disclosing Party is granted hereunder except as may be specifically required for the Purpose and then only for such Purpose. All documentation or other tangible media on which Confidential Information is affixed or stored (including, without limitation, computer software or other electronic storage media) shall be returned to the Disclosing Party or destroyed promptly upon written request and shall not thereafter be retained in any form by the Receiving Party, other than as required by legal or regulatory record retention requirements. The rights and obligations of the Parties under the Agreement and this NOA shall survive any such return or destruction of Confidential Information as provided herein.
- 6. **Enforcement.** The Receiving Party acknowledges that it has received adequate consideration for its obligations under the Agreement and this NDA and that the Confidential Information is valuable and unique and that disclosure in breach of the Agreement and this NDA will result in irreparable injury to the Disclosing Party. In the event of a breach or threatened breach of the terms of the Agreement and this NDA, the Disclosing Party shall be entitled to seek an injunction prohibiting any such breach. Any injunctive relief shall be in addition to and not in lieu of any appropriate relief in the way of money damages or other legal remedy. The Parties agree that no bond or other security will be required for obtaining such relief.
- 7. **Indemnification.** The Receiving Party will indemnify, hold harmless, and defend the Disclosing Party from and against any and all third-party claims, losses, and liabilities (including court costs and reasonable attorney's fees) to the extent resulting from a breach by the Receiving Party of the representations, duties, and obligations of the Receiving Party under this NOA.

8. No Representation. The Receiving Party acknowledges that the Disclosing Party does not make any representation or warranty as to the accuracy or completeness of the Confidential Information.

9. Notices. Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed effective when delivered in person or, if mailed, on the date of deposit in the mail, postage prepaid, and addressed to Party's address as first set forth in the Agreement or to such other address or person as shall have been specified in writing by either Party to the other.

10. Miscellaneous

a. Privilege. To the extent that any Confidential Information may include materials subject to the attorney-client privilege, work product doctrine, or any other applicable privilege concerning pending or threatened legal proceedings or governmental investigations, each Party hereto understands and agrees that both Parties hereto and their Advisors have a commonality of interest with respect to such matters and it is the intention and mutual understanding of both Parties that: (i) the sharing of such Confidential Information does not constitute a waiver of attorney-client privilege, the work product doctrine, or any other applicable privilege as to third parties; and (ii) the sharing of such Confidential Information by the Disclosing Party with the Receiving Party does not constitute a waiver of attorney-client privilege, the work product doctrine, or any other applicable privilege as to the Receiving Party in the event of any litigation between the Parties.

11. Documentation of Identity and Authority to Access Information. Any visitor, vendor, volunteer, or other such individual or entity seeking access to patients, patient health information, or the Disclosing Party's Confidential Information, or the Disclosing Party's information technology systems under the terms and conditions of the Agreement or this NOA or the terms and conditions of a fully executed Business Associate Agreement will be required to provide appropriate documentation of their identity and their approved authorization to access such information and systems. Such information will be copied and maintained in the appropriate Party's files.

12. Termination and Survival. This NDA will terminate on the latter of (a) the Parties mutually agreeing that the Purpose of the Agreement has been achieved or terminated and (b) three (3) years after the Effective Date of the Agreement. Notwithstanding any such termination, all rights and obligations hereunder shall survive with respect to Confidential Information disclosed prior to such termination for a period of five (5) years, and indefinitely with respect to trade secrets or Confidential Information retained by the Receiving Party for legal or regulatory record retention requirements.

<<SIGNATURES ON NEXT PAGE>>

IN WITNESS WHEREOF, the Parties have executed this NDA as of the Effective Date of the Agreement first set forth above.

PLANNED PARENTHOOD MAR MONTE
"PPMM"

Community Action Partnership of Kern
"Contractor"

Name: Stacy Cross

Title: P r e s i d e n t / C E O

Name:

Title:



MEMORANDUM

To: Budget & Finance Committee

A handwritten signature in blue ink, appearing to read "Freddy Hernandez".

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 9, 2023

Subject: *Agenda Item 4g*: VITA, Dept of Treasury, Internal Revenue Service, Grant Awarded – **Info Item**

On October 1, 2024, the Volunteer Income Tax Assistance (VITA) program received a 12-month award notice in the amount of \$375,000 from the Department of Treasury's Internal Revenue Service (IRS), to offer free volunteer income tax assistance services to low-income individuals and families throughout Kern County. The contract period for agreement **25VITA00313**, will be from October 1, 2024, through September 30, 2025. This grant will be shared with our partner agency, United Way of Central Eastern California, at 29% of the contract or \$110,000.

Our contract goal is to complete a minimum of 11,500 tax returns. Last year's tax return goal was 10,000 and we completed 10,301, surpassing our contractual requirement by 301 returns. This brought over \$13.4 million dollars into the Kern County economy and residents were able to save \$3.0 million dollars in tax preparation fees. We anticipate meeting our target for the 2024-25 tax season.

This is just an informational item since the contract is part of a multi-year contract that the board approved on October 25, 2023.

Attachment:

VITA contract agreement 25VITA0313

Form **13981**
(April 2023)

Department of the Treasury - Internal Revenue Service

Grant Agreement

VITA

General Federal Award Information

Recipient name	COMMUNITY ACTION PARTNERSHIP OF KERN	Federal Award Identifier Number (FAIN)	25VITA0313
Recipient address	1300 18th Street Suite 200 Bakersfield, CA 93301-4534	Federal award date	10/01/2024
		Period of performance	October 1, 2024 to September 30, 2025
		Amount of federal funds obligated	\$375,000.00
UEI	MH2JA4FK2WK1	Total amount of federal funds obligated	\$375,000.00
Indirect cost rate	10.00%	Total cost sharing or match required	\$375,000.00
Budget approved	\$375,000.00	Total amount of federal award + Total cost sharing or match	\$750,000.00
Minimum federal returns to be accomplished by your program	11,500	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	Audrey D White	Email address	Audrey.White@irs.gov
Address	Internal Revenue Service 401 W. Peachtree St. Stop 420-D Atlanta, Georgia 30308	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.

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 Approved for the Internal Revenue Service by

Jeremy T. Tobias

Gwen Garren

Name (Print)

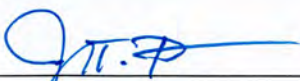
Name (Print)

Chief Executive Officer

Director, Stakeholder Partnership, Education and Communications (SPEC)

Title (Print)

Title (Print)


Signature

10/4/2024
Date


Signature

10/01/2024

Date



MEMORANDUM

To: Budget and Finance Committee

From:  Rosa Guerrero – Administrative Analyst

Date: October 23, 2024

Subject: *Agenda Item 4h: 2025-26 Head Start & Early Head Start Refunding Application – Action Item*

As we approach the 2025-2026 program year, staff are preparing the Head Start annual refunding application due December 1st. This annual refunding application will be the second year of the five-year grant cycle supporting funding from March 1, 2025, to February 28, 2026. Included with the annual application is the detailed budget.

Budgetary changes are identified in the attached budget detail. The most significant include rising costs of Health Insurance in the Fringe Benefit category. Other noted changes are listed in the comment section of the detail. The total funding for this application includes \$39,569,892 in base funding and \$521,532 Training and Technical Assistance Funding.

Recommendation

Staff recommends the Budget and Finance Committee approve the resolution submission of the Refunding Application for Head Start and Early Head Start Grant 09CH012489 for the funding year 2025-2026.

Attachments:

2025-2026 Combined Budget Detail
Resolution #2024-17



RESOLUTION # 2024-17

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 30, 2024, in Bakersfield, California 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 a Refunding Application for the Head Start/Early Head Start (09CH012489) grant, for budget year 2025-2026; and

WHEREAS, the Head Start and State Child Development Division has requested to submit a Refunding Application with the budget detail including \$39,569,892 for base funding and \$521,532 in 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;

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the 2025-2026 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of October 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
STATE OF CALIFORNIA EARLY CHILDHOOD EDUCATION FUNDING
2025-2026 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2024-25 Approved	2025-26 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	31,307,955	31,307,952	(3)	
FRINGE BENEFITS	9,703,314	9,762,616	59,302	Increase based on cost of medical insurance
TRAVEL	279,536	279,536	-	
EQUIPMENT	-	-	-	
SUPPLIES				
Office Supplies	167,400	167,400	-	
Child and Family Services Supplies	953,427	953,427	-	
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	1,433,118	1,433,118	-	
CONTRACTUAL				
Administrative Services	100,000	100,000	-	
Training & Technical Assistance	38,880	38,880	-	
Other Contracts	1,087,524	1,087,524	-	
TOTAL CONTRACTUAL	1,226,404	1,226,404	-	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	1,216,203	1,131,207	(84,996)	Closures of Head Start sites
Mortgage	-	-	-	
Utilities, Telephone	1,352,700	1,352,700	-	
Building & Child Liability Insurance	119,700	119,700	-	
Building Maintenance/Repair	1,893,036	1,098,141	(794,895)	One-time carry over funds used in previous year
Local Travel (children)	-	-	-	
Nutrition Services	1,969,943	1,971,795	1,852	Adjusted to match actual expense
Child Services Consultants	100,332	100,332	-	
Volunteers	4,937	4,937	-	
Parent Services	16,305	16,305	-	
Publications/Advertising/Printing	110,750	110,750	-	
Training or Staff Development	201,705	201,705	-	
Other	588,805	588,805	-	
TOTAL OTHER	7,574,416	6,696,377	(878,039)	
INDIRECT	5,055,252	4,917,784	(137,468)	Reflects one-time funds spend in previous year

BUDGETED EXPENDITURES **56,579,995** **55,623,787** **(956,208)**

REVENUES

	2024-25 Approved	2025-2026 Projected	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	39,569,892	39,569,892	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,648,835	1,856,259	207,424	Adjusted based on full enrollment & higher reimbursement rate
Estimated California Department of Education	14,839,736	13,676,104	(1,163,632)	One-time stipend money was used in previous year
TOTAL STATE & FEDERAL REVENUES	56,579,995	55,623,787	(956,208)	

SUMMARY - 2025-2026

TOTAL REVENUES	55,623,787
TOTAL BUDGETED EXPENDITURES	55,623,787
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.46%



MEMORANDUM

To: Budget and Finance

A handwritten signature in blue ink, appearing to read "Emilio Wagner".

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: October 23, 2023

Subject: *Agenda Item 4i*: Selection of Janitorial Service— **Action Item**

Background

During the Budget and finance meeting held on 10/23/2024 two discrepancies were identified and addressed in this item. 1. Contract included contact information of Customized Custodial Services with incorrect zip code. 2. The scoring sheet tabulation was misstated, where points awarded were higher than available points. Although the scores were misstated the ranking of the vendors did not change. The error was identified as an incorrectly used formula to tabulate an average score for the reviewers of each bid package. The “sum” formula was used in place of the “average” formula.

The agency contract for janitorial services with RM Industries has expired and rather than renewing the contract a competitive Request for Proposal (RFP) was released to provide janitorial services for our facilities. It should also be noted that the service of RM industries did not meet our expectations.

Current Events

A competitive RFP was released to 33 janitorial companies and posted on the CAPK website under procurement opportunities. There are nine facilities identified for services, and a list of the facilities can be found on the Bid Sheet of the attached contract for services. As a result, ten proposals were received, reviewed and scored based upon the criteria identified in the RFP. The top three scoring companies were then invited to an interview to get a more in-depth understanding of their operations and services. During the interview it was identified that the top scoring RFP response Maid in Heaven did not have the size or capacity to provide the service needed. The second highest score was given to Customized Custodial Services. During the interview it was apparent that the company had the expertise and capacity to perform the services needed. The third highest score was given to RM Industries, but along with their past performance they were not selected. Through this process, Customized Custodial Services was selected as the preferred vendor.

The proposed contract with Customized Custodial Services is for a one-year term with four options to renew. This will give the facilities team the ability not to renew the contract if the level of service does not meet our expectations. The proposed contract is attached.

The contracted services have an annual cost of \$304,712, which is an increase of \$28,146.20 over the existing contract. The contract has a not to exceed amount of \$360,000 which will allow for additional services throughout the year. The expectation is that the agency will receive a higher level of service than our existing contract. Each facility budget will absorb the increase, which will average out to about \$261 monthly.

Recommendation

Staff recommend that the Board of Directors authorize the Chief Executive Officer to execute a contract with Customized Custodial Services and any amendments or renewals of service.

Attachments:

Contract

Scoring Sheet



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the “Agreement”) is made and entered into as of this 1st day of October 2024 by and between Customized Custodial Services (“Vendor”) and Community Action Partnership of Kern (“CAPK”). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. SERVICES.

- a. **SCOPE.** Vendor is to perform services and install equipment and materials as per scope of work contained in the proposal submitted by vendor in response to **RFP-OPS-2024-006 – Janitorial Services. Vendor’s Bid Form for RFP-OPS-2024-006 Janitorial Services** is found in **Attachment A** attached to hereto and incorporated herein by reference.
- b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS.** Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
- c. **VENDOR PROJECT MANAGEMENT.** Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described on **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor’s effective representation of CAPK’s interests in performing the Services.
- d. **CHANGES IN WORK.** During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor’s fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
- e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.

2. TERM.

- a. This agreement shall be effective, and all Services shall be provided for that period of time from October 1st, 2024, through September 31st, 2025.

3. OPTION TO RENEW.

- a. Upon mutual agreement of both parties, Vendor shall have the option to renew the Agreement for (5) five additional (1) one-year terms following the expiration of this agreement. Vendor shall notify CAPK of its intent to exercise such option by giving 60 days written notice prior to the expiration of this Agreement.

4. TERMINATION.

- a. **TERMINATION BY CAPK.** CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK’s property.

- b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured within sixty (60) days' notice of such breach to CAPK.
- c. **TERMINATION BY MUTUAL AGREEMENT.** The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

5. PAYMENT FOR SERVICES.

a. **INVOICES.** Services shall be billed according to Attachment A. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in Attachment A. Final payment will be released once certified payroll and Davis Bacon has been reviewed and found to be accurate.

Vendor shall mail all invoices, with required detail, to:

Community Action Partnership of Kern,
Attn: Accounts Payable,
1300 18th Street, Suite 200,
Bakersfield, CA 93301.

- b. **PAYMENT OF INVOICES/DISPUTES.** CAPK shall make payment of undisputed portion of a Vendor invoice within forty-five (45) days from the date the original invoice is received at CAPK's Finance Department. CAPK shall identify any dispute as to invoicing within thirty (30) of receipt of the invoice containing a disputed charge. Notwithstanding any provision in this Agreement, non-payment of a portion of any portion of a disputed invoice of Vendor shall not be grounds for Vendor to terminate this Agreement.
- c. **BILLING LIMITATION.** Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not **exceed \$360,000.00.**

6. RELATIONSHIP OF PARTIES.

- a. **INDEPENDENT CONTRACTOR.** The relationship established with Vendor through this Agreement is that of independent contractor. This agreement shall not be construed to create a relationship of employment, or principal and agent between Vendor and CAPK, nor shall this Agreement be deemed to create any business relationship, such a partnership or joint venture. Vendor operates an independent business through which Vendor provides services similar to the Services to third parties.
- b. **TAXES.** Vendor and solely Vendor shall be responsible for paying all taxes related to the fees that Vendor receives from CAPK pursuant to this Agreement and withholding any monies from such fee that Vendor may be required to withhold, whether on behalf of Vendor, or any employee, independent contractor or agent engaged by Vendor.
- c. **WAIVER OF EMPLOYMENT RIGHTS.** Vendor hereby waives any right to any and all compensation or benefits of any kind that Vendor would be entitled to as an employee of CAPK.
- d. **VENDOR'S CONTROL.** Vendor shall have full control over the performance of the Services, including the tools, personnel and materials used and the manner in which the Services are performed.
- e. **NO EXCLUSIVITY.** No provision of this Agreement shall be construed to require Vendor to provide the Services exclusively to CAPK during the term of this Agreement.

7. REPRESENTATIONS OF THE PARTIES

a. VENDOR REPRESENTATIONS. VENDOR REPRESENTS AND WARRANTS:

- i. The party executing this Agreement on behalf of the Vendor is duly authorized by Vendor to contract with CAPK.
- ii. Vendor operates an independent business through which Vendor customarily provides services similar to the Services, and Vendor is experienced and qualified to provide the Services.
- iii. Vendor possesses all licensing, permitting or other requirements by federal, state and local law required to provide the Services.

- iv. Neither Vendor, nor any person associated with Vendor as an owner, partner, director, officer, member, principal or manager of Vendor:
 - 1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.
 - 2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
 - 3. Has been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
 - v. Neither Vendor nor any owner, partner, director, officer, member, principal, manager, employee or independent contractor engaged by Vendor is an officer or employee of CAPK, or a relative of any officer or employee of CAPK, and no individual who was an officer or employee of CAPK within the 12 months prior to the bid, is an employee, owner, partner, director, officer, member, principal, manager or independent contractor of Vendor.
 - vi. Vendor has no agreement, whether written or oral, with any officer or employee of CAPK, or a relative of any officer or employee of CAPK that would give such person a financial interest in this Agreement.
 - vii. Vendor has not offered or provided any gratuity to any CAPK employee or officer to influence CAPK's decision to engage Vendor to provide the Services.
- b. CAPK REPRESENTATIONS. CAPK REPRESENTS AND WARRANTS:**
- i. The Services consist of work that is outside the usual course of CAPK's business.
 - ii. CAPK does not possess the skills or expertise to provide the Services.
 - iii. To the best of CAPK's knowledge, no employee or officer of CAPK has solicited any gratuity or any financial benefit whatsoever from Vendor, to influence CAPK's decision to retain Vendor to provide the Services.
- 8. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified hereinbelow, and comply with the requirements hereunder.
- a. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability insurance coverage (ISO form CG 00 01 11 85 or 88) with limits of no less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall:
 - i. State that Vendor is an independent contractor in relation to CAPK and will include a statement that the Vendor is insured for the Services required under this Agreement and which provides contractual liability coverage for the terms of this Agreement.
 - ii. Contain an additional insured endorsement in favor in favor of CAPK, its board, officers, agents, employees and volunteers.
 - b. **AUTOMOBILE LIABILITY INSURANCE.** Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - i. Provide coverage for owned, non-owned and hired autos.
 - ii. Contain an additional insured endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.
 - c. **WORKERS' COMPENSATION INSURANCE.** Vendor shall at all times during the performance of the Services, maintain Workers' compensation insurance in accordance with applicable law, and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence.
 - d. **REQUIREMENTS APPLICABLE TO ALL INSURANCE POLICIES.** All policies required of Vendor in this Agreement:
 - i. Shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.
 - ii. Shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in addition to the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).
 - iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required

by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

- iv. All policies shall contain an endorsement providing CAPK with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.
- v. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

9. RESTRICTIVE COVENANTS.

a. **CONFIDENTIAL INFORMATION.** Vendor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Vendor, and that during the term of this Agreement, Vendor may acquire or have access to, certain Confidential Information (as hereinafter defined) of CAPK. During the term of this Agreement and at all times thereafter, Vendor shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the CAPK's prior written consent, which may be given or withheld in CAPK's sole and absolute discretion, Vendor shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Vendor, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Vendor promptly notifies CAPK of such pending disclosure and consults with CAPK prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Vendor is required by applicable law or legal process to disclose any Confidential Information, Vendor agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.

b. **VENDOR'S INTELLECTUAL PROPERTY.** If, during the course of providing Services, Vendor:

- i. utilizes or discloses existing, writings, products, inventions, discoveries, developments, improvements, ideas, technical notes, programs, specifications, computer or other apparatus programs and related documentation, and other works of authorship, tangible and intangible property, whether or not patentable, copyrightable or subject to other forms of protection, made, created, developed, discovered, written or conceived by Vendor, (the "Vendor's Intellectual Property") in whole or in part, to CAPK; or
- ii. develops any of the foregoing which constitute Vendor's Intellectual Property,

Then Vendor shall identify such intellectual property in writing, and Vendor shall provide CAPK a limited license to use Vendor's Intellectual Property for so long as it is needed by CAPK, in CAPK's sole discretion, without further cost, expense, royalty or other fee.

c. **REMEDIES.** Any breach by Vendor of the restrictive covenants contained herein at Section 8 shall be a material breach of this Agreement by Vendor. If Vendor breaches any covenants restricting Vendor's use or disclosure of Confidential Information set forth herein, CAPK shall have the rights and may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Vendor hereby acknowledges and agrees that the restrictive covenants described in herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Vendor therefore expressly agrees that CAPK shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Vendor of any of said covenants.

d. **DEFINITIONS:**

- i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on

the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

- ii. "CAPK" shall also include any and all employees, independent contractors (other than Vendor) and affiliates of CAPK.
- iii. "Vendor" shall include any and all shareholders, employees, assistants, agents, advisors, independent contractors and affiliates of Vendor.

10. RELEASE OF PAPERS AND PROPERTY. Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least ten (10) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.

11. NOTICES. Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served to the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:
Customized Custodial Services
ATTN: Evan O'Dell
3701 Pegasus Dr, Suite 100
Bakersfield, CA 93308
Phone: (661) 829-6906

CAPK:
Community Action Partnership of Kern
ATTN: Emilio Wagner
1300 18th Street, Ste 200
Bakersfield, CA 93301
Phone: (661) 336-5236

12. INDEMNIFICATION. Vendor agrees to protect, defend, indemnify and hold CAPK and each of its officers, employees, independent Vendors, volunteers and agents, free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including the amount of judgment, penalties, interest, court costs, and legal fees incurred by CAPK in defense of same, arising in favor of any party, including governmental agencies or bodies on account of taxes, liens, claims, debts, personal injuries, death (including, but not limited to, CAPK, its employees, independent contractors or volunteers, and third parties), or damages to property (including, but not limited to, property of CAPK, its employees, independent contractors, volunteers or agents, and third parties), and without limitation by enumeration all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, (i) the Services to be performed by Vendor hereunder; (ii) a breach by Vendor of any representation (meaning such representation shall not be true during the term of this Agreement), covenant, or agreement contained in this Agreement which is otherwise required to be performed or observed by Vendor; (iii) the intentional, reckless or negligent act or omission by Vendor, its employees or independent contractors while performing Services; (iv) any taxes owed by Vendor generally, or due to a determination that Vendor is something other than an independent contractor of CAPK; or (v) any violation(s) of applicable law bearing on Vendor's performance of Services. Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its expense (with counsel selected and directed by CAPK and reasonably acceptable to both parties) and agrees to bear all other costs and expenses related thereto, even if said claim, demand or suit is groundless, false or fraudulent.

13. INCORPORATION OF ADDENDUMS BY REFERENCE. Signature below indicates acceptance of all CAPK addendums that are attached hereto and incorporated by reference as if set forth fully herein:

- a. Addendum A: Federal Assurances.
- b. Addendum B: Certification Regarding Lobbying.

- c. Addendum C: Debarment and Suspension Certification.
- d. Addendum D: Non-collusion Affidavit.
- e. Addendum E: Equal Opportunity.
- f. Addendum F: Utilization of Women & Minority Business Enterprises.
- g. Addendum G: Equal Opportunity for Special Disabled Veterans.
- h. Addendum H: Certification of Workmen's Compensation.
- i. Addendum I: Insurance Requirements.
- j. Addendum J: Prevailing Wage Compliance Certification (if required);
- k. Addendum K: Material and Workmanship Warranty (if required).
- l. Addendum L: Additional Terms and Conditions

14. MISCELLANEOUS PROVISIONS.

- a. **CONFLICT OF INTEREST.** The parties hereto shall at all times comply with California Public Contract Code 10410 prohibiting conflicts of interest as defined therein and CAPK's policy against any employee of CAPK personally soliciting, demanding or receiving any gratuity of any kind from a Vendor in connection with any decision affecting this Agreement.
- b. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
- c. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
- d. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties.
- e. **WAIVER.** The failure of either party hereto at any time to enforce performance by the other party of any provision of this Agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.
- f. **ASSIGNMENT.** Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as such.
- g. **FURTHER ASSURANCES.** The parties agree to execute and deliver such additional documents or instruments as may be necessary or appropriate to carry out the terms of this Agreement.
- h. **SEVERABILITY.** All sections, clauses and covenants contained in this Agreement are severable, and in the event any of them shall be held to be invalid by any court, this Agreement shall be interpreted as if such invalid sections, clauses or covenants were not contained herein.
- i. **ATTORNEY'S FEES.** In the event of any dispute concerning the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses (including expert witness fees), in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.
- j. **CONSTRUCTION.** The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question. Headings used in this Agreement are for convenience of reference only and shall not be used in construing this Agreement. The parties further agree that they both have been represented by independent counsel, and have freely negotiated the terms of this Agreement, such that it shall be construed neutrally and not in favor of or against any party who drafted the Agreement.
- k. **AUTHORITY.** The parties hereto represent and warrant that they are authorized to enter into this agreement and have heretofore taken all acts necessary to authorize them to so act and establish the rights and obligations between the parties hereto.

- l. **COUNTERPARTS.** This Agreement may be executed and delivered, including by facsimile, in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.
- m. **APPLICABLE LAW.** The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.
- n. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: CUSTOMIZED CUSTODIAL SERVICES

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT A

BID SHEET				
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Administrative Office	1300 18th Street , Suite 200 Bakersfield CA	25,000	1	\$6160.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Administrative Office	1300 18th Street , Suite 300 Bakersfield CA	25,000	1	\$6160.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
			1	
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Community Service Office	300 19th Street Bakersfield CA	14,490	1	\$3890.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Maintenace and Operations BLD.	317 Mt. Vernon Drive Bakersfied CA	1,200	2	\$ 350.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Shafter Youth Center and Gym	455 E. Euclid Ave Shafter,CA	10,913	2 August -May	\$2475.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Shafter Youth Center and Gym	455 E. Euclid Ave Shafter,CA	10,913	1 June and July	\$2926.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
WIC Administration Office	500 E. California Ave. Bakersfield CA	2,784	2	\$ 550.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Shafter WIC Office	650 James Street Shafter, CA	600	1	\$ 350.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
Niles WIC Office	6019 Niles Street Bakersfield CA	1,800	2	\$ 510.00 Mo
Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost

Friendship House Community Center	2424 Cottonwood Road Bakersfield CA	11,624	1	\$3100.00 Mo
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Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost

Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
MCAP	5351 Olive Dr. Bakersfield CA	5,033	1	\$1360.00 Mo

Facility Name	Facility Address	Square Footage	TIER OPTION	Janitorial Monthly Cost
HS			1	

Special Cleaning requirments				
Shafter Youth Center				

				Janitorial Monthly Cost
1X WEEK - Sweep gym floor				\$ 150.00 Mo
2XWEEK- Mop Gym Floor				\$ 390.00 Mo
1XMONTH - Buff Gym Floor				\$1080.00 Each
Bi-Annually - Scrub and Wax (Based on 2 coats)				\$2100.00 Each
18months- Strip and Wax (Base on 2 coats)				\$3000.00

Special Cleaning requirments				
Friendship House Community Center				

				Janitorial Monthly Cost
1X WEEK - Sweep gym floor				\$ 150.00 Mo
2XWEEK- Mop Gym Floor				\$ 390.00 Mo
1XMONTH - Buff Gym Floor				\$1080.00 Each
Bi-Annually - Scrub and Wax (Based on 2 coats)				\$2100.00 Each
18months- Strip and Wax (Base on 2 coats)				\$3000.00

Window Washing				
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1. HOURLY RATE	\$ \$30.00hr	PER PANE
2. 1x1 - 5x5 SQFT	\$ \$ 4.50	PER PANE
3. 5x6 - 7x6 SQFT	\$ \$ 4.50	PER PANE
4. 7x7+	\$ \$ 4.50	PER PANE

Price is based on only Properties that CAPK own

Price does not include equipment rental or usage such as scissor lifts or boom lifts

Tile Care	
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1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 450.00
2. 501-2,499 SQFT	\$ \$ 0.35 sq/ft
3. 2,500-4,999 SQFT	\$ \$ 0.30 sq/ft
4. 5,000-9,999 SQFT	\$ \$ 0.28 sq/ft
5.10,000+ SQFT	\$ \$ 0.25 sq/ft

Carpet Care	
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1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 250.00
2. 501-2,499 SQFT	\$ \$ 0.35 sq/ft
3. 2,500-4,999 SQFT	\$ \$ 0.35 sq/ft
4. 5,000-9,999 SQFT	\$ \$ 0.30 sq/ft
5.10,000+ SQFT	\$ \$ 0.28 sq/ft

Buffing	
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1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 350.00
2. 501-2,499 SQFT	\$ \$ 0.18 sq/ft
3. 2,500-4,999 SQFT	\$ \$ 0.18 sq/ft
4. 5,000-9,999 SQFT	\$ \$ 0.18 sq/ft

5.10,000+ SQFT	\$ \$ 0.18 sq/ft
Scrub and Wax	
1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 500.00
2. 501-2,499 SQFT	\$ \$ 0.50 sq/ft
3. 2,500-4,999 SQFT	\$ \$ 0.40 sq/ft
4. 5,000-9,999 SQFT	\$ \$ 0.35 sq/ft
5.10,000+ SQFT	\$ \$ 0.35 sq/ft
Strip and Wax	
1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 550.00
2. 501-2,499 SQFT	\$ \$ 0.70 sq/ft
3. 2,500-4,999 SQFT	\$ \$ 0.60 sq/ft
4. 5,000-9,999 SQFT	\$ \$ 0.50 sq/ft
5.10,000+ SQFT	\$ \$ 0.45 sq/ft
Pressure Washing	
1. MINIMUM CALL OUT FOR SERVICE (500 SQ. FT or Less)	\$ \$ 150.00
2. 501-2,499 SQFT	\$ \$ 110.00 hr
3. 2,500-4,999 SQFT	\$ \$ 110.00 hr
4. 5,000-9,999 SQFT	\$ \$ 110.00 hr
5.10,000+ SQFT	\$ \$ 110.00 hr

ADDENDUM "A"
FEDERAL ASSURANCES

The Vendor:

- A. Will give the awarding agency (Grantee), the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- B. Will provide and maintain competent and adequate supervision to ensure that the completed work conforms to approved specifications and will furnish progress reports and such other information as may be required by the awarding agency or State.
- C. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title Vi of the Civil Rights Act of 1964 (P.O. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; © Section 504 of the rehabilitation acts of discrimination on the basis of handicaps; (d) the U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to not-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements on any other non-discrimination Statue(s) which may apply to the application.
- D. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- E. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874)
- F. The Contact Work Hours and Safety Standards Act (40 U.S. 327-333), regarding labor standards for federally assisted construction sub agreements (if applicable).
- G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- H. Will comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16U.S.C. , 1271 et Seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- I. Will assist, as applicable, with the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
- J. Will comply, as applicable, with P.L. 93-348 regarding the protection of human subjects Involved in research, development, and related activities supported by this award of assistance.
- K. Will comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.
- L. Will comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- M. Will comply with all applicable requirements of all other Federal laws, executive Orders, regulations, and policies governing this program.
- N. Will comply, as applicable, with environmental standards which may be prescribed pursuant to the following :
(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands floodplains in accordance with EO 11988; (e) assurance of project consistency with the

approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State Clean Air Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered Species Act of 1973, as amended (P.L. 93-205)

ADDENDUM "B"

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Signature of Vendor

Date

ADDENDUM "C"

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

VENDOR, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Signature of Vendor

Date

ADDENDUM "D"

NONCOLLUSION AFFIDAVIT
(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, _____
Name of Vendor

deposes and says that he or she is _____ of _____
Title Company Name

party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Under penalty of perjury, the Vendor declares that neither the Vendor nor any subcontractor to be engaged by the Vendor for this project has been convicted of any offense referred to in the California Public Contract Code.

X

Signature of Vendor

Date

X

Address

ADDENDUM "E"
EQUAL OPPORTUNITY
(48CFR 52.22-26)

- A.** If, during any 12-month period (including the 12 months preceding the award of this Agreement), the Vendor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Vendor shall comply with subparagraphs (B)(1) through (11) below. Upon request, the Vendor shall provide information necessary to determine the applicability of this clause.
- B.** During performing this Agreement, the Vendor agrees as follows:
1. The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
 2. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to (i) employment, (ii) upgrading, (iii) demotion, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff compensation, and (viii) selection for training, including apprenticeship.
 3. The Vendor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
 4. The Vendor shall, in all solicitations or advertisement for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 5. The Vendor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
 6. The Vendor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
 7. The Vendor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.
 8. The Vendor shall permit access to its books, records, and accounts by the contracting agency of the Office of Federal Contract Compliance Programs (OFCCP) for the purpose of investigation to ascertain the Vendor's compliance with the applicable rules regulations, and orders.
 9. If the OFCCP determines that the Vendor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Vendor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
 10. The Vendor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive order 11246, as amended, so that these items and conditions will be binding upon each subcontractor or vendor.
 11. The Vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.

Signature of Vendor

Date

ADDENDUM "F"

UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES

- A. It is the policy of the Government that women and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.
- B. The Vendor agrees to use his/her best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Agreement. As used in this Agreement, the term "minority business enterprise" means a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by women or minority group members. For the purposes of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts. Vendors may rely on written representations by subcontractors regarding their status as minority business enterprises in lieu of an independent investigation.

Signature of Vendor

Date

ADDENDUM "G"

EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (52.222-35)(DEC 2001)

(a) Definitions. As used in this clause--

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Vendor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee--

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Vendor's organization" means employment openings for which the Vendor will give no consideration to persons outside the Vendor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Vendor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means--

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability--

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (i.e., a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who--

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and

otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

- (i) Recruitment, advertising, and job application procedures;
- (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- (iii) Rate of pay or any other form of compensation and changes in compensation;
- (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (v) Leaves of absence, sick leave, or any other leave;
- (vi) Fringe benefits available by virtue of employment, whether or not administered by the Vendor;
- (vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (viii) Activities sponsored by the Vendor including social or recreational programs; and
- (ix) Any other term, condition, or privilege of employment.

(2) The Vendor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) Listing openings. (1) The Vendor shall immediately list all employment openings that exist at the time of the execution of this Agreement and those which occur during the performance of this Agreement, including those not generated by this Agreement, and including those occurring at an establishment of the Vendor other than the one where the Agreement is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs. Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement to list jobs with the local employment service office.

(2) The Vendor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Vendor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Vendor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Vendor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Vendor may advise the State agency when it is no longer bound by this Agreement clause.

(d) Applicability. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) Postings. (1) The Vendor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall--

- (i) State the rights of applicants and employees as well as the Vendor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and
- (ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Vendor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Vendor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) Noncompliance. If the Vendor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) Subcontracts. The Vendor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Vendor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

Signature of Vendor

Date

ADDENDUM "H"

VENDOR'S CERTIFICATE REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this Agreement.)

ADDENDUM "I"
INSURANCE REQUIREMENTS

Insurance: Vendor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:

1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - a. Provide coverage for owned, non-owned and hired autos.
 - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
2. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - a. Provide Contractual Liability coverage for the terms of this Agreement.
 - b. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
3. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Bests' rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A:VII, must be declared prior to execution of this Agreement and approved by the City of Bakersfield in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

ADDENDUM "J"
PREVAILING WAGE REQUIREMENTS AND COMPLIANCE CERTIFICATION

The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the Agreement work. The Secretary of Labor (SOL) determines the Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications. If there is a difference, the Vendor shall pay not less than the higher wage rate.

Concerning Classification of Labor and Wage Rate Determinations:

1. Vendor must use the classification that most accurately describes the work to be performed.
2. Vendor must reclassify workers to conform to changes in duties, if any.
3. Vendor must maintain an accurate payroll record of the time spent in each classification.

Occasionally, a wage rate may not be provided in the Secretary of Labor's, or the Department of Industrial Relations', wage determination for a particular labor classification. When this occurs, the workers should be reclassified, if possible, to a comparable classification.

I hereby certify that if awarded a Agreement with the Community Action Partnership of Kern (the "CAPK"), I will conform to the requirements as stipulated above and as set forth in the California Labor Code, Sections 1770, 1773.1 – 1773.9, and all other California Labor Code Sections regarding General Prevailing Wage Rates and workers benefits.

I also hereby certify that if awarded a Agreement with CAPK I will comply with the State of California Public Works Contract Requirements and will allow CAPK to perform on-site audits, with 48-hour notice, of all payroll records and apprentice and trainee employment requirements records for the duration of the Agreement.

Vendor's Name (type or print)

Name of Vendor's Company

Vendor's Signature

Dated

ADDENDUM "K"
MATERIAL AND WORKMANSHIP WARRANTY

Vendor hereby unconditionally guarantees that the Work performed will be done in accordance with the requirements of the Agreement therefore and further guarantees the Work of the Agreement to be and remain free of defects in workmanship and materials for a period of two (2) years from and after the completion of all Agreement obligations by the Vendor. The Vendor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086. The Vendor specifically acknowledges and agrees that completion shall mean the Vendor's complete performance of all Work required by the Agreement, amendments, change orders, construction change directives and punch lists, and CAPK's formal acceptance of the Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Vendor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to CAPK, ordinary wear and tear and unusual abuse and neglect only excepted.

The Vendor further agrees that within ten (10) calendar days after being notified in writing by CAPK of any Work not in accordance with the requirements of the Agreement or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Vendor does hereby authorize CAPK to proceed to have such Work done at the Vendor's expense and it will pay the cost thereof upon demand. CAPK shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Vendor's refusal to pay the above costs. The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of CAPK's clients, or its property, CAPK may undertake at the Vendor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Vendor not being in accordance with the requirements of this Agreement, or being defective, and to charge the same to the Vendor as specified in the preceding paragraph. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing CAPK's rights to enforce all terms of the Agreement referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, CAPK's rights on such Agreement.

“ADDENDUM L”
ADDITIONAL TERMS AND CONDITIONS

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **INSURANCE.** Vendor shall procure, furnish and maintain for the duration of this Agreement all insurances listed in Addendums G & H.
3. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as so.
4. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate this Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this section in the event of such termination.
5. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor’s compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK’s Executive Director.
6. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under this Agreement may not be assigned to a bank, trust company, or other financial institution without such approval. Notice, or requests, of any such assignment or transfer shall be furnished promptly in writing to CAPK.
7. **NOTICE.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
8. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
9. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator’s decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
10. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
11. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women’s Business Enterprises.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of this agreement.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign this Agreement on behalf of the corporation are jointly responsible for performance of this Agreement.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal Agency.

Also, no relative of an employee of CAPK may enter into or bid on a Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily.

It is contrary to Policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled “Protest by Vendor.”

RFP OPS-2024-006 - Janitorial
Services

		<u>Maid in Heaven</u>	<u>Premier Property Preservation</u>	<u>SLATE</u>	<u>Huffman & Downs</u>	<u>Reliable</u>
<u>Factors:</u>	<u>Possible Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>
1) Background and Experience in performing requested services.	25	19	12	3	0	3
2) Availability of resources.	30	0	0	0	0	3
3) References: Do you have experience with clients that are similar to CAPK's ? Min 2 letters	20	18	0	8	0	20
4) Completion of requirements listed in RFP, including bid sheet.	25	22	15	17	23	20
<u>Total</u>	<u>100</u>	<u>59</u>	<u>27</u>	<u>28</u>	<u>23</u>	<u>46</u>
		<u>Customized Custodial</u>	<u>RM Industries</u>	<u>Clean Factor Pro</u>	<u>Roquemoire Ind</u>	<u>Crystal Clean</u>
<u>Factors:</u>	<u>Possible Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>	<u>Awarded Points</u>
1) Background and Experience in performing requested services.	25	23	13	15	0	0
2) Availability of resources.	30	0	12	0	0	0
3) References: Do you have experience with clients that are similar to CAPK's ? Min 2 letters	20	12	0	0	0	0
4) Completion of requirements listed in RFP, including bid sheet.	25	22	25	13	25	0
<u>Total</u>	<u>100</u>	<u>57</u>	<u>50</u>	<u>28</u>	<u>25</u>	<u>0</u>



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: October 23, 2024

Subject: *Agenda Item 4j*: Indirect Excess (Deficit) Transfer to Discretionary - **Action Item**

CAPK originally implemented the utilization of the 10% De Minimis indirect rate during fiscal year 2016-17. CAPK had historically utilized a Direct Cost Rate that was administratively intensive. The De Minimis Indirect Rate was allowable for agencies that never had a negotiated indirect rate.

The use of the De Minimis Indirect Rate allows an excess or deficit indirect collection to become unrestricted. Funds held in the Indirect Fund must match the allowability of cost principles described in Uniform Guidance. Hence it is in the best interest of the agency to transfer excess or deficit funds at the end of the fiscal year to the Discretionary Fund. This will allow for the excess funds to be more transparently displayed to the Board. Plus, it allows the agency to build unrestricted reserves within the control of the Board.

During the period of 2016-17 through 2022-23 (7 fiscal years), a total of \$4,053,708.02 has been moved to the Discretionary Fund. During fiscal year 2023-24, an indirect excess of \$2,115,694.52 was recognized. Accordingly, these funds will be transferred from the Indirect Fund to the Discretionary Fund.

Recommendation:

Staff recommend that the excess funds in the amount of \$2,115,694.52 from the Indirect Fund be transferred to the Discretionary Fund.



MEMORANDUM

To: Board of Directors
Vanessa C. Mendoza
From: Vanessa C. Mendoza, Grant Administrator
Date: October 30, 2024
Subject: *Agenda Item V(a):* Government Leadership Solutions (GLS) Strategic Plan Consultancy Group – ***Info Item***

As we approach the conclusion of CAPK's 2021-2025 Strategic Plan in July 2025, our Community Development team, in collaboration with the consulting firm Government Leadership Solutions (GLS), is embarking on an important journey to create our next Strategic Plan for 2025-2029. The strategic plan serves as a blueprint for the actions we will take to address the pressing needs within our local community. By establishing clear goals and objectives, we aim to enhance the socio-economic status of many low-to-moderate income individuals in Kern County, ultimately improving their welfare and that of their families.

In June, we published a Request for Proposal to engage a consultant to support this planning process, and after careful consideration of four submissions, we selected Government Leadership Solutions. Their expertise in strategic planning, coupled with their familiarity with frameworks such as PESTLE and SMARTIE, was pivotal in our decision. Their strong team excels in data collection and evaluation, which will be critical as they outline a comprehensive series of steps through a forthcoming PowerPoint presentation. This presentation will detail how our new plan will intentionally tackle local challenges in alignment with CAPK's services and capacities. It's essential that all staff and board members actively participate in this process, ensuring that every department's insights shape the development of the new plan.

Attachment:
GLS PowerPoint Presentation



Community Action Partnership of Kern

Board Kickoff Meeting

Presented by

Dr. Maria Church, CEO

Mae Sinclair, Senior Consultant

Government Leadership Solutions



Dr. Maria Church
CEO

Mae Sinclair
Senior Consultant

- Over 20 years of experience working with local governments
- Experience in strategic planning in both public and private sectors
- Thought leadership in the industry
- Focus groups/Marketing experience

Why Planning Matters

9 out of 10 companies, fail at Strategic Planning because...

80%

of executive teams **spend less than one hour** discussing strategy per month

20%

of middle managers **perceive they are in sync** with their company's strategy

60%

of companies **fail to link their budgets** to their goals and strategies

5%

of the workforce, on average, **understands their company's strategy**

(Source: www.archpoint.com)

Purpose of Strategic Planning

What can planning do for your future?

REFINE



- Your core purpose and your goals, objectives, actions, and resources

ENSURE



- Your CAPK goals are focused on the most important and relevant programs and issues

CRAFT



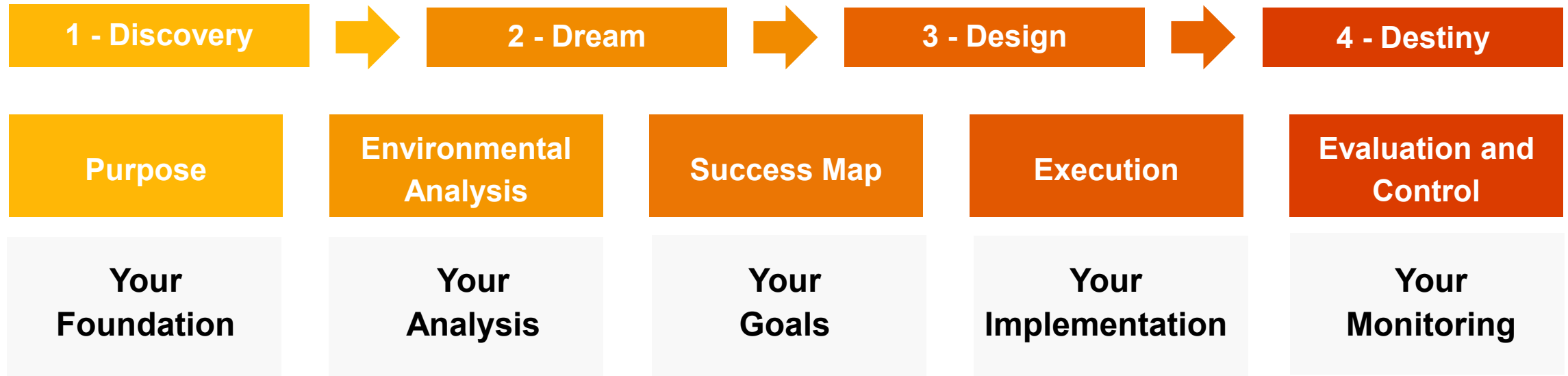
- A collective vision to guide CAPK into the future

ALIGN



- A Strategic Plan with other requirements. (re: NASCSP, ROMA, CSBG, and NCAP guidelines)

Strategic Planning Process





1. Discovery

“Laying
A Solid
Foundation”

Strategic Planning Session 1

1. **Review/Craft** Your Mission and Vision
2. **Review** Your Core Values/Guiding Principles and Ensure Alignment
3. **Identify** your Strategic Priorities and criteria for selection



2. Dream

Strategic Planning Session 2

“Analyzing Your Environment”

1. **Analyze** your environment to review what could impact CAPK Programming
 - *Conduct a SWOT Analysis*
 - *Conduct a PESTLE Analysis*
2. **Review** Interviews, Focus Groups, and Pulse Survey Data (from staff and key stakeholders)



3. Design

Strategic Planning Session 3

“Creating Key Goals and Objectives”

1. **Develop** “key” goals that align with CAPK vision (use SMARTIE format)
2. **Identify** objectives for each key goal
3. **Create** action steps with dates, milestones, and responsibility matrix



3. Destiny

Strategic Planning Session 4

“Monitoring
and Tracking
for Success”

Compile all Goals and objectives
for final design and initial
review

2. Identify implementation
strategies:

- communication and training plans
- workforce alignment (skills and structure)
- the role of a “Goal Champions”



3. Destiny (continued)

Strategic Planning Session 5 - Virtual

“Finalizing the
Plan
Components”

1. **Review** final goals and objectives
 - the editing process and final design elements
2. **Identify** continuous improvement ideas and integrate into performance management goals
3. **Establish** a Monitoring and Tracking Process



Q&A



MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: October 30, 2024

Subject: *Agenda Item V(b)*: Agreement with the City of Bakersfield HOME-ARP Funds CES Rapid Response - **Action Item**

INTRODUCTION

CAPK applied to the City of Bakersfield in February 2024 under the CES Rapid Response Project. CAPK sought funds for capacity building to bolster the general operations of our Coordinated Entry Systems program. These efforts aim to promptly address delays and service gaps for individuals experiencing homelessness, particularly the unsheltered population across the county, with a specific focus on immediate connecting clients to available housing options.

CAPK's PROGRAM GOALS

The intent of the project is to create an immediate response plan for unsheltered clients and increase access to temporary housing options and apply the whole person care service model. This is in connection with homelessness or individuals at-risk of homelessness by providing accessible points of entry, universal screening and assessments, and triage services based on immediacy of needs by establishing an improved model through the CAPK CES to enhance the access and outreach to unsheltered individuals.

The project seeks to bolster the team with an additional 2.0 FTE CES Housing Navigators, assigned to an extended staffing schedule and an operating budget of \$247,852. Operating hours will span from Monday to Friday from 7:30am to 5:00pm and Saturday from 8am to 12pm, covering six days a week, including holidays. The CES will also be rolling out a new campaign through the 211-phone service. Now, callers requesting housing assistance will be directly connected to a CES Housing Navigator rather than waiting to be transferred from the 211 I&R representatives thus reducing hold times and call backs.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute the contract for services with The City of Bakersfield HOME-ARP CES Rapid Response Program and allow for the execution of additional documents as needed.

Attachments:

Contract

AGREEMENT NO. _____

SUBRECIPIENT AGREEMENT
FOR HOME-ARP GRANT FOR SUPPORTIVE SERVICES-
COORDINATED ENTRY SYSTEM

This AGREEMENT ("Agreement") is made and entered into on _____, by and between the CITY OF BAKERSFIELD, a municipal corporation (referred to herein as "CITY"), and COMMUNITY ACTION PARTNERSHIP OF KERN, a non-profit, public-benefit corporation authorized to do business in California (referred to herein as "SUBRECIPIENT").

R E C I T A L S

WHEREAS, on March 11, 2021, President Joseph R. Biden signed into law the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan (hereinafter "ARP"); and

WHEREAS, Congress appropriated \$5 billion in ARP funds to be administered through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) to address the need for homelessness assistance and supportive services, thereby creating HOME American Rescue Plan (HOME-ARP); and

WHEREAS, the American Rescue Plan authorized HUD to allocate HOME-ARP funds to states, units of general local government, insular areas, and consortia of units of general local government that qualified for an allocation of HOME funds in Fiscal Year (FY) 2021, pursuant to section 217 of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 et seq.) ("NAHA"); and

WHEREAS, on April 8, 2021, HUD allocated HOME-ARP funds to 651 grantees nationwide using the HOME formula established at 24 CFR 92.50 and 92.60.; and

WHEREAS, CITY has submitted a HOME-ARP Allocation Plan to HUD to request funds pursuant to the HOME-ARP Program (hereinafter the "Program"); and

WHEREAS, on November 10, 2023, the CITY sent out a Notice of Funding Availability (NOFA) to advertise the availability of HOME-ARP funds for the development of multi-family rental housing units, supportive services, and nonprofit capacity building to serve qualifying populations; and

WHEREAS, staff evaluated nine proposals from interested parties requesting funds; and

WHEREAS, the SUBRECIPIENT submitted a proposal rated second among the applications reviewed by staff; and

WHEREAS, SUBRECIPIENT requested funds to expand Coordinated Entry System services from five days per week to six days per week including holidays; and

WHEREAS, SUBRECIPIENT represents that SUBRECIPIENT is experienced, well qualified and a specialist in the field of Coordinated Entry for people experiencing or at risk of homelessness.

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and SUBRECIPIENT mutually agree as follows:

1. SCOPE OF WORK. In exchange for the Compensation (defined below), SUBRECIPIENT shall perform the following: Coordinated Entry System services to the local Continuum of Care, as more specifically described in Exhibit “A,” attached hereto and incorporated by reference herein (“Scope of Work”).

The Scope of Work shall include all items and procedures necessary to properly complete the task SUBRECIPIENT has been hired to perform, whether specifically included in the Scope of Work or not.

2. COMPENSATION/PAYMENT PROCEDURE. Subject to the conditions of this section, it is expressly agreed and understood that the total amount to be paid by CITY under this Agreement shall not exceed TWO HUNDRED FORTY-SEVEN THOUSAND EIGHT HUNDRED FIFTY-TWO DOLLARS (\$247,852) in HOME-ARP grant funds.

CITY agrees to pay “claims for payment” directly to SUBRECIPIENT within 30 days after CITY receives a satisfactory “claim for payment.” SUBRECIPIENT shall properly itemize and document claims for payment to show clearly the items, tasks, or services for which SUBRECIPIENT claims reimbursement, as well as describing to which of the Activities the payment is related. SUBRECIPIENT shall also describe the basis for computation: cost per hour,

cost per weight cost per task, or other measurement as CITY may specify. CITY may review the claim for completeness and accuracy and may refuse to pay any claim until explained to CITY's satisfaction.

The Compensation will be the total amount paid to SUBRECIPIENT for performing the Scope of Work and includes, but is not limited to, all out-of-pocket costs and taxes. CITY will pay no other compensation to SUBRECIPIENT. In no case will CITY compensate SUBRECIPIENT more than TWO HUNDRED FORTY-SEVEN THOUSAND EIGHT HUNDRED FIFTY-TWO DOLLARS (\$247,852) for performing the Scope of Work.

2.1 Additional Funding. SUBRECIPIENT must disclose the receipt of any new or additional HOME-ARP Supportive Services, Operating Cost, or Capacity Building assistance from another participating jurisdiction.

3. TERM. The term of this Agreement shall begin December 1, 2024, and end November 30, 2025.

4. ADMINISTRATIVE REQUIREMENTS.

4.1 Program Income. SUBRECIPIENT shall report annually all program income, as defined in 24 CFR 92.2, generated by activities carried out with HOME-ARP Program funds made available under this Agreement. The use of program income by SUBRECIPIENT shall comply with the requirements set forth at 24 CFR 92.205. All unused program income shall be returned to CITY at the end of the Agreement period. Any interest earned on cash advances from the U.S. Treasury is not program income and shall be remitted promptly to CITY.

4.2 Uniform Administrative Requirements. Subrecipient shall in all aspects of its performance the Services comply with the HOME Investment Partnerships Act, 42 U.S.C. 12701 and the implementing regulations, 24 C.F.R. Part 92, the HOME Investment Partnerships Program Rules, and the HOME-ARP Program Requirements as described in Implementation Notice CPD-21-10, as revised by Notice CPD-22- 13.

SUBRECIPIENT must comply with applicable uniform administrative requirements, as described in 24 CFR 92.505.

5. TERMINATION. Either party may terminate this Agreement after giving the other party written notice, as provided herein, 30 days before the termination is effective. CITY shall only convey to CORPORATION funds for work done prior to the effective date of termination.

6. REPORTING. SUBRECIPIENT shall provide CITY with all reports necessary for CITY's compliance with 24 C.F.R. 92.508, 92.509 and 24 C.F.R. SUBPART K or any other applicable statute, law or regulation. SUBRECIPIENT agrees to furnish the City with information on program participants, including income verifications, race, ethnicity, age, sex, family status, disability status, head-of-household status, veteran status, household type and qualifying population.

SUBRECIPIENT shall provide quarterly reports beginning 90 days after start of Agreement term (December 1, 2024) and continue until funds are expended. Reporting requirements further set forth in Exhibit "A."

7. COMPLIANCE WITH ALL LAWS. SUBRECIPIENT shall, at SUBRECIPIENT's sole cost, comply with all of the requirements of Municipal, State, and Federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all Municipal ordinances and State and Federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation, obtaining a City of Bakersfield business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.

7.1 Federal. SUBRECIPIENT shall conform to the HOME Act (and any amendments to it), Federal regulations and guidelines now existing or hereafter enacted pursuant to the HOME Act, terms of the HOME Agreement between HUD and CITY now or hereafter in effect, and regulations now or hereafter enacted by CITY to facilitate its administration of the HOME Program, and any other statute, regulation or guideline applicable to the HOME Program. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the HOME Program.

7.2 Other Federal Requirements. SUBRECIPIENT must comply with the applicable federal requirements, as described in 24 CFR 5.105.

7.3 Funds for Religious Purpose. SUBRECIPIENT shall permit no HOME funds to be expended for the design, construction, operation, or maintenance of any facility to be used for sectarian instruction or as a place for religious worship, except in situations where such use is incidental and does not favor one religious group over another.

7.4 Prohibited Interest of Officials and Employees. No member of or delegate to the Congress of the United States, and no resident

commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from it. No member, officer or employee of SUBRECIPIENT, or its designees or agents, no member of CITY's Council or any other public official who exercises any functions or responsibilities with respect to the HOME Program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to this Agreement, SUBRECIPIENT shall incorporate or cause to be incorporated, a provision prohibiting such interest in all contracts or subcontracts, relating in any manner to this Agreement.

7.5 Equal Employment Opportunity (Non-discrimination Clause). SUBRECIPIENT shall not discriminate against any employee, or applicant for employment, because of race, color, religion, sex, national origin, age, disability, or sexual orientation. SUBRECIPIENT shall take affirmative action to ensure that applicants for employment and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by CITY or HUD setting forth the provisions of this nondiscrimination clause. SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

SUBRECIPIENT shall be bound by the equal opportunity clause set out in Exhibit "B," attached, with respect to its own employment practices when it participates in federally assisted construction work; provided, however, the clause is not applicable to any agency, instrumentality, or subdivision of SUBRECIPIENT which does not participate in work on or under the contract.

7.5.1 Non-Discrimination Requirements. Under any related agreements or contracts, SUBRECIPIENT shall provide that no person, on the grounds of race, color, national origin, religion, sex, sexual orientation, or gender identity shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HOME Program funds. In addition, HOME Program funds must be made available in accordance with the following:

The requirements of the Fair Housing Act and implementing regulations at

24 CFR 100. This agreement is subject to the provisions of the Code of Federal Regulations at 24 CFR, Part 100.303. The provision sets forth an exemption to the protected class of familial status under the Fair Housing Act, when housing is provided under any Federal or State program is designed, intended and operated for occupancy by elderly persons, 62 years of age or older.

Executive Order 11063 (Equal Opportunity in Housing).

Title VI of the Civil Rights Act of 1964 (PL 88-352) and Title VIII of the Civil Rights Act of 1968 (PL 90-284 nondiscrimination and fair housing on federally assisted programs).

In addition to the foregoing, SUBRECIPIENT will comply with the nondiscrimination clause listed in Exhibit "C," attached hereto and incorporated herein by this reference as if set forth in full.

7.6 Rehabilitation Act of 1973 and Americans with Disabilities Act. This Agreement is subject to the provisions of Section 503 and 504 of the Rehabilitation Act of 1973 (PL 930112), 29 USC 706, and attendant regulations at 24 CFR, Part 8, which provide that no otherwise qualified, disabled individual shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. This Agreement is also subject to The Americans with Disabilities Act of 1990 (amended), 42 USC 12101, et. seq.

7.7 Non-discrimination Because of Age. This Agreement is subject to the Age Discrimination Act of 1975, as amended, (Title III of Public Law 94-135) and attendant Code of Federal Regulations at 48 CFR, Part 22, Subpart 22.9. That Act sets forth that, except as otherwise provided, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

7.8 Affirmative Action for the Vietnam-Era Veterans. SUBRECIPIENT shall comply with 48 CFR, Chapter 1, Subpart 22.13 and shall take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam Era without discrimination based on disability or veteran's status in all employment practices such as employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. In all contracts or agreements of \$10,000 or more relating to this Agreement, SUBRECIPIENT

shall include, or cause to be included, the "Affirmative Action for Special Disabled and the Vietnam Veterans Provisions" clause set out in Exhibit "D," attached.

7.9 Political Activity. SUBRECIPIENT shall expend no Grant funds to finance any political activity in contravention of the Hatch Act (Chapter 15 of Title 5 of the United States Code).

7.10 Lobbying. SUBRECIPIENT certifies, to the best of its knowledge and belief, no Federally-appropriated funds have been paid or will be paid, by or on behalf of SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If funds, other than Federally-appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, SUBRECIPIENT shall complete and submit, in accordance with its instruction, Certification Regarding Lobbying, **Exhibit "E,"** attached hereto.

SUBRECIPIENT shall require the language of this certification to be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all subrecipient's shall certify and disclose accordingly.

7.11 Drug-Free Workplace Act of 1988. SUBRECIPIENT, in executing this Agreement, certifies that it and any of its agents or subcontractors will maintain a drug-free workplace in accordance with the requirements of 24 CFR Part 24, Subpart F. SUBRECIPIENT shall complete and submit, in accordance with its instruction, Certification Regarding Drug Free Workplace, **Exhibit "F,"** attached hereto.

8. INDEPENDENT CONTRACTOR. This Agreement calls for SUBRECIPIENT's performance of the Scope of Work as an independent contractor. SUBRECIPIENT is not an agent or employee of the CITY for any purpose and

is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with SUBRECIPIENT other than that of an independent contractor.

9. STANDARD OF PERFORMANCE. The Scope of Work shall be performed in conformity with all legal requirements and industry standards observed by a specialist of SUBRECIPIENT's profession in California.
10. NO WAIVER OF DEFAULT. The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time and shall not serve to vary the terms of this Agreement.
11. INSURANCE.
 - 11.1 Types and Limits of Insurance. In addition to any other insurance or security required under this Agreement, SUBRECIPIENT must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").
 - 11.1.1 Automobile liability insurance, providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence.
 - 11.1.2 Commercial general liability insurance, unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence. The policy must:
 - 11.1.2.1 Provide contractual liability coverage for the terms of this Agreement; and
 - 11.1.2.2 Provide products and completed operations coverage; and
 - 11.1.2.3 Provide premises, operations, and mobile equipment coverage; and
 - 11.1.2.4 Contain an additional insured endorsement in

favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

- 11.1.3 Workers' compensation insurance with limits of not less than \$1,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every contractor will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, SUBRECIPIENT must submit to CITY the following certification before beginning any work on the Improvements:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

By executing this Agreement, SUBRECIPIENT is submitting the certification required above.

The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

11.2 General Provisions Applying to All Insurance Types.

- 11.2.1 All policies required of SUBRECIPIENT must be written on a first-dollar coverage basis, or contain a deductible provision. Subject to CITY's advance approval, SUBRECIPIENT may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.
- 11.2.2 All policies required of SUBRECIPIENT must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council,

officers, agents, employees, and designated volunteers must be excess of SUBRECIPIENT's insurance and must not contribute with it.

- 11.2.3 The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A:VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CITY in writing.
- 11.2.4 The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.
- 11.2.5 Full compensation for all premiums which the SUBRECIPIENT is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.
- 11.2.6 It is further understood and agreed by SUBRECIPIENT that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by SUBRECIPIENT in connection with this Agreement.
- 11.2.7 Unless otherwise approved by CITY, if any part of the Scope of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for SUBRECIPIENT, and all subcontractors must agree in writing to be bound by the provisions of this section.

- 12. INDEMNITY. SUBRECIPIENT shall indemnify, defend, and hold harmless CITY and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or

any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by SUBRECIPIENT or SUBRECIPIENT's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

13. ASSIGNMENT. Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.

14. ACCOUNTING RECORDS. SUBRECIPIENT shall establish and maintain accurate accounting records that all funds used by SUBRECIPIENT pursuant to this Agreement benefitted individuals and families in qualifying populations, including those listed under 24 C.F.R. § 92.508, as amended by Notice CPD 21-10. The sufficiency of the records will be determined by City.

Such records and documentation shall be kept at SUBRECIPIENT's office during the term of this Agreement, and for a period of five years from the date of the final payment hereunder and made available to CITY representatives upon request at any time during regular business hours.

15. MONITORING. CITY reserves the right to carry out regular and periodic monitoring to ensure compliance with the requirements of this Agreement. After each monitoring visit, City shall provide SUBRECIPIENT with a written report of the monitor's findings. If the monitoring reports note deficiencies in SUBRECIPIENT's performances under the terms of this Agreement, the monitoring report shall include requirements for the timely correction of such deficiencies by SUBRECIPIENT. Failure by SUBRECIPIENT to take action specified in the monitoring report may be cause for suspension or termination of this Agreement, as provided in section five of this Agreement

16. BINDING EFFECT. The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their

heirs, administrators, executors, personal representatives, successors and assigns.

17. CORPORATE AUTHORITY. Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.
18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be considered as an original and be effective as such.
19. EXECUTION. This Agreement is effective upon execution. It is the product of negotiation, and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
20. EXHIBITS. In the event of a conflict between the terms, conditions or specifications set forth in this Agreement and those in exhibits attached hereto, the terms, conditions, or specifications set forth in this Agreement shall prevail. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached.
21. FURTHER ASSURANCES. Each party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.
22. GOVERNING LAW. The laws of the State of California will govern the validity of this Agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.
23. PROCUREMENT AND ALLOWABLE COSTS. SUBRECIPIENT shall comply with the requirements and standards of 2 CFR 200.318-326, "Procurement", and all applicable components of 2 CFR Subpart E (200.400-200.475), "Cost Principles."
24. INTERPRETATION. Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural.
25. MERGER AND MODIFICATION. This Agreement sets forth the entire

agreement between the parties and supersedes all other oral or written representations. This Agreement may be modified only in a writing approved by the City Council and signed by all the parties.

26. NON-INTEREST. No CITY officer or employee shall hold any interest in this Agreement (California Government Code section 1090).
27. NOTICES. All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

CITY: CITY OF BAKERSFIELD
CITY HALL
1600 Truxtun Avenue
Bakersfield, California 93301

SUBRECIPIENT: COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18th Street, Suite 200
Bakersfield, California 93301

28. RESOURCE ALLOCATION. All CITY obligations under the terms of this Agreement are subject to the appropriation and allocation of resources by the City Council.
29. TAX NUMBERS.

SUBRECIPIENT's Federal Tax ID Number _____
SUBRECIPIENT is a corporation? Yes _____ No _____
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

"CITY"
CITY OF BAKERSFIELD

"SUBRECIPIENT"
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
KAREN GOH
Mayor

By: _____
JEREMY TOBIAS
Chief Executive Officer

[Additional Signatures on Following Page]

APPROVED AS TO CONTENT:
ECONOMIC AND COMMUNITY DEVELOPMENT
DEPARTMENT

By: _____
JENNIFER M. BYERS
Economic & Community Development
Director

APPROVED AS TO FORM:
VIRGINIA GENNARO
City Attorney

By: _____
JOSHUA H. RUDNICK
Deputy City Attorney II

Insurance: _____

COUNTERSIGNED:

By: _____
RANDY MCKEEGAN
Finance Director

Exhibit A

Scope of Work

Purpose of Project

Purpose of project is to deliver Coordinated Entry System services in the City of Bakersfield to expand the current team with an addition of 2.5 full-time equivalent (FTE) Housing Navigators, assigned to an extended staffing schedule. Operating hours will span Monday thru Friday from 7:30 am to 4:30 pm and Saturday from 8 am to 12 pm, covering six days per week, including holidays.

Description

Funding will assist in creating an immediate response plan for unsheltered clients and increase access to temporary housing options and apply the whole person care service model. Specifically, funds will provide 2.5 FTE additional staff to extend staff schedule to include Saturdays. This is in connection with homelessness or individuals at-risk of homelessness by providing accessible points of entry, universal screenings and assessments, and triage services based on immediacy of needs by establishing an improved model through the Community Action Partnership of Kern (CAPK) Coordinated Entry System to enhance the access and outreach to unsheltered individuals.

Increased staffing will:

- Improve response time: within 3-8 minutes of a call placed to the CES program, Housing Navigators will respond promptly.
- Immediate Service Linkages: facilitate connections to immediate services ensuring placement into temporary or permanent housing options within 24-48 hours of the call.

Outcomes

Improve Call Response Time:

- Adding 2.5 FTEs will reduce waiting times by distributing the call volume more effectively, leading to faster call handling and improved connections.

Enhanced Customer Experience:

- With more staff available during extended hours, clients can access support more easily, especially during peak times or after regular business hours, leading to those connections being captured.

Increased Call Resolution:

- More employees mean the call center can handle a larger number of inquiries efficiently, reducing the number of missed or dropped calls. We anticipate capturing 550 additional calls during the grant terms. This will improve first-call resolution rates, as clients are more likely to reach a navigator on their first attempt.

Limitations

The total amount to be paid by CITY under this Agreement shall not exceed TWO HUNDRED FORTY-SEVEN THOUSAND EIGHT HUNDRED FIFTY-TWO DOLLARS (\$247,852) in HOME-ARP grant funds.

Time Frame

Agreement term shall begin December 1, 2024, and end November 30, 2025.

Reporting

SUBRECIPIENT agrees to furnish the City with information on program participants, including income verifications, race, ethnicity, age, sex, family status, disability status, head-of-household status, veteran status, household type and qualifying population.

SUBRECIPIENT shall provide quarterly reports beginning 90 days after start of Agreement term (December 1, 2024) and continue until funds are expended. Reporting will include but is not limited to: number of households and individuals served, beneficiary demographics, beneficiary verification as qualified population, English language proficiency, and funds expended to-date.

EXHIBIT "B"

EQUAL OPPORTUNITY

(48 CFR 52.222-26)

(February 1999)

(a) If, during any 12-month period (including the 12 months preceding the award of this contract), the Contractor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Contractor shall comply with subparagraphs (b)(1) through (11) of this clause. Upon request, the Contractor shall provide information necessary to determine the applicability of this clause.

(b) During performing this contract, the Contractor agrees as follows:

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, sexual orientation, or gender identity. However, it shall not be a violation of this clause for the Contractor to extend a publicly announced preference in employment to Indians living on or near an Indian reservation, in connection with employment opportunities on or near an Indian reservation, as permitted by 41 CFR 60-1.5.

(2) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to, (i) employment, (ii) upgrading, (iii) demotion, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff or termination, (vii) rates of pay or other forms of compensation, and (viii) selection for training, including apprenticeship.

(3) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.

(4) The Contractor shall, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(5) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(6) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(7) The Contractor shall furnish to the contracting agency all information

required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. The Contractor shall also file Standard Form 100 (EEO-1), or any successor form, as prescribed in 41 CFR part 70-1. Unless the Contractor has filed within the 12 months preceding the date of contract award, the Contractor shall, within 30 days after contract award, apply to either the regional Office of Federal Contract Compliance Programs (OFCCP) or the local office of the Equal Employment Opportunity Commission for the necessary forms.

(8) The Contractor shall permit access to its premises, during normal business hours, by the contracting agency or the OFCCP for the purpose of conducting on-site compliance evaluations and complaint investigations. The Contractor shall permit the Government to inspect and copy any books, accounts, records (including computerized records), and other material that may be relevant to the matter under investigation and pertinent to compliance with Executive Order 11246, as amended, and rules and regulations that implement the Executive Order.

(9) If the OFCCP determines that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended; in the rules, regulations, and orders of the Secretary of Labor; or as otherwise provided by law.

(10) The Contractor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor.

(11) The Contractor shall take such action with respect to any subcontract or purchase order as the contracting officer may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

(c) Notwithstanding any other clause in this contract, disputes relative to this clause will be governed by the procedures in 41 CFR 60-1.1.

EXHIBIT "C"

NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 24 CFR, Subtitle A, Part 1, Section 1.5 Assurances Required

1.5 Assurances Required

- (a) General. (1) Every contract for Federal financial assistance to carry out a program or activity to which this Part 1 applies, executed on or after January 3, 1965, and every application for such Federal financial assistance submitted on or after January 3, 1965, shall, as a condition to this approval and the extension of any Federal financial assistance pursuant to such contract or application, contain or be accompanied by an assurance that the program or activity will be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided will be operated and administered in compliance with all requirements imposed by or pursuant to this Part 1. In the case of a contract or application where the Federal financial assistance is to provide or is in the form of personal property or real property or interest therein or structures thereon, the assurance shall obligate the recipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases, the assurance shall obligate the recipient for the period during which Federal financial assistance is extended pursuant to the contract or application. The responsible Department official shall specify the form of the foregoing assurance for such program or activity, and the extent to which like assurances will be required of subgrantees, contractors and subcontractors, transferees, successors in interest, and other participants in the program or activity. Any such assurance shall include provisions which give the United States a right to seek its judicial enforcement.
- (2) In the case of real property, structures or improvements thereon, or interests therein, acquired through a program of Federal financial assistance, the instrument effecting any disposition by the recipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In the case where Federal financial assistance is provided in the form of a transfer of real property or interests therein from the Federal Government, the instrument effecting or recording the transfer shall contain such a covenant.
- (3) In program receiving Federal financial assistance in the form, or for the acquisition, of real property or an interest in real property, to the extent that rights to space on, over, or under any such property are included as part of the program receiving such assistance, the nondiscrimination requirements of this Part 1 shall extend to any facility located wholly or in part in space.
- (b) Preexisting contracts - funds not disbursed. In any case where a contract for Federal financial assistance, to carry out a program or activity to which this Part 1

applies, has been executed prior to January 3, 1965, and the funds have not been fully disbursed by the Department, the responsible Department official shall, where necessary to effectuate the purposes of this Part 1, require an assurance similar to that provided in paragraph (a) of this section as a condition to the disbursement of further funds.

- (c) Preexisting contract - periodic payments. In any case where a contract for Federal financial assistance, to carry out a program or activity to which this Part 1 applies, has been executed prior to January 3, 1965, and provides for periodic payments for the continuation of the program or activity, the recipient shall, in connection with the first application for such periodic payments on or after January 3, 1965: (1) Submit a statement that the program or activity is being conducted in compliance with all requirements imposed by or pursuant to this Part 1; and (2) Provide such methods of administration for the program or activity as are found by the responsible Department official to give reasonable assurance that the recipient will comply with all requirements imposed by or pursuant to this Part 1.
- (d) Assurances from institutions. (1) In the case of any application for Federal financial assistance to an institution of higher education, the assurance required by this section shall extend to admission practices and to all other practices relating to the treatment of students.

(2) The assurance required with respect to an institution of higher education, hospital, or any other institution, insofar as the assurance relates to the institution's practices with respect to admission or other treatment of persons as students, patients, or clients of the institution or to the opportunity to participate in the provision of services or other benefits to such persons, shall be applicable to the entire institution unless the applicant establishes, to the satisfaction of the responsible Department official, that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which Federal financial assistance is sought, or the beneficiaries of or participants in such program. If in any such case the assistance sought is for the construction of a facility or part of a facility, the assurance shall in any event extend to the entire facility and to facilities operated in connection therewith.
- (e) Elementary and secondary schools. The requirements of this section with respect to any elementary or secondary school or school system shall be deemed to be satisfied if such school or school system (1) is subject to a final order of a court of the United States for the desegregation of such school or school system, and provides an assurance that it will comply with such order, including any future modification of such order, or (2) submits a plan for the desegregation of such school or school system which the responsible official of the Department of Health and Human Services determines is adequate to accomplish the purposes of the Act and this Part 1 within the earliest practicable time, and provides reasonable assurance that it will carry out such plan.

[38 FR 17949, July 5, 1973, as amended at 50 FR 9269, March 7, 1985]

EXHIBIT "D"

AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA 48 CFR 52.222-35 - April 1998

(A) Definitions.

As used in this clause -- All employment openings includes all positions except executive and top management, those positions that will be filled from within the contractor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days' duration, and part-time employment. Appropriate office of the State employment service system means the local office of the Federal-State national system of public employment offices with assigned responsibility to serve the area where the employment opening is to be filled, including the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands. Positions that will be filled from within the Contractor's organization means employment openings for which no consideration will be given to persons outside the Contractor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings that the Contractor proposes to fill from regularly established Arecall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

Veteran of the Vietnam era means a person who --

- (1) Served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge; or
- (2) Was discharged or released from active duty for a service- connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

(B) General.

- (1) Regarding any position for which the employee or applicant for employment is qualified, the Contractor shall not discriminate against the individual because the individual is a disabled veteran or a veteran of the Vietnam era. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam era without discrimination based upon their disability or veterans' status in all employment practices such as -- (i) Employment; (ii) Upgrading; (iii) Demotion or transfer; (iv) Recruitment; (v) Advertising; (vi) Layoff or termination; (vii) Rates of pay or other forms of compensation; and (viii) Selection for training, including apprenticeship.

(2) The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor (Secretary) issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended.

(C) Listing openings.

(1) The Contractor agrees to list all employment openings existing at contract award or occurring during contract performance, at an appropriate office of the State employment service system in the locality where the opening occurs. These openings include those occurring at any Contractor facility, including one not connected with performing this contract. An independent corporate affiliate is exempt from this requirement.

(2) State and local government agencies holding Federal contracts of \$10,000 or more shall also list all employment openings with the appropriate office of the State employment service.

(3) The listing of employment openings with the State employment service system is [[Page 138]] required at least concurrently with using any other recruitment source or effort and involves the obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Contractor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(4) Whenever the Contractor becomes contractually bound to the listing terms of this clause, it shall advise the State employment service system, in each State where it has establishments, of the name and location of each hiring location in the State. As long as the Contractor is contractually bound to these terms and has so advised the State system, it need not advise the State system of subsequent contracts. The Contractor may advise the State system when it is no longer bound by this contract clause.

(D) Applicability.

This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

(E) Postings.

(1) The Contractor agrees to post employment notices stating (i) the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and

(ii) the rights of applicants and employees.

(2) These notices shall be posted in conspicuous places that are available to employees and applicants for employment. They shall be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary), and provided by or through the Contracting Officer.

(3) The Contractor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of the Act, and is committed to take affirmative action to employ, and advance in employment, qualified disabled veterans and veterans of the Vietnam Era.

(F) Noncompliance.

If the Contractor does not comply with the requirements of this clause, appropriate actions may be taken under the rules, regulations, and relevant orders of the Secretary issued pursuant to the Act.

(G) Subcontracts.

The Contractor shall include the terms of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary. The Contractor shall act as specified by the Deputy Assistant Secretary to enforce the terms, including action for noncompliance.

Alternate I (APR 1984). As prescribed in 22.1308(a)(2), add the following as a preamble to the clause: Notice: The following term(s) of this clause are waived for this contract: [List term(s)]. [48 FR 42478, Sept. 19, 1983, as amended at 55 FR 38518, Sept. 18, 1990; 63 FR 9059, Feb. 23, 1998]

EXHIBIT "E"

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Chief Executive Officer

Date

EXHIBIT "F"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that: Corporation, representing the facility known as _____ located at _____ will continue to provide a drug-free workplace by meeting all standards and requirements of the Code of Federal Regulations, Part 24, Subpart F as follows:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about;
 - (a)The dangers of drug abuse in the workplace;
 - (b)The grantee's policy of maintaining a drug-free workplace;
 - (c)Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - (d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a)Taking appropriate personnel action against such an employee, up to

and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.
8. This certification meets the objectives and requirements of the United States Department of Housing and Urban Development (HUD).

Community Action Partnership of Kern
Chief Executive Officer

Date



MEMORANDUM

To: Board of Directors

From: Gabrielle Alexander, Director of Finance

Date: October 30, 2024

Subject: *Agenda Item V(c)*: Selection of Agency Banking & RFI Results - **Action Item**

Community Action Partnership has maintained a banking relationship with Wells Fargo for over 30 years. However, in response to various factors, including the evolving needs of the organization, changes within the nonprofit financial landscape, and the agency's substantial growth in recent years, it has been determined that issuing a Request for Information (RFI) is necessary. CAPK's staff and Board of Directors take great pride in the agency's transparent fiscal practices, and as such, the selection of a comprehensive banking solution is essential to upholding the integrity and sustainability of CAPK's financial policies.

CAPK Finance solicited proposals from 6 local and national banks. Four responses were received, of which three were deemed to be complete. A committee consisting of Gabrielle Alexander, Director of Finance, Fred Plane, Board Chair, Naomi Ibarra, Accounting Administrator and Tracy Webster, Chief Financial Officer, met with the banks and reviewed and scored the RFP responses based on the following weighted criteria:

<u>Factors:</u>	<u>Possible Points</u>
1) Company Size, Experience, and Qualifications	30
2) References – Please provide at least three references	30
3) Technology Solutions and system integrations	10
4) Product Solutions for modernized banking	20
5) Prices	10
<u>Total</u>	<u>100</u>

The overall scores for the responding banks were as follows:

	<u>Total</u>	<u>Rank</u>
Citizens Business Bank	92.5	1
Wells Fargo	74.5	2
Valley Strong	55.3	3

The distinguishing factor between the two top-ranking firms was their technological capabilities and ability to offer solutions compatible with the accounting system (Sage Intacct) currently being implemented. Citizens Business Bank (CBB) demonstrated the capacity to provide API integration, which will facilitate the automation of numerous tasks, streamlining processes that are critical to the finance department. This automation will support the continued growth of the organization and meet the high standards of service demanded by our Programs. In addition to the technological advantages, Citizens Business Bank was able to provide more competitive pricing on a number of services that are used frequently such as the Line of Credit and Certificates of Deposit.

CBB has a proven track record of working with nonprofit organizations, offering specialized financial solutions tailored to the unique needs of the sector. These include customized banking products, lending options, and grant management tools that help nonprofits manage restricted funds, improve cash flow, and reduce overall financial risk.

We will be working with CBB to facilitate a smooth and efficient transition from Wells Fargo. Our teams are committed to ensuring a seamless process, minimizing any disruptions, and maintaining the highest level of professionalism throughout this change. We look forward to collaborating with CBB and we are confident that this transition will be handled smoothly and with careful attention to detail. We are anticipating starting the process to coincide with our transition to Sage Intact in late January 2025 depending on conversations with CBB transition team to ensure a smooth transition.

Based on the proposals presented to the committee, we have determined that Citizens Business Bank is the most suitable partner for supporting CAPK's future growth. Their offerings align with the agency's strategic trajectory, and we believe they will provide CAPK with significant cost savings and valuable opportunities moving forward.

Recommendation:

Staff recommend that the Board of Directors approve the move of CAPK funds and the banking relationship to Citizens Business Bank.



MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: October 30, 2024

Subject: *Agenda Item 5(d)*: Revisions to CAPK Employee Handbook and Other Human Resources Policies – **Action Item**

With the assistance of our legal counsel, Human Resources has implemented several important updates to our Employee Handbook and various other Human Resources policies. These long-anticipated updates are intended to provide more clarity, align our policies with current legal requirements and best practices, and enhance transparency across the organization. Additionally, these updates help ensure we meet the operational requirements outlined in our funding agreements and Organizational Standards. Below is a high-level overview of the key updates:

Summary of Key Updates

- Updated Language: We have revised the language throughout the handbook to ensure it is clear, inclusive, and aligned with our goals. This includes modernizing terminology and removing outdated phrases.
- Policy Updates: Several policies have been updated to reflect current practices and legal requirements. These include revisions to the dress code, employee status, meal breaks, payroll and compensation, discipline, termination, and new policies reflecting employees' rights under Section 7 of the NLRA.
- Increased Clarity: Detailed explanations have been added to several sections to enhance understanding and application of policies, such as travel and other critical guidelines. We have also incorporated the required language relating to the Collective Bargaining Agreement (CBA).
- Additional Policy Reviews: In addition to the changes outlined above, we have also reviewed and updated policies on attendance, lactation, disciplinary procedures, and the use of artificial intelligence (AI) in the workplace to ensure compliance with legal standards.

All requested documents have been submitted to the Union for review, and the updates underwent the meet and confer process.

Recommendation:

Staff recommend that the Board of Directors approve the revised CAPK Employee Handbook and all associated policies.

Attachments:

CAPK Employee Handbook
Artificial Intelligence (AI) Policy
Attendance Policy
Disciplinary Policy
Lactation Policy



EMPLOYEE

HANDBOOK

REVISED 2024

For questions, contact Human Resources at hr-staff@capk.org



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WELCOME TO COMMUNITY ACTION PARTNERSHIP OF KERN

Community Action Partnership of Kern, ("CAPK"), as we are often referred to, welcomes you to our family. Established in 1965 under the Economic Opportunity Act of 1964, CAPK is one of over a thousand Community Action Agencies designated by the federal government to combat poverty and serve individuals and families in need.

CAPK is a private, non-profit corporation, governed by an all-volunteer Board of Directors which administers a variety of human services programs. Operating out of over 100 service, administrative and support sites, CAPK touches every part of Kern County, key communities in the Central Valley, as well as several hard-to-serve areas of San Bernardino County.

"Helping People, Changing Lives" is CAPK's motto. We provide direct services and link individuals and families with appropriate resources. We are committed to alleviating the hardships of vulnerable individuals and families by providing services that will improve their quality of life and offer opportunities for growth and self-sufficiency.

The work of each and every CAPK employee is very important. Whether meeting face-to-face with clients, teaming up with community partners and vendors, or supporting CAPK's activities in an office, employees contribute towards making life better for the people we serve.

In order to best serve our clients, you must not only become familiar with the programs and services we offer, but also be knowledgeable of the policies and procedures contained within this Employee Handbook ("Handbook"). The Handbook outlines what is expected of each employee to successfully perform their job, and to be a vital link within CAPK's poverty fighting network.

CAPK has established a set of guiding principles that shape and influence the way in which we fulfill our mission. Our core values—respect, teamwork, transparency, continuous improvement, and servant leadership—guide the way we make our decisions and carry out our actions every day.

VISION STATEMENT

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American dream.

MISSION STATEMENT

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we service.

PROMISE OF COMMUNITY ACTION

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

Our programs do not stop at administering safety net programs designed as temporary assistance to meet the basic needs of struggling individuals and families. Our programs focus on empowering our clients with the skills and support necessary to enable them to transition out of poverty and become self-sufficient providers for themselves and their families.

Head Start/State Child Development

Head Start and Early Head Start
Home Visiting Program

Health and Nutrition Services

CalFresh Health Living
Central Kitchen
Food Bank
Women, Infants, and Children (WIC)

Services to Families and the Community

Coordinated Entry System
2-1-1 Kern County
CalAIM
Energy Program
Homeless Services at M Street
Adult Re-Entry (ARG) Program
Volunteer Income Tax Assistance (VITA)
Community Schools Partnership Program
East Kern Family Resource Center
Friendship House Community Center
Migrant Childcare Program
Oasis Family Resource Center
Shafter Youth Center

For more information about these programs, financial information, and other invaluable information are included on our website, www.capk.org.

ORGANIZATIONAL CORE VALUES

CAPK has identified Organizational Core Values to specifically address the need to build a cohesive identity across the organization and guide the way we make our decisions and carry out our actions every day. With distinct programs, establishing a cohesive CAPK culture remains an ongoing challenge for the agency. The Organizational Core Values developed at the leadership level aim to build on the vision and mission to inform all aspects of collaboration and interaction between leadership, staff, and community members.

Respect

Dignity and compassion for clients and staff; commitment to diversity, equity, and inclusion.

Teamwork

Effective communication; enthusiastic collaboration; and commitment to organizational goals.

Transparency

Fiscal integrity; authentic relationships; open and inclusive communication.

Continuous Improvement

Providing quality service and data analytics; using feedback loops to inform innovation; and embodying humility and a learning mindset.

Servant Leadership

Genuine care for those we seek to empower, demonstrating courage in leadership.

INTRODUCTION

The rules and guidelines in this CAPK Employee Handbook are designed to ensure consistent, fair, and uniform treatment of all employees and comply with all applicable federal and state laws. If for any reason, any policy of CAPK conflicts with the current law, the applicable law will prevail. The Handbook does not address every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies, CAPK reserves the right to modify, supplement, rescind, or revise any provision of this Handbook from time to time as it deems necessary and appropriate in its discretion and in line with regulatory and grant compliance.

This document and the policies contained in this Handbook have been approved by CAPK Board of Directors ("Board of Directors"), effective XX. This Handbook supersedes all prior Employee Handbooks. All provisions shall be enforced until amended or revised by the Board of Directors, as applicable. No provisions of these policies shall conflict with federal and state laws, the regulations of the Administration for Children, Youth and Families, or the US Department of Health and Human Services, and shall comply with Head Start Performance Standards including Head Start Policy Council involvement in Program Governance as specified in 45 CFR 1304.50. Some CAPK employees are represented by a recognized bargaining unit for which a Collective Bargaining Agreement ("CBA") has been negotiated. In the event of a conflict between the CBA and this handbook, the CBA shall prevail with respect to the employees within the bargaining unit covered by the CBA.

CAPK is committed to a policy of equal employment opportunity and non-discrimination. CAPK is committed to full compliance with all federal and state laws.

All CAPK employees receive an electronic version of the Handbook and are required to sign a statement acknowledging receipt, as well as the fact that they have read, understand, and will follow the provisions of the Handbook as it may be amended from time to time by CAPK. It is important to note that only the Human Resources Division, with the Chief Executive Officer's approval, is permitted to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in CAPK's Handbook with Board Approval. No oral statements can in any way change or alter the provisions of this Handbook. Employees should also note that Human Resources may duplicate this Handbook. However, the electronic version of the handbook is the official version. CAPK will make every effort to notify employees of changes in policies and procedures as they occur. The conditions of certain grants and contracts may impose additional rules for employees that must be followed. In these cases, the Chief Executive Officer will notify employees of these rules or exceptions to policy and will submit such rules or exceptions to the Board of Directors for approval.

CAPK strives to improve its policies and procedures, the services provided to those it assists, and positive relations with its employees. Employees are encouraged to bring suggestions for improvements to the attention of their Director, Manager, or the Director of Human Resources. By working together, CAPK hopes that it will share with its employees a sincere pride in the workplace and the services we are to provide. Any employee who has questions about the Handbook should contact Human Resources for clarification.

EMPLOYEE HANDBOOK DISCLAIMER

Policy Recognizing Employee Rights Under the National Labor Relations Act

Section 7 of the National Labor Relations Act ("the act") guarantees employees the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities. Section 8(a)(1) of the act makes it an unfair labor practice for an employer to interfere with, restrain or coerce employees in the exercise of the rights guaranteed in Section 7 of the act.

Nothing in this handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. To the extent that you are an employee covered by the act, nothing in this handbook prevents you from:

- a) Organizing a union to negotiate with CAPK concerning your wages, hours, and other terms and conditions of employment.
- b) Forming, joining or assisting a union, such as by sharing employee contact information; talking about or soliciting for a union during nonwork time, such as before or after work or during break times; or distributing union literature during nonwork time, in nonwork areas.
- c) Discussing wages and other working conditions with co-workers or a union.
- d) Taking action with one (1) or more co-workers to improve working conditions by, among other means, raising work-related complaints directly with the employer or with a government agency, or seeking help from a union; striking and picketing, depending on its purpose and means; and taking photographs or other recordings in the workplace, together with co-workers, to document or improve working conditions, except where an overriding employer interest is present.
- e) Wearing union hats, buttons, t-shirts and pins in the workplace.
- f) Choosing not to engage in any of these activities.

1.0 EMPLOYEE INFORMATION

1.0 EMPLOYEE INFORMATION

1.1 Release of Personnel Information

The information recorded in an employee's personnel file is confidential and extremely important to both the employee and to CAPK. Employees of CAPK have the right to inspect their own personnel file with a Human Resources representative, as provided by law, on the premises of CAPK at a mutually convenient time.

CAPK will restrict the disclosure of personnel files to only authorized individuals. Any request for information from personnel files must be directed to Human Resources, in writing. No other employee, including managers, is authorized to provide personnel information, references, or any other information regarding current or former employees. Human Resources will only provide verification of an employee's or former employee's job title, wages, and employment dates.

1.2 Change in Personal Record

It is necessary for CAPK to have employees' current records on file in case of an emergency and for the determination of many employee benefits. It is mandatory that employees notify Human Resources as soon as possible of any change of information, such as legal name, address, telephone number, marital status, number of dependents, or change of beneficiaries. It is the responsibility of each employee to ensure that CAPK has correct and up-to-date personal data.

1.3 Change in Criminal Record

All employees hired to positions within Head Start programs are required by US Department of Health & Human Services guidelines to report all arrests and convictions related to child abuse and neglect, and all convictions of violent felonies to the Director of Human Resources, who will assess the relevancy of an arrest, pending criminal charge or conviction.

1.4 Licensure, Certifications, and Insurability

Each employee whose professional activities or credentials require governmental licensing, or certification has the direct responsibility to keep their license(s)/certification(s) current (including mandated immunizations). Licensed/certified employees must supply CAPK with proof of current licensure/certification before commencing work in any position that requires such a credential and must immediately notify CAPK of any changes in the status of their license or certificate. Under no circumstances is any employee authorized to perform any function for which they are not properly and legally licensed or certified. Failure to keep required licenses or certifications in good standing may result in termination of employment.

All employees must be able to complete the E-Verify process. If at any time an employee no longer has the right to work in the United States, that employee will be ineligible for further employment and will be separated from CAPK immediately upon notification from E-Verify.

Additionally, all employment is contingent upon the employee's completion of all required new hire certifications within the timeframes provided by CAPK's standard requirements such as: proof of required immunizations, health screening, criminal history clearance, and CPR/First Aid certificate. Newly hired employees must complete all intake paperwork as may be required by CAPK.

DRAFT

2.0 CODE OF ETHICS

2.0 CODE OF ETHICS

CAPK's reputation for ethics, integrity and honesty are at the cornerstone of CAPK and its most valuable asset. Such a reputation is built and maintained through the efforts of its directors, managers, and employees at all levels.

CAPK will commit to continually monitoring and improving the quality of our programs and services and will continue to build on our reputation of respect, teamwork, transparency, continuous improvement, and servant leadership. CAPK will not compromise its principles for short-term advantage. The ethical performance of CAPK is the sum of the ethics of those who work here. Therefore, we are all expected to adhere to high standards of personal integrity.

No employee of CAPK shall participate in the selection, award, or administration of funds if a real or apparent conflict of interest is involved.

An employee's actions under this policy are deemed to be significant indications of the individual's judgment and competence. Accordingly, disregard of or insensitivity to the principles of this policy will be grounds for disciplinary action, up to and including immediate termination. If ever in doubt about a course of conduct or business transaction, ask oneself these questions: Is it legal? Does this comply with CAPK policies and procedures? Does this reflect CAPK's mission, vision, and core values?

2.1 Integrity

Integrity means promoting the values of CAPK by behaving and conducting ourselves in a way that further develops the mission of CAPK. CAPK considers any form of dishonesty or fraud on the part of its employees as intolerable conduct. Acts which are considered to be dishonest or fraudulent, or have the appearance of dishonesty or fraud, include, but are not limited to:

- Employees authorizing transactions involving any matter in which they have a personal interest, or any kind of "self-dealing" (i.e., authorizing payments to themselves, specifying themselves as a vendor for a CAPK contract).
- Manipulation or falsification of any information and/or documents, computer records, benefits, or insurance claims, or check requests.
- Theft of any kind, including stealing or "borrowing" cash, taking cash home before depositing it, creating fictitious obligations, overpayments, or kickbacks.
- Tampering, altering, or falsifying your or any other person's timecard.
- Unauthorized overtime compensation.
- Violation of CAPK accounting, payroll, procurement or record-keeping rules, internal controls, regulations, or procedures.
- Requesting another employee to violate CAPK accounting, payroll, procurement or record-keeping rules, internal controls, regulations, or procedures.
- Aiding in or concealing a dishonest or fraudulent act.
- Granting or requesting preferential treatment for anyone.

Upon discovery of a dishonest or fraudulent act committed by an employee, or the discovery of any evidence suggesting such an act, CAPK's Chief Executive Officer must be immediately notified, and an investigation may be conducted. Dishonest or fraudulent acts may lead to immediate termination.

2.2 Conflicts of Interest and Procurement Integrity

Because CAPK administers public funds and has financial and legal responsibilities to the public, issues regarding conflicts of interest are extremely sensitive. Such conflicts can result from seemingly innocent situations in an employee's personal and professional affairs. Employees have an obligation to conduct business using good judgment, adhering to high ethical standards, and avoiding situations which create an actual or potential conflict between the employee's personal interests and the interests of CAPK. A conflict of interest exists when an employee's loyalties are divided between CAPK's interests and those of another, such as the employee, a supplier, a client, or a co-worker. Both the fact and the appearance of a conflict of interest should be avoided.

These guidelines do not attempt to describe all possible conflicts of interest which could develop. Note that the same conflicts can arise *indirectly*, such as when they involve a member of the employee's immediate family, partner, or another relationship. However, some of the more common conflicts from which employees should refrain include the following:

- Soliciting or accepting any gratuities, favors or anything of monetary value from contractors or parties to any sub-agreements with CAPK. It will normally be acceptable to accept extremely modest entertainment (such as a lunch invitation) or personal gifts of nominal value (not to exceed \$25) from any person that is or may possibly be doing business with CAPK; however, it is never acceptable for an employee of CAPK to solicit or accept any amount of cash from current or potential clients, suppliers, contractors, or vendors. Employees of CAPK may not accept anything because of, or in anticipation of any transaction with a present or prospective consumer, contractor, vendor, partner, or donor. It is important that employees decline any gratuities which could cause even the slightest question of improper influence. These ethical standards flow both ways. Accordingly, it would be a violation of these standards for any CAPK employee to offer an inappropriate gratuity to any consumer, vendor, or contractor.
- Using or disclosing confidential CAPK information for personal gain or to CAPK's detriment.
- Having a direct or indirect financial interest in, or relationship with a supplier or other agency, which might adversely affect objective decisions by CAPK in which you are involved. Such an interest would include situations where there is an actual or potential financial interest in a firm selected to do business with CAPK and that firm either employs or is about to employ you or a member of your family.
- Using CAPK assets or labor for personal use.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to CAPK.
- Engaging CAPK in a business relationship with a relative or personal friend where you benefit from the relationship.
- Personal lending, borrowing, or investment transactions with fellow employees or clients.

No “presumption of guilt” is created by the mere existence of a relationship with an outside firm. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose to the Chief Executive Officer as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

If the employee is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest, they should discuss it with their immediate supervisor or the Director of Human Resources for clarification. Moreover, failure to adhere to these guidelines, including failure to disclose any potential conflicts and return any gifts or cash, will result in discipline up to and including termination of employment.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.3 General Conduct Toward Children and Children’s Rights

All employees will treat every child with respect and dignity. Moreover, employees must respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability, or other such factors. Employees will comply with the provisions of the Head Start Performance Standards and Community Care Licensing.

Every employee has a legal responsibility to report any incident that might violate this policy. If an employee observes such an incident or has a good faith reason to believe such an incident has occurred, the employee must report to Head Start Leadership or Human Resources for an Unusual Incident Report to be submitted to Community Care Licensing.

2.4 Corporate Opportunity

Employees may not take advantage of opportunities that rightfully belong to CAPK. For example, employees may not divert business from CAPK or receive a commission or fee from clients or outsiders for any services or transaction that should have been conducted for CAPK or as an employee of CAPK.

2.5 Outside Employment

CAPK does not object to employees holding an outside job, so long as the job itself does not create a potential conflict of interest and does not negatively impact the employee’s availability, attendance, productivity, or job performance. Employees are encouraged to communicate with their direct supervisor of any outside work (paid or unpaid work) in advance of undertaking such work, so that it can be determined if a conflict of interest or other problem will be created as it may result in disciplinary action, up to and including termination. If it is determined that there is a conflict or other problem arising from the employees outside employment, the employee must determine which employment to continue. Employees are not allowed to work any type of second job during work hours at CAPK.

2.6 Potentially Conflicting Relationships

CAPK is committed to maintaining an environment in which its management can be trusted and can count on others to be trustworthy. Mutual respect between supervisors and staff is an

essential ingredient in the work environment and the greatest care must be taken that it is not eroded. Supervisors are, or can appear to be, in a position to exercise power and authority, directly or indirectly, over employees whether or not an individual employee is subject to their supervision.

For the purposes of this policy a supervisor is defined as a member of management or the executive staff of CAPK. If a supervisor consents to a romantic relationship with an employee, the existence of such a relationship could have adverse unintended effects on CAPK. In some cases, such a relationship can end unhappily or become problematic. Because of CAPK's commitment to maintaining an atmosphere that supports a professional business environment, romantic, sexual, and exploitive relationships between supervisors and employees are prohibited. If any such relationship is reported and confirmed, the supervisor and employee are subject to disciplinary action, up to and including termination. In cases where supervisors and employees are legally married, the terms and conditions refer to Section 2.6.1 Anti-Nepotism Policy: Employment of Relatives, Domestic Partners, Etc.

2.6.1 Anti-Nepotism Policy: Employment of Relatives, Domestic Partners, Etc.

In accordance with the CAPK's existing policy, family members, relatives, and/or children cannot work at the same center or location, which could create a conflict of interest, without the approval of the Chief Executive Officer.

CAPK may employ qualified relatives if such employment does not involve a supervisor/subordinate relationship between relatives; they do not work in the same department and/or does not create a real or perceived conflict of interest. This policy applies to all categories of employment including regular, temporary, part-time, and independent contractor classifications.

(1) To avoid a conflict of interest and/or favoritism, CAPK limits the employment of relatives, domestic partners, significant others, and individuals who become involved in a "close personal relationship". A "close personal relationship" is defined as a relationship outside of the workplace that may have potential conflict in the workplace.

(2) A parent or grandparent, child or grandchild, spouse, sibling, aunt, uncle, domestic partner, step relative, or any other relative of a supervisor will not be permitted to work in the same department, or site, as the supervisor. The relatives may be employed in other departments/sites determined appropriate by the Director of Human Resources.

(3) If, in the opinion of CAPK, employing relatives or person with a close personal relationship to another employee creates a real or perceived conflict of interest, CAPK has the sole discretion to transfer either one or both employees, or to reassign either one or both employees to other duties.

(4) Employees who marry, reside in the same household as domestic partners, or otherwise become related or closely involved while employed are treated in accordance with the provisions of this policy.

(5) No person shall be employed by CAPK while they, or a member of the immediate family, serves on a board or committee which has authority over personnel actions affecting the employee's job.

2.7 Political Activity

CAPK is a non-profit agency that uses federal funds to provide services and benefits to others, and accordingly is subject to the Hatch Act. As a result, CAPK is legally bound by certain restrictions on the political activities of its employees, which must be observed always. In general, these restrictions prohibit a CAPK employee from the following:

- Using their official authority or influence for the purpose of interfering with or affecting the results of an election.
- Knowingly soliciting, accepting, or receiving a political contribution from any person, unless such person is a member of the same federal labor or employee organization (as defined by law) and is not a subordinate employee, unless the solicitation is for a multi-candidate political committee of such labor or employee organization.
- Running for nomination or as a candidate for election to a partisan political office; and
- Knowingly soliciting or discouraging the participation in any political activity of any person who has an application for any grant, contract, permit, or other benefit pending before CAPK, or of any person who is the subject of or a participant in an ongoing audit or enforcement action being carried out by CAPK.

No employee of CAPK shall continue employment with CAPK after filing a declaration of candidacy or is officially nominated by a political party for partisan public office. No employee shall hold any official position in any political party. However, participation on a school board or other non-partisan community board or council is encouraged and is not a violation of this policy.

Except as expressly prohibited above, participation in political activity is encouraged, provided it is not done on CAPK work time. Employees participating in permissible political and civic activities do so as individuals and not as representatives of CAPK. CAPK letterhead and other CAPK resources must not be used in connection with any personal activities, political or otherwise. When writing personal letters or articles to be published and when participating in public affairs, employees are cautioned to avoid embarrassing situations and to take affirmative steps to ensure that their personal views and actions cannot be confused as being those of CAPK.

2.8 Whistleblower Protection

CAPK is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, this policy aims to provide an avenue for employees to raise concerns and have the reassurance that they will be protected from reprisals or victimization for whistleblowing. The whistleblower protection policy is intended to cover protection for employees should they raise concerns regarding such issues as perceived or actual incorrect financial reporting, unlawful activity, activities that are not in line with CAPK policy, and/or activities which otherwise might be improper or illegal, etc.

Harassment, retaliation, or victimization for reporting concerns under this policy will not be tolerated. Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality. To report a potential issue, employees are encouraged to contact the Chief Executive Officer or Director of Human Resources and identify themselves, however, employees may also remain anonymous.

2.9 Reporting Misconduct

If an employee is aware of any person engaging in any conduct that may be considered dishonest, unethical, or illegal, the employee is expected to report that situation to their direct supervisor, the Director of Human Resources, or the Chief Executive Officer. An example of the types of issues that may be reported includes, but is not limited to, failures to comply with laws and CAPK's guidelines and procedures regarding safety, ethics, conflicts of interest, procurement integrity, privacy, honesty, and funding sources.

Being aware of any compliance problem and not reporting it is the same as facilitating the misconduct; every employee has an obligation to be part of the solution and report on the situation. Reports of misconduct can be made to the Chief Executive Officer or the Director of Human Resources.

Employees are encouraged and expected to actively work toward eliminating any dishonest, unethical, or inappropriate conduct. Employees who pressure or attempt to discourage others from reporting misconduct to management will be subject to disciplinary action.

2.10 Employees as Clients

Employees, immediate relatives, and CAPK Board members are eligible for participation in programs or services operated by CAPK if they meet all program eligibility requirements.

Eligible employees, employees' immediate relatives, and CAPK Board members may contact the program directly to apply for services. Employees, employees' immediate relatives, and CAPK Board members are not given priority or preferential treatment over other applicants and shall pay fees if a program requires a fee for services.

If the employee is a supervisor or manager of the program they are applying for, the Program Director must be involved in establishing eligibility and the Chief Executive Officer must be notified of the application.

3.0 GENERAL EMPLOYMENT POLICIES

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3.1 Equal Employment Opportunity/Affirmative Action Statement

CAPK is firmly committed to Equal Employment Opportunity (EEO) and to ensure compliance with all federal, state and local laws that prohibit employment discrimination on the basis of age, race, color, religion, pregnancy, physical or mental disability, veteran or military status, sexual orientation, gender, gender identity (which means identification as male, female, transgender or a gender different than the person's sex at birth), gender expression (gender-related appearance or behavior, regardless of whether it's stereotypically associated with an individual's sex at birth), national origin or ancestry (including applicants or workers who hold "AB 60" driver's licenses), marital status, genetic information, reproductive health decision-making, use of cannabis/marijuana off the job and away from the workplace (exceptions for CAPK may apply) and other protected classifications. This policy applies to all employment decisions, including, but not limited to, recruiting, hiring, promotions, pay practices, benefits, disciplinary actions, and terminations.

As a government contractor, CAPK is also committed to taking affirmative action to hire and advance minorities and women as well as qualified individuals with disabilities and covered veterans. Covered veterans include: (i) disabled veterans; (ii) veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (iii) veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209); and (iv) recently separated veterans.

Parents/legal guardians of children in Head Start programs may apply for Head Start job openings. If such an applicant meets the qualifications for the position that applicant must receive preference and be granted an interview.

CAPK invites employees who are disabled or covered veterans, and who wish to be included under our Affirmative Action Program to self-identify as such with the Director of Human Resources. This self-identification is strictly voluntary and confidential and will not result in retaliation of any sort.

Employees and applicants of CAPK will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

CAPK is committed to Affirmative Action (AA) and takes positive steps to eliminate barriers that may exist in employment practices. EEO and AA will be focused on the areas of recruiting, hiring, promotion, demotion, transfer, layoff, termination, training, education, and compensation.

3.2 Americans with Disabilities (ADA/FEHA)

CAPK provides equal opportunities, with reasonable accommodation when appropriate, for applicants and qualified employees with disabilities. CAPK also provides equal access with

reasonable accommodation and auxiliary aids when appropriate, to CAPK's programs, services, activities, and facilities, to employees and members of the public who have disabilities. CAPK prohibits discrimination against qualified individuals with disabilities regarding terms and conditions of employment. Americans with disabilities are considered qualified for an employment position when the individual(s) have job related skills, experience, education, or other job-related experiences and/or qualifications for the employment position. These considerations are given, with or without reasonable accommodation, if the individual(s) can perform the essential functions and expectations of the position. Any employee who needs a reasonable accommodation for a disability should submit a request to Human Resources.

3.3 Religious Accommodation

CAPK will make reasonable accommodations in accordance with applicable laws for employee observance of religious holidays and other held religious beliefs, including providing time off for observation of official holidays or providing exceptions to dress and grooming standards, unless doing so would cause an undue hardship on CAPK's operations if the employee desires religious accommodation.

3.4 Job Descriptions

CAPK maintains job descriptions for each position. These job descriptions address the roles, responsibilities, relevant qualifications, exempt/non-exempt status, work environment and essential physical demands of the job. Job descriptions will be updated whenever there is a necessary change.

The job descriptions are intended to be a general statement about each position and not to be considered a detailed assignment or a comprehensive listing of activities, duties, and responsibilities. Other duties may be assigned to an employee that are not listed in the job description.

3.5 Performance Evaluations

It is the policy of CAPK that the job performance of each employee should be evaluated periodically by the employee's supervisor. Evaluating the performance of staff is a very important job duty associated with the role of supervision, and one of the most complex in terms of skill. Competent evaluation involves the supervisor in setting goals and standards, clearly communicating performance expectations, assisting employees in accomplishing the job to be done, and evaluating the results.

3.6 Informal Complaint Resolution

We hope that the time employees spend on the job will be pleasant and personally rewarding. If there is ever a problem that is affecting the employee, the employee's attitude, and/or the employee's performance on the job, it should first be discussed with the direct supervisor. Additionally, every supervisor welcomes any employee to come in and discuss matters. If the concern involves the direct supervisor, the employee should contact the next-higher level of supervision. If the concern involves the Chief Executive Officer, the Director of Human Resources should be contacted. If the employee is not comfortable with following this "chain of command," they can always contact the Director of Human Resources directly.

Employees are strongly encouraged to communicate with any members of CAPK management. There are always means available to discuss any concerns employees may have.

Unless excused by the Chief Executive Officer, employees who participate in any complaint process must continue to perform their normal work duties without disruption. The employee will be permitted to use reasonable work time for preparing for and participating in the formal complaint process; however, this will generally be limited to participation that is required during working hours or as specifically authorized by the Chief Executive Officer.

3.7 Formal Written Complaints

For any complaints that cannot be resolved informally, any employee may file a formal complaint in writing. Employees will be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be reviewed, and pertinent documentation maintained in a file separate from the complaining employee's personnel file. The formal complaint process includes three main steps.

The employee will submit the written complaint, specifically indicating the issue is a "Formal Written Complaint" to the Director of Human Resources. If the complaint involves the Director of Human Resources, then skip this step and submit it to the Chief Executive Officer. Formal written complaints should be reported in a timely manner.

1. The Director of Human Resources will submit the complaint to the employee's immediate supervisor for review and will set up a meeting date with the employee and the supervisor to discuss the complaint. If the complaint is about the employee's immediate supervisor, the complaint will be sent to the next level of supervision.
2. If the previous efforts fail to bring a satisfactory resolution the individual may request the Director of Human Resources to send the complaint on to the applicable next level of management with the final step being the Chief Executive Officer, as applicable, for resolution.
3. The decision of the Chief Executive Officer is the final decision of CAPK.

3.8 Appropriate Attire

As representatives of CAPK, staff are expected to exhibit a neat, well-groomed appearance. Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This applies to employees attending CAPK business, conferences, trainings, official meetings, and any other functions an employee attends within the scope of work for CAPK or as a representative of CAPK.

If an item of clothing is deemed to be excessive, distracting, offensive or otherwise inappropriate by the employee's supervisor and/or the Director of Human Resources, the employee may be sent home to change clothes and will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may result in disciplinary action.

Certain CAPK Programs may require more specific dress code requirements and/or uniforms. Example: Head Start has a separate dress code for employees working in the Head Start Centers; Energy and Maintenance require specific uniform shirts. Employees not working in an office setting should refer to their Program dress code requirements.

Please refer to current [appropriate dress code policy](#) for more details.

This policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state, or local law.

3.9 Uniforms

CAPK issues uniforms to employees where circumstances dictate the need for such items. CAPK Chief Executive Officer and/or Directors determine the nature and look of the uniform. The Director is responsible for the purchase approval and replacement of the uniforms in compliance with the laws of the State of California.

Uniforms must be maintained in accordance with the care and maintenance instructions on all labels. The Employee is responsible for the replacement or repair of any damage to uniform items due to negligence or intentional misuse on the part of the employee.

3.10 Co-Worker Relations

All CAPK employees are expected to treat each other with respect. Part of giving a person common respect is to refrain from engaging in any gossip or rumors about the person. Employees should not become involved in passing on or acting upon any unconfirmed information or other information that has no bearing on their job. If an employee believes that a matter requires CAPK's attention, please discuss the concerns with the manager or with Human Resources, and not with co-workers or clients.

3.11 Client Relations/Client Service

All clients are to be treated with courtesy and always given proper attention and respect. Never regard a client's questions or concerns as an interruption or annoyance; their needs are the reason we are here. Client inquiries, whether by telephone or in person, must be always addressed promptly and professionally. If a problem develops or if a client remains dissatisfied, ask a supervisor or a member of management to intervene. We show our desire to assist the client in obtaining the help they need through each employee's conduct. If an employee is unable to help a client, they should find someone who can.

3.12 Driving for CAPK Business

Some employees may be required to drive for CAPK business; this may be in either a CAPK vehicle or an employee's own personal vehicle, as authorized. In either event, employees are not to drive any vehicle on CAPK business unless authorized to do so. Additionally, no person other than an authorized employee drives a CAPK vehicle; that means CAPK vehicles must never be driven by non-employees (such as volunteers, clients, friends, or family) or employees who have not received specific authorization. Employees driving their own vehicles on CAPK business will be reimbursed for the IRS permitted rates or according to the terms of the program funding source.

Employees must always follow safe practices, such as wearing a seat belt, and avoiding distractions while driving. All employees must not use cell phones while driving; if a call must be made while on the road, this must be done only after the vehicle is pulled over to a location where the call can be made safely. Also, employees must not engage in "text messaging,"

emailing, instant messaging, or any other use of an electronic communications device to write, send or read a message, regardless of the type of device (iPhones, iPads, laptops, watches, etc.) that could be a distraction while driving. Programming of GPS is allowed if the vehicle is parked and not on a public street. Any reprogramming of the GPS must be completed while the vehicle is parked and removed from the road.

Regardless of the vehicle driven, the employee must possess a valid California State driver's license. Employees who do not have a valid driver's license must not drive any vehicle on CAPK business or any CAPK vehicle under any circumstances, regardless of the purpose or brevity of the drive. Employees who drive their own vehicle for CAPK must also have current proof of personal liability insurance in their name. Any employee who does not meet these minimum requirements will not be permitted to drive on CAPK business; if driving is an essential function of one's job, this may result in termination of one's employment. No person at CAPK, including any CAPK Director, has the authority to permit anyone to drive in violation of these requirements. Any employee driving on CAPK business must immediately notify CAPK of any changes in the status of their driver's license or liability coverage.

Any employee driving a CAPK vehicle must also be insured by CAPK's auto insurance carrier. If driving is an essential function of one's job, not being insurable by CAPK's carrier may result in termination.

Client property or CAPK property entrusted to an employee should never be left in any vehicle overnight. CAPK vehicles, with or without CAPK or client property inside, must be kept locked whenever unattended and parked in a secure location overnight.

Any accident, no matter how slight, while on CAPK business must be reported immediately to management and the risk management department. This reporting requirement is not to be deemed an assumption of liability on the part of CAPK, since this will depend on the individual case. Post accident/incident procedures will be followed.

At the time of the accident, CAPK employees should do the following to the best of their ability:

- Obtain the other driver(s) name, insurance information, and driver's license number.
- Obtain the name and badge number of the police officer involved (as applicable).
- Complete a CAPK Vehicle Occurrence Report and Injury Report (if the employee is injured).

Employees are expected to always follow all traffic laws. Traffic violations and parking tickets are the responsibility of the driver; however, all traffic violations and parking tickets must also be immediately reported to management and the risk management department. Employees must not drive on CAPK business if their judgment or driving ability is in any way impaired.

Employees must also keep the CAPK vehicle always clean. There is no smoking, eating or distracted driving permitted at any time in any CAPK vehicle. Even while using a non-CAPK vehicle for CAPK purposes, employees must not smoke when others are present. Employees must never carry unauthorized passengers (i.e., family members, friends, pets, any people not directly involved in CAPK business, etc.) in any CAPK vehicle or when driving any vehicle on CAPK business.

3.13 Employee Engagement and Feedback

Employees may find areas in CAPK's operation that can be improved. These could be in service, methods, equipment, communications, safety, and ways to reduce costs, losses and/or waste, or other necessary improvements. Please feel free to discuss with management and/or Human Resources if a better way of optimizing workflow or any other function at CAPK is identified.

3.14 Solicitation

Individuals or groups not associated with CAPK are prohibited from engaging in solicitation or distribution of any type and for any purpose on its property. Employees may not engage in solicitation where the soliciting employee or the employee being solicited is on working time. Employees may not distribute materials except during non-working time and in non-working areas. For the purposes of this policy, "working time" does not include break periods or meal periods. "Working area" does not include break rooms or areas which are commonly used for non-work activities.

The use of CAPK's information technology resources, telephones, and other electronic equipment for solicitation during working time is prohibited. In addition, bulletin boards are not to be used for solicitation material or for other non-work-related material.

Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on CAPK property at any time. Under no circumstances will employees be permitted to solicit or distribute written material for any purpose on CAPK property during working time.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

3.15 Notification to Human Resources for Convictions That May Impact Safety

Should an employee receive a conviction relating to a sensitive situation that might impact their ability to safely continue performing the essential functions of their job (i.e., moving violation while intoxicated, child abuse, driver's license suspended, etc.), they must notify Human Resources immediately.

3.16 Open Door Policy

CAPK is committed to providing employees with an "Open Door Policy," to encourage communication and to assist in alleviating possible misunderstandings that may occur in the workplace. While we would prefer that employees discuss any misunderstandings or issues with the immediate supervisor and follow the chain of command, this policy provides employees with the opportunity to speak to someone other than their immediate supervisor, as needed.

Should that type of situation arise, employees are encouraged to speak to another member of senior management (preferably their supervisor's direct supervisor) or contact Human Resources if the employee feels that they are not able to speak with their immediate supervisor.

Employees may also submit a "Direct Connect" directly to the Chief Executive Officer.

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4.0 EMPLOYEE STATUS AND DEFINITIONS

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4.1 Non-Exempt and Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of applicable laws. Employees in this category are entitled to overtime and/or double-time and meal and rest break requirements, in accordance with applicable laws.

Exempt employees are all employees who are classified by CAPK as exempt from the overtime and meal and rest break provisions in accordance with applicable laws. While exempt employees are expected to adhere to regular and predictable work schedules to ensure effective workflow, the number of hours actually worked in a given week may vary. Exempt employees are paid on a salaried basis that does not vary with the number of hours actually worked; exempt employees neither lose pay nor are charged vacation or sick time for such absences of less than a full day. As for absences other than vacation or illness, the salary of exempt employees will not be subject to deduction except in accordance with applicable law.

4.2 “At-Will” Employees

CAPK is an “at-will” employer. CAPK does not promise or guarantee a minimum length of employment, and employment with CAPK is “at-will.” Employment at-will means that employment with CAPK may be terminated with or without notice at the option of either CAPK or the employee. Accordingly, either the employee or CAPK can terminate the employment relationship at-will, at any time. Neither policies contained in this Handbook, nor any other written or verbal communication, are intended to create a contract of employment or an offer of benefits.

Nothing in this statement is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

4.3 Introductory Employees

All new, transferred, or promoted employees in new positions serve an introductory period of six (6) months commencing with their first day of employment or first day in the new position. This shall include rehired employees who have been gone more than 60 days (see section 4.3.1 below). During this period, CAPK and the employee have an opportunity to determine whether further employment with CAPK is appropriate. Successful completion of the introductory period shall not change the “at-will” nature of employment. The employment relationship can be terminated by the employee or CAPK at any time during or after the introductory period, with or without cause.

The introductory period must be six (6) months of continuous service. Among other things, this is a period during which the employee is expected to demonstrate their abilities in the actual work situation. It is also a training period, and a time for CAPK and the employee each to determine if the employee and the assigned position are a good match. CAPK reserves the right

to extend the duration of the introductory period one (1) or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate.

Upon successful completion of the introductory period, the employee shall be advanced to regular status. Performance evaluation reports will be completed and reviewed by the employee and their supervisor during the introductory period. The introductory period may be extended at the discretion of the supervisor and Director.

A current employee who successfully interviews and is hired for another position with CAPK shall serve in an introductory period for the new position. If the employee does not meet the standards of performance required by CAPK in the new position, the employee may be reinstated to their original or comparable position if such a position is available. If such a position is not available, the employee will be terminated by adhering to standard procedure.

4.3.1 Rehired Employees

Employees that are rehired by CAPK within 30 days of their termination will be reinstated with their original hire date and will return to the vacation accrual schedule they were at before they left CAPK.

Employees who are rehired at CAPK within one (1) year of their termination will be reinstated with the previously accrued and unused sick time balance.

4.4 Full-Time and Part-Time Status

Eligibility for certain benefits will be determined, in part, based on the number of hours per week an employee is regularly scheduled to work. An employee will be classified as full-time or part-time, regardless of the other aspects of their status (i.e., full year, part year, exempt or non-exempt, etc.).

Full-time employees are regularly scheduled to work a minimum of thirty (30) hours a week or more on a continuing basis, excluding overtime.

Part-time employees are regularly scheduled to work less than thirty (30) hours a week on a continuing basis, excluding overtime.

An employee does not automatically change from part-time to full-time or become eligible for certain benefits merely by working additional hours for any period of time. Changes from part-time to full-time will be evaluated by management. A formal status change is required.

4.5 Type of Appointment

Eligibility for certain benefits will be determined, in part, based on the type of appointment held by the employee. No change in any appointment or employment status is automatic; in all cases, a formal status change/notice is required. All positions are at-will. The types of appointments include:

4.5.1 Full-Year Appointment

An employee scheduled to work thirty (30) hours or more per week for twelve (12) months out of each calendar year is considered a "full-year" employee.

4.5.2 Part-Year Appointment

A part-year employee is an employee who works thirty (30) hours or more per week but works less than 12 months a year.

4.5.3 Temporary Appointment

A temporary employee is an individual who is hired for a limited period with a predetermined end point of employment. A temporary appointment is normally expected to last no more than twelve (12) months.

4.5.4 Substitute Appointment

A “substitute” is an employee who is not regularly scheduled to work. They work only as needed and as called to cover peak workloads of a limited duration, emergencies, or to cover employee absences.

CAPK will generally assign a substitute to work by telephoning employees until the need is met. Calls will not be made in any particular order and messages may or may not be left.

Substitutes are not subject to the CAPK attendance policy; however, the assigned work schedule should be consistently adhered to. CAPK reserves the right to separate if no service within a twelve (12) month period.

There is no guarantee of any minimum amount of work available to any given substitute employee. Nor is there any particular distribution of the amount of substitute work assigned to the substitute employee; some employees may receive many substitute assignments while others receive none.

4.5.5 Volunteers

Because of the special nature of our work at CAPK, employees will often express an interest in volunteering their free time to help with our mission. We recognize the dedication of our employees and appreciate their willingness to offer even more of their time. However, it generally is not permissible for a non-exempt employee to work as both an employee and as a volunteer. Specifically, a non-exempt employee cannot serve as a volunteer performing the same or similar duties as they perform while working for pay, or other positions for which CAPK normally pays employees to perform. Any employee who is interested in volunteering their time to CAPK for any activities must obtain specific, advance approval from their director.

4.6 Service Date

An employee's length of service with CAPK will affect many issues, such as health benefits, vacation, leaves of absence, and more. CAPK will track the amount of time spent by full-time employees in active status based on their “Service Date”. There is no credit toward a person's length of service for time spent as a temporary or substitute employee.

The length of service for determining pension plan benefits and eligibility for any other legally regulated benefit plan is calculated exclusively pursuant to the written terms of the particular plan, regardless of what method is used for other purposes.

4.7 Out of Class and Multiple Assignments

Sometimes an employee will be assigned to perform tasks other than their normal position or even cover several types of jobs at once. In certain cases, CAPK will adjust the employee's pay to account for this special situation. There are generally two circumstances in which this may occur, and the pay issues regarding each are as follows:

4.7.1 Out of Class Assignments

Sometimes an employee will be temporarily assigned to cover another position in a different job classification instead of their own normal position ("out of class" assignment). If any employee is placed in an "out of class" assignment that carries a different pay range, the employee's pay will be adjusted up or down, during the period of the assignment only, to the closest pay rate within the new assignment's pay range.

Out of class assignments are normally temporary and should not exceed six (6) months. Upon completion of an out-of-class assignment, the employee is automatically returned to their former position and pay level. An out of class assignment does not automatically apply to any situation, and normally will not apply where an employee merely covers only some of the tasks associated with a vacant or different position, or where the assignment is particularly brief, such as covering for a coworker who is on vacation. A formal, written status change is required and will require the signature of the Director and the Director of Human Resources.

4.7.2 Extra Duty Assignments

Where an employee is performing their regular duties and is temporarily assigned significant, additional responsibilities or duties, the employee may qualify for additional pay to compensate for the extra duties. This extra pay, if approved, would apply during the period of the significant extra duties only; once the employee is relieved of the significant extra duties, their pay will return to its normal pay level.

Extra duty assignments are normally temporary and should not exceed six (6) months. An extra duty assignment must be authorized by the Director, and does not automatically apply to any situation, and normally will not apply where an employee merely covers only some of the tasks associated with a vacant or different position, where the extra duties are not significant, or where the assignment is particularly brief, such as covering tasks for a coworker who is on vacation. A formal, written status change is required with appropriate levels of approval.

4.8 Transfers and Promotions

CAPK encourages the professional growth of each employee. Employees are encouraged to apply for promotions and other openings for which they are qualified for. There may also be situations where it is beneficial to CAPK to transfer an employee to a different position where the employee's skills are a better fit with the required functions and the needs of CAPK. Depending upon the employee's status (i.e., full-year, part-year, etc.), eligibility for certain internal promotion or transfer opportunities may be limited.

Open positions will normally be posted internally, although some exceptions may occur. CAPK will look for the most qualified candidate. In considering an employee for a promotion or a

transfer, the employee's past performance, qualifications, skills, potential, abilities, attitude and job experience will be among those factors used in evaluating the appointment.

Changes in an employee's position can occur under a few circumstances, as described below:

4.8.1 Promotions

Promotions can occur in one of two ways: (1) position upgrade or (2) appointment to an open position within a higher pay grade. The employee must be in good standing with satisfactory performance in their current position to be eligible for a promotion.

A position upgrade may occur when there is a change in the job description of a particular employee that results in the reclassification of that employee's position. This may also occur when the employee has additional responsibility on a continuing basis. In either case, if CAPK determines that it is in CAPK's best interest to reclassify the employee's position, the employee may receive a position upgrade. In such cases, there is no vacancy and therefore no posting of any promotional opportunity.

4.8.2 Voluntary Transfers

A voluntary transfer occurs when an employee applies for an appointment to an open position within the same or lower pay classification. The employee must be in good standing with satisfactory performance in their current position to be eligible for consideration; recent corrective action will be a factor.

If the transfer is within the same pay classification, then the employee's pay will normally remain the same. If the transfer is to a position within a lower pay classification, the employee's pay cannot exceed the maximum of the new range.

4.8.3 Involuntary Transfers

An involuntary transfer occurs when CAPK determines, in its sole discretion, that it is beneficial to CAPK to move a current employee to another position. For all employees, "lateral transfers" may be imposed in the discretion of CAPK, dependent on the needs of CAPK's programs. A lateral transfer is to a position within the same pay grade and benefits. The discretionary transfer may also be to a position within a lower pay classification or with different benefits and opportunities, i.e., a demotion.

Employees may be subject to demotions for good cause. Good cause for demotion includes a reorganization of any program or function of CAPK that results in reclassification or reduction of existing positions. Good cause will also include situations where the quality of the individual employee's job performance is unsatisfactory, or the extent of the tasks and responsibilities being fulfilled by the employee do not fit the needs of the position. Demotion may also be imposed as a disciplinary action. In any such circumstances, CAPK may reclassify or downgrade the employee's position, or place the employee into an open position within a lower pay classification. In the case of demotion, the employee's pay will be changed to the applicable, lower pay range.

4.9 Management Rights

CAPK retains the sole right, functions, power, and authority to manage all components of CAPK. The employer's prerogative, and the exercise thereof shall include the right of full and exclusive

control of the management of CAPK; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location and determination of the size and mission of the work force. The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns, is also the right of the employer. CAPK management also reserves the right to change or introduce new or improved operations, methods, means or facilities and the right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards; to establish, revise and enforce work rules; to schedule work time and time off; to rotate, reassign, and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees; and to otherwise maintain orderly, effective, and efficient operations.

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5.0 CAPK AND CLIENT INFORMATION

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5.1 CAPK Bulletin Boards

A bulletin board area in each business location is used to post required and important documents such as federal and state labor rules, employee memos, and other approved CAPK announcements. Notices are posted from time to time which may personally affect the employee. It is each employee's responsibility to read all posted notices. Only authorized materials may be posted on CAPK bulletin boards (see management for approval to have something posted). All posted material should indicate the date on which it was posted.

5.2 Confidential Business Information

All confidential affairs of CAPK are to remain strictly confidential. Confidential information includes matters of a technical nature, such as strategies and research projects; matters of a business nature, such as information about costs, revenues, lists of clients, plans for future development, and all other information and documents not readily available to the public. CAPK's financial, recruitment/applicant information, and personnel matters are also confidential.

Employees are not to disclose any confidential information to anyone inside (other than for legitimate business purposes) or outside of CAPK, nor use any confidential information for their own personal gain during or after employment without the express written consent of the Executive Director. Nor are employees to obtain and/or convey or discuss confidential information without proper authorization. If an employee leaves CAPK employment, that employee must surrender all items and data (including electronically stored data) bearing CAPK information in their possession, custody, or control, whether or not such information might be considered confidential. This will include, but not be limited to diskettes, flash drives and other storage media, notebooks, cell phones, reports, copies, or any other form that may contain CAPK information. Breach of confidentiality is an extremely serious matter, which may result in immediate termination and legal action.

This policy does not prohibit employees from confidentially disclosing trade secrets, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

5.3 Client Information and Confidentiality

Maintaining the confidentiality of all information pertaining to our clients and their families is of critical importance. Clients provide CAPK with highly personal information which must not be shared. For many, even the fact that they are participating in a CAPK program or benefiting from our services is extremely sensitive information. With our child-care programs, parents

often provide confidential information regarding their children; sometimes, even the schedule kept by the client and their child can be a confidential matter (i.e., in a custody dispute). The fact that any person is participating in a CAPK program, or any information regarding a client and their family, should never be discussed with or revealed to anyone without specific written consent from the client and the authorization of the Director. Work-related discussions about clients and their families are to be carried out discreetly and professionally, so as not to be overheard. CAPK may disclose client information in response to a court order or in cooperation with law enforcement, funding sources, local, state, and federal agencies, etc.; however, such disclosure must be authorized by the applicable Director or the Chief Executive Officer in each instance.

The obligation of confidentiality applies both during and after employment, unless one has specific, proper authorization in advance. All employees must follow CAPK and program confidentiality policies concerning information about children, families, clients, and other employees. Breach of confidentiality is an extremely serious matter, which may result in immediate termination and legal action.

5.4 Media

All employees are involved, to some extent, in promoting good public relations. However, it is important that the information given to the public be accurate and reflect the official position of CAPK on any subject. Also, the privacy of our clients and their families must be preserved. Accordingly, if an employee is contacted, approached, or asked to make a statement by any media or public relations representative, they must politely decline and refer them directly to the Chief Business Development Officer or the Chief Executive Officer, unless that employee is expressly authorized to speak on behalf of CAPK. No employee may release any information, including casual comments or opinions, “on or off the record,” without express authorization from the Chief Executive Officer.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

5.5 Social Media/Networking/Technology

CAPK takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of CAPK to protect itself from unauthorized disclosure of information. CAPK’s social networking policy includes rules and guidelines for agency-authorized social networking and personal social networking and applies to all directors, board members, management, volunteers, and all employees including regular, temporary, contractors, or any other staffing arrangement.

Blogging or other forms of social media or technology include, but are not limited to video or Wiki postings, sites such as Facebook, Instagram, LinkedIn, Snapchat, TikTok and X, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters

not affiliated with CAPK. Unless specifically instructed, (for example, via Administrator Rights on an agency or program Facebook page, the capk.org website, etc.), employees are not authorized and therefore restricted from speaking on behalf of CAPK. Employees may not disclose confidential proprietary information of CAPK which may include confidential client information, financial information, and strategic business plans to which the employee has access.

Employees are cautioned that they should have no expectation of privacy while using the Internet which is a worldwide, public information-sharing space. Your postings can be reviewed by anyone, including CAPK. CAPK reserves the right to monitor comments or discussions about the agency, its employees, clients, families, and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. CAPK uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. Employees are cautioned that they should have no expectation of privacy while using CAPK equipment or facilities for any purpose, including authorized blogging. CAPK reserves the right to use content management tools to monitor, review or block content on CAPK blogs that violate CAPK blogging rules and guidelines.

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company services, promote and raise awareness of CAPK and communicate with employees, clients, and the community.

This policy is in no way to be interpreted as restricting an employees' Section 7 rights under the National Labor Relations Act (NLRA), which protects the employees' rights to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection, including the discussion of working conditions, including wages, as well as the right to form, join, or assist labor organizations.

5.6 Reporting

Employees are expected to report any activities to the IT Department that may lead to an unauthorized disclosure of CAPK or client information.

6.0 CAPK PROPERTY AND FACILITIES

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6.1 Use of CAPK Property

The equipment, vehicles and computer systems used by employees represent a major investment by CAPK. It is important that each employee exercise care and common sense when using such equipment. See management if there are any questions regarding the proper use of any equipment. Employees must be trained in the proper use of equipment before using it in any way. Employees are expected to take steps to protect all equipment with every use (even small things, such as keeping food and beverages away from equipment and properly shutting down computers). If an employee finds any equipment not working properly or which appears unsafe, stop using it and immediately notify management.

CAPK property, vehicles and equipment are for business use. This includes, but is not limited to photocopiers, computers, trailers, and power tools. In addition, CAPK letterhead and stationery are strictly for official CAPK purposes only. No item of CAPK property is to be removed from CAPK's premises without prior approval from the immediate supervisor.

Documents, data, and other material stored on any computer drive are also CAPK property. Sending such materials outside of CAPK electronically or taking them off CAPK premises on media storage devices without authorization from your immediate supervisor or director is a prohibited removal of CAPK property.

Desks, filing cabinets, vehicles and computers are provided solely for the work efficiency of the employee and are CAPK property. They may be inspected, along with any of their contents, at any time. Employees may also be given access to certain systems using codes or passwords, such as e-mail and/or computers. Employees may be given individual access codes for the purpose of controlling authorized access to such systems; such codes are not meant to imply any privacy in the employee's use (business or personal) of any CAPK systems. CAPK management may access and review all material on all such systems at any time.

Employees are responsible for ensuring that all documents, data, and material stored on any computer drive is stored in a secure manner when not in use. Physical documents should be locked in desks or filing cabinets. Computers storing CAPK information should be locked when not in use. Desks should be clear of any CAPK information when the employee is not at their desk.

6.2 Housekeeping/Food Storage

A break area may be provided for employees' use and convenience. The housekeeping and cleanup of break areas, other shared spaces, and employee desks is the responsibility of all employees. Each person is responsible for cleaning up after themselves, including spills or messes in all spaces. Please be conscientious about removing spoiled food from the refrigerator and/or other storage locations

6.3 Telephones, Faxes, and Mail

Because of the heavy demand for CAPK telephone facilities (including fax lines), telephone calls and faxes of a personal nature are discouraged and whenever possible, should not be made

during work time. Personal calls and faxes tie up our lines and do not permit other employees or clients to conduct official business. Employees are requested to limit personal phone calls and faxes, both incoming and outgoing, to emergencies and pressing matters only. Under no circumstances shall an employee make personal long-distance calls that are chargeable to CAPK.

Employees' personal mail or packages should not be sent to work. In addition, employees are not to use CAPK's facilities or resources to mail or send out personal mail or packages.

Please note that all mail sent to CAPK, regardless of whose name appears, may be opened as official CAPK business mail by employees who are authorized to open and sort mail as part of their job. CAPK stationery and stamps are not to be used for personal use.

Personal cell phones should be kept off or on "vibrate" during working time. Personal cell phones shall not be utilized for business purposes unless specifically authorized in writing by CAPK. During working hours, use of personal devices is limited to emergency use only including "emergency condition," as defined by law. Employees are required to follow the cell phone procedures of their department, if different. In the instance of Head Start center employees, cell phones are prohibited in the classroom.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

6.4 Computer Systems, E-Mail, Voice Mail, and Internet

CAPK provides a variety of systems, such as voicemail, e-mail, Internet and other computer systems to facilitate work and work-related communications. Such systems are CAPK property and are not for personal use. If employees need to conduct any personal business online during the workday, they must do so only through their own personal e-mail account, and employees must handle the matter only during their normal break time.

Whether employees are performing CAPK tasks or accessing their personal email account during a break, CAPK's systems are not to be used in ways that may be disruptive, offensive, or harmful to morale. For example, uses that would violate this provision would include chain letters, political activities, personal announcements, and messages or materials that include sexually explicit content, ethnic slurs, or other content that might be construed as harassment or disparagement based on protected characteristics. No employee may send any email without properly identifying themselves as the sender. Employees must never misrepresent who they are in an email or misrepresent the level of authority they have for the content of any email.

Frivolous and wasteful use of CAPK's systems not only violates the prohibition of using CAPK systems for personal use, but such activities can also waste computer resources and monopolize or clog the network. Moreover, downloading materials can cause damage to CAPK's systems by introducing viruses or other problems. Frivolous and wasteful uses include sending mass emails or chain letters; spending excessive amounts of time on the Internet;

playing games; uploading or downloading large files; downloading music, entertainment software, personal pictures, or games; accessing streaming audio and/or video files; or otherwise creating unnecessary loads on network traffic. Even where there is a business purpose to a specific activity (such as sending a mass email), the employee needs to consider whether everyone needs to receive the email, in order to avoid disrupting the work of others and clogging the system. Employees who think they have a business-related need to engage in a use described in this policy as “frivolous and wasteful” must first discuss the intended use with the IT manager.

Employees should not have an expectation of privacy in their use of these systems; they are provided for business purposes. The fact that employees may be issued passwords and access codes to such systems is designed to control authorized access to such systems for business purposes; it is not for the purpose of providing privacy to the users. CAPK always could access systems assigned to each employee, and all material on such systems is subject to CAPK’s review and copying without any notice or employee consent. In fact, CAPK periodically may access and inspect all such systems, without notice or employee consent, to ensure that excessive personal use is not taking place, to investigate conduct or behavior that may be illegal or adversely affect CAPK’s interests, or for such other reasons as CAPK deems appropriate. Employees should note that, even though information on such systems may be “erased” or “deleted,” copies of such information may remain on CAPK’s back-up systems.

Because of the confidential nature of business information on CAPK’s systems, employees must never disclose their passwords to any other person (even co-workers) and should take steps to protect the secrecy of their passwords. Do not leave passwords taped to monitors or posted at the desk or in any other place where others may easily find them. Employees will be responsible for any computer activity involving their own password.

While use of CAPK’s on-site computers is limited to business purposes, CAPK employees also have a duty not to engage in any actions that could be harmful or damaging to CAPK, regardless of time, place, or equipment. This includes inappropriate use of the Internet or electronic disclosure of CAPK or client information from a non-CAPK computer or during an employee’s off-duty time. Such inappropriate uses would include, but not be limited to:

- Transmitting any of CAPK’s confidential or proprietary information.
- Transmitting or posting any information that could be construed as “insider information” in violation of securities regulations. To comply with such regulations, CAPK may require employees not to address any agency-related activities (or those of certain clients) during legally imposed blackout periods.
- Transmitting or posting information that may harm the finances, business, or reputation of CAPK, its employees or its clients, regardless of whether the information is defamatory. Transmissions should not become vehicles for personal attacks on CAPK, its directors, supervisors, employees, or clients.
- Using CAPK’s logo, graphics, trade names, slogans or other such information unless approved in advance by a Director of CAPK and only so long as such usage is in connection with an authorized CAPK business activity.
- Expressing opinions or personal views on the Internet that could be misconstrued or interpreted as being those of CAPK. Employees assume full responsibility and liability for all content contained in their personal transmissions.

The prohibitions described above also apply to employee postings on Internet weblogs (“blogs”), chat rooms, instant messaging, Facebook, emails, and any other Internet, wireless or computer use.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

6.5 Copyright Infringement

CAPK does not condone the illegal duplication of copyrighted material. Copyright law is clear: “it is illegal to make or distribute copies of copyrighted material without authorization.” The only exception is the user’s right to make a single backup copy strictly for archival purposes. Unauthorized duplication of material including but not limited to software, music, video, or any other copyrighted work is a federal crime, with penalties including substantial fines and prison terms. Even the users of unlawful copies suffer from their own actions; they receive no documentation, no client support, and no information about product updates.

CAPK licenses software from a variety of sources. Licensed software does not allow for reproduction unless previous written authorization has been received from the software manufacturer. Therefore, employees will use the software only in accordance with the license agreement. Employees learning about any misuse of software or documentation should notify Human Resources or the Chief Executive Officer; no retribution to the reporting employee will be tolerated. CAPK employees who make, acquire, or use unauthorized copies of computer software shall be subject to disciplinary action, up to and including termination.

CAPK recognizes that it has become easier to distribute copyrighted material, knowingly or unknowingly. CAPK also recognizes that sharing such material, without the expressed written consent of the copyright holder, is illegal. Thus, employees will not engage in the sharing or distribution of any copyrighted material unless authorized by the manufacturer. Employees should consult the IT Department if they are unsure of the copyright status of any work.

6.6 Network Security

CAPK does not wish to discourage employees from gathering information via the Internet, modem, or on disks that have been used with other computers. However, CAPK’s network must be protected against any computer viruses that might enter from any outside source. For this reason, no software or any type of network or computer interfacing device may be installed on any CAPK system before the IT has reviewed it and provided specific advance approval for placing it on CAPK’s systems. This includes any disks or thumb drives that have been used with a non-CAPK computer, even if related to CAPK work.

Similarly, employees should take great care to avoid opening any “spam” or engaging in any other conduct commonly understood to increase the likelihood of a virus, a “cookie” or other potentially damaging item getting into our systems. In general, employees should not open any

email unless they know the sender, are expecting to receive it, and know it relates to a business purpose. That means employees should not open “joke list” or other personal emails, even if it is from a known sender. Employees must be mindful of the fact that our systems contain highly sensitive information regarding our clients – social security numbers, credit card information, tax-I.D. numbers, etc. – which must be carefully always protected.

All employees are required to comply with all the written policies that CAPK may establish regarding the use of its network and computer systems.

6.7 Reporting

All employees are expected to report any activities to the IT Department that may involve the unauthorized use of CAPK property and facilities.

6.8 Use of Artificial Intelligence

All employees are expected to follow established guidelines for the ethical and responsible use of Artificial Intelligence (AI) technologies within CAPK. AI technologies must be used ethically and in a manner that respects human rights, privacy, and freedoms. It is the policy of CAPK that AI is used ethically, transparently, securely, and aligned with CAPK’s values and applicable laws and regulations.

Employees are required to disclose the use of AI, recording, or interpretive software tools, whenever these tools are being used in a way that could impact CAPK. This includes informing stakeholders about the purpose of the AI tools, the types of data being collected or analyzed, and how the results will be used.

Please refer to the [Use of Artificial Intelligence \(AI\) policy](#) for more detailed information.

7.0 ATTENDANCE

7.0 ATTENDANCE

7.1 Absenteeism and Punctuality

An employee's regular and predictable attendance is an essential function of one's job and cannot be over-emphasized. Absenteeism places a severe burden on CAPK, particularly on those who must directly cover for another's absence. Excessive tardiness and absenteeism and not being punctual may result in termination and will be included in consideration for salary increases and career opportunities. Leaving work early is considered the same as punctuality. If an employee becomes ill while on duty, they must personally notify their supervisor before leaving work.

Employees must always inform their supervisor of the reason for an absence (i.e., vacation, illness, jury duty, etc.). Indicating the basis for an absence does not necessarily mean that it will be paid. All absences will be reviewed by management according to CAPK's policies and practices.

Employees must personally notify their immediate supervisor as far in advance as possible if they know that they will be tardy or absent. If the immediate supervisor is unavailable, speak with the supervisor's designee. If no supervisor is available, the employee must leave a message that also includes a phone number where they can be reached. Employees must call in each day of absence unless they are on a pre-approved leave of absence covering all the days on which they have not called. Some programs have additional requirements for employees reporting absences, which must be followed. Any absence without proper notification to CAPK may result in disciplinary action up to and including the termination of employment.

If an employee does not notify their supervisor for three (3) consecutive scheduled workdays, it will be accepted that the employee abandoned their job, and their resignation will be processed as a voluntary termination.

CAPK may require proof of illness or reason for any absences (even scheduled ones) at any time. For absences of three (3) days or more due to the employee's own illness, a doctor's certification of their fitness to return to duty may be required. Excessive tardiness or absenteeism, even if some of it was scheduled, may result in termination.

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy. For more information, please reference the [Attendance Policy](#).

7.2. Rest Breaks for Non-Exempt Employees

CAPK complies with legal requirements concerning meal and rest periods. CAPK recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when CAPK expects employees to take meal and rest periods.

Non-exempt employees are authorized and permitted to take an uninterrupted 10-minute paid rest break for every four (4) hours worked, or major fraction thereof. CAPK authorizes and permits rest periods according to the following schedule:

DURATION OF SHIFT, Where H represents hours worked	# of Rest Periods	COMMENTS
$0 < H \leq 3.5$	0	Non-exempt employees who work less than 3.5 hours in a workday are not authorized to take a rest period.
$3.5 < H \leq 6$	1	Non-exempt employees who work 3.5 hours or more in a workday, but who do not work more than 6 hours in a workday are expected to take one 10-minute rest period.
$6 < H \leq 10$	2	Non-exempt employees who work more than 6 hours in a workday, but who do not work more than 10 hours in a workday are expected to take two 10-minute rest periods.
$10 < H \leq 14$	3	Non-exempt employees who work more than 10 hours in a workday, but who do not work more than 14 hours in a workday are expected to take three 10-minute rest periods.

Whenever practical, non-exempt employees should take their rest periods near the middle of each four-hour work period. Non-exempt employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving work early, or extending a meal period. Because rest periods are paid, non-exempt employees should not clock out for them. During rest periods, employees are free to come and go as they please and are free to leave the premises.

7.3 Meal Breaks for Non-Exempt Employees

CAPK provides a 30-minute unpaid uninterrupted meal period to employees who work more than five (5) hours, unless they work six (6) or fewer hours total. CAPK provides a second 30-minute unpaid uninterrupted meal period to employees who work more than 10 hours in a workday, unless they work 12 or fewer hours total. Employees should have their first meal period before the end of the fifth (5th) hour of work and should have their second meal period before the end of the tenth (10th) hour of work. Meal periods cannot be taken at the beginning or end of shifts. Employees will be relieved of all their duties during meal periods and are allowed to leave the worksite. CAPK provides unpaid meal periods according to the following schedule:

DURATION OF SHIFT, Where H represents hours worked	# OF MEAL PERIODS	COMMENTS
$0 < H < 5.0$	0	Employees who work less than five (5) hours in a workday are not provided with a meal period.

$5.0 \leq H < 10.0$	1	Employees who work more than five (5) hours in a workday, but less than ten (10) hours in a workday are provided at least one 30-minute meal period before the end of the 5th hour of work.
$H \geq 10.0$	2	Employees who work more than ten (10) hours in a workday are provided with a second 30-minute meal period no later than the end of the 10th hour of work.

CAPK does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods to the minute and accurately.

Any manager who requires a non-exempt employee to work through some or all of a meal period provided under this policy or requires the employee to take a meal as a late meal period, must immediately notify Payroll, so that the employee can be compensated correctly. Any non-exempt employee who feels they are required to work through some or all of a provided meal period, or who is required to take their meal period later than the end of the fifth hour of a workday, or who is required to take their second meal period later than the end of the tenth hour of a workday, should contact their manager to ensure they are compensated for the meal period no later than the end of the pay period to ensure they are properly compensated.

Non-exempt employees are expected to take their meal and rest periods in accordance with the applicable guidelines set forth in this policy. Management is expected to make meal and rest periods available to their employees in accordance with this policy. Supervisors can schedule meal and rest periods for their employees, taking into account their department's operational requirements and employee needs. Supervisors may stagger employees' meal periods so ongoing operational responsibilities are not compromised, so long as the applicable guidelines in this policy are met. Supervisors are responsible for administering their department's meal and rest periods in a fair and uniform manner. Supervisors may not pressure or coerce employees to skip their meal periods or rest breaks.

Any employee, supervisor or manager who fails to observe meal and rest period's policies will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to any program supervisor, manager, director, or to Human Resources. Every report will be investigated, and corrective action will be taken where appropriate.

In addition, CAPK will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in CAPK's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

7.3.1 Lactation Breaks

CAPK supports the needs of nursing parents in the workplace. Employees have the right to request for lactation accommodation. As part of this support, CAPK will make all reasonable efforts to provide a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their child. Employees should check with their supervisor in regard to any lactation needs. We expect

employees will try to use their regular break periods for expressing milk; however, if additional time is needed, please work with the supervisor, who may be able to provide additional time, unless the extra time would seriously disrupt CAPK operations. Any extra break time would be unpaid. CAPK will provide a lactation location that complies with Labor Code section 1031.

Employees who desire a lactation accommodation should contact their supervisor to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form; however, one may be provided if requested and available here. CAPK will engage in an interactive process with you to determine when and where lactation breaks will occur. If CAPK cannot provide break time or a location that complies with this policy, CAPK will provide a written response to your request. Please refer to the [Lactation policy](#) for more information.

CAPK will not tolerate discrimination or retaliation against employees who exercise their rights to a lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to a lactation accommodation. If you believe you have been denied a reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, please reach out to Human Resources. Employees also have the right to file a complaint with the Labor Commissioner.

8.0 PAYROLL INFORMATION

8.0 PAYROLL AND COMPENSATION

8.1 Work Week and Workday

Employees will be paid on a bi-weekly basis, every other Friday, with paychecks distributed covering work performed during the previous two-week pay period. For payroll purposes, CAPK's standard work week begins at 12:00 AM Monday morning and ends at 11:59 PM the following Sunday night. The standard workday begins at 12:00 AM on each scheduled workday and ends at 11:59 PM on the same day. This standard workweek and workday apply to all employees unless otherwise specified. The employee's supervisor will advise the employee of their specific work schedule. Employees must notify their supervisor when they will be leaving for lunch or for any other purpose and confirm what time they will return. Employees must be prepared to resume work promptly at the end of their scheduled lunch period or other break. If the employee is aware they will not be returning after lunch, they must communicate with their supervisor prior to leaving the worksite.

Some employees are scheduled to work an "alternate workweek." For most such employees, the standard payroll work week and workday will apply. Overtime premiums will be paid as required by law. CAPK reserves the right to cancel the schedule at any time.

8.2 Paycheck Information

Employees are paid bi-weekly every other Friday. CAPK offers free, automatic payroll deposit to the employee's bank account. CAPK's payroll practices are designed to be paperless; therefore, we provide employees without a bank account the opportunity to enroll in the Visa brand pay card program. This ensures all employees receive their pay in a timely manner and without worry of payment delays. CAPK does not print pay statements. Employees can access their pay statement by an electronic portal. If payday occurs on a holiday, employees should receive their deposits no later than the next business day.

If a paper check is prepared, it will then be mailed by 3:00 PM the same day, unless the employee has made other arrangements with the Payroll Department. For the employee's protection, their paycheck will not be given to any other person, except on the employee's written request. There are no advances in pay. New hires' first check will be issued via direct deposit if the cutoff date was met, otherwise their first check will be mailed to the address listed on file.

We are required by law to make certain deductions on employees' pay. Garnishments, wage assignments, liens and other legal arrangements will be handled confidentially and in compliance with the law. CAPK employees are able to change Federal and State withholding at any time. Please contact Payroll to make these adjustments.

If an employee finds any error in their paycheck or pay statement (pay rate, hours worked, etc.), they must report the error to their supervisor immediately. If there is an overpayment to one's account, Payroll will contact the employee to see about arrangements for repayment of those funds.

8.3 Non-Exempt Employee Time Records

An employee's time record is their bill to CAPK for services rendered and is a legal document. All non-exempt employees are expected to use CAPK's electronic timekeeping system to accurately record their hours worked. To be sure work time is paid in full, timestamp "In" at the beginning of the day, timestamp "Out" and "In" for lunch, and "Out" again at the completion of the day. All time worked must be accurately reported on your time record accurately and to the minute.

Time worked is all the time that an employee is required to be performing duties for CAPK, which includes, but is not limited to, time spent performing your work duties, pre and post-shift work, preparatory paperwork, clean-up, set-up, donning and doffing, mandatory travel or any other tasks performed in furtherance of work for CAPK. The following provisions are also included as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A non-exempt employee will not be permitted to perform work away from the premises, job site, or at home unless approved in advance by their direct Manager or Program Director.
- **Break time.** Rest breaks of ten (10) minutes are counted as time worked, even employees are relieved of all duty during rest breaks. Non-exempt employees do not clock out for rest breaks.

Each employee is responsible for recording all overtime worked and reporting all noncompliant breaks. It is the employee's responsibility to clock in and clock out for every shift worked (and all meal periods and other unpaid absences) accurately and to the minute. Employees may not begin work before they have clocked in. Non-exempt employees working "off the clock" for any reason is prohibited, and a serious violation of CAPK policy. No one has the authority to require, allow or ask, directly or indirectly, any non-exempt employee to perform any work for CAPK "off the clock". If an employee forgets to clock in or out, or if an employee believes the timestamps are not accurate, they must notify their supervisor or Human Resources immediately, so the time can be accurately recorded for payroll purposes. Remember to record all time worked, even if it is during what should have been non-work time. Employees who clock in or out within a de minimis number of minutes to be on time will not be penalized.

The beginning and end of each meal period or any other unpaid break is recorded by electronic timestamp. All arrivals and departures must be recorded by electronic timestamp as they occur to the minute.

Under no circumstances may an employee record another person's time or alter another employee's timestamp. Each employee is only permitted to record his or her own time. Any errors on an employee's timecard should be reported immediately to their supervisor in writing (teams, email, text etc.) for correction.

Timecards must be reviewed and approved electronically by the employee at the completion of each pay period. If an error is identified employees are to communicate with their supervisor to make corrections prior to approving their timecard. An employee's approval verifies that the employee personally recorded all of the time shown and that the hours reported are complete and accurate. The approved timecard will be submitted to the supervisor for a final review and approval, managers are to ensure timecards have comments on all added pay codes and all

added or adjusted punches prior to signing off. Timecards are to be approved in a timely manner by employees and managers by the payroll deadline.

8.4 Overtime for Non-Exempt Employees

There may be occasions when the workflow is such that CAPK may need non-exempt employees to work beyond their normal shift. CAPK will provide non-exempt employees with overtime pay in accordance with state and federal laws. Employees are expected to cooperate with requests to work overtime. Overtime will be offered or assigned to individuals at the sole discretion of CAPK.

Each instance of overtime must be approved in advance by management. It is the employee's responsibility to obtain approval from the supervisor before working overtime. Employees who work unauthorized overtime will be paid for the time worked; however, repeated failure to get advance approval may result in disciplinary action, up to and including termination.

As a reminder, for the purpose of calculating overtime for non-exempt employees, paid time off such as vacation, sick time, holidays, jury duty, etc. does not count towards overtime.

Exempt employees are not eligible for overtime pay.

8.5 Travel Time

With the exception of the employee's normal commute to and from work, most travel time is considered working time. Normally, on any given day, the time an employee spends traveling to the reporting location, and the time spent traveling home from the last place worked will be the employee's personal commute time. Time spent traveling between worksites after the start of each workday will normally be considered working time. If employees are traveling out of town or are assigned to an unusually distant worksite for the day (i.e., not the employee's regular assignment, meetings, trainings), then the time spent traveling beyond the normal commute would normally be considered work time.

For example, if an employee is regularly assigned to work in Bakersfield four (4) days a week and in Shafter one (1) day a week, then the commute to and from the employee's assigned location each day would not be considered working time. In other words, an employee is not "at work" until they at least show up at their first location for the day. Once they are done for the day, the drive after work is on the employee's own time.

When the time spent traveling is "working time," the employee will be paid for their time in accordance with normal pay procedures. For all travel expenses and liquidation see [CAPK Travel Policy](#).

Non-Exempt employees are required to accurately record the exact times of their travel, including the travel start and arrival time to hotels or destinations. Additionally, they must document (clock in and out using time reporting app, send emails to supervisor, or keep a written log) the exact times they attend meetings and lunches taken during work-related travel. Detailed documentation is essential for compliance with company policies and regulations, as well as for ensuring accurate pay and reimbursement for business-related travel.

Please contact Human Resources with questions.

8.6 Incentive Pay

Incentive compensation to employees based on program cost reduction, or efficient performance, suggestion awards, safety awards, etc., are allowable to the extent that the overall compensation is determined to be allowed by the funding source and reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between CAPK and the employee(s) before the services were rendered, or pursuant to an established plan followed by CAPK so consistently as to imply, in effect, an agreement to make such payment.

8.7 Location Differential Pay

CAPK has some locations that are underserved and where there are not enough qualified employees who live reasonably nearby to appropriately staff the location. Accordingly, CAPK may need to staff the location with employees who live far away from the location and will need to commute a distance more than an ordinary, reasonable commute. CAPK recognizes that regularly working this far from home will also create other inconveniences with respect to childcare, medical appointments, and other non-work-related matters.

To account for the impact of assigning an employee to a distant location, the Director may designate certain non-exempt employees as eligible for "location differential pay." A designation will be considered only where the assigned location is one where CAPK has difficulty staffing the site and must impose on the employee to commute a great distance to work at it.

Positions will be designated only in accordance with the Program's need, as determined by the Director, with approval from the Director of Human Resources. This pay differential is not automatic; specific approval and a formal status change is required.

8.8 Shift Differential Pay

Employees working a schedule beginning at or after 3:00 PM may be paid a night differential of fifty (\$0.50) cents per hour in addition to their base rate.

Employees working a schedule beginning at or after 11:00 PM may be paid a graveyard differential of one dollar (\$1.00) per hour in addition to their base rate.

9.0 EMPLOYEE BEHAVIOR

9.0 EMPLOYEE BEHAVIOR

9.1 Standard of Conduct

Acceptable Conduct

CAPK expects employees to observe a standard of conduct which will maintain an orderly, positive, and productive workplace. The cooperation of every individual is imperative. Employees are expected to always conduct and present themselves in a professional manner, which is conducive to the efficient operations of CAPK. Such conduct includes, but is not limited to:

1. Reporting to work punctually as scheduled and being at the workstation ready for work at the assigned starting time.
2. Notifying the supervisor as early as possible when the employee will be absent from work or is unable to report to work on time.
3. Utilizing CAPK's online timekeeping system to accurately reflect time worked.
4. Complying with CAPK's safety rules and policies.
5. Performing assigned tasks efficiently.
6. Treating employees, children, clients, and other individuals with respect and dignity.
7. Complying with CAPK's policies, procedures, guidelines, and confidentiality policies.
8. Complying with program specific rules and policies as directed which include state and federal regulations of the program.
9. Proactively promoting CAPK's mission, vision, and core values.

Unacceptable Conduct

In addition to what is discussed in other policies contained in this Handbook, the following list is an example of some types of behavior that is prohibited and will subject the employee to disciplinary action up to and including termination. Please remember that it is impossible to provide an exhaustive list of types of conduct that would be impermissible, and the list below is simply intended to provide some examples of inappropriate conduct. The omission of any type of conduct from a list does not indicate CAPK approval of such conduct.

1. Insubordination or refusal to obey a direct request of a supervisor.
2. Failure to be courteous and respectful to all employees, clients, and members of the public at all times.
3. Failure to maintain satisfactory job performance which includes failure to perform job assignments.
4. Any conduct that might adversely impact the welfare of a client or a child, fitness to serve clients or CAPK, or fitness to care for children.
5. Falsification or misrepresentation of any information or records, including time records, employment applications, resumes, or alteration of any document.
6. Misrepresentation of an illness, disability, or grounds for a request for leave.
7. Unauthorized taking of CAPK property or unauthorized charges to CAPK, or misuses

- of CAPK property or information including equipment and supplies.
8. Removing any materials, documents, or property from CAPK's property without specific approval from management.
 9. Engaging in horseplay, practical jokes, running, scuffling, throwing things, or any boisterous conduct on CAPK property.
 10. Disorderly conduct in dealing with fellow employees, clients, or children/parents, including, but not limited to, harassment, fighting, gossiping, threatening, intimidating, bullying, or using obscene, abusive, or provocative language.
 11. Theft, fraud, or dishonesty in any form, including bribes or kickbacks.
 12. Carrying or bringing firearms or other dangerous weapons, including explosives, knives (folding blade knife no bigger than 5"), blackjacks, etc., on CAPK premises.
 13. Making a false, vicious, profane, or malicious statement concerning any client or employee, or CAPK or its services.
 14. Gambling on CAPK property.
 15. Removal or misuse of fire extinguishers from proper locations or tampering with any fire protection or other safety equipment.
 16. Deliberately loafing on the job, in restrooms or elsewhere, or otherwise failing to make a productive work effort. Sleeping on the job.
 17. Willful or deliberate destruction, damage, neglect, abuse, waste, or misuse of CAPK property or equipment, or the property or equipment of any employee or client.
 18. Deliberately restricting output or interfering with efficiency or discipline.
 19. Intoxication, or the use, possession or sale of any intoxicants, drugs or narcotics while working or on CAPK premises.
 20. Refusing or failing to take the required drug test paid for by CAPK.
 21. Failure to adhere to CAPK's Code of Ethics in Section 2.0 of the Handbook or to maintain confidentiality of sensitive CAPK or client information.
 22. Failure to follow safety procedures.
 23. Conduct that may compromise the licensing status of any CAPK facility.
 24. Leaving work without authorization.
 25. Failure to observe work schedules, including lunches and breaks.
 26. Violating confidentiality of an employee, child, client, or other sensitive issue, etc.
 27. Violation of CAPK's Social Networking policy.
 28. Failure to adhere to CAPK's policies and program policies and procedures.
 29. Violating CAPK's Discriminatory Harassment/Sexual Harassment as outlined in section 10.0 of this Handbook.

The violation of the Standards of Conduct is subject to disciplinary action, up to and including termination for violating this policy.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

9.2 Employees/Volunteers Working with Children Must Comply with All Federal State and Program Regulations.

Employees and volunteers who are involved in working with children must also note the following guidelines:

1. Must respect and promote the unique identity of each child and family and do not stereotype on any basis including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
2. Must follow confidentiality policies concerning information about children, families, and other employee members.
3. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care. This is a zero-tolerance mandate.
4. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being. Address challenging behavior and do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - a. Use corporal punishment.
 - b. Use isolation to discipline a child.
 - c. Bind or tie a child to restrict movement or tape a child's mouth.
 - d. Use toilet learning/training methods that punish, demean, or humiliate a child.
 - e. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
 - f. Physically abuse of a child.
 - g. Use any form of verbal abuse, including profane/sarcastic language, threats, or derogatory remarks about the child or child's family; or
 - h. Use physical activity or outdoor times as a punishment or reward.
5. Any other violations of Head Start Performance Standard 1302.90(c) (1) (i-v) or any other federal or state guidelines.

9.3 Disciplinary Action

All employees are required to comply with CAPK's standards of performance and conduct. It is important that all employees always perform to the best of their ability. When an employee performs in an unsatisfactory manner, violates a policy, or commits an act that is inappropriate, disciplinary action may be taken, up to and including termination. CAPK may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include verbal warnings, written warnings, or suspensions. CAPK reserves the right to deviate from this policy when it feels that circumstances warrant such a deviation. Nothing contained in this policy changes the "at-will" nature of any employee. Agency employment is at the discretion of the Agency, which may terminate any employee, at any time, with or without cause or notice.

The disciplinary action procedure is intended to give employees notice, whenever possible, of a performance problem or other employee problem.

Disciplinary action may involve, but is not limited to, one or more of the following: verbal counseling or warnings, written reprimands, probation, suspensions without pay, demotions, or termination. Again, it is important to remember that CAPK reserves the right to utilize any form of discipline, including immediate termination, depending on the severity of the violation. CAPK reserves the right to deviate from this policy when in circumstances which warrant such a deviation and remind employees that employment is at the discretion of CAPK, who may terminate any employee at-will, at any time, with or without notice.

The Chief Executive Officer will ultimately be responsible for the final decision of the appeal of suspension and/or termination.

9.4 Termination of Employment

It is the policy of CAPK to terminate employment because of an employee's resignation, discharge, retirement, or as a result of a permanent reduction in the workforce.

Discharge can be for any reason not prohibited by law, including employee misconduct or unsatisfactory job performance. In the absence of a specific written agreement, employees are free to resign at any time with proper notice, and CAPK is an at-will employer and reserves the right to terminate employment for any reason.

9.5 Employee Appeals

At the time, the Disciplinary Action of suspension or termination is presented to an employee, the employee shall be notified of their right to appeal as covered in this policy. Refer to the [Disciplinary Action \(including Involuntary Termination\) and Appeal Policy](#).

10.0 POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

10.0 POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

CAPK is committed to providing a workplace that is pleasant, productive, and free from harassment. Harassment of any nature should not be tolerated by employees as individuals and will not be tolerated by CAPK. This is true regardless of who is engaging in the offensive conduct, even if it is a manager, a Board Member, a vendor, a visitor, a parent, a client, or an independent contractor of CAPK. Harassment of a client or an independent contractor (any non-employee working at CAPK's premises) by anyone at CAPK will not be tolerated.

All employees are expected to actively work toward eliminating any workplace harassment. Employees who are subjected to or oppose harassment in the workplace are protected by law and CAPK policy against retaliation in this regard. Employees who are concerned about any workplace behavior should immediately report their concerns to management. Complaints will be addressed promptly and thoroughly and CAPK will make every effort to maintain confidentiality to as much an extent as possible. Any employee to whom harassment is reported, even informally, must report the matter to a manager or to Human Resources for appropriate investigation. Employees who pressure or attempt to discourage others from complaining or reporting harassment to CAPK will be subject to disciplinary action. All employees are mandated to complete a training class every two (2) years regarding harassment issues, including how to assist employees who may report any concerns.

10.1 Definition

On the job, harassment can be defined as persistent, annoying behavior by one individual that creates an intimidating, hostile or offensive work environment for another person based on the person's protected category. Harassment of an employee, client, or independent contractor on the basis of being in any protected class, such as sex (which includes sexual harassment, gender harassment, and harassment due to pregnancy, childbirth, breastfeeding or related medical conditions) and harassment because of race, religion (including religious dress and grooming practices) color, national origin or ancestry, physical or mental disability, medical condition, marital status, military and veteran status, age, sexual orientation, reproductive health decision-making, use of cannabis/marijuana off the job and away from the workplace (exceptions for CAPK may apply) or any other bias protected by federal, state or local law, ordinance or regulation will not be tolerated by CAPK. Such conduct is inappropriate and unlawful, regardless of the intent behind it. Harassment could take several forms, such as:

- Misleading or incomplete training of a fellow employee.
- Malicious mischief, such as destruction or defacing of a fellow employee's tools or personal property.
- Offensive language or a belittling manner.
- Jokes, slurs, or derogatory remarks directed at a particular sex, minority, and race, ethnic or another protected group.

Sexual harassment is against CAPK policy and against the law. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this

policy. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser; the following is a partial list:

- Unwanted verbal or physical sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

10.2 Employee Conduct

No form of harassment is appropriate behavior on the job. It creates a hostile work environment for the victim and distracts both the victim and the offender from important job duties. Also prohibited is any sort of conduct toward clients or children that might be perceived as harassment. This would include, but not be limited to, any ethnic slurs, or unwelcome sexual advances or solicitations. Even where conduct might not meet the above definitions of "harassment," if the conduct is annoying or distracting to employees, independent contractors, clients, children or parents, and the conduct serves no legitimate purpose, good judgment requires that such conduct be stopped.

Bullying can be a form of harassment. Physical harassment can be hitting, kicking, spitting, and pushing. Verbal harassment can be teasing, threatening and name-calling. Psychological harassment can exclude someone, spreading rumors, and intimidating. Sexual harassment can be touching, assault, exhibitionism. Employees who feel they may have been subject to or witnessed bullying behavior in the workplace are encouraged to contact their supervisor or Human Resources. The employee's supervisor and/or Human Resources will respond promptly to any issue(s) and address it accordingly.

CAPK prohibits the use of computers, e-mail system, voice mail system, cell and video phones and any other electronic media in ways which are offensive to others, or are otherwise discriminatory, harassing, or obscene, or for any other purpose which is illegal, against CAPK policy or not in the best interest of CAPK. For example, the display or transmission of sexually explicit images, jokes, messages, and cartoons is prohibited. Other such misuse of electronic media includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. Any such use of the computers, e-mail system, voice mail system or other electronic media will be considered a violation of the Handbook against harassment.

10.3 Client Conduct

Some of CAPK's programs involve working with clients who may have behavioral problems that may affect their interactions with our employees. Frequently, these clients would not need our programs if they already knew how to cope with these behaviors. Since our programs exist to help them, employees must be willing to work with such clients and welcome this challenge. Our job is to help all clients served by our programs.

This does not mean CAPK condones inappropriate behavior by clients; any employee who is aware of inappropriate behavior by a client must report it immediately to their supervisor or program manager. CAPK will take immediate and appropriate corrective action. Employees should be aware, however, that CAPK's funding requirements may require that CAPK follow a different corrective process than might occur with employee misconduct. This difference makes it even more important that employees report any problems immediately.

10.4 Protection Against Retaliation

CAPK policy, as well as federal and state laws forbid retaliation against any employee who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing conducted on behalf of an investigation for a discrimination or harassment claim. Prohibited retaliation includes, but is not limited to demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make impartial employment recommendations, and, adversely affecting working conditions or otherwise denying any employment benefits to an individual.

CAPK has a zero-tolerance policy to discriminatory harassment and sexual harassment and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct may be personally liable in any legal action brought against them.

10.5 Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor or to the Director of Human Resources as soon as possible. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Director of Human Resources. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

CAPK encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Director of Human Resources for immediate action. When CAPK receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. CAPK will reach reasonable conclusions based on the evidence collected.

CAPK will maintain confidentiality to the extent possible. However, CAPK cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know. Complaints will be:

- Responded to in a timely manner.

- Kept confidential to the extent possible.
- Investigated impartially by qualified personnel in a timely manner.
- Documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If CAPK determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. CAPK will also take appropriate action to deter future misconduct.

Any employee determined by CAPK to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for misconduct.

11.0 SAFETY AND HEALTH

11.0 SAFETY AND HEALTH

11.1 Illness and Injury Prevention Program

CAPK has a formal Illness and Injury Prevention Program (“IIPP”) which is required by the State of California CCR Title 8 Section 3202. The IIPP can be found on the CAPK’s employees’ webpage. Employees will receive training concerning workplace safety, including any necessary job-specific training. CAPK’s IIPP is managed by the Risk Management Department of the Operations Division, who has the responsibility and authority to implement all aspects of CAPK’s safety program. All employees are strongly encouraged to communicate any safety concerns to the Risk Management Department, or any other member of management. Suggestions, concerns, and reports are welcome in any form, and may be made anonymously.

11.2 Safe Practices

CAPK is concerned about employees’ health and safety. Proper safety equipment must be used and worn in the performance of job functions. This includes seat belts when driving on CAPK business. In addition, the use of cell phones for any reason (i.e., telephone conversation, texting, e-mail, or another application, etc.) while driving for CAPK business is forbidden (Refer to section 3.12).

In addition to any safety equipment, employees must follow other safety rules and always be safety conscious. Notify your supervisor of any unsafe conditions or practices. Help avoid accidents by eliminating hazards when possible. Should an unsafe condition or an accident occur, even though no one is injured, the incident must be reported to the supervisor and the Risk Management Department as soon as possible. Immediately report all injuries, no matter how slight, to your supervisor and the Risk Management Department. All injury reports must be submitted within 24 hours of the incident.

Employees must inform their supervisor if they think any task is unsafe or that assistance is needed to perform it safely. Employees should not operate any equipment unless they are trained and authorized to do so.

Safety rules are intended to protect the safety of everyone. Violating any safety rule may result in discipline, up to and including termination. Safety rules are not intended to replace sound judgment, nor do they include all the instances in which disciplinary action may be taken.

11.3 Work-Related Accidents or Illnesses

All work-related injuries or illnesses, no matter how slight, must be reported to the supervisor and the Risk Management Department immediately following (i.e., on the day that it occurs) the injury or onset of illness so that they may arrange for any necessary medical attention and prepare any required reports. All injury reports must be submitted within 24 hours after the accident/incident.

To determine the extent of the employee’s injuries and applicability of Workers’ Compensation insurance coverage, they may be requested to see a particular physician.

Any recreational activities sponsored by CAPK, such as picnics, softball games and other social gatherings, are purely voluntary and not related to any person's work duties for CAPK. Any employee or other person who participates in such activities does so at their own risk. Any specific questions concerning Workers' Compensation should be referred to the Risk Management Department.

11.4 Violence in the Workplace

CAPK is committed to providing a workplace that is free from threats or acts of violence. In keeping with this commitment, CAPK's policy is to have zero tolerance for any actual or threatened violence against employees, clients, visitors, or any other persons who are either on CAPK's premises or have contact with CAPK employees in the course and scope of the CAPK employee's job duties.

Compliance with this anti-violence policy is an essential condition of employment. It would be a violation of this policy for any person to engage in or contribute to violent behavior, threaten others with violence, or engage in any potentially threatening, harmful, or criminal behavior that may negatively affect the safety or productivity of our workplace. Any employee who violates any aspect of this policy may be subject to disciplinary action up to and including immediate termination of employment.

To help CAPK provide a safe and secure environment for all employees, clients, and visitors, every verbal or physical threat must be treated seriously. Employees must immediately report any potentially threatening, harmful, or criminal behavior that may negatively affect the safety or productivity of our workplace to their supervisor, program manager, or to Human Resources. If danger is imminent or there is an immediate risk to the safety of any person, do not hesitate to dial 9-1-1 for police, fire, or ambulance assistance.

For more information on violence in the workplace, see [CAPK's Workplace Violence Prevention Policy](#).

11.5 Smoking

Smoking (including vaping, e-cigarettes, and smokeless tobacco) is only permitted outside, and must be greater than 20 feet away from any buildings to avoid causing discomfort to those entering or leaving a building. All CAPK properties are designated smoke-free, and smoking must be done entirely off the premises.

Some locations may designate a specific area for smoking; if so, smoking must be restricted to the designated area. Smoking is prohibited in all CAPK vehicles. Smoking is permitted only during lunch and regular break periods; there are no special or extra break times for smoking. Smoking is never permitted around children, when assisting a client or other visitor, or anywhere that clients or business visitors are likely to be present at CAPK. When smoking outside, great caution should be taken to extinguish a cigarette, cigar, or pipe and to make sure it is deposited in a proper receptacle. Smoking must comply with the city's smoking ordinance.

12.0 SUBSTANCE ABUSE AND ALCOHOL

12.0 SUBSTANCE ABUSE AND ALCOHOL

CAPK is concerned about the issue of substance abuse and is committed to achieving a workplace that is free of drugs and alcohol. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Employees who unlawfully use, possess or are under the influence of drugs and/or alcohol at work or on CAPK premises present a hazard to themselves and other employees. Moreover, various state and federal laws and regulations require CAPK to adopt tough policies and a comprehensive testing program to achieve a workplace free of drugs and alcohol. The overall goal of this policy is to ensure a drug and alcohol-free work environment and to avoid accidents, injuries, and fatalities.

12.1 General “Drug-Free” Workplace Policy

CAPK complies with both federal and state law. Where state and federal law differ, CAPK will comply with the stricter of the two provisions. California now permits the specified use and possession of marijuana for medical and/or non-medical purposes. However, under federal law, marijuana remains an illegal substance. CAPK adheres to federal law regarding marijuana and considers it to be an illegal drug for purposes of the Drug Free Workplace Policy and for purposes of its drug testing policies.

The consumption or use of any alcohol (alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol), intoxicant or unlawful drug (which includes illegal use of lawful drugs) while working is strictly prohibited. Employees are prohibited from working in an impaired condition because of using any drugs, alcohol, or intoxicating substance. The use/consumption, sale or possession or trafficking of drugs (prescribed or not), alcohol, controlled substances, or related paraphernalia while on the job, while on CAPK or customer property, or in CAPK vehicles is absolutely prohibited. CAPK reserves the right to utilize any necessary procedures for enforcing this policy, including testing of employees and inspection of CAPK property and all articles and property brought onto CAPK’s premises or vehicles either by CAPK personnel or law enforcement.

Employees shall not engage in “prohibited conduct” as defined in this policy. Violation of any part of this policy, refusal to cooperate with CAPK efforts to enforce this policy, or any conduct that inhibits CAPK effective enforcement of this policy, will result in disciplinary action, up to and including termination.

12.2 Notification/Accommodations

Employees who currently suffer from a substance abuse problem are strongly encouraged to get help now. CAPK will accommodate employees who voluntarily seek rehabilitation by allowing reasonable unpaid time off for a rehabilitation program. A medical certification from a physician may be required. While CAPK is supportive of employees who try to correct such problems, no situation will excuse violations of law or CAPK policy such as theft, sale of controlled substances, falsifying CAPK documents, or other deliberate, harmful, or unlawful conduct. Asking for a referral to a rehabilitation program after a positive drug or alcohol test will not be considered “voluntarily” seeking rehabilitation.

Employees must immediately notify Human Resources if they receive a conviction due to a criminal drug statute violation, moving violation that might impact one's ability to safely continue performing the essential functions of one's job (i.e., DUI), lose their driver's license, occurring in or out of the workplace.

12.3 Drug and Alcohol Testing

To achieve a workplace free of alcohol and drugs, CAPK may implement a program of drug and alcohol testing in accordance with federal, state, and local law. For all positions, CAPK reserves the right to require pre-employment testing. Such testing is currently required for all employees. Additionally, all employees are subject to testing where there is a reasonable suspicion that the individual is not fit for duty because of drugs or alcohol, or that the individual is using drugs or alcohol in violation of CAPK policy. CAPK may conduct random drug testing.

Any employee involved in a workplace accident/incident will be sent for post-accident/incident testing, in accordance with standards set forth in CAPK procedures. Employees returning from a substance abuse rehabilitation program will be subject to random, follow-up testing. Any employee who is returning to work after an absence may be subject to testing if it falls within CAPK's specified time frame of length of absence or length of time out of the testing pool (such testing to be done in accordance with CAPK's "pre-employment" testing standards and will be referred to as "pre-employment" testing). No employee may be tested without the approval of the Director of Human Resources or Risk Management.

If an after-hours test is required or if utilizing the regular clinic is not available, a test may be performed on-site by a trained collector. If a situation should arise where direct observation is required, a medical professional will participate in the testing process.

12.3.1 Refusal to Test and Consequences

An employee who refuses to submit to the required drug or alcohol testing shall constitute a verified positive test. Refusal to submit to the types of drug and alcohol tests employed by CAPK will be grounds for refusal to hire applicants and to terminate employment of existing employees.

A refusal to test is defined as any conduct that would delay or obstruct the proper administration of a test, including any lack of cooperation at the laboratory conducting the testing, such as failing to remain at the testing site until the testing process is complete, failing to sign required forms, or behaving in a confrontational or disruptive manner. A delay in providing a specimen could be considered a refusal. If the employee declines to take a test ordered/required by CAPK or the Medical Review Officer ("MRO") this would be considered a refusal to test and will be grounds to terminate.

If the individual cannot provide a sufficient specimen, they will be evaluated by a physician of CAPK's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, it will be considered a refusal to test. It will also be treated as a refusal to test where the MRO has reported that the individual has a verified adulterated or substituted test sample.

12.3.2 Consequences of Positive Test: "Zero Tolerance"

CAPK has a zero-tolerance policy towards substance abuse. Any positive drug or alcohol test, conducted in accordance with state law, for a job applicant will result in an employment offer's withdrawal. Employees who test positive for unlawful drugs, or who

test positive for legal drugs without proper proof of the current prescription being issued in their name or who have excessive amounts of legal drugs, will be terminated from employment and be provided with a list of local Substance Abuse Professionals (“SAP”) for their personal assistance, if desired.

CAPK has adopted a zero-tolerance policy regarding the use of alcohol while on duty or just before reporting for duty. Therefore, acting on its own authority, CAPK will terminate the employment of any employee who is tested for alcohol under this policy and has a verified blood alcohol concentration of .02 or greater. CAPK will also provide such employees with a list of local SAPs (Substance Abuse Program) for their personal assistance, if desired.

12.3.3 Reasons for Testing

CAPK has implemented five (5) circumstances for drug and/or alcohol tests: (1) pre-employment testing, (2) post-accident/incident testing, (3) reasonable suspicion testing, (4) Safety Sensitive Positions, and (5) follow-up testing.

Pre-Employment Testing

For all positions, CAPK reserves the right to require pre-employment testing, such testing is currently required for all employees. Such prospective employees are required to undergo testing for drug use as part of their pre-employment medical evaluation to determine fitness for duty. A prospective employee whose pre-employment test is canceled will be required to take another pre-employment drug test with a verified negative result prior to starting. Prospective employees who fail to pass a pre-employment drug test will be ineligible for employment.

Prospective employees are to be informed as early as possible and reminded during the interview process that all job offers, if extended, will be contingent upon results of medical evaluations that will include testing for illegal drugs. All applicants should also be informed that CAPK maintains a drug and alcohol-free workplace and has a program for testing existing employees.

The Third-Party Administrator (“TPA”) will provide results to CAPK’s Human Resources, who will notify the hiring manager of whether the applicant is eligible for employment. Human Resources will inform the applicant of the results. Only the applicant and responsible CAPK employees having a need to know are to be informed of the results.

Post-Accident/Injury Testing

All accidents, incidents and injuries must be reported to CAPK immediately. If a motor vehicle accident involves loss of human life, a drug and alcohol test shall be conducted on each surviving employee in the vehicle at the time of the accident. CAPK shall also test any other employee whose performance could have contributed to the accident, as determined by CAPK using the best information available at the time of such a decision.

In cases not involving fatality, a drug and alcohol test shall be performed on all employees involved in any injury producing accident/incident that requires (a) employee to be treated by a physician, clinic or hospital for injuries sustained on the job, and/or (b) involved any vehicle accident/incident whether the accident/incident caused damage or not.

Any post-accident/incident or injury, drug or alcohol test must be performed as soon as possible following the accident, incident or injury. If no alcohol collection can be made within two hours, a report shall be made as to why the alcohol test was not obtained. If

no specimen collection can be obtained for purposes of post-accident/incident drug testing within thirty-two (32) hours, attempts to make such collection shall cease. Again, CAPK shall make a report as to why such tests were not obtained.

In the event that federal, state, or local officials conduct any tests to determine the presence of alcohol and controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable, federal, state, or local requirements. The employee will sign a release allowing CAPK to obtain the test results from federal, state, or local officials, if such a release is required for CAPK to obtain such results.

In the event an employee is so seriously injured that they cannot provide a specimen at the time of the accident, the employee must provide necessary authorization for CAPK to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the employee's system at the time of the accident. In the absence of such an authorization or other necessary release, CAPK will make any necessary determinations based on the information available, including any inferences to be drawn from the lack of medical information.

Employees involved in an accident must remain readily available for a period of 32 hours after the accident or until required drug and alcohol tests are administered, whichever comes first. Remaining readily available for testing requires that the employee notify CAPK or its designated representative of their location and applicable contact information. The employee must also keep such means of contact open. An employee who is subject to post-accident testing and who fails to remain readily available for such testing may be deemed by CAPK to have refused to submit to testing. Nothing in this policy shall be construed to require the delay of necessary medical attention for the injured following any accident or to prohibit the employee from leaving the scene of an accident for the period necessary to obtain necessary emergency medical care.

Reasonable Suspicion Testing

Employees will be subject to testing under this provision when CAPK has a reasonable suspicion that the employee has used a prohibited drug and/or alcohol in violation of this policy. Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall exist when the employee manifests physical or behavioral symptoms or reactions commonly attributed to controlled substances or alcohol. This will be based on contemporaneous, articulated observations about the appearance, behavior, speech, or body odors of the employee. Such employee conduct must be witnessed by at least one supervisor trained in compliance with this program regarding reasonable suspicion testing.

All "reasonable suspicion" drug and alcohol testing will be designated as "reasonable suspicion" testing in all paperwork at the collection site and kept by CAPK.

If an employee is directly observed to be using and/or consuming alcohol or a controlled substance in violation of this policy, such conduct shall constitute a direct violation of CAPK's policies without any drug or alcohol test being conducted. This is because such alcohol or drug use is not merely suspected and such conduct was witnessed.

Safety Sensitive Positions

Personnel employed as drivers or in classifications that could affect the safety of staff or clients may also be subjected to periodic and/or unannounced drug screening. Such

examinations and/or tests, when requested, will be a condition of continued employment.

Return to Work Testing

As a separate matter, any employee returning from a substance abuse rehabilitation program, regardless of the length of absence, must submit to a full return-to-duty drug and/or alcohol test with a verified negative test result. Such employees must also have a written release from the treating Substance Abuse Professional ("SAP") prior to returning to their position. Such employees may also be subject to "follow-up" testing as directed by the SAP, as set forth below.

Follow-up Testing

Follow-up testing is separate from and in addition to CAPK's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be randomly timed and in accordance with the instructions of the treating SAP.

Follow-up testing may continue for up to 60 months (about 5 years) following the employee's return to duty, depending on the recommendations of SAP. At least six (6) tests shall be performed in the first twelve (12) months of follow-up testing. Moreover, the employee shall cooperate with CAPK's efforts to monitor the employee's compliance with any other recommendations of SAP with respect to the employee's continuing sobriety. This may include a return-to-duty/last-chance agreement, ongoing certifications by SAP or other monitoring. The costs of any SAP evaluation and/or prescribed treatment/testing shall be borne by the employee. The employee will not be permitted to return to duties until they have obtained a written return-to-work authorization form from the SAP.

12.3.4 Testing Process

Drug Testing

Drug testing will be performed through urinalysis and/or saliva swab, and will be tested for the presence of drugs of the following families of controlled substances:

1. Barbiturates
2. Methadone
3. Phencyclidine-PCP
4. Amphetamines
5. Opiates
6. Cocaine
7. Benzodiazepines
8. Psychoactive Cannabis Metabolites
9. MDMA, commonly known as ecstasy.
10. Methamphetamines

The testing procedure starts with a collection of a specimen. If the individual is unable to provide a specimen, this shall constitute a verified positive test. Refusal to submit to the types of drug and alcohol tests employed by CAPK will be grounds for refusal to hire applicants and to terminate employment of existing employees.

In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer ("MRO") as a positive.

Drugs from outside the country will not be considered as a recognized drug in the United States when it comes to drug testing.

Alcohol Tests

CAPK will perform alcohol screening tests by acceptable methods. The employee shall report to the site of an alcohol test as notified by CAPK (employee should be taken by Risk Management or Human Resources). If an Evidential Breath Testing Device (EBTD) or a saliva test indicates a prohibited level of alcohol, the individual will be retested by using an EBTD between fifteen (15) and thirty (30) minutes after the first test, to confirm the results.

If the first test indicates blood alcohol concentration of less than .02, no further testing is required, and the result will be treated as a negative result. If blood alcohol concentration on the first test is .02 or greater, a confirmation test is required. When a confirmation test is required, any actions taken will be based on the confirmation test results. If an employee, on the basis of a confirmed test, has a blood alcohol content of .02 or greater, the employee shall be immediately removed from duty and is then subject to termination of employment.

Dilute Specimens (Negative and Out of Range)

CAPK will retest all negative-dilute specimens. This means that any test that returns from the laboratory with a negative-dilute result will require a new drug test collection to immediately be performed. The requirement of this re-test is not pronouncing guilt upon the intended party - it strictly means that CAPK will not accept a dilute-negative result without first obtaining a second test. The result of the second test is the final test. The sample for this re-test is not done under direct observation; however special security provisions may be implemented to ensure a genuine sample.

12.3.5 Test Results and Confidentiality

CAPK has retained the services of a qualified Medical Review Officer ("MRO"), who is a licensed physician experienced in substance abuse. All laboratory results shall be reported by the laboratory to the MRO. Negative test results shall be reported as such by the MRO to CAPK. Before reporting a positive test result to CAPK, the MRO will attempt to contact the applicant/employee to discuss the test result. Employees may be removed from their duties without pay while verification of test results is pending.

If the MRO is unable to contact the applicant/employee directly, or if the individual fails to return calls to the MRO, the MRO will contact CAPK's Director of Human Resources or Risk Management, who shall in turn contact the applicant/employee and direct that individual to contact the MRO. Upon being directed, the individual shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If the individual fails to contact the MRO within three (3) days after being requested to do so, the individual's test will be verified as positive.

The MRO must review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. Evidence to justify a positive test result may include but is not limited to a valid prescription or verification from the individual's physician verifying a valid prescription.

A determination will be made as to whether a result is positive or negative in the MRO's sole discretion. If the MRO determines there is no justification for a positive test result,

the result will then be considered a verified positive test result. If the MRO deems the positive result to be justified by acceptable and appropriate medical or scientific documentation to account for the result other than intentional ingestion of controlled substances, then the result will be treated as a negative test result for all purposes.

Pursuant to law, individual test results for applicants and employees will be released to CAPK and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon a timely written request.

All laboratory reports, test results, and rehabilitation reports shall not appear in an employee's general personnel folder. Information of this nature will be treated as confidential medical information, which will be kept securely in a separate folder. Such information will be disclosed to CAPK management only on a strictly need-to-know basis, and to the subject employee upon request.

12.4 Prohibited Conduct and Consequences

In addition to other conduct specifically prohibited herein, by federal/state regulations or by CAPK policy, the following conduct shall be prohibited:

- No employee shall report for duty or remain on duty while having an alcohol concentration of .02 or greater.
- No employee shall use alcohol while performing their duties with any measurable amount of alcohol in their system.
- No employee shall drive within four (4) hours after using any amount of alcohol.
- No employee shall refuse to submit to an alcohol or drug test pursuant to these guidelines.
- No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform their duties safely.
- No employee shall facilitate or assist any employee in violating any aspect of this policy or engaging in any prohibited conduct. Failing to report to the Director of Human Resources or Risk Management any conduct generally understood as prohibited by or in violation of this policy may be treated as facilitating the conduct.
- No employee shall engage in any form of retaliation against employees who report violations of this policy or cooperate in the implementation of this policy.

Any employee who engages in prohibited conduct as set forth herein or fails to cooperate in the implementation of CAPK's drug and alcohol policy will be subject to termination, except as otherwise specifically stated in this policy.

12.5 Management and Director of Human Resources or Risk Management Responsibilities

Managers and supervisors are responsible for enforcement of this policy. Managers and supervisors may request that an employee submit to a drug and/or alcohol test when a manager

or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

“Reasonable suspicion” is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee’s ability to perform the functions of the job is impaired or so the employee’s ability to perform their job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

- Slurred speech
- Alcohol odor on breath
- Unsteady movement
- An accident involving CAPK property, where it appears the employee’s conduct may be at fault.
- Physical altercation
- Verbal altercation
- Unusual behavior
- Possession of alcohol or drugs

CAPK’s Designated Employer Representative (“DER”) is the Director of Human Resources and is responsible for answering employee questions regarding CAPK’s anti-drug and alcohol policies and program, and the substance-testing program. The DER shall be the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of this program and shall receive drug and alcohol test results. The DER is also responsible for implementing, directing, administering, and managing CAPK’s substance abuse policies.

13.0 CHILD SAFETY

13.0 CHILD SAFETY

13.1 Injury Prevention

There can be no greater concern at CAPK than the safety and well-being of the children entrusted to our care. All employees who work around children must always be aware of the activities and whereabouts of the children. No child should ever be left unattended – not even for a moment! This includes while the children are sleeping or napping. One never knows when a supposedly napping child will get up and go, or if a sleeping child might suffer a medical emergency. One should not assume that someone else will be watching the children for whom they are responsible. If one needs to leave their classroom or other area, make sure that another qualified employee is covering for the absence, and that the other employee acknowledges exactly which children they will be watching. We are required by licensing to always supervise children.

Employees are never to administer any medications to children without specific authorization. If a child is supposed to have medication during the day, arrangements must be made in advance between the parents/primary caregivers and the Center Director. If this occurs, only specific employees will be authorized to administer the medication, and then only in accordance with specific procedures.

If an employee has any personal medications on-site (such as your own prescriptions, over-the-counter medications, etc.), or any other items that could pose a threat to a child (including any items small enough to cause a choking threat), the employee must keep the medication in a locked drawer and secured so there is no way for a child to access it. If necessary, see the Center Director to store items in a secure location.

If there is any accident involving injury to a child or children, even just a slight scrape, cut or bruise, the employee must complete a written accident report. This must be done immediately by the employee(s) who witnessed the accident. The only excusable delay in preparing this report will be to ensure that the injured child is properly treated.

13.2 Abuse and Neglect; Mandated Reporters

Mandated reporters are individuals who are mandated by law to report known or suspected child maltreatment. Mandated reporters are required by the State of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff's department). Employees who have contact with children by the nature of their work should refer to departmental procedures for additional information.

13.3 Access to Client Homes

Some of our work is done at the client's home. Employees must always be courteous and respectful toward clients and their privacy in their homes. Employees may only be in areas of a client's home which they have a work-related reason to visit. While in a client's home, employees must be meticulously clean and be careful not to snoop or disturb the client's possessions. Employees are reminded that they should use their best judgment when making

home visits and only enter if they feel safe. If an employee feels unsafe entering a home, they should contact their supervisor and not proceed with the visit until the home visit can be further evaluated.

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14.0 SECURITY

14.0 SECURITY

14.1 Building Access

Certain doors are identified as required to remain unlocked during business hours. Employees should be attentive to people passing through those doors for any suspicious behavior. All other unattended exterior doors should never be left open, ajar, or unlocked; anyone could easily enter undetected.

All employees and authorized visitors may be issued badges. Visitors may be required to be accompanied by an escort depending on the location. If an employee sees anyone in an unauthorized area without a badge or unescorted while wearing a visitor badge, ask whom they are visiting and if they need assistance. Cordially escort the person to their destination or to the facility's entrance. If the situation seems suspicious, immediately notify CAPK leadership.

For Head Start Centers, all employees and visitors must sign in using the visitor logbook. It is the responsibility of the employee assigned to the location to ensure that visitors clearly identify themselves and sign in. No child is to leave without being properly signed out to a properly authorized adult. Employees should always know when a child is leaving and with whom. Never engage in a confrontation or other risky behavior; however, do not allow an unauthorized person to leave with a child. If necessary, call 911. Nothing is more important than the safety of any person. When leaving after regular business hours, employees must check to be sure that all entrances are properly locked. If another employee remains on site as one leaves, be sure that such employee will make sure the facility is completely locked. If one's keys have been misplaced or if one notices anything suspicious, please notify management immediately.

14.2 Access Badges and Devices

To enhance security for CAPK's employees and clients, CAPK will issue badges to all employees and authorized visitors. All employees will be issued a badge with their photo on it. Certain positions are expected to always wear their badge while they are on CAPK's premises. This will enable us to immediately identify any person who is not authorized to be on site.

At some sites, CAPK employees will be issued a proximity card ("prox card"), which will identify each person as they enter or leave the applicable site. If an employee is issued a prox card, they must always keep it with them during their shift or at any other time they may be at the applicable CAPK site. This will enable CAPK to better control access to its facilities and limit access only to people who are authorized to be on site. Prox cards may be requested through the Information Technology Department by a supervisor or by Human Resources. Appropriate access levels will be determined by the employee's supervisor. It is imperative that lost or stolen cards be reported to the IT department immediately after identified so the card may be disabled.

Employees must be conscious of the delay for the electronic latch to engage after a card is swiped. It is always best practice to check the door to ensure that it is fully latched when exiting. Prox cards are issued to individual employees for their use only; prox cards should never be loaned to others.

Burglar alarm codes are issued to employees to disarm and arm facility burglar systems. Never give alarm codes to anyone including other CAPK personnel. Protect alarm codes from discovery by any person. If for any reason an alarm code is discovered by anyone, it is one's responsibility to notify management immediately so that the code can be cancelled and a new code issued. Alarm codes may be modified by sending a request to the Facilities/Operations.

14.3 Fire Safety

Every employee must be familiar with the location of all exits and fire extinguishers in their general work area. All doors should be shut at night, including the doors to individual rooms and stairwells. Similarly, all office equipment, machinery and electrical appliances should be turned off at the end of each day or when not in use, unless otherwise specified. Each person is responsible for the doors and equipment in their own work area; however, any person who sees a door open, or equipment, lights, or appliances on during inappropriate times should correct the situation.

14.4 Theft

CAPK maintains a strong policy against theft. In addition to monetary theft, theft of any property belonging to CAPK, its clients, visitors, vendors, or employees, will not be tolerated. CAPK will not be responsible for the lost or stolen personal property of any employee, and employees bring such belongings to work at their own risk. Nevertheless, CAPK demands the honesty of its employees; any theft by an employee, regardless of the value involved, may be subject to prosecution. In addition to prosecution, the employee may be subject to immediate termination. Borrowing CAPK property for personal reasons at any time is contrary to CAPK policy. CAPK property may not be taken from the premises for any reason without authorization from management.

15.0 BENEFITS AND TIME OFF

15.0 BENEFITS AND TIME OFF

15.1 Interpretation of Benefits Policies

CAPK provides valuable benefits to its employees. Each benefit program offered has its own eligibility requirements that must be satisfied before a particular employee may participate in such a program. For most programs, there is a written plan document or insurance contract that sets forth the details of the program and the eligibility requirements. CAPK reserves the right to change, modify, or delete any benefits at its discretion.

While CAPK explains the basic elements of such programs in this Handbook and elsewhere, the terms of the written plan documents or insurance contracts will control the administration of any benefits under such programs. To the extent that any statements or assurances are made in any form (including this Handbook) that may contradict the provisions of the plan documents or insurance contracts, such statements or assurances are to be disregarded; the provisions set forth in the written plan documents or insurance contracts will control CAPK's obligations and determine the outcome of any situation. This includes any determinations regarding breaks in service.

To understand many of CAPK's benefit programs, it will be helpful to define certain terms as used in the summaries below. The following definitions will apply to interpret CAPK's benefits programs:

“Scheduled Workday”: When calculating the rates at which time off is accrued or used, the term “scheduled workday” refers to an incremental period on the number of hours the employee is regularly scheduled to work, excluding overtime. For employees regularly scheduled to work forty (40) hours per week, one (1) “scheduled workday” consists of eight (8) hours. For employees regularly scheduled to work less than forty (40) hours per week, the “scheduled workday” is in proportion to the number of their regularly scheduled hours per week, excluding overtime. This definition applies to all time-off benefits, such as vacation, holidays, sick time, etc., unless otherwise specifically stated.

“Immediate Family”: Unless otherwise stated in the specific policy, the term “immediate family” refers to the employee's spouse, registered domestic partner, child, stepchild(ren) or foster child(ren). It also includes the children of the employee's spouse or registered domestic partner.

15.2 Statutory Benefits

In addition to wages and salaries, CAPK contributes to government-mandated programs on behalf of all its employees. These benefits include the following: Social Security; Medicare; State Unemployment Insurance; and Workers' Compensation Insurance. CAPK also makes payroll deductions for mandatory State Disability Insurance (“SDI”) and California's mandatory Paid Family Leave Insurance (“PFLI”). SDI and PFLI benefits are available through the California Employment Development Department. Employees may elect to use any available sick and/or vacation time before they collect SDI or PFLI benefits. Where employees are collecting SDI or PFLI, CAPK can coordinate the payment of any vacation or sick pay with such benefits, to maximize income to the employee.

15.3 Insurance Benefits

CAPK offers benefits through a group medical, dental, vision, and life and AD&D insurance program to all full-year and part-year employees. Employees will share the cost for benefits not fully paid by CAPK. Eligible employees may elect medical which includes vision and dental insurance coverage for their dependents. Coverage for registered domestic partners as “dependents” is available.

New full-time employees become eligible for benefits on the first day of the calendar month following their hire date. Employees who become eligible due to a status change are eligible for benefits on the first day of the calendar month following thirty (30) days from their change in status.

Except as specifically required by law (such as Family & Medical Leave) or stated in this Policy Handbook, during any leave of absence, the employee must pay their share of cost to continue any group health or voluntary life insurance. If an employee does not pay their share of the cost for medical/dental insurance and voluntary life coverage while on leave, benefits will be terminated at the beginning of the month following non-payment. The employee will be offered COBRA until they return to work.

If an employee experiences particular events that would result in a loss of health insurance coverage, such as a change in status, leave of absence (other than periods covered by Family & Medical Leave, or CFRA), or separation from employment, that employee and covered dependents would be eligible to continue their health insurance through COBRA. Dependents who lose dependent status due to an employee’s death, divorce from the employee, or a child reaching an age-limit, would also have the right to continue health insurance coverage through COBRA. All participants in CAPK’s health insurance plans will receive information regarding COBRA rights, upon becoming ineligible participants. Where the loss of coverage is due to a dependent no longer holding dependent status, that participant has a duty to notify Human Resources of such an event to exercise any COBRA rights.

This section is intended only as an overview of our group insurance programs. CAPK reserves the right to change, modify, or delete any benefits at its discretion. Detailed information is provided in the Group Insurance Benefits booklet.

15.4 403(b) Tax Deferred Annuity and 401(a) Pension Plan

CAPK offers all employees the opportunity to contribute a portion of their earnings to a 403(b) tax deferred annuity. Employees are eligible to enroll in the plan as a participant upon date of hire. This plan allows eligible employees to contribute an amount from each paycheck for retirement investments. The investment contribution is deducted from wages before income taxes are calculated, which will reduce tax withholdings. Employees may contribute as little or as much as they want, up to the limits set forth in the Plan documents and by IRS annually. Additional eligibility requirements may apply. The plan is eligible for deposit of rollover funds from a prior employer’s retirement plan or IRA See Human Resources for details of the plan.

CAPK also provides eligible, full-time employees, (and part-time employees who meet the 1,000 service hours requirement based on anniversary year), who are at least 18 years old, employer-sponsored contributions to a 401(a)-retirement plan. CAPK contributes to the plan on the

employee's behalf. The contributions are subject to vesting. See Human Resources for vesting and other details of the plan.

15.5 Holidays

CAPK employees observe holidays each year as may be determined by the Board of Directors. Eligible employees will be given the approved holiday off with pay. A schedule of predetermined holidays to be observed during each calendar year will be published and posted with the payroll schedule during the month of December. The holiday schedule will also be posted on the ADP Resource page.

For calculating holiday pay, each holiday pay will be equal to the employees normally schedule workday. Non-exempt employees shall be paid for holidays based upon their non-premium, regular hourly rate; exempt employees shall be paid their regular weekly salary. Holiday pay will not be counted as time worked in the calculation of overtime.

When a holiday falls on a weekend, it will be observed on the nearest regular working day. A schedule of the dates on which CAPK's paid holidays will be observed will be distributed just prior to the beginning of each calendar year. Non-exempt employees required to work on a paid holiday will be paid at their regular rate of pay for all hours worked on the holiday, in addition to regular holiday pay for the day.

Employees who wish to observe religious holidays that are not designated as a CAPK holiday may take the necessary time off to do so, unless their absence would create an undue hardship. Such time will be unpaid; however, vacation time may be used. Such time should be scheduled at least two (2) weeks in advance and requests should be submitted to the employee's immediate supervisor.

1. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding Friday or the following Monday, respectively. For eligible employees who work an alternative work week schedule and the holiday falls outside their normal schedule, the employee will be asked to take another day during the pay period in which the holiday occurs.
2. If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day on the holiday is observed.
3. Employees on leave of absence for any reason are ineligible for holiday benefits that are observed during the period they are on leave of absence. This includes FMLA, CFRA, and PDL, personal leave, medical leave, workers' compensation, or any other type of leave of absence.
4. The number of holiday hours an employee is paid is determined by the number of hours the employee is normally scheduled to work and will be paid at their normal hourly rate.

15.6 Vacation

Note: Some programs may have different accrual and usage policies. In some cases, this policy may not apply. In this case, the program policy will apply (Example: Union Employees - please refer to program procedures or Union Contract).

Vacations are meant for the relaxation of employees, so they may feel more refreshed at work and can be more productive. CAPK strongly encourages eligible employees to take vacations for this purpose; vacation time is not available to use for absences due to illness or other medical needs so long as any paid sick time is available. All full-time employees are eligible to accrue vacation beginning from their hire date and will earn vacation time at the following annual rates, with the following maximum accrual levels:

Executive Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	4.62 hours/per pay period (15 days/year)	240 hours
37 – 96 months	6.15 hours/per pay period (20 days/year)	320 hours
97 – 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 60 months	4.62 hours/per pay period (15 days/year)	240 hours
61 - 120 months	6.15 hours/per pay period (20 days/year)	320 hours
121 - 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Non-Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	3.08 hours/per pay period (10 days/year)	160 hours
37 – 96 months	4.62 hours/per pay period (15 days/year)	240 hours
97 – 180 months	6.15 hours/per pay period (20 days/year)	320 hours
181 – 240 months	6.46 hours/per pay period (21 days/year)	336 hours
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours

Employees do not receive vacation accrual while on unpaid leave, workers' compensation, FMLA/CFRA/PDL, or other types of leave. Vacation time may not be taken in advance of being earned. Exempt employees must use vacation in minimum increments of one (1) full workday.

If an employees' earned but unused vacation accrual reached the maximum, the employee will not accrue any additional vacation. If the employee later uses some of the vacation accrual to fall below the maximum, the employee will resume earning vacation accrual from that date forward. The amount of vacation an employee has accrued will be indicated on their paystub in terms of "hours" available. Vacation does not count as time worked for calculating overtime.

Vacations must be scheduled with the prior approval of the employee's supervisor but shall not be unreasonably denied. Divisions can establish standard timelines regarding advance notice of vacation requests based on program needs. This is necessary because of scheduling demands; requests with minimal notice are discouraged and may be denied based on work and coverage demands. CAPK has the right to control the scheduling, timing, and length of vacations to minimize disruption to CAPK's operations; however, every effort will be made to schedule vacations during a mutually convenient time. If a paid holiday occurs while one is on an approved vacation, one will be paid for the holiday and the holiday will not be counted as a vacation day. For all employees, any vacation earned and not used will be paid at the time of termination. CAPK prohibits the advancement of accrued vacation time.

Eligible Head Start Part-Year Employees Working Less Than 12 Months Per Year.

Eligible part-year employees who work less than 12 months per year shall note: part-year employees will earn 24 hours of personal time off effective August 1 of each year. Any paid personal time off balance at the end of the ten (10) months will be included with the last check in May/June of each year.

15.6.1 Vacation Cash Out

CAPK offers eligible employees the opportunity to request a vacation pay out one time during a calendar year. You must have met your one (1) year anniversary, and you must have a 40-hour vacation balance after the request. You will be allowed to make one (1) request per calendar year with the cash out request of one (1) to 40 hours. Example: if you request a vacation cash out of 20 hours that will be your one (1) vacation cash out request for that calendar year.

15.7 Sick Leave

All full-time full-year employees accrue paid sick time starting at date of hire. Sick time benefits accrue at the rate of 3.69 hours per pay period (some programs may operate with a different accrual schedule). Employees do not accrue sick time while on unpaid leave, workers' compensation or FMLA/CFRA/PDL.

Employees may use accrued sick time for the following: (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; or (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. Sick time may not be used for vacation or any other reason than the previously listed reasons. If available sick leave has been exhausted, vacation can be used to cover such absences. CAPK may require a statement from a doctor verifying any illness causing an absence from work, or other documentation supporting an absence, even if the absence is unpaid.

Covered family members for sick leave includes:

- spouse or registered domestic partner
- child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- biological, adoptive, or foster parents or stepparents, legal guardian of the employee or the employee's spouse or registered domestic partner
- grandparent

- grandchild
- sibling
- designated person (a designated person is any individual an employee identifies at the time sick leave is requested; limit to one designated person per 12-month period.)

Hourly employees are paid according to their hourly rate of pay and in compliance with the funding sources. Paid sick time does not count as time worked for the purpose of calculating overtime.

Exempt employees must use sick time in minimum increments of two hours.

Sick time may be accrued to a maximum of 480 hours. Once an employee reaches this maximum, no additional sick time will be accrued until it falls below 480 hours.

Eligible Full-Time Part-Year Employees Working Less Than 12 Months Per Year.

Part-year employees will earn 40 hours of sick leave at the beginning of employment and August 1 of each year. Sick leave will start over each August 1 and employees will be granted a 40-hour balance on August 1. Sick leave balance at the end of the school calendar will be transferred to their Extended Illness Bank (EIB).

15.8 Sick Leave for Temporary, Part-Time, and Substitute Employees

All temporary, part-time, substitute employees who are not benefit eligible will receive sick leave accrued at 1 hour per 30 hours worked for a maximum of 40 hours or five (5) days per calendar year. CAPK may limit an employee's use of paid sick days to 40 hours or five (5) days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Reproductive Loss Leave

An employee who has worked for the CAPK for at least 30 days will be provided up to five (5) days of leave for a "reproductive loss event." A "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.

- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The leave does not have to be taken consecutively, but the leave must be completed within three (3) months of the qualifying event unless the leave falls under another federal, state, or local leave entitlement.

The time off is unpaid. Employees may use their unused and accrued paid time off to cover such leave.

An employee will be provided no more than 20 days within a 12-month period if the employee experiences more than one (1) reproductive loss event within a 12-month period.

Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

15.10 Bereavement

In the event of a death in the immediate family of any employee who has completed 30 days of employment, a paid leave will be granted for six (6) days for the purpose of bereavement leave. At the employee's election, a miscarriage will be treated as the death of a child for the purpose of receiving paid bereavement leave. Bereavement qualifying members of the family are as follows:

- spouse or domestic partner (including common-law spouse)
- child (including foster and/or stepchild)
- parent (including stepparents)
- brother or sister (including step or half)
- grandparent (not in-law)
- grandchild
- Parent-in-law

Bereavement leave does not have to be taken consecutively but must be taken within three (3) months of the date of the death of the family member. Should an employee need additional days for members of their immediate family, or in the event of death of other relatives by blood or marriage, they may draw from available vacation days, floating holidays, and/or sick days. Pay for such time loss shall be computed at the employee's regular hourly rate based on the employee's scheduled hours for each workday lost due to bereavement leave. Such hours shall not be considered as hours worked for the purpose of computing overtime. Employees may request to use accrued vacation time to cover bereavement absence for non-family. If the employee has no vacation time, they may request unpaid leave for bereavement associated with the loss of other persons and may be granted upon request and approval by the employee's division director. The agency may require the employee to provide proof of the relationship, death, or funeral arrangements.

15.11 Jury or Witness Duty

CAPK employees are encouraged to fulfill their civic responsibility when called for jury or witness duty. Employees summoned for such duty must provide a copy of their summons to their manager as soon as possible to arrange for time off. All full-time employees are eligible for jury-duty. Part-time, temporary, and substitute employees are not eligible for jury duty pay.

CAPK will pay eligible exempt and non-exempt employees up to eighty (80) hours straight-time pay per calendar year.

If jury service starts after the employee's normal workday or jury service ends before the end of workday, the employee must contact their immediate supervisor daily to discuss their scheduled work hours daily. If jury service is less than the number of hours the employee is scheduled to work (i.e., 8- or 10-hour day) and the employee does not report to work, this time should be covered by vacation request or will be unpaid time.

Travel from jury service to work or from work to jury service will be counted as part of your workday. Commuting time from home to jury service or from jury service to home is not paid time.

In instances where a CAPK employee is called to serve as a witness as part of the job and in their capacity as an employee of CAPK, the service as a witness is work time and all such time will be paid accordingly. If employees are called to serve as a witness in any other capacity, such is non-work time.

Certification from the court or other judicial officer verifying the days and times of jury or witness service should be provided to your supervisor. Employees may use available vacation to offset any extended jury or witness duty. The employee and supervisor are responsible for ensuring that jury duty is entered onto your timecard to be paid correctly. If an employee receives a check from the court for mileage and/or per diem, the employee may keep the check.

15.12 Reporting to Work Pay

CAPK will comply with all applicable regulations regarding reporting time pay for non-exempt employees (scheduled workdays). Each workday an employee is required to report to work but is not put to work or is furnished with less than half of their usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at their regular rate of pay.

CAPK will pay a minimum of two (2) hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

15.13 Interruption of Work Due to Unforeseen Circumstances

CAPK will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or of natural causes or other circumstances beyond the CAPK's power to control.

15.14 Catastrophic Leave

In the event an employee has exhausted their leave benefits and must miss work due to a prolonged illness or injury (including that of an eligible family member), Catastrophic Leave is a benefit that allows employees to request leave through time donated by agency peers. Please refer to the [Catastrophic Leave Policy](#) for guidelines and information.

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16.0 UNPAID TIME OFF

16.0 UNPAID TIME OFF

For the purposes of this policy, CAPK may be the administrator of services or elect a designee.

16.1 Pregnancy and Pregnancy Related Disabilities

Any employee who is disabled by pregnancy, childbirth, or a pregnancy related medical condition is eligible for Pregnancy Disability Leave of Absence. There is no length of service requirement.

For purposes of this policy, an employee is considered disabled when, in the opinion of their healthcare provider, the employee cannot work at all or is unable to perform any one or more of the essential functions of the job or perform them without undue risk to themselves, or the successful completion of her pregnancy, as determined by a health care provider. This also applies to certain pregnancy-related conditions, such as severe morning sickness or if one needs to take time off for prenatal or postnatal care, bed rest, post-partum depression, and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

a. Reasonable Accommodation for Pregnancy-Related Disabilities

An employee who has a pregnancy-related disability may be eligible for a temporary position transfer or other accommodation based on her health care provider and a medical certification. There is no length of service requirement to be eligible for accommodation or position transfer.

CAPK will provide a temporary transfer to a less strenuous or hazardous position or duties or other accommodation to an employee affected by pregnancy if:

- (i) They request a transfer or other accommodation.
- (ii) The request is based upon the certification of her health care provider as “medically advisable”; and
- (iii) The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No position will be created and CAPK will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is qualified to perform the new job as a part of the accommodation process.

b. Advance Notice and Medical Certification

To be approved for Pregnancy Disability Leave of Absence, a temporary transfer or other reasonable accommodation, an employee must:

- (i) Provide 30 days’ advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable.
- (ii) Provide as much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days’ notice is not foreseeable; and

- (iii) Provide a signed medical certification from a health care provider that states that the employee is disabled due to pregnancy or that it is medically advisable for her to be temporarily transferred or to receive some other requested accommodation.

CAPK may require an employee to provide a new certification if there is a request for an extension for leave, transfer, or other requested accommodation.

c. Duration

CAPK will provide one with a Pregnancy Disability Leave of Absence for the duration of her pregnancy-related disability for up to four (4) months. This leave may be taken intermittently or on a continuous basis, as certified by the health care provider. The four (4) months of leave available to an employee due to her pregnancy-related disability is defined as the number of days (and hours) the employee would normally work within four calendar months, or 17.33 work weeks.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

d. Reinstatement

If the employee and CAPK have agreed upon a definite return date from the leave of absence or transfer, the employee will be reinstated on that date that the employee is able to return. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, the employee will be returned to work within two (2) business days, where feasible, after CAPK is notified of one's readiness to return.

Before an employee is allowed to return to work in their regular job following a leave of absence or transfer, the employee must provide Human Resources with a certification from their health care provider that they can perform all the essential duties of her position safely, with or without reasonable accommodation. If the employee does not provide such a release prior to or upon reporting for work, the employee will be sent home until a release is provided. This time before the release is provided will be unpaid.

The employee will be returned to the same or a comparable position upon the conclusion of the leave of absence or transfer. If the same position is not available on the scheduled return date, CAPK will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. However, the employee will not be entitled to any greater right to reinstatement than if they had not taken the leave. For example, if the employee would have been laid off regardless of the leave, or if the employee was not offered a comparable position, then the employee will not be entitled to reinstatement.

Failure to return to work the day after the conclusion of the leave of absence may result in termination of employment unless the additional leave is provided by law or CAPK has otherwise approved the employee to take additional time off.

e. Integration with Other Benefits

Pregnancy Disability Leaves of Absence and accommodations that require one to work a reduced work schedule or to take time off from work intermittently are unpaid. Employees may elect to use accrued sick leave and/or accrued vacation time during the

unpaid leave of absence. However, the use of paid time off will not extend the available leave of absence time. Employees will not receive pay for official holidays that are observed during their leave of absence.

Employees should apply for California State Disability Insurance (“SDI”) benefits. SDI forms are available from CAPK or from one’s health care provider. Any SDI for which the employee is eligible may be integrated with accrued sick leave or vacation time, so that one does not receive more than 100% of her regular pay.

f. Benefits

CAPK will maintain an employee’s health insurance benefits during an employee’s Pregnancy Disability Leave for a period of up to four (4) months (as defined above) on the same terms as they were provided prior to the leave time. This means that for benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments. If an employee takes additional time off following a Pregnancy Disability Leave that qualifies as California Family Rights Act leave, CAPK will continue health insurance benefits for up to maximum of 12 workweeks in a 12-month period. Employees must continue to make any premium payments to continue benefits coverage.

Example: an employee takes 17.33 workweeks off due to a pregnancy disability. Assuming the employee is eligible for FMLA and CFRA leave, her Pregnancy Disability Leave will also be concurrently covered by FMLA, and her group health insurance coverage would continue for the entire 17.33 workweek period if the employee’s portion of premium is paid. If, after her pregnancy disability leave and FMLA leave has been completed, the employee wishes to take 12 additional weeks off from work to bond with a new baby under CFRA, CAPK will continue her health insurance benefits for the 12-workweek period if the employee makes her share of the premium payments.

In some instances, CAPK may recover premiums it paid to maintain health insurance benefits if employee fails to return to work following her pregnancy disability leave for reasons other than taking additional leave afforded by law or CAPK policy or not returning due to circumstances beyond her control.

If the employee does not make their share of the premium payments on time, the insurance will be cancelled, and the employee will be offered COBRA.

16.2 Family and Medical Leave (FMLA/CFRA)

CAPK will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. The federal Family Medical Leave Act (FMLA) and the state’s California Family Rights Act (CFRA) provide up to 12 workweeks of unpaid family/medical leave within a 12-month period.

No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply.

When an absence is due to an employee’s own illness or injury, or that of an employee’s immediate family member, CAPK may require that the absence be supported by a doctor’s certification. The employee must provide CAPK with a written doctor’s certification from the treating physician or health-care provider that meets the following criteria: (1) a statement verifying the medical necessity for the employee to be absent from work; and (2) the

physician/health-care provider's best estimate of when the employee will be able to return to work. The certification should not provide any confidential medical information. If the employee is out due to their own illness, the employee must provide a doctor's note certifying that the employee is fit to return to duty prior to their first day returning to work.

Employees should contact the Benefits Department of Human Resources as soon as they become aware of the need for FMLA Leave. Employees are expected to provide prompt notice to CAPK of any change(s) to an employee's return to work date. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

a. Employee Eligibility

To be eligible for FMLA Leave benefits, an employee must: (1) have worked for CAPK for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of leave; and (3) work at a location where at least 50 employees are employed by CAPK within 75 miles, as of the date the leave is requested. To be eligible for CFRA leave benefits, an employee must: (1) have worked for CAPK for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of leave; and employee is employed by an employer of five (5) or more employees.

b. Reasons for Leave

State and federal laws allow leave for various reasons. Because an employee's rights and obligations may vary depending upon the reason for the leave, it is important to identify the purpose or reason for the leave. Leave may be used for one of the following reasons:

- (1) The birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child ("Bonding Leave") (FMLA/CFRA)
- (2) To care for a spouse, registered domestic partner, child of any age, child of a domestic partner, grandparent, sibling, parent-in-law, designated person, or parent with a serious health condition ("CFRA Family Care Leave") (CFRA only)
- (3) To care for a spouse, parent, or child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time leave is to being, who has a serious health condition ("FMLA Family Care Leave") (FMLA only)
- (4) An employee's inability to work because of a serious health condition ("Serious Health Condition Leave") (FMLA/CFRA)
- (5) A "qualifying exigency," as defined under the FMLA/CFRA, for military operations arising out of a spouse's, child's, or parent's active duty or call to active duty as (a) a member of the military reserves or National Guard in support of a "contingency operation" declared by the U.S. Secretary of Defense, President or Congress, as required by law; or (b) a member of the Armed Forces who is on-or is called to- active duty in a foreign country ("Military Emergency Leave") (if leave is for a domestic partner, then CFRA only), or
- (6) To care for a spouse, child, parent or next of kin (nearest blood relative)—who is (a) an Armed Forces member (including the military reserves and National Guard)

undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list—with a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties; or (b) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs) and who has a serious injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran (“Military Caregiver Leave”) (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave).

c. Length of Leave

The maximum amount of FMLA Leave will be (12) workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) CFRA Family Care Leave; (3) FMLA Family Care Leave; (4) Serious Health Condition Leave; and/or (5) Military Emergency Leave. Under FMLA, if both parents work for CAPK and are eligible for leave under FMLA, the parents will be limited to a total of 12 workweeks off between the two (2) of them when leave is for Baby Bonding Leave or to care for a parent using Family Care Leave. Under CFRA, if both parents work for CAPK and are eligible for leave under CFRA, the parents will be provided with 12 weeks of leave each. A 12-month period begins on the date of the first use of leave. Successive 12-month periods commence on the date of the first use of such leave after the preceding 12-month period has ended.

The maximum amount of leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-months period. A “single 12-month period” begins on the date of the first use of such leave and ends 12 months after that date. If leave is under FMLA/CFRA, an employee is provided 12 weeks if the care provider is eligible for both leaves, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave.

If both spouses work for CAPK and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two (2) when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than one hour.

When an employee who has been approved for intermittent leave calls in due to an unforeseen instance of intermittent leave, at the time the employee calls off the employee must specifically reference either the qualifying reason for leave or the need for leave.

To the extent required by law, some extensions to leave beyond an employee’s leave entitlement may be granted when the leave is necessitated by an employee’s work-related injury/illness, a pregnancy related disability, or a “disability” as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

d. Notice and Certification

i. Baby Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave Requirements

Employees are required to provide:

1. When the need for the leave is foreseeable, 30 days' advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this should be the same day the employee becomes aware of the need for leave or the next business day)
2. When the need for leave is not foreseeable, notice within the time prescribed by CAPK's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical.
3. When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form)
4. Periodic recertification (upon request); and
5. Periodic reports during the leave.

Certifications forms are available from Human Resources. At CAPK's expense, CAPK may also require a second or third medical opinion regarding an employee's own serious health condition. Employees are expected to cooperate with CAPK in obtaining additional medical opinions that CAPK may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt CAPK's operation. Please contact the Benefits Team in Human Resources prior to scheduling planned medical treatment.

ii. Military Emergency Leave Requirements

Employees are required to provide:

1. As much advance notice as reasonable and practicable under the circumstances.
2. A copy of the covered military member's active-duty orders when the employee requests leave.
3. Completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form later.

iii. Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. CAPK may presume that an employee does not plan to return to work and will voluntarily terminate one's employment if they fail to return to work once the leave has expired and no extension of leave has been obtained.

e. Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through State Disability Income (SDI). If one is eligible to receive these benefits,

one may also choose to supplement these benefits with the use of accrued sick and/or vacation leave, to the extent permitted by law and CAPK policy. All such payments will be integrated so that employees will receive no more than regular compensation during this period. If one is not eligible to receive any of these wage-replacement benefits, CAPK may require one to use accrued sick and vacation leave to cover some or all the FMLA Leave. The use of paid benefits will not extend the length of an FMLA Leave.

f. Benefits During Leave

If an employee wants to continue benefits coverage during a leave, they must continue to make any premium payments that are normally made. If the employee is not receiving a check from CAPK, the employee will be required to make payment directly to Human Resources. CAPK will continue making contributions for an employee's group health benefits during their leave on the same terms as if they had continued to work for up to a maximum of 12 weeks. All premium payments must be made within 15 days of the due date, or the employee benefits will be terminated. The due date is the normal pay period the employee deduction would have been deducted from had the employee been receiving a check.

If an employee is on leave but does not make their premium contributions by the required date, they will not be entitled to continue paid group health insurance coverage, but they may continue their coverage through COBRA. Please contact Human Resources for further information.

Accrued benefits such as vacation and sick leave or paid holidays will not accrue while on Leave.

g. Job Reinstatement

Under most circumstances, the employee will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, the employee will have no greater right to reinstatement than if they have been continuously employed rather than on leave. For example, if the employee would have been laid off regardless of the leave, or if the employee was not offered a comparable position, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return after a leave of absence must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job with or without accommodations. For an employee on intermittent leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their job duties, based on the serious health condition for which the employee took the intermittent leave.

Under FMLA only, "key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. Key employees will be notified of the possible limitations on reinstatement at the time they request a leave.

16.3 Organ and Bone Marrow Donor Leave

Eligible employees are entitled to paid leave to donate an organ or bone marrow if they have been employed with CAPK for the 90 days prior to the commencement of requested leave, as provided below.

a. Organ Donation

Employees may take up to 30 business days of paid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave. Employees taking leave for organ donation must utilize two (2) weeks of accrued but unused sick leave, Personal Time Off “PTO” and/or vacation (if available) prior to receiving paid leave. Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

b. Bone Marrow Donation

Employees may take up to five (5) business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins. Employees taking leave for bone marrow donation must utilize five (5) days of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once the employee has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

c. Certification

Employees who wish to take a leave of absence to donate bone marrow or an organ must provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

d. Benefits

CAPK will continue to provide and pay for any group health plan benefits for donor employees during the leave in the same manner the coverage would have been maintained if the employee had been actively at work during the leave period. For benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the California Family Rights Act.

16.4 Military Spouse Furlough

CAPK recognizes the sacrifices made by the families of those who are away serving our country on military deployment. This is not a form of FMLA or CFRA Leave, but a separate entitlement. An eligible employee with a spouse away on military deployment may take up to ten (10) days' unpaid leave to be with their spouse when the spouse is home on furlough (i.e., leave). All classifications of employees are eligible, provided the employee is also regularly scheduled to work at least thirty (30) hours per week. The employee must provide notice of intent to take leave no later than two (2) business days after getting official notice that their spouse will be home on leave. The employee must also submit written documentation certifying that the spouse will be home on leave during the time the employee asks to have off. Employees may use vacation during this time. Please see Human Resources for more information.

16.5 Military Service

Leave without pay is provided to employees if they enter military service of the armed forces of the United States or are in the armed forces reserves. Employees that have served in the armed forces are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable state or federal law.

16.6 Victims of Crime or Abuse

Employees who are victims of a crime or abuse including domestic violence, sexual assault and stalking, a crime that caused physical injury or that caused mental injury and a threat of physical injury, or a person whose immediate family member is deceased as a result of a crime are eligible for leave. While the leave is generally unpaid, employees can use their accrued sick and/or accrued vacation time for the purposes described below.

For the purpose of this policy, an immediate family member includes:

- Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor.
- Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
- Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.

CAPK will provide time off to any employee who is a victim of crime or abuse so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of the employee or the employee's child(ren). The relief that may be sought includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief. When taking such leave, the employee should give CAPK reasonable notice of the leave, unless advance notice is not feasible. CAPK also may require the employee to provide written verification of the need for the time off, such as a police report, court order or documentation from a medical professional, etc.

CAPK will make reasonable accommodations for any employee who reports that they are the victim of crime or abuse and will make every effort to accommodate their safety while at work unless undue hardship to CAPK would result.

Additionally, an employee who is a victim of crime or abuse may take time off to attend to any of the following: (1) to seek medical attention for injuries caused by the crime or abuse; (2) to obtain service from a domestic violence shelter, program, or rape crisis center; (3) to obtain psychological counseling or mental health services related to experiencing crime or abuse; and (4) to participate in safety planning and to take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible.

16.7 Parental Leave for Child's School Activities

Employees may take time off work for any of the following child-related activities.

- Finding, enrolling, or reenrolling their child in a school or with a licensed childcare provider, or
- Participating in activities of the school or licensed childcare provider of their child, if the employee, prior to taking the time off, gives reasonable notice to the supervisor of the planned absence of the employee.
- Addressing a childcare provider or school emergency if the employee gives notice to the supervisor.

Approved absences for school activities are subject to all the following conditions:

- Eligible employees include parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to 12.
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year.
- Employees planning to take time off for school visits must provide as much advance notice as possible to their supervisor.
- If both parents are employed by CAPK, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor.
- Employees must use accrued vacation or personal time to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay, and
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

16.7.1 Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

16.8 Voting

CAPK does not provide paid time off from work for employees to participate in voting, unless the employee would otherwise have no time of their own to vote, (i.e., the employee was scheduled to work the entire time the voting polls were open). In that case, CAPK will provide the employee with up to two (2) hours of paid time off, on Election Day, for the employee to be able to vote. This paid time off must be taken at either the beginning or the end of the employee's workday, unless both the employee's supervisor and the employee agree that another time should be taken. The employee requesting paid time off to vote must give CAPK

two (2) days' advance notice prior to election day if the employee knows, or would reasonably know, that they will need paid time off to vote on election day.

Employees who do not qualify for paid time off to vote on Election Day may take unpaid time off work for such a purpose at their supervisor's discretion.

16.9 Personal Leave of Absence

A personal leave of absence may be granted upon the approval of the Department Director and Human Resources Director for a reasonable period of up to thirty (30) days.

Requests must be submitted in writing to the Department Director. The Department Director will then forward such written notice to the Director of Human Resources for final approval.

Personal Leave of Absence is unpaid and will require employees to use any available accruals. Employees on personal leave will not accrue vacation, sick leave, or holiday benefits. The Agency will continue health plan benefits during this time. Introductory employees who take a leave of absence will have their introductory period extended by an equal number of days.

It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily terminated employment. Employees shall provide a minimum of five (5) working days' notice to their immediate supervisor before returning to work.

17.0 SEPARATIONS

17.0 SEPARATIONS

17.1 General Separations

Employees who choose to resign from CAPK are expected to submit a signed letter of resignation including the effective date and reason for leaving. CAPK requests all resigning employees to provide a minimum of two (2) weeks' notice. Employees cannot use sick (in excess of mandatory paid sick leave required by state law) or vacation time during the two weeks' notice period. Resignation within five (5) days of a holiday will not get paid for the holiday. CAPK reserves the right to impose an earlier separation date with pay in lieu of notice when it is deemed appropriate. CAPK will pay employees for unused, accrued vacation. No payment will be made for unused accrual in sick leave or extended illness bank (EIB) for represented employees. Upon termination, all employees will receive their final check according to state and federal law.

Employees may not take any CAPK property, records, documents, tools, keys, identification cards, CAPK credit cards, or any other items belonging to CAPK with them upon separation. Departing employees must surrender all items and data (including electronically stored data) bearing CAPK information in their possession, custody, or control, whether such information might be considered confidential. This will include, but not be limited to flash-drives and other media storage, notebooks, reports, copies, or any other form that may contain CAPK information. Any employee rehired within five (5) working days of their termination date will have their termination cancelled and all benefits will be reinstated without any gap in employment.

17.2 Reduction in Staff/Layoff

It may be necessary or appropriate from time to time for CAPK to reduce its staff, either because of a lack of work, reorganization, to improve efficiency, sequestration, or for other reasons. Depending upon the circumstances that give rise to such a situation, CAPK, in its sole discretion, may respond in several ways, including offering a voluntary reduction of hours or days of work, doing so involuntarily, or implementing a reduction in staff (i.e., a layoff). CAPK will follow all applicable laws in the event of a layoff).

17.3 Exit Interviews

To stay abreast of workplace issues, Human Resources will ensure that employees resigning employment from CAPK have the opportunity to complete, electronically or via written form, an Exit Interview. The purpose of the Exit Interview is to identify workplace, organizational or human resource factors that may have contributed to an employee's decision to leave employment; to enable the company to identify any trends requiring attention or any opportunities for improving CAPK's ability to respond to employee issues; and to allow CAPK to improve and continue to develop recruitment and retention strategies aimed at addressing these issues. An exception to this policy includes employees who are terminated for cause.

18.0 REIMBURSEMENTS

18.0 REIMBURSEMENTS

18.1 Business Expenses

Employees must have their supervisor's written authorization (requisition, purchase order, etc.) prior to incurring any expense on behalf of CAPK. All reimbursable expenses must be supported by receipts and other information and documentation to enable CAPK to properly identify and approve the expense. Employees will not be reimbursed for unsubstantiated expenses.

Employees who are required to travel on CAPK business will be reimbursed for their expenses in accordance with the current [CAPK Travel Policy](#). Private vehicle use will be reimbursed based on a per-mile basis established by the IRS permitted rate. This reimbursement covers all costs associated with the use of private vehicles, including gas, repairs, maintenance, and insurance. Where more than one employee is driving to the same event, employees will be encouraged to carpool. Unauthorized travel expenses may not be reimbursed.

18.2 Job-Related Education, Training, and Conferences

Mandatory training and certification programs for current employees are provided without expense to the employee. From time to time, CAPK also may select employees at its discretion to attend workshops, conferences, or training programs. Time spent attending mandatory training or other programs that CAPK requests employees to attend will be treated as time worked. Employees required to travel or be gone overnight will be reimbursed according to the [CAPK Travel Policy](#).

18.3 Cellular Phone Policy/Reimbursement

It is CAPK's policy to ensure that any mandated use of an employee's personal cellular telephone, in connection with official business, be adequately compensated in the form of a taxable allowance to cover business-related costs. It will be the Director's responsibility to determine the individual positions that will require the use of a cellular device and at what reimbursement rate. Not all employees will require a cellular telephone with texting, email, data/internet, and calendaring capabilities.

The Director may choose to make use of CAPK owned cellular telephones as they deem necessary for the satisfactory completion of assigned duties as required by the nature of the employee's work or as needed for safety purposes. The cellular phone must be checked in and out according to IT and the Program's procedures. All employees approved to utilize their personal cellular telephone are required to sign the [Cellular Telephone Purchase Reimbursement form](#) that clearly states they have read this policy and will adhere to all procedures outlined within.

18.3.1 Personal Cellular Phones

Personal cellular phones and other electronic communication devices are not to be utilized in working areas (including lobbies, offices, cubicles, and hallways) and/or on working time except in the case of a verifiable emergency or "emergency condition" as defined by law. Personal calls interrupt the regular flow of work and cause distractions to others in the

workplace. It is recognized that employees who utilize cell phones and other electronic communication devices cannot control the flow of incoming call/text; therefore, all communication devices must be turned off at all times when brought into working spaces, during working time. An employee who wishes to utilize a personal cell phone for personal business shall do so away from the working areas and on their regularly scheduled rest or meal period. This includes using a cell phone for playing games, text messaging, etc. In cases where essential or emergency calls are anticipated, an employee may request permission from their supervisor to have their cell phone turned on during the period of the anticipated emergency. In such cases, the vibrating feature should be utilized, instead of the audible ring/beep.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

18.4 Other Paid Stipends – Internet, Car Allowance etc.

Stipends are typically a regular fixed or periodic payment that is for a specific purpose. Stipends may be paid based on position or job function. Stipends will be taxable as income. The Director of Human Resources will determine if there is a paid stipend for a service or expense.

19.0 CONCLUSION

19.0 CONCLUSION

As CAPK continues to grow and expand, and as the laws and the needs of the employees change, CAPK will also revise its policies to keep up-to-date and current. CAPK will make every effort to keep employees informed of any changes.

Our best interests (yours and CAPK's) depend upon productivity and teamwork. The spirit of cooperation is always a vital factor in the success of any business, and we very much want this spirit to be present in each employee.

DRAFT

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge and understand that Community Action Partnership of Kern ("CAPK") is an "At-Will" employer, which permits the organization or the employee to terminate the employment relationship at any time, for any reason, with or without notice. Neither policies contained in the Employee Handbook, nor any other written or verbal communication, are intended to create a contract of employment or a warranty of benefits. The policies contained in this Handbook may be added to, deleted, or changed by the organization in its sole discretion, except that we will not modify our policy for employment at-will in any case.

I understand that the policies and practices set out in the Handbook are not a contract and are not intended to create or to imply a contractual relationship. All Community Action Partnership of Kern employees are employed by the organization on an at-will basis.

By signing below, I further acknowledge that I have been informed of the CAPK's prohibition against harassment, discrimination, and retaliation; that I have been advised of the specific protected categories; that I have been instructed and advised on the process to report complaints; and that I understand I am obligated to read and understand these policies and procedures and any revisions made to it.

Where the Employee Handbook differs from the SEIU Union Contract, the SEIU Union Contract will take precedence. SEIU does not waive any right, protection or privilege granted to the employee as provided for under the National Labor Relations Board.

I have received instructions on where to access the electronic version of the CAPK Employee Handbook on the date listed below and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. CAPK will make every effort to notify employees, via electronic or other communication, of changes in policies and procedures as they occur. I understand that in instances where there is a change in policy and/or procedures an electronic acknowledgment/agreement may be required in lieu of a signature in writing.

Employee Printed Name

Employee Signature

Date

POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

I have received my copy of CAPK's Policy Against Discriminatory Harassment/Sexual Harassment in the Workplace. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that CAPK is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

ACKNOWLEDGEMENT CERTIFICATE

By signing this document, I acknowledge that I have received the deliverables described above and have read and approved the contents of the above-mentioned document.

Legal:

NAME

SIGNATURE

DATE

SEIU:

NAME

SIGNATURE

DATE



Policy and Procedure

POLICY TITLE:	Use of Artificial Intelligence (AI)
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Information Technology (IT)

PURPOSE:

This policy establishes guidelines for the ethical and responsible use of the Artificial Intelligence (AI) technologies within CAPK. This policy aims to ensure that AI is used ethically, transparently, securely, and aligned with CAPK's values and applicable laws and regulations.

POLICY:

AI technologies will be used ethically, responsibly, and transparently. AI-driven tools will be implemented in accordance with data privacy, security standards, and regulatory requirements, ensuring that they align with CAPK's core values of equity, fairness, and accountability.

SCOPE:

This policy applies to all employees, contractors, consultants, temporary staff, and any other individuals or entities authorized to access company data or use company resources for AI-related activities.

DEFINITIONS:

<i>Artificial Intelligence (AI)</i>	Artificial Intelligence (AI) refers to any computer system or software that performs tasks typically requiring human intelligence. This includes machine learning, natural language processing, robotics, and data analytics.
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POLICY GUIDELINES:

Ethical Use:

AI technologies must be used ethically and in a manner that respects human rights, privacy, and freedoms.

- AI systems should not be used for any purpose that could be considered discriminatory, biased, or unfair to any individual or group.
- All AI-related activities must comply with applicable laws and regulations, including data protection and privacy laws.



Transparency and Explainability:

AI models and algorithms used within CAPK must be transparent and explainable. Employees should understand how AI-driven decisions are made and be able to explain these processes to stakeholders when required.

- a) Employees are required to disclose the use of AI, recording, or interpretive software tools, whenever these tools are being used in a way that could impact CAPK. This includes informing stakeholders about the purpose of the AI tools, the types of data being collected or analyzed, and how the results will be used.
- b) Any decision-making process involving AI that affects employees, customers, or partners must be clearly documented, including the rationale and data used. Employees must be prepared to provide this information clearly and understandably to ensure all stakeholders are aware of and understand the use of AI technologies.

Data Privacy and Security:

AI systems must handle all data in accordance with CAPK's Data Privacy Policy and relevant data protection laws (e.g., GDPR, CCPA).

- a) Personal data used in AI applications must be anonymized and/or encrypted to protect individuals' privacy.
- b) Access to AI systems and data must be restricted to authorized personnel only, following the principle of least privilege (minimum access necessary).

Bias and Fairness:

AI systems must be designed and implemented to minimize bias and promote fairness. Regular audits should be conducted to identify and mitigate any potential biases in AI models or algorithms.

- a) Employees are encouraged to report any observed or suspected bias in AI systems to the IT department.
- b) Accountability and Oversight: The IT department, with Human Resources, oversees the implementation and use of AI technologies within the company.
- c) Employees involved in AI projects must undergo training on ethical AI practices and adhere to this policy and other related policies.

AI Development and Deployment:

All AI development and deployment must use the established AI Model and follow the company's established procedures and guidelines for software development, including code reviews, testing, and quality assurance.

- a) Any AI system that directly interacts with clients or external partners must undergo rigorous testing and validation to ensure accuracy, reliability, and compliance with this policy.

Incident Reporting and Management:



Any incidents involving AI systems that result in unintended or adverse outcomes must be reported immediately to the IT department and Human Resources.

- a) An investigation will be conducted to determine the cause of the incident and appropriate corrective actions will be taken.

Training and Awareness:

Training sessions will be conducted to ensure that all employees understand the ethical implications and responsible use of AI technologies.

- a) Employees will be required to complete mandatory online training on AI ethics and security as part of their onboarding process and at regular intervals thereafter.

Enforcement and Disciplinary Actions:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

- a) CAPK reserves the right to modify or amend this policy at any time as necessary to reflect changes in laws, regulations, or practices.

Review and Updates:

This policy will be reviewed annually or as needed to ensure compliance with applicable laws and regulations and to reflect best practices in AI ethics and governance.

Contact Information:

For questions or concerns about this policy, please contact the IT department.



Policy and Procedure

POLICY TITLE:	Attendance Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

PURPOSE:

This policy aims to set forth Community Action Partnership of Kern's (CAPK) policy and procedures for handling employee absences and tardiness to promote clarity and transparency of policy, the efficient operation of the agency, and to minimize unscheduled absences.

POLICY:

CAPK's policy is to provide a standard of attendance for all CAPK employees. Punctual and regular attendance is an essential responsibility of each employee at CAPK. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees are expected to accurately record the start and end of their daily work time using an appropriate electronic method of timestamping available to them in their workplace or voluntarily on the ADP Mobile App. Under no circumstances are hourly employees permitted to work or perform assigned duties "off the clock."

Employees must not begin work earlier than scheduled and may not work beyond their regularly scheduled hours without authorization.

CAPK does not allow for make-up time.

SCOPE:

This policy applies to all hourly CAPK employees. Exempt employees are also responsible for upholding the standard of attendance as stated above.

DEFINITIONS:

<i>Absence</i>	The failure of an employee to report for work when they are scheduled to work; when an employee misses a full scheduled day of work; or fails to work their entire scheduled shift.
<i>Protected Absence</i>	Protected absence is excused and does not contribute to attendance actions. The categories below describe when time away from a scheduled workday is considered protected absence:



	• CAPK provided and accruable paid sick leave (including California MPSL) • CAPK provided and accruable paid vacation • CAPK provided paid holidays • Lactation accommodation leave • CAPK provided bereavement leave • Jury duty leave • Witness leave • Disability leaves of absence pursuant to the ADA • Disability leaves of absence pursuant to the California FEHA • Worker's Compensation leave • Organ and bone marrow donor leave • Military service leave • Military spouse leave • Leave for pregnancy and pregnancy related disabilities • Leave for victims of domestic violence or serious crime *To seek medical attention *To attend court proceedings *To plan for personal safety and reasonably accommodation • Parental leave for child's school/daycare activities • Parental leave for child's school suspension • California statutory leave for voting • Family Medical Leave Act leave • California Family Rights Act leave • California Alcohol and Drug Rehabilitation Leave • California Paid Family leave • California Volunteer Civil Service leave • California Literacy Accommodation • Any other local, state, and federal protected leave Protected leaves of absence are detailed in separate policies and applicable local, state, and federal regulations and are subject to eligibility, notification requirements, and other limitations.
<i>Unprotected Absence</i>	Time away from the scheduled workday that does not meet the criteria of a protected absence, as described above. Unprotected absence includes late arrival, early departure, and full day absence if not otherwise arising from a protected leave. Unprotected absence contributes to attendance actions.



POLICY GUIDELINES:

Mandatory Notification Requirements

The giving of notice will not change the classification of leave as protected or unprotected.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor at least two (2) hours prior to the start of their scheduled workday or as soon as possible. If the employee is unable to call, they must have someone make the call on their behalf.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Employees with three (3) or more consecutive days of excused absences *because of illness or injury* must give Human Resources proof of physician's care and fitness for duty release prior to returning to work.

Other than emergency situations or unforeseen circumstances, employees must provide a one (1) week advance notice to their supervisor for any pre-planned sick circumstance (i.e., medical appointment, etc.).

Employees must notify their supervisor when they will be leaving for lunch or for any other purpose and confirm what time they will return. Employees must be prepared to resume work promptly at the end of their scheduled lunch period or other break. If the employee is aware they will not be returning after lunch, they must communicate with their supervisor prior to leaving the worksite.

Unprotected Absence Points Accumulation

Attendance points are accumulated based on the amount of scheduled time missed from an unprotected absence in a workday, as described below. Unprotected absence is tracked in a rolling 12-month period, calculated from the first day of unprotected absence. Points are removed from tracking after the rolling 12-month period.

Unprotected Absence Violation	Penalty
Less than two hours of missed work on a scheduled workday	½ point
Two hours or more of missed work on a scheduled workday	1 point



One day of no call/no show	2 points
----------------------------	----------

Attendance Warning Notification and Disciplinary Action

Point accumulations will result in warning notices. Below are the thresholds at which the notices are generated.

Full-Year Employees

Warning Level	Points
Documented Verbal Warning	5
Written Warning	6
Final Written Warning	7
Subject to Discharge	8

Part-Year Employees

Warning Level	Points
Documented Verbal Warning	3
Written Warning	4
Final Written Warning	5
Subject to Discharge	6

Job Abandonment

Notwithstanding the above, any employee who fails to report to work for a period of three (3) days or more without notifying his or her supervisor and is not on protected leave will be considered to have abandoned the job and voluntarily terminated the employment relationship.



Tentatively Agreed:

Date: December 21, 2022

SEIU 521: _____

Community Action Partnership of Kern: _____

DRAFT



Policy and Procedure

POLICY TITLE:	Disciplinary Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

PURPOSE:

The purpose of this policy is to establish and uphold standards of conduct within the agency, ensuring that all employees are treated fairly and consistently. It aims to provide tools for addressing employee conduct and performance issues in an equitable and consistent manner.

POLICY:

CAPK expects employees to be aware of and adhere to all workplace policies and procedures. When an employee's performance is unsatisfactory, a policy is violated, or an inappropriate act is committed, disciplinary action may be taken. CAPK may implement a progressive discipline process to address and improve unacceptable behaviors. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the appropriate level of discipline. The employer reserves the right to apply more stringent disciplinary measures as warranted by the circumstances. CAPK is an at-will employer and may terminate the employment relationship at any time, with or without notice.

SCOPE:

All CAPK Employees.

DEFINITIONS:

<i>Voluntary Separation</i>	Elects to resign or retire; fails to return from an approved leave of absence on the date specified on the leave of absence form; or fails to report to work without notice to CAPK for three consecutive days.
<i>Termination</i>	CAPK may need to terminate an employee because of reorganization, consolidation, job elimination, lack of work, or when programs funds are withdrawn or reduced.
<i>Involuntary Termination</i>	An employee may be terminated involuntarily for reasons as set forth in the Standards of Performance and Conduct, or any other reason that warrants the employee's involuntary termination.



SUPERVISOR RESPONSIBILITIES:

1. Be consistent and fair in taking disciplinary actions.
2. Ensures that all employees of the department understand the rules and regulations.
3. Address, discuss, and keep record of violations.
4. Document all pertinent facts and dates relating to the violation or misconduct.
5. Consult Human Resources for guidance to ensure disciplinary actions are consistent with policy and fairly administered.

POLICY GUIDELINES/PROCEDURE:

Disciplinary action may involve, but is not limited to, one or more of the following: verbal warning, written and final written warning, extended probation, demotion, paid administrative leave, suspension without pay, or termination.

1. *Verbal Warning:* Serve as an alert to establish more satisfactory performance or conduct. A verbal warning is documented and should include the reason for the warning, a clear description of the expected performance, and a statement that continued unsatisfactory performance will result in more severe disciplinary action up to and including termination.

Procedure: After consulting with the Human Resource Department, the supervisor will meet with the employee to discuss the issue and expected performance. A record of the verbal warning will be prepared and signed by the employee and supervisor indicating that the meeting has taken place. This information is included in the employee's personnel file and a fully executed copy is given to the employee. There is no appeal to a verbal warning.

2. *Written and Final Written Warning.* A higher-level disciplinary action whereby the employee is notified, in writing, of unsatisfactory performance or conduct. This may be part of a progressive disciplinary action due to continued violation of performance or conduct. Based on the severity of the policy violation, a Written Warning can be warranted as the first level of discipline applied. A written warning is documented and should include the reason for the warning, a clear description of the expected performance, and a statement that continued unsatisfactory performance will result in more severe disciplinary action up to and including termination.

Procedure: After consulting with the Human Resource Department and Division Director, the supervisor will prepare a written warning and provide a copy to Human Resource staff for review and approval. Once the written warning has received approval from Human Resources, the supervisor schedules a meeting with the employee to discuss. A representative from Human Resources will attend this meeting, as necessary.

The written warning is included in the employee's personnel file and a fully executed copy is given to the employee. There is no appeal of a written warning. The employee



is given the opportunity to respond to the specifics of the written warning, within ten (10) business days and this response is included in the employee's personnel file. The supervisor may comment in writing within ten (10) business days on the employee's response. If the supervisor responds, the employee receives a copy of the supervisor's comments, which are included in the employee's personnel file.

3. *Extended Probation.* A probationary employee may have their introductory period extended up to an additional six (6) months. During the extended probationary period, the supervisor will evaluate the employee as necessary on an approved Performance Improvement Plan (PIP). The employee may be terminated at any time during the extended probationary period for failure to perform job duties and responsibilities in a satisfactory manner or failure to comply with the guidelines of the performance improvement plan. If the employee improves performance, at or before the 6-month extended introductory period, they may return to regular status.

Procedure: The Supervisor prepares both the memorandum and the plan of action forms. An extended probationary memo should include the reason for the discipline, a clear description of the expected performance, conduct or behavior and a statement that continued unsatisfactory performance, conduct or behavior will result in more severe disciplinary action up to an including termination of employment. The Supervisor must consult with the Division Director and the Human Resources staff before administering an extended probation. Once extended probation documentation has received approval from the Division Director and the Director of Human Resources, the Supervisor schedules a meeting with the employee to discuss. A representative from Human Resources will attend this meeting, as necessary. The extended probation documentation is included in the employee's personnel file and a fully executed copy is given to the employee.

4. *Demotion.* Demotion can be used as a disciplinary action if circumstances warrant. Demotion is any change of any employee from a position of one grade to a position of lower grade. Any employee can be demoted to a lower position only if the employee meets the qualifications for the lower grade position. Demotion shall not be made if any regular employee in good standing in the lower grade would be displaced by reason of such action. Demotions are done in writing and specify the cause for such action.

Procedure: Demotion. When an employee's conduct warrants demotion the Division Director must consult with the Director of Human Resources or other Human Resources staff. Requiring this review and approval procedure ensures that disciplinary actions are fair and objective.

The Division Director, or their designee, with staff from Human Resources meets with the employee to explain the disciplinary action to be taken. The memorandum should include the reason for the discipline, a clear description of the expected performance, conduct or behavior, and a statement that continued unsatisfactory performance or



conduct will result in more severe disciplinary action up to and including termination of employment.

The Demotion documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

5. *Suspension.* Employees may be suspended without pay by the Division Director, with the approval of the Director of Human Resources. An employee may be suspended without pay as a disciplinary measure.

Procedure: Suspension. The Division Director must consult with the Director of Human Resources and such consultation may provide assistance in assuring actions are fair and objective. Suspensions without pay are documented in writing and must be authorized by the Chief Executive Officer.

The Division Director, or their designee, with Human Resources staff, meets with the employee to explain the disciplinary action to be taken. The suspension memorandum should include the reason for the discipline, a clear description of the expected performance, conduct or behavior and a statement that continued unsatisfactory performance or conduct will result in more severe disciplinary action up to an including termination of employment.

The suspension will commence after seven (7) business days if no appeal is received. If an appeal is received in the allotted time specified, the suspension will either be rescinded or upheld depending on the decision of the Chief Executive Officer.

The documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

6. *Involuntary Termination.* An employee may be terminated for poor performance, misconduct, or other violations of CAPK's Standards of Conduct. Termination is the most severe form of discipline. This action may be taken only after consultation with the Human Resources Director to ensure proper documentation and procedures have been followed, and the termination must be approved by the Chief Executive Officer.

Procedure: When termination is due to a violation or serious performance problem, the decision to terminate an employee shall be submitted by the Division Director or their designee to the Director of Human Resources for review and then to the Chief Executive Officer for approval. Prior to making a recommendation to terminate an employee, the Division Director, Program Manager, or authorized supervisor, as applicable, must verify that an employee is aware of the performance problem or violations of policy, and that the employee has had the opportunity to respond verbally or in writing unless the matter is of such a serious nature that the response period would cause further harm to either the agency or its employees



Documentation supporting a recommendation for involuntary termination must include a written statement of the violations or performance problems, and a history of disciplinary actions and training.

The documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

7. *Administrative Leave.* In cases involving allegations of serious misconduct, or any time the Director of Human Resources determines it is necessary, such as a breach of policy or violation of law, the procedures contained above may be accelerated. The employee may be placed on administrative leave with or without pay pending further investigation. An investigation of the incidents leading to the serious incident of misconduct or performance shall be conducted to determine what further action, if any, should be taken up to and including termination.
8. *Investigation.* An investigation will be conducted to determine the facts involved in any suspected violation of CAPK's rules, regulations, and standards of conduct. A typical investigation consists of interviewing the involved employee and any witnesses, finding, and assessing any physical evidence, and evaluating the facts. Human Resources staff may be required to assist the Division Director with the investigation.

Confidentiality shall be maintained during the investigations. Only those with a need to know should be told about the allegations and investigation, and participants in the investigation should be requested not to discuss the situation with others.

The foregoing Disciplinary procedures do not alter or limit the Partnership's policy of employment at-will. Either the employee or the Partnership may terminate the employment relationship at any time for any reason with or without cause or notice

9. *Appeals: Process for Appeal of Suspension and Termination.*
Any appeal relating to the suspension or discharge of an employee must be served in writing to the Chief Executive Officer within seven (7) working days of the employee's receipt of the written notice of suspension or termination. The appeal shall be in written form and must contain the following:
 - a) Date, employees' name, position, work site, phone number.
 - b) A brief statement of the grounds for appeal, including the applicable rule, policy, or regulation at issue.
 - c) Copy of any applicable documents.
 - d) The proposed remedy.
 - e) Signature of the employee.

The Chief Executive Officer, Division Director, Director of Human Resources, and the appealing employee shall meet within ten (10) working days of the service of the appeal to discuss the appeal. The Chief Executive Officer shall give the employee a



written answer to the appeal within ten (10) working days of the conclusion of such a meeting.

a) Termination.

- i) If the decision favors the employee, the employee is reinstated and returns to the position in the program. Failure of the employee to notify the supervisor of his/her intent to return to work within three (3) consecutive working days may result in termination.
- ii) If the decision upholds the termination, the termination will remain as issued.

b) Suspension.

- i) If the decision favors the employee, the suspension will be rescinded, and all documentation will be removed from the employee file.
- ii) If the decision upholds the unpaid suspension, the employee will be notified of the start and end date to the unpaid suspension.
- c) Failure of the employee to appear at the meeting without notification as to the cause of the absence entitles the Chief Executive Officer to cancel the meeting and uphold the termination decision.
- d) The Chief Executive Officer will ultimately be responsible for the final decision of the appeal of suspension and/or termination.

10. Termination of Employment (Voluntary/ Involuntary)

When termination is due to a violation or serious performance problem, the decision to terminate an employee shall be submitted by the Program's Director or Program's designee via email to Human Resources for review. Prior to making a recommendation to terminate an employee, the Division Director or designee, must verify that an employee is aware of the performance problem or violations of policy, and that the employee has had the opportunity to correct/ improve the problem.

Documentation supporting a recommendation for involuntary termination must include (1) a written statement of the violations or performance problems, (2) a record of disciplinary actions and/or contact log (3) written documentation on coaching's trainings, and any other support provided.

Documents for involuntary termination must include (1) termination memo, (2) status change, and (3) final timecard.

Process Involuntary:

- a) HR to work with Program to complete term memo.
- b) Term memo sent to Director of HR for review and approval.
- c) Approved term memo sent to Chief Executive Officer for final approval.
- d) HR to complete status form and sent to Benefits to complete term rollup.
- e) HR to send term rollup, status form, and final timecard to Payroll for final pay processing.
- f) Payroll to deliver final check to HR.
- g) HR to coordinate date and time to deliver termination.



- h) Partnership of HR and program designees to deliver the termination memo, final paycheck and termination packet.
- i) After termination has been delivered, HR enters into ADP and sends IT ticket to remove access immediately.

If the employee is involuntarily terminated or resigns with more than 72 hours' notice, final wages will be paid on the date of termination. If an employee resigns without giving notice or fails to return to work, a final paycheck will be mailed to the last known address no later than 72 hours after the date when an employee is considered to have terminated/resigned.

Exit Process

Employees must return all CAPK's furnished property, such as tools, equipment, I.D. cards, keys, credit cards, and other CAPK documents.

Arrangements for clearing any outstanding debts with CAPK such as travel advances or payment of benefit coverage must be made prior to termination.

Benefits

No payment will be made for unused sick time or Extended Illness Banks (EIB). Upon termination, all employees will receive their final paycheck and information on continuing benefits in a timely fashion, and in accordance with state and federal law.

The Human Resources Division or assigned vendor designee is responsible for notifying terminating employees who are covered by CAPK's group health plan of their right to continue coverage under COBRA.



POLICY AND PROCEDURE

POLICY TITLE:	Lactation Accommodation Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

POLICY:

Community Action Partnership of Kern (CAPK) supports the needs of nursing parents in the workplace. Employees have the right to request for lactation accommodation. As part of this support, CAPK provides a reasonable amount of break time and a suitable location to accommodate an employee's need to express breast milk for the employee's child. CAPK will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity that is safe, clean and free of toxic or hazardous materials. Additionally, CAPK shall provide a sink with running water, and a refrigerator or cooler for storing breast milk in close proximity to the employee's workspace.

AFFECTED DEPARTMENTS:

This policy applies to all Community Action Partnership of Kern (CAPK) employees affected.

GUIDELINES:

These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:

1. An employee may request accommodation for lactation breaks by contacting their supervisor. Requests may be provided orally, by email, or in writing.
2. The department supervisor will engage in an interactive process with you to determine when and where lactation breaks will occur. If CAPK cannot provide break time or a location that complies with this policy, CAPK will provide a written response to the employee.
3. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled 10-minute rest periods. Any such breaks will be unpaid.



4. The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time seriously disrupts operations.

CAPK will not tolerate discrimination or retaliation against employees who exercise their rights to a lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to a lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, please reach out to Human Resources.

Additionally, employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.



MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: October 30, 2024

Subject: *Agenda Item V(e)*: Approval of Employee Floating Holiday – **Action Item**

As we approach the end of 2024, CAPK Management has explored ways to recognize and reward the hard work and achievements of our staff throughout the year. In response to employee feedback, Management has decided to once again offer a floating paid holiday to eligible staff. We hope this gesture shows our appreciation for their dedication and contributions over the past year.

CAPK Management recommends offering a paid floating holiday to all eligible employees hired or rehired on or before October 28, 2024. The number of hours granted will align with each employee's regular daily schedule. Eligible employees include full-time, part-time, substitute, and temporary staff on a consistent schedule. However, this floating holiday may not be used during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, floating holiday workday will be granted after Board approval on October 30, 2024, and must be used by February 28, 2025. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. Additionally, this must be used during an employee's active status and during a scheduled workday. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited. The floating holiday must be used in its entirety and may not be split. Lastly, the floating holiday cannot be used during a resignation period.

In accordance with our Strategic Plan Goal 4.2, the benefits of this initiative will increase staff morale, retention, and continue to incentivize staff to continue contributing to the agency's success.

Recommendation:

Staff recommends that the Board of Director's approve the one-time, full regular workday off to all eligible employees to be used for the period of October 28, 2024, through February 28, 2025.



BUDGET AND FINANCE COMMITTEE

OCTOBER 23, 2024

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAF - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
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)	146,294	10.568/ .569	15 - MOU - 00118	10/01/23 - 09/30/24	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	105-106	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 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SAFE CAMPING - COUNTY OF KERN	1,275,824	21.027		7/1/2023 - 6/30/2024	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/23 - 06/30/24	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
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

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PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117	N/A	N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CDSS CHILD CARE FACILITIES	249,637		FGRT-22-IGPMRR- 0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAF - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		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)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606	93.323	SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	256,506		MOU-22-00118	07/01/23 - 04/30/24	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216-104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799		2020.2.06	07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN - PPSA COVID-19	116,000		N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

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	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	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					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		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				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

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			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement 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>East Kern Family Resource Center</u>						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRFC				X		
	<u>Youth Services</u>						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				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>Homeless Services</u>						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				
06/30/24	n/a				
07/31/24	n/a				
08/31/24	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for \$1.5 million during January , February, July, August 2023 and will decrease to \$350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

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
12/31/23 - 3/31/24	90 days	\$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days	\$ 1,895.83	9.18%
07/01/24 - 9/30/24	90 days		
10/01/24 - 12/31/24	90 days		

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 AUGUST 31, 2024	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(171,523.10)
HEAD START/EARLY HEAD START	2,116,114.33
SUBTOTAL	1,944,591.23
GENERAL CHILD CARE	(518,037.98)
MIGRANT A/P	10,360,165.26
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	118,564.21
MIGRANT SPECIALIZED SERVICES	(2,294.92)
SAN JOAQUIN COE GENERAL CHILD CARE	93,042.95
STATE PRESCHOOL	4,020,466.74
SUBTOTAL	14,493,900.37
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(61,085.98)
EF&S	31,672.00
EFAP	(59,205.58)
HUD CPF Food Bank Expansion	(28,821.82)
FEEDING AMERICA SERVICE INSIGHTS	(6,444.96)
FOOD BANK	(314,132.10)
FOOD BANK EXPANSION	146,869.42
FOOD BANK CAPACITY PROGRAM	52,458.12
FOOD BANK - STATE	(852,786.77)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	421,759.66
WONDERFUL FOUNDATION	155,672.65
SUBTOTAL	(514,045.36)
ENERGY	(206,615.36)
LIHEAP	(1,633,374.45)
DOE	(20,211.93)
LIWHAP	(694.50)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	1,843,537.23
SUBTOTAL	0.00
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	0.00
211	34,628.05
ARG III - Warm Handoff	(132,958.83)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(62,596.21)
KCCD CERF REGIONAL CONVENOR	(17,922.42)
KCCD CWDB High Road Training Partnership	533.42
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(81,256.82)
BKRHC-Encampment Resolution	(16,462.59)
CALAIM HOMELESS PREVENTION SERVICES	325,884.48
CalAIM East Kern Family Resource Center	249,371.48
CAL FRESH	(26,888.49)
CALEITC	(6,957.85)
CAPK FOUNDATION	(24,745.50)
Child Care Facilities	114,084.67
COST POOLS	60.84
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(335,566.02)
County of Kern - PPSA COVID-19	0.00
CSBG	137,734.25
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(267.64)
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	675,090.47
EAST KERN FAMILY RESOURCE CENTER	44,108.91
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(84,073.31)
Day 1 Families Housing Support	(14,016.03)
ASTHO VACCINE EQUITY	0.00
CITY OF BAKERSFIELD CAL VIP	(20,305.29)
FIRST 5 KERN 211	(9,395.46)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(31,824.90)
FIRST 5 HELP ME GROW	(54,213.75)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(12,525.04)
FRIENDSHIP HOUSE	10,305.07
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(21,074.46)
FUNDRAISING	0.00
GENERAL FUND	(77,343.97)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(858,985.49)
HUD-COORDINATED ENTRY SYSTEM	(28,829.88)
Kaiser	13,794.48
INDIRECT FUND	2,276,754.29
IRS - VITA	(49,737.95)
TAX ASSISTANCE	23,243.98
M ST NAVIGATION CENTER	29,056.50
NEOPB CAL FRESH HEALTHY LIVING	(243,225.87)
POSITIVE YOUTH DEV SVC	(11,526.38)
POSITIVE YOUTH M	15,429.05
SHAFTER YOUTH CENTER	65,605.47
OASIS FAMILY RESOURCE CENTER	38,843.46
CalCAPA-Diaper Distribution Pilot	(18,491.20)
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	981.55
County of Kern - 211	(959.14)
WELLS FARGO FOUNDATION	46,933.12
WIC	(625,471.76)
LESS: ENERGY NEGATIVE BALANCE	(1,843,537.23)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(628,403.94)
TOTAL OPERATING CASH	15,296,042.30

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. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds 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 Childcare (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.
7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

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

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	08/31/24		15,845,852.77
LESS: OUTSTANDING CHECKS		602,657.25	
ADJUSTED BANK BALANCE AT	08/31/24		15,243,195.52
GENERAL LEDGER BALANCE AT	07/31/24		9,591,619.56
ADD: DEPOSITS		4,162,438.60	
US TREAS DRAWDOWNS		11,674,554.72	
FUNDS FROM OTHER GRANTS		646,974.72	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		-	
REIMBURSEMENT OF ALTERED PAYEE		1,811.47	
LESS: CHECKS		2,736,053.80	
ADP PAYROLL 8/9/24		1,718,896.03	
ADP PAYROLL 8/23/24		2,037,002.82	
EFTS FOR HRA/HSA/ STD/403B		231,621.84	
REC LOAN PRINCIPAL/INT EXPENSES		-	
TRANSFERS TO RESTRICTED ACCOUNTS		-	
CREDIT CARD		44,325.37	
BANK FEES		436.75	
ACH VOUCHERS		4,065,866.94	
GENERAL LEDGER BALANCE AT	08/31/24		15,243,195.52

DIFFERENCE: -

PREPARED BY: NAOMI IBARRA

TITLE: Accountant

DATE: 09/19/2024

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/20/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: **08/31/24** **1,028,943.19**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **08/31/24** **1,028,943.19**

BALANCE PER G/L **07/31/24** **1,028,002.40**

ADD: DEPOSITS 0.00

INTEREST 940.79

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 **08/31/24** **1,028,943.19**

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: 09/17/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/18/2024

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

**BANK RECONCILIATION FOR MONTH ENDING
August 31, 2024**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 08/31/24 293.35

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/24 293.35

BALANCE PER G/L 07/31/24 293.09

ADD: DEPOSITS 0.00

INTEREST 0.26

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 08/31/24 293.35

* 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: 09/11/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/11/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	08/31/24	2,519,029.72
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	08/31/24	2,519,029.72

BALANCE PER GENERAL LEDGER	07/31/24	2,516,778.96
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
WIRE TRANSFER		0.00
PAYPAL DEPOSIT		0.00
INTEREST		2,303.21
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		52.45
BANKCARD FEES		0.00
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	08/31/24	2,519,029.72

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.
** 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.
**** January 2024 name changed from Online Donations to Day 1 Families

Difference: 0.00

PREPARED BY: NAOMI IBARRA


TITLE: Accountant
Chief Financial Officer

DATE: 09/17/24
09/18/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 08/31/24 7,634.47

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/24 7,634.47

BALANCE PER G/L 07/31/24 7,627.49

ADD: DEPOSITS 0.00

INTEREST 6.98

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 08/31/24 7,634.47

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 09/12/24

APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/12/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:	08/31/24	2,933,865.60
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	08/31/24	2,933,865.60
BALANCE PER G/L	07/31/24	2,931,183.11
ADD:		
DEPOSITS		0.00
INTEREST		2,682.49
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	08/31/24	2,933,865.60
DIFFERENCE:		0.00

PREPARED BY:	<u>NAOMI IBARRA</u>	TITLE:	<u>Accountant</u>	DATE:	<u>09/17/24</u>
APPROVED BY:	<u></u>	TITLE:	<u>Chief Financial Officer</u>	DATE:	<u>09/18/2024</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED August 1, 2024 - August 31, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	843.12
Gloria Barbero	Administrator - EHS San Joaquin	577.92
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,211.28
Freddy Hernandez	Director of Youth and Community Services	5,377.75
Louis Gill	Chief Program Officer	(938.71)
Lisa McGranahan	Director of Human Resources	1,066.36
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,238.65
Pritika Ram	Chief Business Development Officer	7,724.66
Jeremy Tobias	Chief Executive Officer	6,944.54
Emilio Wagner	Chief Facilities and Technology Officer	5,808.97
Tracy Webster	Chief Financial Officer	11,338.09
Rebecca Moreno	Director of Housing Support Services	5,700.05
Susana Magana	Director of Nutrition Services	2,305.58
	Total	\$ 52,198.26



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

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

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/30/2024	8/1/2024	Mamma Mia Bakersfield, CA				206.06
Lunch meeting with Central Kitchen and CAPK Foundation.						
2 7/31/2024	8/1/2024	Logcabinflorist.Com Httpslogcabin, CA				129.85
Flowers for a CAPK Donor. Donor acknowledgement.						
3 8/1/2024	8/5/2024	Uricchios Trattoria Bakersfield, CA				90.56
Meeting with Spectrum to discuss a partnership.						
4 8/4/2024	8/5/2024	Sq *bakersfield National Bakersfield, CA				150.00
Pritika Ram ticket to fundraising event.						
5 8/11/2024	8/13/2024	Albertsons #0358 Bakersfield, CA				108.42
Waters and Sodas for Friendship House Volunteers.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/27/2024	8/29/2024	United United.Com, TX				40.00
Check bag for Lara Popkin. NCAP Conference.						
7 8/27/2024	8/29/2024	United United.Com, TX				40.00
Check bag for Catherine Anspach. NCAP Conference.						
8 8/28/2024	8/29/2024	Uber *trip Help.Uber.Com, CA				78.23
Uber from airport to hotel. NCAP Conference. Lara Popkin & Catherine Anspach.						
						Transaction Count: 8
						Total: 843.12

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/20/2024	8/22/2024	Southwes 800-435-9792, TX				288.96
Flight for Denise Cooper to attend the Parent as Teachers (PAT) Conference in San Diego CA Oct 13 - Oct 17, 2024						
2 8/20/2024	8/22/2024	Southwes 800-435-9792, TX				288.96
Flight for Rashi Strother to attend the Parent as Teachers (PAT) Conference in San Diego, CA. Oct 13-Oct- 17, 2024.						

Transaction Count: 2
Total: 577.92

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Yolanda Gonzales	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/6/2024	8/7/2024	Cps Hr Consulting 916-2633600, CA				4.85
Registration for CDSS Community Care Licensing CCC Operations and Record Keeping Training- Amber P. SS at San Diego 108@100%=\$4.85						
2 8/6/2024	8/7/2024	Cps Hr Consulting 916-2633600, CA				54.85
Registration for CDSS Community Care Licensing CCC Application Orientation Training- Amber P. SS at San Diego- 108@100%=\$54.85						
3 8/6/2024	8/7/2024	Cps Hr Consulting 916-2633600, CA				54.85
Duplicate Registration for CDSS Community Care Licensing CCC Application Orientation Training- Amber P. SS at San Diego- 108@100%=\$54.85. Refund has been approved.						
4 8/6/2024	8/7/2024	Cps Hr Consulting 916-2633600, CA				54.85
Registration for CDSS Community Care Licensing CCC Application Orientation Training- Carleen Bencoma SS at Oasis- 108@19%=\$10.42/109@81%=\$44.43						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 8/6/2024	8/7/2024	Cps Hr Consulting 916-2633600, CA				4.85
Registration for CDSS Community Care Licensing CCC Operations and Record Keeping Training- Carleen Bencoma SS at Oasis- 108@19%=\$.92/109@81%=\$3.93						
6 8/9/2024	8/12/2024	American Air Fort Worth, TX				548.95
Travel- AA flight to attend the NCAP Annual Convention in Seattle, WA 8/27/24-8/30/24- Elsa N. 108@36%=\$197.62/109@64%=\$351.33						
7 8/9/2024	8/12/2024	Prince Hotels 808-9561111, HI				317.32
Travel- Lodging Deposit for R9HSA Family Engagement and Cultural Effectiveness Conference- Louis Gill 108@31%=\$98.37/109@56%=\$177.70/117@13%=\$41.25						
8 8/12/2024	8/13/2024	American Air Fort Worth, TX				10.99
Travel- AA flight change for the NCAP Annual Convention in Seattle, WA 8/27/24-8/30/24- Yolanda G. 108@31%=\$3.41/109@56%=\$6.15/117@13%=\$1.43						
9 8/14/2024	8/16/2024	Prince Hotels 808-9561111, HI				317.32
Travel- Lodging Deposit for R9HSA Family Engagement and Cultural Effectiveness Conference- Juanita Jackson 108@36%=\$114.24/109@64%=\$203.08						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
10 8/19/2024	8/20/2024	Community Action Partner 202-265-7546, DC				1,680.00
Registration for the NCAP Annual Convention in Seattle, WA 8/27/24-8/30/24 for Yolanda G. 108@31%=\$260.40/109@56%=\$470.40/117@13%=\$109.20-----Elsa N. 108@36%=\$302.40/109@64%=\$537.60						
11 8/21/2024	8/22/2024	Sequoia Sand Downtown Bakersfield, CA				297.25
Meeting- Lunch provided during the ERSEA Data Tour and File Review Meeting on 8/21/24. 108@36%=\$107.01/109@190.24						
12 8/24/2024	8/26/2024	Panera Bread #601790 O 661-395-9300, CA				123.46
Meeting- Lunch provided during Goal Group 2 SMARTIE Meeting on 8/23/2024 108@36%=\$44.45/109@64%=\$79.01						
13 8/26/2024	8/27/2024	Cps Hr Consulting 916-2633600, CA				4.85
Registration for CDSS Community Care Licensing CCC Operations and Record Keeping- Yolanda G. 108@31%=\$1.50/109@56%=\$2.72/117@13%=\$.63						
14 8/26/2024	8/27/2024	Cps Hr Consulting 916-2633600, CA				54.85
Registration for CDSS Community Care Licensing CCC Application Orientation- Yolanda G. 108@31%=\$17.00/109@56%=\$30.72/117@13%=\$7.13						
15 8/28/2024	8/30/2024	Westin Seattle Fd Seattle, WA				682.04
Travel-Lodging for the NCAP Annual Convention in Seattle, WA 8/27/24-8/30/24- Yolanda G. 108@31%=\$211.43/109@56%=\$381.94/117@13%=\$88.67						

Transaction Count: 15
Total: 4,211.28

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/6/2024	8/7/2024	American Air Fort Worth, TX				703.46
Airfare for Jaqueline Guerra to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						
2 8/6/2024	8/7/2024	American Air Fort Worth, TX				703.46
Airfare for Andrea Chavez to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						
3 8/6/2024	8/7/2024	American Air Fort Worth, TX				653.46
Airfare for Jayshree Madeka to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						
4 8/6/2024	8/7/2024	American Air Fort Worth, TX				603.46
Airfare for Julia Romero to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 8/6/2024	8/7/2024	American Air Fort Worth, TX				603.46
Airfare for Sulema Garcia to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						
6 8/6/2024	8/7/2024	American Air Fort Worth, TX				895.45
Airfare for Freddy Hernandez to Attend Prosperity Summit National Harbor, MD - September 3 - 7, 2024						
7 8/13/2024	8/14/2024	Qgv*the Bakersfield Colle 661-3954800, CA				25.00
The VITA Program OSL: Student Involvement Festival (Outreach Services)						
8 8/14/2024	8/15/2024	Ep* Sailing Into Sixty Expopass.Com, IL				750.00
Registration for Jacquelyn Guerra to attend the CalCAPA Annual Conference - Monterey CA November 19, 2024						
9 8/15/2024	8/16/2024	Visionycompromiso Httpsvisionyc, CA				220.00
Registration for Jacqueline Guerra to attend the Los Angeles Vision y Compromiso Annual Conference in October 2024						
10 8/15/2024	8/16/2024	Visionycompromiso Httpsvisionyc, CA				220.00
Registration for Andrea Chavez to attend the Los Angeles Vision y Compromiso Annual Conference in October 2024						

Transaction Count: 10
Total: 5,377.75

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Louis Gill	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/30/2024	8/1/2024	Monterey Plaza Hotel Monterey, CA				-340.20
Lodging refund for an extra room that was blocked for staff to attend the CalCAPA Annual Conference November 2024.						
2 7/30/2024	8/1/2024	Monterey Plaza Hotel Monterey, CA				-340.20
Lodging refund for an extra room that was blocked for staff to attend the CalCAPA Annual Conference November 2024.						
3 8/28/2024	8/30/2024	Town And Country - Lod 619-2917131, CA				-258.31
Lodging deposit refund for Jacquelyn Guerra paid for to Attend IRS Tax Forum in San Diego, CA September 9-12, 2024, due to unforeseen circumstances traveler had to cancel.						

Transaction Count: 3

Total: -938.71

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4474	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/27/2024	8/14/2024					-1.99
		Credit for dispute charges				
2 7/27/2024	8/16/2024	Dispute-Learnformula(Cpd)				-199.00
		Unknown				
		Credit for disputed charges				
3 8/28/2024	8/30/2024	Safety Holdings				986.06
		888-9472622, NM				
		Driving Monitoring Services				

Transaction Count: 3
Total: 785.07

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/7/2024	8/8/2024	Urbane Cafe Bakersfiel Bakersfield, CA				267.04
		Urbane Cafe- Personnel Committee Meeting				
2 8/10/2024	8/12/2024	Biometrics4all Inc 714-568-9888, CA				14.25
		Relay Fees for running New Hire Fingerprints invoice period 07/01/2024 - 07/31/2024 invoice date 08/01/2024.				

Transaction Count: 2
Total: 281.29

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/14/2024	8/14/2024	National Cacfp Sponsors 512-850-8278, TX				249.00
CACFP Virtual Summit Registration for Food Service Administrator						
2 8/15/2024	8/16/2024	American Air Fort Worth, TX				580.40
Flight to 2024 Family Engagement and Cultural Effectiveness Conference for Partnership Program Manager.						
3 8/15/2024	8/16/2024	American Air Fort Worth, TX				91.93
Flight to 2024 Family Engagement and Cultural Effectiveness Conference for Partnership Program Manager.						
4 8/27/2024	8/29/2024	Prince Hotels 808-9561111, HI				317.32
Hold for Hotel Reservation for 2024 Family Engagement and Cultural Effectiveness Conference October 21st - 25th for Assistant Director.						

Transaction Count: 4
Total: 1,238.65

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name				Pritika Ram	Company	Community Action Partnership O	
Account #				XXXX-XXXX-XXXX-7074	Currency	US Dollar	
Reporting Period				8/1/2024 - 8/30/2024			
	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/31/2024	8/1/2024	Linkedin Ads 9795540886 855-6535653, CA				114.28
	Head Start Teacher Recruitment						
2	7/31/2024	8/1/2024	Facebk *wr2uf6gwa2 650-5434800, CA				79.51
	Head Start Teacher recruitment						
3	8/1/2024	8/2/2024	Linkedin Ads 9798452646 855-6535653, CA				8.80
	Head Start Teacher Recruitment						
4	8/3/2024	8/5/2024	Fresno Bee Su 3 800-877-3400, CA				287.99
	Annual Subscription for a digital media network						
5	8/3/2024	8/5/2024	Sacbee Subscription 800-284-3233, CA				275.99
	Annual digital subscription renewal						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/5/2024	8/6/2024	Sequoia Sand Downtown Bakersfield, CA				76.50
Lunch for PRE Committee Meeting on 8/7/24						
7 8/5/2024	8/7/2024	Tin Cup Coffee 661-630-4059, CA				25.80
Coffee for the Community Resilience Center (CRC) Partnership meeting at the Shafter Youth Center (SYC)						
8 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				821.28
Bradley Fergon Hotel expense for NCAP in Seattle, WA from 8/27/24 - 8/30/2024.						
9 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				2,378.88
Savannah Oates Hotel expense for NCAP in Seattle, WA from 8/23/24 - 8/31/2024.						
10 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				821.28
Sabrina Jones-Roberts Hotel expense for NCAP in Seattle, WA from 8/27/24 - 8/30/2024.						
11 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				892.08
Karen Vazquez Hotel expense for NCAP in Seattle, WA from 8/27/24 - 8/30/2024.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 8/7/2024	8/8/2024	Tin Cup Coffee Shafter, CA				77.08
		Pastries for the Community Resilience Center (CRC) Partnership meeting at the Shafter Youth Center (SYC)				
13 8/9/2024	8/12/2024	Tst* Viceroy Indian Cuisi Bakersfield, CA				85.01
		Lunch Meeting with Pritika Ram, Catherine Anspach & Bob Meadows to discuss sponsorship opportunities and business needs around financial literacy.				
14 8/15/2024	8/19/2024	Tst*victors Mexican Gril Bakersfield, CA				281.45
		DEI Committee meeting on 8/15/24				
15 8/20/2024	8/21/2024	Facebk *x56wv8yem2 650-5434800, CA				32.17
		KCCD Grant social media promotion				
16 8/20/2024	8/21/2024	Facebk *bhvcc9gem2 Fb.Me/Ads, CA				329.65
		Kern Health Equity Partnership Shafter Meeting post \$84.74, KCCD Grant "Are you a Kern County Non-profit?" post \$169.91, & CalFresh Farmers Market post \$75.00				
17 8/25/2024	8/26/2024	Facebk *wne3z94fm2 Fb.Me/Ads, CA				400.00
		KCCD grant post on promoting				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 8/26/2024	8/27/2024	Facebk *9z4tn7ywa2 650-5434800, CA				503.78
Head Start Teacher Recruitment						
19 8/26/2024	8/28/2024	National Community Action 202-8422092, DC				233.13
Registration for Savannah Oates to attend the virtual NCAF 2024 Election Series.						
						Transaction Count: 19
						Total: 7,724.66

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/31/2024	8/1/2024	Wpy*foodex 855-999-3729, CA				339.17
Executive Committee Meeting Lunch on 7/17 (Charged Twice - a Credit will be received on next statement)						
2 7/31/2024	8/1/2024	Wpy*foodex 855-999-3729, CA				603.59
211 Staff Lunch - Award Winners from Staff Development Day Costume Contest.						
3 7/31/2024	8/1/2024	Wpy*foodex 855-999-3729, CA				370.44
HR Staff Lunch - Award Winners of Staff Development Day Costume Contest						
4 7/31/2024	8/1/2024	Wpy*foodex 855-999-3729, CA				339.17
Executive Committee Meeting Lunch on 7/17/24						
5 8/3/2024	8/5/2024	Chevron 0098109 Bakersfield, CA				65.14
Gasoline for CEO's Agency Vehicle.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/5/2024	8/6/2024	Wpy*foodex 855-999-3729, CA				-339.17
Credit issued for double charge on July Statement for Executive Committee Lunch on 7/17/24.						
7 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				821.28
Hotel Advance Deposit Fee for Board Member Maritza Jimenez to attend NCAP Annual Convention in Seattle, WA						
8 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				892.08
Hotel Room Fee for Board Member Fred Plane to attend NCAP Annual Convention in Seattle, WA						
9 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				821.28
Hotel Advance Deposit Fee for Board Member Pastor Jonathan Mullings to attend NCAP Annual Convention in Seattle, WA						
10 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				892.08
Hotel Fee for Paula Daoutis to attend NCAP Annual Convention in Seattle, WA						
11 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				821.28
Hotel Advance Deposit Fee for Board Member Denise Boshers to attend NCAP Annual Convention in Seattle, WA						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 8/12/2024	8/13/2024	American Air Fort Worth, TX				513.46
Airline Ticket for Angelica Nelson to attend the SHRM Inclusion Conference in Denver, CO						
13 8/12/2024	8/13/2024	American Air Fort Worth, TX				513.46
Airline Ticket for Chase Rangel to attend the SHRM Inclusion Conference in Denver, CO						
14 8/13/2024	8/14/2024	Gaylord Rockies Resort Aurora, CO				311.19
Advance Hotel Deposit Fee for Angelica Nelson to attend SHRM Inclusion Conference in Denver, CO						
15 8/13/2024	8/14/2024	Gaylord Rockies Resort Aurora, CO				311.19
Advance Hotel Deposit Fee for Chase Rangel to attend SHRM Inclusion Conference in Denver, CO						
16 8/15/2024	8/19/2024	Sheraton Grd Seattle Seattle, WA				506.22
Hotel Deposit Fee for Board Member Fred Plane to stay one extra night in Seattle, WA following NCAP Annual Convention. Payment for personal stay will be settled with the Travel Liquidation process.						
17 8/18/2024	8/20/2024	Arco #42435 Ampm Bakersfield, CA				69.83
Gasoline for CEO's Agency Vehicle						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 8/20/2024	8/21/2024	Tlf*white Oaks Florist 661-5874994, CA				81.14
Get Well Plant for Energy Employee Gary Steves						
19 8/20/2024	8/22/2024	Sheraton Grd Seattle Seattle, WA				-821.28
Refund for hotel stay for Board Member Denise Boshers for the NCAP Annual Convention. (Unable to attend).						
20 8/21/2024	8/22/2024	Tlf*white Oaks Florist 661-5874994, CA				81.14
Thank you flowers to KCSOS Employee Michelle Marquez - Assisted CAPK with securing meeting space at KCSOS Offices for CAPK Board Meetings over 7 months.						
21 8/21/2024	8/23/2024	United United.Com, TX				-49.00
Airline Ticket Seat refund for Board Member Denise Boshers (Was not able to attend NCAP Annual Convention)						
22 8/21/2024	8/23/2024	United United.Com, TX				-24.00
Airline Ticket Seat refund for Board Member Denise Boshers (Was not able to attend NCAP Annual Convention)						
23 8/21/2024	8/23/2024	United United.Com, TX				-59.00
Airline Ticket Seat refund for Board Member Denise Boshers (Was not able to attend NCAP Annual Convention)						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24 8/21/2024	8/23/2024	United United.Com, TX				-59.00
Airline Ticket Seat refund for Board Member Denise Boshers (Was not able to attend NCAP Annual Convention)						
25 8/22/2024	8/22/2024	Wpy*foodex 855-999-3729, CA				587.96
Lunch for CAPK Board Meeting on 8/21/24.						
26 8/22/2024	8/26/2024	United United.Com, TX				-734.63
Airline Ticket Refund for Board Member Denise Boshers (Was not able to attend NCAP Annual Convention)						
27 8/23/2024	8/26/2024	Mister Car Wash #1006 866-2543229, CA				32.99
Monthly Car Wash Fee for CEO's Agency Vehicle						
28 8/27/2024	8/28/2024	Devinder Singh Cab 118 206-6363417, WA				56.53
Taxi Fee for Jeremy Tobias from Seattle Airport to hotel - NCAP Annual Convention						
						Transaction Count: 28
						Total: 6,944.54

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name		Emilio Wagner			Company	Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-7041			Currency	US Dollar	
Reporting Period		8/1/2024 - 8/30/2024					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/1/2024	8/2/2024	Nena S Mexican Cuisine Stockton, CA			✓	150.26	
HS business/lunch meeting in Stockton CA							
2 8/5/2024	8/6/2024	Dnh*godaddy#3226346603 480-5058855, AZ			✓	23.17	
.org domain renewal							
3 8/8/2024	8/9/2024	Bestbuycom806956224782 888bestbuy, MN			✓	69.00	
Applecare 2 year plan purchased for IT							
4 8/8/2024	8/9/2024	Bestbuycom806956224782 888bestbuy, MN			✓	63.87	
smart folio for ipad mini purchase for IT							
5 8/8/2024	8/9/2024	Bestbuycom806956224782 888bestbuy, MN			✓	545.24	
ipad mini purchase for IT							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/9/2024	8/9/2024	Microsoft#g056279858 Msbill.Info, WA			✓	1,298.46
Microsoft Azure Standard Billing Period 7/1/24 - 7/31/24						
7 8/9/2024	8/12/2024	Deepl* Sub:19a3pcuky85 Koln			✓	689.88
DeepL Pro Ultimate Subscription August 9, 2024 to August 09, 2025						
8 8/9/2024	8/12/2024					6.90
International exchange of funds fee to vendor in a different country (DeepL Invoices)						
9 8/9/2024	8/12/2024	Deepl* Sub:19a3pcuky85 Koln			✓	689.87
DeepL Pro Ultimate - Prorated Charges August 9, 2024 to August 09,2025						
10 8/9/2024	8/12/2024					6.90
International exchange of funds fee to vendor in a different country (DeepL Invoices)						
11 8/16/2024	8/19/2024	Price Mountainside 661-8312321, CA			✓	371.21
Start of priced disposal at 317 Mt. Vernon Ave. (New Warehouse)						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 8/19/2024	8/20/2024	WI *mindbody Inc 805-250-8506, CA			✓	478.65
Recurring Fee						
13 8/20/2024	8/20/2024	Msft * E0200t2pdw 800-6427676, WA			✓	11.20
Team Phone and Calling Plan 8/2/24 - 9/1/24						
14 8/26/2024	8/27/2024	Best Buy 00008565 Bakersfield, CA			✓	1,404.36
ipad and applecare purchase for IT						
						Transaction Count: 14
						Total: 5,808.97

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Tracy Webster			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993			Currency	US Dollar		
Reporting Period	8/1/2024 - 8/30/2024						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/31/2024	8/1/2024	Sequoia Sand Downtown Bakersfield, CA				201.70	
		Budget & Finance Committee Lunch					
2 8/5/2024	8/6/2024	Spectrum 855-707-7328, MO				360.16	
		MCAP Payment due to lost check.					
3 8/7/2024	8/7/2024	Perfect Gift Llc Cards Httpswww.Perf, PA				4,629.80	
		Food Bank gift cards.					
4 8/9/2024	8/12/2024	Ucd Ext Moto 5307578881, CA				650.00	
		CPE Training for Tracy Webster					
5 8/9/2024	8/12/2024	Securcare Self Storage 661-3227834, CA				133.50	
		Storage Unit for Rebecca Moreno.					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/14/2024	8/15/2024	Uber Eats Help.Uber.Com, CA				204.65
Budget & Finance Committee Meeting Lunch						
7 8/14/2024	8/15/2024	Uber Eats Help.Uber.Com, CA				17.00
Tip and Delivery fee's for Committee Mtg. Lunch						
8 8/20/2024	8/21/2024	Qualtrics Httpswww.Qual, UT				4,320.00
Survey Platform for Community Development.						
9 8/27/2024	8/28/2024	Sheraton Grd Seattle Seattle, WA				821.28
Kerri Davis NCAP Seattle Hotel Prepayment.						

Transaction Count: 9

Total: 11,338.09

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	Currency	US Dollar
Reporting Period	8/1/2024 - 8/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/1/2024	8/5/2024	Sheraton Grd Seattle Seattle, WA				1,189.44
Loding for Laurie Hughey to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
2 8/2/2024	8/5/2024	Westin Seattle Fd Seattle, WA				273.76
Lodging for Laurie Hughey to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
3 8/2/2024	8/5/2024	Westin Seattle Fd Seattle, WA				273.76
Lodging for Rosario Miranda to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
4 8/2/2024	8/5/2024	Westin Seattle Fd Seattle, WA				273.76
Lodging for Keith Jackson to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 8/2/2024	8/5/2024	Westin Seattle Fd Seattle, WA				273.76
Lodging for Joseph Aguilar to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
6 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				1,095.04
Lodging for Keith Jackson to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
7 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				1,095.04
Lodging for Rosario Miranda to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
8 8/6/2024	8/8/2024	Sheraton Grd Seattle Seattle, WA				1,095.04
Lodging for Joseph Aguilar to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
9 8/9/2024	8/12/2024	Securcare Self Storage 661-3227834, CA				17.85
Lock purchase for storage unit - CalAIM						
10 8/26/2024	8/28/2024	United United.Com, TX				40.00
Baggage for Rebecca Moreno during the NCAP Convention in Seattle, WA - August 27-30, 2024						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 8/27/2024	8/28/2024	Uber *trip Help.Uber.Com, CA				72.60
Transportation exp for Rebecca Moreno during the NCAP Convention in Seattle, WA - August 27-30, 2024						

Transaction Count: 11

Total: 5,700.05

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/1/2024 - 8/30/2024

Statement Summary

Name	Susana Magana				Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-6693				Currency	US Dollar			
Reporting Period	8/1/2024 - 8/30/2024								
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount	
1 7/31/2024	8/2/2024	Residence Inn Downtown Sacramento, CA						229.09	
Lodging for Matthew Jacobs to attend the CSFP-TEFAP Best Practices in Sacramento, CA July 2024									
2 8/1/2024	8/5/2024	Residence Inn Downtown Sacramento, CA						458.18	
Lodging for Jeffrey Marsh to attend the CSFP-TEFAP Best Practices in Sacramento, CA July 2024									
3 8/7/2024	8/9/2024	Kern Co Parks And Rec 661-868-7000, CA						30.00	
Site reservation for Agency PR362 Gridstone - Food Bank									
4 8/12/2024	8/13/2024	Walgreens #6526 Bakersfield, CA						99.98	
Special Diet-Foods/Milk's/Formula									
5 8/13/2024	8/15/2024	Py *madera Secure Storage 559-674-6464, CA						70.97	
MCAP - Vehicle Parking Fees Madera County									

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/15/2024	8/19/2024	Restaurant Depot Bakersfield, CA				55.86
		Special Diet-Foods/Milk's/ Formula				
7 8/21/2024	8/23/2024	Office Depot #952 800-463-3768, CA				266.06
		Office Supplies - Madera MCAP office				
8 8/22/2024	8/23/2024	Usps Po Boxes Online 800-344-7779, DC				216.00
		MCAP - PO BOX				
9 8/23/2024	8/26/2024	Lassens Natural Foods-Bk Bakersfield, CA				9.89
		Special Diet-Foods/Milk's/ Formula				
10 8/26/2024	8/27/2024	Textedly Httpstextedly, CA				257.00
		Food Bank				
11 8/26/2024	8/27/2024	Target 00006148 Bakersfield, CA				88.63
		Special Diet-Foods/Milk's/ Formula & batteries for food thermometers				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 8/27/2024	8/28/2024	Walgreens #3294 Bakersfield, CA				49.99
Special Diet-Foods/Milk's/ Formula						
13 8/27/2024	8/29/2024	Walmart.Com 8009256278 800-966-6546, AR				184.00
Special Diet-Foods/Milk's Formula						
14 8/29/2024	8/30/2024	Target 00006148 Bakersfield, CA				289.93
Special Diet-Foods/Milk's/ Formula						
						Transaction Count: 14
						Total: 2,305.58

Employee Signature

Date

Authorized Approver Signature

Date

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (6 OF 12 MONTHS OR 50.0%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,423,043	525,601	36.9%	897,442
Head Start Subsidy	<u>1,117,585</u>	<u>741,183</u>	66.3%	<u>376,402</u>
Total Revenue	<u>2,540,628</u>	<u>1,266,784</u>	49.9%	<u>1,273,844</u>
Expenditures (Note B)				
Salaries	784,253	359,254	45.8%	424,999
Benefits	271,274	131,693	48.5%	139,581
Vehicle Gasoline, Repair/Maintenance	41,000	22,093	53.9%	18,907
Space Costs	121,700	125,107	102.8%	(3,407)
Supplies - Office & Food Service	156,000	95,325	61.1%	60,675
Equipment Repair/Maintenance & Lease	11,000	7,082	64.4%	3,918
Communication	13,000	3,737	28.7%	9,263
Risk Insurance	12,700	12,266	96.6%	434
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>897,135</u>	<u>398,617</u>	44.4%	<u>498,518</u>
Sub Total	2,309,662	1,155,174	50.0%	1,154,488
Adult Meals Prepared	128,794	58,006	45.0%	70,788
Indirect	<u>230,966</u>	<u>53,604</u>	23.2%	<u>177,362</u>
Total Expenditures	<u>2,669,422</u>	<u>1,266,784</u>	47.5%	<u>1,402,638</u>

	Prior Period	AUGUST 2024	Cumulative
Total Meals Prepared and Vended (Note C)	232,285	57,819	290,104
Total Meals Claimed	<u>147,200</u>	<u>34,819</u>	<u>182,019</u>
Difference	85,085	23,000	108,085

Percentage Claimed to Prepared/Vended		60.2%	62.7%
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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 7/1/24 - 6/30/25 (2 OF 12 MONTHS = 16.7%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	\$ 1,989,206	\$ 2,130,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,119,306		
Add: Family Fees	55	55	-	-	-	-	-	-	-	-	-	-	109		
Net Provider Payments	\$ 1,989,260	\$ 2,130,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,119,416	82.54%	
Maximum Reimbursable Amount (MRA) for Provider Payments													23,312,651		17.67%
Administration & Support Services Revenue															
Provider Payments	\$ 1,989,260	\$ 2,130,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,119,416		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	\$ 528,791	\$ 566,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,095,035		
Program Administration/Support Services Costs	192,012	228,438	-	-	-	-	-	-	-	-	-	-	420,451	8.42%	
Indirect (10% x MTDC) Costs	216,505	234,295	-	-	-	-	-	-	-	-	-	-	450,801	9.03%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 408,518	\$ 462,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 871,251	17.46%	
Revenue Earned Over/(Under) Costs	\$ 120,274	\$ 103,511	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 223,784		
TOTAL COSTS - NET OF FAMILY FEES	\$ 2,397,778	\$ 2,592,889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,990,667	100.00%	

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

Provider payments	4,119,416
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	1,095,035

Note 2: The maximum reimbursable amount per the 2024/25 State contract is as follows:

Provider Payments	23,312,651	79.00%
Administration	5,267,479	17.85%
Support Services	929,555	3.15%
Maximum Reimbursable Amount (MRA)	29,509,685	100.00%

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (2 OF 12 MONTHS = 16.7%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,330	6,788											13,119	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 326,334	\$ 349,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 676,274	16.92%
Maximum Reimbursable Amount (MRA)													\$3,996,470	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%												99.46%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,254	7,326											12,581	
Reimbursement Rate per Child per Day	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	X \$5.27	
Revenue Earned	\$ 290,402	\$ 404,932	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 695,334	9.42%
Maximum Reimbursable Amount (MRA)													\$7,381,970	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%												99.28%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	23											46	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 1,191	\$ 1,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,382	0.81%
Maximum Reimbursable Amount (MRA)													\$293,327	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%												100.00%
Five Percent Flexibility, Maximum = 100 Percent	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 2024/25 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/24 - 6/30/25 (2 OF 12 MONTHS = 16.7%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	4,593	5,062											9,655	
Reimbursement Rate per Child per Day	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	
Revenue Earned	\$ 224,314	\$ 247,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471,565	19.18%
Maximum Reimbursable Amount (MRA)													\$2,458,117	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%												99.78%
Five Percent Flexibility, Maximum = 100 Percent	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 2024/25 Cooperative Agreement with the San Joaquin County Office of Education

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

Month/Year: August-2024
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	August 2024		Year to Date 03/1/23 - 08/31/24	
Description	Number	Amount		Amount
Bank Deposits	20	4,162,478	100	19,073,739
Wire Deposits	26	12,321,520	130	42,558,100
Head Start/IRS Drawdowns	0	0	12	8,956,683
Vendor Checks Issued	2,525	6,727,420	13,128	41,550,332
Payroll Disbursed		3,755,899		24,836,075
Grant Reports Prepared	39		246	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield CDBG Food Bank Expansion				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
EFAP Build Back Better				
ESLIHEAP				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	247	0	247	1,704
Contracts	17	5	10	95
Leases	4	2	2	15
Requests for Proposals	4	6	0	10

Business Services Projects				
Description		% Completed		Comments
Plumbing		90%		Waiting for clarification from vendors
Landscape Architect	Released 6/20			Pending Scoring -Operations
Auto Mechanic		50%		Closes September 17

Total Division Staffing

32 positions

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specialist
Finance Administrator	Accounting Clerk (1)	Business Technician (2)
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (2)	Payroll Supervisor (1)	
Accountant II (2)	Administrative Coordinator	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 29, 2024

ASSETS

Cash in Bank	20,507,591
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,580,849
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,523,281
Net Fixed Assets - Restricted	<u>36,242,195</u>

Total Assets 77,459,136

LIABILITES AND NET ASSETS

Accounts Payable	5,843,118
Accrued Expenses	3,503,190
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	<u>9,118,155</u>

Total Liabilities 31,342,125

Total Net Assets 46,117,011

Total Liabilities and Net Assets 77,459,136

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE

Grant Revenue	124,102,463
Donations	39,122,523
Other Revenue	5,926,717
In-Kind	<u>67,937</u>

Total Revenue 169,219,640

EXPENDITURES

Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	8,868,698
Supplies	3,428,964
Consultant/Contract Services	5,767,271
Other Costs	4,273,783
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	<u>67,937</u>

Total Expenditures 159,509,874

Net Change in Assets 9,709,766

Net Assets, beginning 36,407,245

Net Assets, ending 46,117,011

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF AUGUST 31, 2024

ASSETS

Cash in Bank	23,375,025
Cash - Vacation Reserve	1,028,002
Petty Cash	-
Accounts Receivable	0
Travel Advance	40,731
Prepaid Expense	822,219
Inventory	4,014,890
Net Fixed Assets - Unrestricted	9,314,948
Net Fixed Assets - Restricted	<u>35,429,095</u>

Total Assets 74,024,911

LIABILITES AND NET ASSETS

Accounts Payable	3,671,020
Accrued Expenses	0
Accrued Vacation	1,026,303
Line of Credit	-
Note Payable	7,760,067
Advance Payable	6,035,553
Deferred Revenue	<u>9,447,439</u>

Total Liabilities 27,940,383

Total Net Assets 46,084,529

Total Liabilities and Net Assets 74,024,912

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2024 TO AUGUST 31, 2024

REVENUE

Grant Revenue	60,989,166
Donations	97,771
Other Revenue	5,647,904
In-Kind	<u>8,197,942</u>

Total Revenue 74,932,784

EXPENDITURES

Salaries	21,862,427
Benefits	7,448,322
Travel	426,854
Space Costs	5,707,242
Supplies	2,595,412
Consultant/Contract Services	2,432,398
Other Costs	2,302,598
Program Costs	17,772,781
Capital Expenditures	973,353
Indirect	5,245,936
In-Kind	<u>8,197,942</u>

Total Expenditures 74,965,266

Net Change in Assets (32,482)

Net Assets, beginning 46,117,011

Net Assets, ending 46,084,529

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	48,831,350	20,069,760	28,761,590	41%
BENEFITS	14,838,291	6,790,499	8,047,792	46%
TRAVEL	995,827	342,069	653,758	34%
SPACE COST	15,336,797	4,762,330	10,574,467	31%
SUPPLIES	2,057,251	2,281,415	(224,164)	111%
EQUIPMENT	1,162,525	853,809	308,716	73%
CONSULTANT/CONTRACT SERVICES	4,510,657	1,729,451	2,781,206	38%
OTHER COSTS	3,174,100	1,738,006	1,436,094	55%
PROGRAM COSTS	27,380,328	17,357,849	10,022,479	63%
INDIRECT	10,830,485	5,287,339	5,543,146	49%
TOTAL	129,117,611	61,212,527	67,905,084	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	36,382,500	14,649,381	21,733,119	40%
BENEFITS	11,089,467	5,045,746	6,043,722	46%
TRAVEL	685,926	197,073	488,853	29%
SPACE COST	11,638,783	2,256,302	9,382,481	19%
SUPPLIES	1,511,872	1,460,465	51,407	97%
EQUIPMENT	974,100	562,555	411,545	58%
CONSULTANT/CONTRACT SERVICES	1,378,236	426,980	951,256	31%
OTHER COSTS	1,719,322	804,747	914,575	47%
PROGRAM COSTS	22,363,004	15,148,550	7,214,454	68%
INDIRECT	7,996,211	3,953,535	4,042,676	49%
TOTAL	95,739,421	44,505,334	51,234,087	46%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,000,223	1,949,098	3,051,125	39%
BENEFITS	1,540,820	634,054	906,766	41%
TRAVEL	118,007	66,559	51,448	56%
SPACE COST	782,795	670,633	112,162	86%
SUPPLIES	147,218	578,861	(431,643)	393%
EQUIPMENT	-	276,796	(276,796)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	295,829	353,081	46%
OTHER COSTS	451,389	273,612	177,777	61%
PROGRAM COSTS	4,057,241	1,764,353	2,292,888	43%
INDIRECT	1,252,564	533,998	718,566	43%
TOTAL	13,999,167	7,043,793	6,955,374	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	1,054,990	1,286,402	45%
BENEFITS	702,424	341,775	360,649	49%
TRAVEL	75,000	21,624	53,376	29%
SPACE COST	238,000	122,500	115,500	51%
SUPPLIES	125,000	53,517	71,483	43%
EQUIPMENT	174,425	-	174,425	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	905,730	910,127	50%
OTHER COSTS	505,338	278,287	227,051	55%
PROGRAM COSTS	227,662	241,434	(13,772)	106%
INDIRECT	603,071	295,645	307,426	49%
TOTAL	6,808,169	3,315,502	3,492,667	49%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	1,959,662	1,982,207	50%
BENEFITS	1,185,464	591,469	593,995	50%
TRAVEL	66,604	37,538	29,066	56%
SPACE COST	1,401,039	857,917	543,122	61%
SUPPLIES	227,696	162,488	65,208	71%
EQUIPMENT	14,000	14,458	(458)	103%
CONSULTANT/CONTRACT SERVICES	650,904	499,603	151,301	77%
OTHER COSTS	344,696	234,164	110,532	68%
PROGRAM COSTS	729,421	201,955	527,466	28%
INDIRECT	769,074	432,691	336,383	56%
TOTAL	9,330,767	4,991,944	4,338,823	53%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	362,895	602,906	38%
BENEFITS	255,251	151,185	104,066	59%
TRAVEL	40,290	17,326	22,964	43%
SPACE COST	276,199	105,814	170,385	38%
SUPPLIES	26,615	14,742	11,873	55%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	285	10,465	3%
OTHER COSTS	44,380	30,207	14,173	68%
PROGRAM COSTS	3,000	1,557	1,443	52%
INDIRECT	169,041	66,211	102,830	39%
TOTAL	1,791,327	750,222	1,041,105	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 08-31-24 (50.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	93,734	105,831	47%
BENEFITS	64,865	26,271	38,594	41%
TRAVEL	10,000	1,949	8,051	19%
SPACE COST	999,981	749,164	250,817	75%
SUPPLIES	18,850	11,342	7,508	60%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	(398,976)	404,976	-6650%
OTHER COSTS	108,975	116,988	(8,013)	107%
PROGRAM COSTS	-	-	-	0%
INDIRECT	40,524	5,259	35,265	13%
TOTAL	1,448,760	605,732	843,028	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 08/31/24 (6 OF 12 MONTHS = 50.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 10,830,485	\$ 5,287,339	48.8%	\$ 5,543,146
Expenditures				
Salaries	5,701,891	2,324,289	40.8%	3,377,602
Benefits @ 23.6% actual	<u>1,575,103</u>	<u>651,487</u>	<u>41.4%</u>	<u>923,616</u>
Total Personnel Costs	7,276,994	2,975,776	40.9%	4,301,218
Operating Costs				
Travel	117,750	68,938	58.5%	48,812
Space Costs	255,500	225,153	88.1%	30,347
Supplies	297,772	458,434	154.0%	(160,662)
Equipment	122,205	-	0.0%	122,205
Consultant/Contract	964,000	678,258	70.4%	285,742
Other Operating Costs	<u>924,080</u>	<u>505,294</u>	<u>54.7%</u>	<u>418,786</u>
Total Operating Costs	2,681,307	1,936,076	72.2%	745,231
Total Expenditures	<u>\$ 9,958,301</u>	<u>\$ 4,911,852</u>	<u>49.3%</u>	<u>\$ 5,046,449</u>
Excess (Deficit) Indirect Revenue	<u>\$ 872,184</u>	<u>\$ 375,487</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,558,810	\$ 677,445	43.5%	\$ 881,365
Operations	3,517,921	1,857,332	52.8%	1,660,589
Executive	719,429	484,382	67.3%	235,047
Finance	3,000,416	1,418,507	47.3%	1,581,909
Community Development	<u>1,161,725</u>	<u>474,084</u>	<u>40.8%</u>	<u>687,641</u>
	<u>\$ 9,958,301</u>	<u>\$ 4,911,852</u>	<u>49.3%</u>	<u>\$ 5,046,449</u>

Prepared Date: 10/01/24

Community Action Partnership of Kern

Check/Voucher Register

From 8/1/2024 Through 8/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
8/1/2024	225414	EDRIEANA MARTINEZ	7,115.02	SEVERANCE AGREEMENT
8/2/2024	225415	CINTYA OSORIO	41.25	RETURN MED AND VISION
8/2/2024	225416	US DEPARTMENT OF LABOR EMPLOYEE BENEFITS SECURITY ADMINISTRATION	750.00	CAPK 457b PLAN DELINQUENT FILER VOLUNTARY COMPLIANCE PROGRAM
8/2/2024	225417	BLANCA ARREOLA	7,115.03	SEVERANCE PAYMENT
8/6/2024	224931	CHARTER COMMUNICATIONS	(174.98)	5351 OLIVE DR STE 200/1376586061924
8/6/2024	225418	MONICA ARMIJO	870.79	REG/S-SICK HRS 49.95 X 20.61
8/6/2024	225419	MONICA ARMIJO	1,752.95	REG/HP-VACATION PO HRS 101.50 X 20.61
8/7/2024	223852	UNITED WAY OF KERN COUNTY	(8,358.24)	PO-2023-2828 APRIL 2024
8/7/2024	224002	UNITED WAY OF KERN COUNTY	(30,888.89)	PO-2023-2549 CalEITC APRIL 2024
8/7/2024	225420	ALPHA WHOLESALE PRODUCE INC	1,187.62	PO-2024-1138
8/7/2024	225420	ALPHA WHOLESALE PRODUCE INC	200.60	PO-2024-1138/TOMATO, BELL PEPPER, LETTUCE
8/7/2024	225421	AMAROK, LLC	1,000.00	1807 FELIZ DR JUNE 2024 SERVICES
8/7/2024	225422	AMAROK, LLC	3,750.00	1807 FELIZ DR JULY 2024 SERVICES
8/7/2024	225423	ARIAS LATINO MARKET INC	7,105.24	1900 E California Ave - EAST CAL JULY 2024
8/7/2024	225424	ARVIN COMMUNITY SERVICE DISTRICT	303.29	1111 BUSH ST
8/7/2024	225425	AT&T	88.41	661 396 1094
8/7/2024	225426	BERKSHIRE HATHAWAY HOMESTATE CO	237,984.15	Workers Compensation Policy Premium Down Payment COWC563393
8/7/2024	225427	BURRTEC KERN, LLC	366.33	1111 BUSH ST / 60040448
8/7/2024	225428	CAL FOODS LOGISTICS	88,473.60	PO-2024-1234/KASHI GOLEAN CRUNCHY HONEY ALMOND FLAX
8/7/2024	225429	CALIFORNIA WATER SERVICE COMPANY	328.41	1410 11TH ST/6278220249
8/7/2024	225429	CALIFORNIA WATER SERVICE COMPANY	183.51	2800 S D ST/6603184386
8/7/2024	225429	CALIFORNIA WATER SERVICE COMPANY	323.72	315 STINE RD A/9945588888
8/7/2024	225429	CALIFORNIA WATER SERVICE COMPANY	237.96	315 STINE RD/7945588888
8/7/2024	225430	CHARTER COMMUNICATIONS	254.00	500 E CALIFORNIA/167766201
8/7/2024	225431	CHRISTOPHER PERCIVAL	1,033.94	FOOD BANK
8/7/2024	225431	CHRISTOPHER PERCIVAL	110.00	WIC
8/7/2024	225432	CINTAS CORPORATION #668	144.45	300 19TH ST
8/7/2024	225432	CINTAS CORPORATION #668	531.96	PO-2024-1757/300 19TH ST
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	1825 FELIZ DR - BUSINESS TAX RENEWAL - 21340
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	230 S MONTCLAIR ST - BUSINESS TAX RENEWAL - 134946
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	2900 M ST - BUSINESS TAX RENEWAL - 170190
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	300 19TH ST - BUSINESS TAX RENEWAL - 132123
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	3101 MALL VIEW - BUSINESS TAX RENEWAL - 134664

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8/7/2024	225433	CITY OF BAKERSFIELD	9.00	3811 RIVER BLVD - BUSINESS TAX RENEWAL - 101486
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	4032 JEWETT - BUSINESS TAX RENEWAL - 172881
8/7/2024	225433	CITY OF BAKERSFIELD	9.00	500 E. CALIFORNIA - BUSINESS TAX RENEWAL - 101488
8/7/2024	225434	CITY OF SHAFTER	147.18	452 W LOS ANGELES AVE ACT# 114946 06/20/2024 - 07/20/2024
8/7/2024	225434	CITY OF SHAFTER	94.29	455 E EUCLID AVE ACT# 101447 06/20/2024 - 07/20/2024
8/7/2024	225434	CITY OF SHAFTER	371.17	459 E EUCLID AVE ACT# 106126 06/20/2024 - 07/20/2024
8/7/2024	225434	CITY OF SHAFTER	59.97	650 JAMES ST ACT# 110839 06/20/2024 - 07/20/2024
8/7/2024	225435	Cofer & Oberlies, Inc	150.00	HARVEY HALL
8/7/2024	225436	COMCAST CORPORATION	314.56	525 E YOSEMITE AVE/8155 50 032 0834760
8/7/2024	225436	COMCAST CORPORATION	3,098.64	VARIOUS LOCATIONS
8/7/2024	225437	COUNTY OF KERN	11,423.68	Kern County Utilities for LBNC June 2024
8/7/2024	225438	COUNTY OF SAN JOAQUIN	36.75	REF# 51-02052638 7/22/24 DISCARD YARD WASTE-VARIOUS CENTERS
8/7/2024	225439	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N. HUNTER STREET
8/7/2024	225440	DEFENDER DETECTORS INC	4,988.16	300 19TH ST - INVENTORY
8/7/2024	225441	F.W. WASSERMAN AND ASSOCIATES	191.00	AUGUST 2024 RENT FOR WIC - UNIT B023
8/7/2024	225442	FEDEX	40.12	F.ARELLANO/C.MOLICA/818235981929
8/7/2024	225442	FEDEX	20.22	Package returned to CAPK from FedEx 777488777010
8/7/2024	225443	FERGUSON ENTERPRISES INC #1350	75.62	LBNC
8/7/2024	225443	FERGUSON ENTERPRISES INC #1350	155.83	OPS
8/7/2024	225443	FERGUSON ENTERPRISES INC #1350	295.97	SHAFTER EHS
8/7/2024	225444	HOME DEPOT COMMERCIAL CREDIT	1,169.66	OPS
8/7/2024	225444	HOME DEPOT COMMERCIAL CREDIT	75.74	STERLING > CLASS 4
8/7/2024	225445	JA'NELL GORE	58.96	MILEAGE REIMBURSEMENT
8/7/2024	225446	JONATHAN MULLINGS	307.89	AIRFARE REIMBURSEMENT - BOARD MEMBER PASTOR JONATHAN MULLING
8/7/2024	225447	JORGENSEN & CO	455.68	3101 MALL VIEW RD
8/7/2024	225448	KERN COUNTY SUPERINTENDENT OF SCHOOLS	49.80	INVOICE 404720
8/7/2024	225449	KIMBERLITE CORPORATION	286.44	401 WILLOW DR INTRUSION MONITORING 08/01/2024 - 10/31/2024
8/7/2024	225450	LAKESHORE EQUIPMENT COMPANY	613.94	PO-2024-1733
8/7/2024	225450	LAKESHORE EQUIPMENT COMPANY	163.90	PO-2024-2140
8/7/2024	225451	LAMONT ELEMENTARY SCHOOL DISTRICT	71.50	Lamont Cafeteria Transition Experience
8/7/2024	225452	LASTAND, INC	20.00	INV # 2805-124076

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8/7/2024	225453	LEARN LEANNE SPROTT	184.92	MILEAGE REIMBURSEMENT JUNE 2024
8/7/2024	225454	LEVEL 3 FINANCING INC	1,490.71	311475
8/7/2024	225455	LIGIA JOHNSON	63.25	Travel Liquidation Report- HVP Preservice Training Bakersfei
8/7/2024	225456	LODI HEALTH WEST OCCUPATIONAL MEDICINE	2,120.73	Pre-Employment for Stockton Location
8/7/2024	225456	LODI HEALTH WEST OCCUPATIONAL MEDICINE	160.00	Pre-Employment Stockton Location
8/7/2024	225457	LOWES COMPANIES INC	28.24	19TH ST
8/7/2024	225457	LOWES COMPANIES INC	345.62	ANGELA MARTINEZ
8/7/2024	225457	LOWES COMPANIES INC	44.96	CENTRAL KITCHEN
8/7/2024	225457	LOWES COMPANIES INC	5.52	JEWETT
8/7/2024	225457	LOWES COMPANIES INC	461.85	OPS
8/7/2024	225457	LOWES COMPANIES INC	98.43	PETE PARRA
8/7/2024	225457	LOWES COMPANIES INC	52.09	PRIMEROS PASOS
8/7/2024	225457	LOWES COMPANIES INC	33.89	STERLING
8/7/2024	225458	MARTHA ORDUNA	101.84	JULY MILEAGE REIMBURSEMENT
8/7/2024	225459	MESA ENERGY SYSTEMS, INC.	5,322.29	CENTRAL KITCHEN
8/7/2024	225460	MICHAEL K BROWN LANDSCAPE INC	19,875.00	VARIOUS SITES - JULY MONTHLY SERVICE
8/7/2024	225461	MORE THAN ONE DIMENSION, INC.	1,800.00	2550 E BELLE TERRACE STE 200 AUGUST 2024
8/7/2024	225462	OASIS AIR CONDITIONING	16,550.00	L24-017E; ABRAHAM ROBLES, 2125 QUINCY ST; PO-2024-1205
8/7/2024	225462	OASIS AIR CONDITIONING	17,450.00	L24-047E; CARLOS SILVA TORRES, 600 SAN JUAN ST; PO-2024-1173
8/7/2024	225462	OASIS AIR CONDITIONING	20,600.01	L24-051E; BOBBY VANDEVER, 292 TORREY PINE LN; PO-2024-1015
8/7/2024	225462	OASIS AIR CONDITIONING	11,800.00	L24-228E; BILLY AGUILAR, 2313 MANOR ST; PO-2024-1532
8/7/2024	225462	OASIS AIR CONDITIONING	850.00	L24-230E; MISTY MAJERUS, 930 OLIVE DR #49; PO-2024-1550
8/7/2024	225463	OFFICE1 LEASING	605.67	450-0137749-000; 1300 18TH ST HR
8/7/2024	225463	OFFICE1 LEASING	454.93	450-7986161-029; 1300 18TH ST 3RD FL CD; PO-2024-1455
8/7/2024	225463	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
8/7/2024	225463	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
8/7/2024	225463	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
8/7/2024	225464	PARAMOUNT TECHNOLOGIES, INC.	34,230.00	SUBSCRIPTION FOR 090124-083125 CUST ID C-2439
8/7/2024	225465	PAUL DOBIS	24.71	EMPLOYEE REIMBURSEMENT - WORK BOOTS
8/7/2024	225466	PG&E	359.32	319 20TH ST
8/7/2024	225466	PG&E	1,233.61	401 WILLOW DR
8/7/2024	225466	PG&E	8,091.06	4032 JEWETT AVE
8/7/2024	225466	PG&E	2,590.33	425 N CALIFORNIA ST
8/7/2024	225466	PG&E	930.34	460 W LOS ANGELES AVE
8/7/2024	225467	PRICE DISPOSAL	388.14	1900 E CALIFORNIA AVE / 60039768
8/7/2024	225468	PRODUCERS DAIRY FOODS INC	1,048.91	PO-2024-1137
8/7/2024	225469	PROTECTION 1/ADT	55.78	ADT July 2024

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8/7/2024	225470	RENEE LA RUE	40.20	R LaRue July 2024 Mileage
8/7/2024	225471	RONALD SHELAN	290.00	236 W 4th Street - Fire Alarm Monit/Test & Insp July-Sep 202
8/7/2024	225472	ROSLYN CRUZ	63.25	Travel Liquidation- HVP Preservice Training DoubleTree 6/25-
8/7/2024	225473	SAVE MART SUPERMARKETS	257.72	BABY FOOD/FORMULA/SPEC DIET REF# 092086 07/30/24
8/7/2024	225473	SAVE MART SUPERMARKETS	54.61	SPECIAL DIET NEEDS CAS REF# 17232 07/17/2024
8/7/2024	225474	SCOTT A. LAPLANTE	950.00	PO-2024-2144 850 J ST LATHROP FULL CLEANUP & DISPOSAL
8/7/2024	225475	SNIDERS	39.36	ANGELA MARTINEZ REF# 302601 7/12/2024 WO# 16650
8/7/2024	225476	SOUTHERN CALIFORNIA EDISON	41.40	410 E PERKINS AVE MCFARLAND 06/28/2024 - 07/30/2024
8/7/2024	225476	SOUTHERN CALIFORNIA EDISON	597.18	8401 CALIF CITY BLVD STE 8 07/01/2024 - 07/31/2024
8/7/2024	225477	SOUTHWEST GAS CORPORATION	11.00	11336 BARTLETT AVE STE 14 ADELANTO 06/21/2024 - 07/22/2024
8/7/2024	225478	ST. MICHAEL'S ANGLICAN PARISH RIDGECREST CA	150.00	Classroom Rental Parenting Class
8/7/2024	225479	STANDARD PLUMBING SUPPLY COMPANY, INC	37.52	SHAFTER HS
8/7/2024	225480	STANDARD RETIREMENT SERVICES, INC	1,425.00	The Standard 01/01-03/31/2024 Plan 457(b)
8/7/2024	225481	SUNRISE GARDENING SERVICE, LLC	1,900.00	814 N NORMA ST RIDGECREST PO-2024-1940
8/7/2024	225481	SUNRISE GARDENING SERVICE, LLC	1,900.00	OASIS-814 N NORMA ST RIDGECREST FACILITY CLEANUP
8/7/2024	225482	TRAFFIC MANAGEMENT, INC.	242.48	STERLING REF# 06-1921335 07/15/2024 WO# 16655
8/7/2024	225483	UNITED RENTALS INC	375.30	2900 M ST SN# 2490440 07/23/2024 - 08/20/2024
8/7/2024	225484	VARNER BROS., INC.	271.08	300 19TH ST 3YD BIN RENTAL 07/01/2024 - 06/30/2025
8/7/2024	225485	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
8/7/2024	225486	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.42	450-7986161-017 PO-2024-1175 07/22/2024 -08/21/2024 FB
8/7/2024	225486	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 CK PO-2024-1174 07/22/24 -08/21/24
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	10,879.46	50 Shelving Units for Agency Partners
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	(10,879.46)	50 Shelving units for Agency Partners - Credit Invoice
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	320.30	EKFRC
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	6.42	Inv. 1668662 - SUPPLIES
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	(394.27)	Inv. 2190798 - INVENTORY RETURN
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	143.75	Inv. 2201267 - SUPPLIES
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	1,175.40	Inv. 2243440 - SUPPLIES

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8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	204.07	Inv. 2555229 - SUPPLIES
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	41.11	Inv. 2921090 - SUPPLIES
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	10,879.46	Invoice 2440055
8/7/2024	225487	HOME DEPOT COMMERCIAL CREDIT	75.24	WILLOW
8/7/2024	225488	LOWES COMPANIES INC	25.69	ANGELA MARTINEZ
8/7/2024	225488	LOWES COMPANIES INC	4.46	WIC - MAIN OFFICE
8/7/2024	225489	HOME DEPOT COMMERCIAL CREDIT	178.46	18TH ST
8/7/2024	225489	HOME DEPOT COMMERCIAL CREDIT	136.70	HARVEY HALL
8/7/2024	225489	HOME DEPOT COMMERCIAL CREDIT	(324.65)	HARVEY HALL CREDIT INVOICE 5901790
8/7/2024	225489	HOME DEPOT COMMERCIAL CREDIT	175.92	SHAFTER EHS
8/7/2024	225489	HOME DEPOT COMMERCIAL CREDIT	205.94	SHAFTER HS
8/7/2024	225490	LOWES COMPANIES INC	(52.43)	Inv. 982351 - INVENTORY CREDIT
8/7/2024	225490	LOWES COMPANIES INC	28,145.81	Inv. 988142 - INVENTORY
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	243.86	ANGELA MARTINEZ
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	5.07	ANGELA MARTINEZ > CLASS B
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	127.74	ANGELA MARTINEZ > EHS MAIN DOOR
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	244.85	CAL CITY
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	7.78	FAIRFAX
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	165.49	MJ MORGAN
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	20.87	STERLING
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	86.30	STERLING > CLASS A & B
8/7/2024	225491	HOME DEPOT COMMERCIAL CREDIT	21.57	STERLING > CLASS B
8/7/2024	225492	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	30,888.89	PO-2023-2549 CalEITC APRIL 2024
8/7/2024	225492	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	8,358.24	PO-2023-2828 APRIL 2024
8/7/2024	29768	4IMPRINT INC AKA NELSON MARKETING	9,023.58	PO-2024-1934
8/7/2024	29768	4IMPRINT INC AKA NELSON MARKETING	430.88	PO-2024-2162
8/7/2024	29769	ABATE CONSTRUCTION, INCORPORATED	157,146.35	PO-2024-2292/4032 JEWETT ST/REVISED CHANGE ORDER 3
8/7/2024	29770	ADVANCED DATA STORAGE	582.55	PO-2024-1841
8/7/2024	29771	ALAN RODRIGUEZ	67.67	Mileage Reimbursement AR June 2024
8/7/2024	29772	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	125.00	5 REAL RD

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8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	221.90	PO-2024-1850
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	337.13	PO-2024-2089
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	1,226.67	PO-2024-2145
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	890.36	PO-2024-2146
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	109.29	PO-2024-2149
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	818.86	PO-2024-2166
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	524.43	PO-2024-2167
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	1,163.56	PO-2024-2188
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	256.99	PO-2024-2192
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	199.75	PO-2024-2194
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	39.58	PO-2024-2215
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	482.75	PO-2024-2218
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	178.01	PO-2024-2220
8/7/2024	29774	AMAZON CAPITAL SERVICES, INC	287.77	PO-2024-2221
8/7/2024	29775	AMERICAN BUSINESS MACHINES	193.68	Contract Base Rate for July
8/7/2024	29775	AMERICAN BUSINESS MACHINES	982.53	Contract Base Rate for June/July
8/7/2024	29776	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES AVE
8/7/2024	29776	AMERICAN REFUSE, INC.	456.78	455 E EUCLID AVE/459 E EUCLID AVE
8/7/2024	29776	AMERICAN REFUSE, INC.	206.27	650 JAMES ST
8/7/2024	29777	AN ICON COMPANY, LLC	49.79	PO-2024-1894
8/7/2024	29777	AN ICON COMPANY, LLC	676.56	PO-2024-1898
8/7/2024	29777	AN ICON COMPANY, LLC	415.94	PO-2024-2232
8/7/2024	29777	AN ICON COMPANY, LLC	894.75	PO-2024-2233
8/7/2024	29778	AZUGA INC	495.00	PO-2024-1651
8/7/2024	29779	BLUETRITON BRANDS INC	464.61	236 W 4TH ST STOCKTON ACT# 0035391028 07/01/24 - 07/31/24
8/7/2024	29780	BLUETRITON BRANDS INC	170.38	2800 S D ST - KENNEDY ACT# 0035391069 06/24/24 - 07/26/24
8/7/2024	29781	BLUETRITON BRANDS INC	54.11	2900 M ST LBNC ACT# 6701364035 06/27/2024 - 07/26/2024
8/7/2024	29782	BLUETRITON BRANDS INC	194.84	1509 N GOLDEN GATE AVE ACT# 6702031254 06/27/24 - 07/26/24
8/7/2024	29783	BLUETRITON BRANDS INC	5,442.30	1300 18TH ST MASTER ACT# 0008446619 05/23/24 - 06/22/24
8/7/2024	29784	BLUETRITON BRANDS INC	5,109.17	1300 18TH ST MASTER ACT# 0008446619 06/23/24 - 07/22/24
8/7/2024	29785	BRADY INDUSTRIES	1,270.61	PO-2023-1366
8/7/2024	29785	BRADY INDUSTRIES	5,261.27	PO-2024-1267
8/7/2024	29785	BRADY INDUSTRIES	7,661.19	PO-2024-1269

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8/7/2024	29785	BRADY INDUSTRIES	(256.12)	PO-2024-1269/CREDIT MEMO FOR 9048984
8/7/2024	29786	CA ASSOCIATION OF FOOD BANKS	31,662.37	PO-2024-1235/CHICKEN LEGS
8/7/2024	29786	CA ASSOCIATION OF FOOD BANKS	300.00	PO-2024-1235/GRAPEFRUIT
8/7/2024	29786	CA ASSOCIATION OF FOOD BANKS	808.25	PO-2024-1235/MIXED PRODUCE
8/7/2024	29786	CA ASSOCIATION OF FOOD BANKS	7,183.75	PO-2024-1235/STONE FRUIT
8/7/2024	29787	CAZADOR CONSULTING GROUP INC	1,939.02	ANA MOSQUEDA RAYA/ISABEL BARBA
8/7/2024	29787	CAZADOR CONSULTING GROUP INC	2,298.28	OPS - SAMUEL PADILLA/GABRIEL NAHE
8/7/2024	29787	CAZADOR CONSULTING GROUP INC	925.12	OPS- SAMUEL PADILLA
8/7/2024	29787	CAZADOR CONSULTING GROUP INC	1,922.36	OPS-SAMUEL PADILLA/GABRIEL NAHE
8/7/2024	29788	CDW GOVERNMENT LLC	2,760.72	PO-2024-2069
8/7/2024	29788	CDW GOVERNMENT LLC	1,967.52	PO-2024-2070
8/7/2024	29789	CMA FIRE PROTECTION	293.00	WESLEY 6/4/2024 FIRE & SECURITY SYSTEM INSPECTION
8/7/2024	29790	CMA FIRE PROTECTION	395.00	DELANO JOB# 35040047 06/25/2024 ANNUAL WET HYDRANT FLUSH
8/7/2024	29791	CMA FIRE PROTECTION	486.00	FHCC JOB# 35038649 06/26/2024 BFT & WSPRKN
8/7/2024	29792	CMA FIRE PROTECTION	561.00	SYC JOB# 35067413 07/24/2024 BF & WSPRKN
8/7/2024	29793	CREATIVE FINANCIAL STAFFING LLC	1,577.00	CFS INV 124300232 IT Temp Tyanna Prince
8/7/2024	29793	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
8/7/2024	29794	CROWN EQUIPMENT CORPORATION	385.00	PO-2024-1650/V-004
8/7/2024	29794	CROWN EQUIPMENT CORPORATION	1,450.00	PO-2024-1650/V-022
8/7/2024	29794	CROWN EQUIPMENT CORPORATION	609.00	PO-2024-1650/V-045
8/7/2024	29795	CUSTOM L & A CONSTRUCTION INC	1,000.00	929 BROADWAY ST
8/7/2024	29795	CUSTOM L & A CONSTRUCTION INC	1,950.00	STERLING
8/7/2024	29796	CYNTHIA MAGDALENO	44.89	JULY MILEAGE REIMBURSEMENT
8/7/2024	29797	DELK PEST CONTROL	90.00	PO-2023-3427 2800 S D ST
8/7/2024	29797	DELK PEST CONTROL	90.00	PO-2023-3427 701 S HUTCHINS ST
8/7/2024	29798	DONAHUE TRUCK CENTERS	1,538.41	PO-2024-2298/04-17
8/7/2024	29798	DONAHUE TRUCK CENTERS	2,587.22	PO-2024-2298/04-35
8/7/2024	29798	DONAHUE TRUCK CENTERS	1,620.55	PO-2024-2298/04-48
8/7/2024	29798	DONAHUE TRUCK CENTERS	1,005.52	PO-2024-2298/04-49
8/7/2024	29799	EL GRANO DE ORO TORTILLA FACTORY	13,500.00	PO-2024-1406
8/7/2024	29800	FLOWERS BAKERIES SALES OF SOCAL, LLC	177.10	PO-2024-1431
8/7/2024	29801	FRESHPOINT CENTRAL CALIFORNIA, INC	573.40	PO-2024-1118

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8/7/2024	29802	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
8/7/2024	29803	GARCIA INDUSTRIES INC	13,950.00	L24-139/JEANNE OLSON/2112 YOUNG AVE/PO-2024-1430
8/7/2024	29804	GARCIA INDUSTRIES INC	10,550.00	L24-141/JANELLE M HOLLAND/1625 CHAIN AVE/PO-2024-1605
8/7/2024	29805	GARCIA INDUSTRIES INC	4,300.00	L24-075/ROBERT DAVIS/2512 ALTURAS DR/PO-2024-1842
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	30.98	1145 N HUNTER ST STOCKTON PO-2024-1189 JANITORIAL
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	131.11	236 W 4TH ST STOCKTON PO-2024-1189 JANITORIAL
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	130.82	2800 D ST STOCKTON PO-2024-1189 JANITORIAL
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	100.13	425 N CALIF ST STOCKTON PO-2024-1189 JANITORIAL
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	139.90	425 N CALIF ST STOCKTON PO-2024-1190 DIAPERING
8/7/2024	29806	IMPERIAL BAG & PAPER CO, LLC	302.21	701 S HUTCHINS ST LODI PO-2024-1189 JANITORIAL
8/7/2024	29807	JEREMY T TOBIAS	75.00	EMPLOYEE REIMB - MONTHLY CELL STIPEND J. TOBIAS JULY 2024
8/7/2024	29808	JERRY MEADE	337.44	EMPLOYEE REIMBURSEMENT FOR AMAZON Order #112-9872284-8300246
8/7/2024	29809	JERRY MEADE	32.46	EMPLOYEE REIMBURSEMENT FOR AMAZON Order #112-8073046-5292215
8/7/2024	29810	JERRY MEADE	113.68	EMPLOYEE REIMBURSEMENT FOR AMAZON Order #112-5057820-9025062
8/7/2024	29811	JERRY MEADE	48.96	EMPLOYEE REIMBURSEMENT - HOMEDEPOT
8/7/2024	29812	JOHN REY	161.98	PO-2024-1542 15664 K ST MOJAVE UTILITIES JUNE & JULY 2024
8/7/2024	29813	JOSE CABALLERO	69.68	MILEAGE REIMBURSEMENT
8/7/2024	29814	KERRI DAVIS	733.45	Flight Reimbursement Bakersfield, CA to Seattle WA 082724-
8/7/2024	29815	KLEIN DE NATALE GOLDNER COOPER ROSENLIB & KIMBALL	1,705.50	KDG JUNE 2024 INVOICE - 091 CAPK-CVAF MERGER
8/7/2024	29816	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
8/7/2024	29817	LA FOODS LLC	24,289.59	Peaches/ Spa Sauce Invoice 136343
8/7/2024	29818	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
8/7/2024	29819	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	45.00	PO-2024-1552
8/7/2024	29820	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	445.00	PO-2024-1043 INV 311823
8/7/2024	29821	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST STOCKTON JULY 2024
8/7/2024	29822	MICHELLE JARA RANGEL	76.18	TRAVEL LIQUIDATION WIPFLI CONFERENCE LAS VEGAS, NV JULY 7-1
8/7/2024	29823	MICROSOFT CORPORATION	96.00	Project Plan 3 (Nonprofit Staff Pricing)
8/7/2024	29824	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
8/7/2024	29825	MICROSOFT CORPORATION	132.00	Visio Plan 2 (Nonprofit Staff Pricing)

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8/7/2024	29826	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
8/7/2024	29827	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
8/7/2024	29828	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
8/7/2024	29829	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
8/7/2024	29830	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
8/7/2024	29831	MISSION LINEN SUPPLY	964.51	PO-2024-1699 ACC 301151
8/7/2024	29831	MISSION LINEN SUPPLY	550.22	PO-2024-1699 ACC 316102
8/7/2024	29832	NARAMA INC	2,908.68	HVP PO-2024-1995 VISITOR SCRUBS
8/7/2024	29833	NARAMA INC	7,551.52	HS ADMIN PO-2024-2135 CAT/BROCH PARTIAL YR
8/7/2024	29834	NELLY MENDOZA	45.56	JULY MILEAGE REIMBURSEMENT
8/7/2024	29835	OFFICE IMAGING, INC	279.51	TKC-2984; 1300 18TH ST 3RD FL OPS / FINANCE
8/7/2024	29835	OFFICE IMAGING, INC	106.58	TKC-2984; 1410 11TH ST; PO-2024-1352
8/7/2024	29835	OFFICE IMAGING, INC	366.31	TKC-2984; 1807 FELIZ DR; PO-2024-1508
8/7/2024	29835	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
8/7/2024	29836	ORKIN PEST CONTROL	4,705.61	VARIOUS SITES - JUNE MONTHLY SERVICE
8/7/2024	29837	PAPER CONNECTION INC	644.62	PO-2024-2177
8/7/2024	29838	PLC SYSTEM SERVICES	1,240.00	OASIS
8/7/2024	29838	PLC SYSTEM SERVICES	6,724.00	PREVENTATIVE MAINTENANCE JUNE 2024 - VARIOUS SITES
8/7/2024	29838	PLC SYSTEM SERVICES	420.00	STERLING
8/7/2024	29839	QUE'MESHA BANNER	57.37	Employee CSPP Team Lunch Meeting Reimbursement
8/7/2024	29840	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA RIDGECREST 08/03/2024 - 09/03/2024
8/7/2024	29841	SAFIYA PRICE	35.51	JULY MILEAGE REIMBURSEMENT
8/7/2024	29842	SEIU LOCAL 521	11,311.74	Union Dues July 2024
8/7/2024	29843	ST. MARY'S DINING ROOM	1,605.17	PO-2024-1243 545 W SONORA ST JUNE 2024 UTILITIES
8/7/2024	29844	STACY MERRIFIELD	2.01	JULY MILEAGE REIMBURSEMENT
8/7/2024	29845	STINSON STATIONERS	148.14	2900 M ST PO-2024-2284 SUPPLIES
8/7/2024	29846	SYSCO FOOD SERVICES OF VENTURA INC	1,777.33	2900 M ST PO-2024-2141 ORD# 1604969
8/7/2024	29847	SYSCO FOOD SERVICES OF VENTURA INC	879.77	2900 M ST PO-2024-2141 ORD# 1606142
8/7/2024	29848	SYSCO FOOD SERVICES OF VENTURA INC	890.51	3101 MALL VIEW RD PO-2024-1268 ORD# 1606590
8/7/2024	29849	SYSCO FOOD SERVICES OF VENTURA INC	10,249.72	3101 MALL VIEW RD PO-2024-1255 ORD# 1606653
8/7/2024	29850	SYSCO FOOD SERVICES OF VENTURA INC	1,947.49	2900 M ST PO-2024-2141 ORD# 1608094
8/7/2024	29851	TEL TEC SECURITY SYSTEMS INC	5,191.66	VARIOUS SITES - JULY 2024
8/7/2024	29852	TINA MOUA	36.85	JULY MILEAGE REIMBURSEMENT
8/7/2024	29853	W W GRAINGER INC	197.80	OPS
8/7/2024	29854	W W GRAINGER INC	16.24	Inv. 9195009072 - SUPPLIES
8/7/2024	29855	W W GRAINGER INC	132.46	Inv. 9195009080 - SUPPLIES

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8/7/2024	29856	W W GRAINGER INC	240.70	Inv. 9195009098 - SUPPLIES
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	338.48	PO-2024-2246
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	101.01	PO-2024-2249
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	1,083.61	PO-2024-2250
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	1,679.55	PO-2024-2254
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	574.92	PO-2024-2267
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	194.84	PO-2024-2268
8/7/2024	29857	AMAZON CAPITAL SERVICES, INC	54.08	PO-2024-2277
8/8/2024	225493	SANDEE LAKE	276.16	HP VACATION PO HRS 16.60 X \$18.64
8/9/2024	224836	Jonathan Ross-Tohill	(183.58)	May 2024 Mileage Reimbursement
8/9/2024	225494	GRISELDA CHAVEZ PRIETO	1,241.18	REG/OVERTIME/HP-VACATION PO/PO-PAID TIME OFF POHRS78.92X17.4
8/13/2024	224970	Ralph Soloreo Jr.	(161.29)	Phone Reimbursement for Ralph Soloreo 06/27/2024
8/13/2024	225495	JOSE CABALLERO	1,689.14	HP-VACATION PO HOURS 87.62 X 25.05
8/13/2024	225496	JOSE CABALLERO	1,320.49	REGULAR HOURS 66.00 X 25.05
8/13/2024	225497	VALERIE NICHOLE MARTINEZ	1,328.11	REG/HP-VACATION PO HRS 88.50 X 18.64
8/14/2024	225498	AGEE VII LLC	2,704.19	5055 CALIF AVE STE 220 - 2024 EXPENSE RECON PRO-RATED JAN-JU
8/14/2024	225499	AIDA CRUZ	300.00	PO-2024-1671 JULY 2024
8/14/2024	225499	AIDA CRUZ	300.00	PO-2024-1671 JUNE 2024
8/14/2024	225500	ALAMO ALARM CO INC	203.50	Commercial Monitoring for Barnett, California, Kennedy. 8/1/
8/14/2024	225501	ALEJANDRA SALVADOR	17.42	July 2024 Mileage Reimbursement
8/14/2024	225502	ALPHA MEDIA LLC	1,501.00	PO-2024-2045/2024-2046 TEACHER RECRUITMENT
8/14/2024	225503	ALPHA WHOLESALE PRODUCE INC	736.85	PO-2024-1138
8/14/2024	225503	ALPHA WHOLESALE PRODUCE INC	1,445.90	PO-2024-1138/MISC PRODUCE
8/14/2024	225504	AMERIGAS LAKE ISABELLA	574.05	5616 PIUTE MOUNTAIN RD/ACCT#202054754/PO-2024-1169
8/14/2024	225505	ANA TOSCANO	5.36	Mileage Reimbursement July 2024
8/14/2024	225506	ANGEL PEREZ AREVALO	19.65	Travel Liquidation- Managers Academy SACRAMENTO, CA 07/22/
8/14/2024	225507	ANGEL TEJEDA	47.57	Mileage Reimbursement July 2024
8/14/2024	225508	ARTURO FLORES	60.00	EMPLOYEE REIMBURSEMENT - GAS
8/14/2024	225509	AT&T	29.12	9391058677
8/14/2024	225509	AT&T	31.11	9391058697
8/14/2024	225509	AT&T	29.12	9391058798
8/14/2024	225509	AT&T	29.12	9391058818
8/14/2024	225509	AT&T	29.71	9391058865
8/14/2024	225509	AT&T	56.69	9391058866
8/14/2024	225509	AT&T	29.12	9391058944
8/14/2024	225509	AT&T	142.34	9391058945
8/14/2024	225509	AT&T	84.98	9391059027

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8/14/2024	225509	AT&T	109.62	9391059144
8/14/2024	225509	AT&T	93.12	9391059163
8/14/2024	225509	AT&T	188.28	9391059166
8/14/2024	225509	AT&T	214.11	9391059565
8/14/2024	225509	AT&T	29.12	9391065525
8/14/2024	225510	AT&T	15.64	2323 16TH ST STE 305/059 211-9260 741 6
8/14/2024	225510	AT&T	26.58	248 134-0090 016 1/OUTREACH FOR WIC AND 211
8/14/2024	225511	BAKERSFIELD SENIOR CENTER INC	1,000.00	SPONSORSHIP - BAKERSFIELD SENIOR CENTER CASINO NIGHT
8/14/2024	225512	BRISEYDA HERNANDEZ	77.72	MILEAGE REIMBURSEMENT
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	382.02	1509 N GOLDEN GATE AVE/2222688384
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	3,527.25	2424 S DR MARTIN LUTHER KING JR BLVD/2883604446
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	81.88	315 STINE RD/8217092740
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	301.13	520 S WASHINGTON DR DOM/3533741257
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	626.48	520 S WASHINGTON ST DOM/9549807644
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	1,062.38	520 S WASHINGTON ST/4423688888
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	61.41	520 S WASHINGTON ST/5928435562
8/14/2024	225513	CALIFORNIA WATER SERVICE COMPANY	81.88	520 S WASHINGTON ST/9851111888
8/14/2024	225514	CALYPSO WEST INC. / BAKERSFIELD ICE	938.07	PO-2024-2041
8/14/2024	225515	CAPPA	11,000.00	Membership Renewal 07/01/24-06/30/25
8/14/2024	225516	CHARLIE'S DAY & NITE, INC.	441.45	Outside Bar and Panic Bar Purchased for California St.
8/14/2024	225516	CHARLIE'S DAY & NITE, INC.	245.25	Storeroom Lock for Kennedy
8/14/2024	225517	CHARTER COMMUNICATIONS	210.25	1001 MAIN ST/8301 10 007 0176885
8/14/2024	225518	CHARTER COMMUNICATIONS	160.25	525 ROBERTS LN STE B/8301 10 001 1355580
8/14/2024	225519	CHILD CARE RESULTS INC	1,358.77	2023-2024 San Joaquin FOS Linking Webinar
8/14/2024	225520	CHRISTOPHER PERCIVAL	140.00	18TH ST - EXECUTIVE
8/14/2024	225520	CHRISTOPHER PERCIVAL	749.70	5055 CALIFORNIA AVE #220
8/14/2024	225521	CINTAS CORPORATION #668	3,137.50	4032 JEWETT AVE/ANGELA MARTINEZ
8/14/2024	225521	CINTAS CORPORATION #668	1,255.00	Cintas Service Angela Martinez/4032 JEWETT AVE
8/14/2024	225521	CINTAS CORPORATION #668	325.38	Inv. 4201153832
8/14/2024	225522	CITY OF BAKERSFIELD	767.77	1410 11TH ST
8/14/2024	225522	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
8/14/2024	225522	CITY OF BAKERSFIELD	1,128.16	1825 FELIZ DR
8/14/2024	225522	CITY OF BAKERSFIELD	1,375.26	1825 FELIZ DR 500
8/14/2024	225522	CITY OF BAKERSFIELD	544.88	2424 COTTONWOOD RD
8/14/2024	225522	CITY OF BAKERSFIELD	3,665.24	2735 O ST
8/14/2024	225522	CITY OF BAKERSFIELD	1,149.42	300 19TH ST
8/14/2024	225522	CITY OF BAKERSFIELD	1,233.74	3101 MALL VIEW RD
8/14/2024	225522	CITY OF BAKERSFIELD	604.60	3811 RIVER BLVD

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8/14/2024	225522	CITY OF BAKERSFIELD	857.48	4032 JEWETT AVE
8/14/2024	225523	CITY OF DELANO	58.59	1835 CECIL AVE
8/14/2024	225523	CITY OF DELANO	434.18	1835-L CECIL AVE
8/14/2024	225524	COUNTRY CLUB SERVICE	26.94	4 bulbs for Brake and Revers - Lic# 70486N2 GMC
8/14/2024	225525	COUNTY OF KERN PUBLIC WORKS	18.89	PO-2024-1203/300 19TH ST
8/14/2024	225526	COUNTY OF SAN JOAQUIN	36.75	REF# 70486N2-V ACT# 51266 07/31/2024 TICKET# 51-02058690
8/14/2024	225526	COUNTY OF SAN JOAQUIN	36.75	REF# 74232L2 ACT# 51266 07/29/2024 TICKET# 51-02057181
8/14/2024	225527	DELTA GLASS COMPANY, INC.	295.00	Clear glass replacement for california st.
8/14/2024	225528	DELTA LIQUID ENERGY	729.80	1736 BODFISH CANYON/LAGFRA/1003504/PO-2024-1...
8/14/2024	225528	DELTA LIQUID ENERGY	729.80	6149 BONIKELL/ACCT 1001310/PO-2024-2338
8/14/2024	225528	DELTA LIQUID ENERGY	749.80	6517 GODWOOD/ORTCAR/1001432/PO-202...
8/14/2024	225529	Denise Barnwell	26.80	MILEAGE REIMBURSEMENT
8/14/2024	225530	ESCUELITA HERNANDEZ LITTLE SCHOOL	11,176.74	PO-2024-1514 APRIL 2024
8/14/2024	225530	ESCUELITA HERNANDEZ LITTLE SCHOOL	9,839.40	PO-2024-1514 MAY 2024
8/14/2024	225531	ESTHER A REYES-GARZA	28.14	July 2024 Mileage Reimbursement
8/14/2024	225532	FEDEX	82.15	D.JUAREZ/G.BARBERA/818235981940
8/14/2024	225532	FEDEX	33.02	D.JUAREZ/M.ALCAZAR/818235981930
8/14/2024	225532	FEDEX	24.89	L.SPROTT/C.CARELICIESNINGFRES/8...
8/14/2024	225532	FEDEX	91.08	M.GUADIAN/F.PARRASOLIS/81823598...
8/14/2024	225533	FLYERS ENERGY LLC	4,542.49	ACCT#78379
8/14/2024	225534	FRANCIS VEGA	182.91	Mileage Reimbursement July 2024
8/14/2024	225535	GUADALUPE FARIAS	95.81	MILEAGE REIMBURSEMENT
8/14/2024	225536	HANNAH MARIE WEIGHTMAN	65.66	July 2024 Mileage Reimbursement
8/14/2024	225537	HAYDEE N CORONA	140.70	MILEAGE REIMBURSEMENT
8/14/2024	225538	HERBERT MITCHELL ELLIOTT	68.25	REF# 7VOE029/CA 07/30/2024 INV# 71462
8/14/2024	225538	HERBERT MITCHELL ELLIOTT	68.25	REF# 7VOE030/CA 08/07/2024 INV#71649
8/14/2024	225538	HERBERT MITCHELL ELLIOTT	68.25	REF# 8N30298 08/05/2024 INV# 71574
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	5.91	18TH ST > PRITIKA TEAM
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	509.08	Inv. 3305453 - INVENTORY
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	1,382.89	Inv. 3903168 - INVENTORY
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	(47.59)	Inv. 3903172 - INVENTORY CREDIT
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	29.18	KAISER - 5055 CAL AVE 220
8/14/2024	225539	HOME DEPOT COMMERCIAL CREDIT	166.95	STERLING
8/14/2024	225540	HOWARD'S GARBAGE SERVICE	246.03	1314 OSWELL ST STE#B
8/14/2024	225541	JAZMYN REDICK	30.15	July 2024 Mileage Reimbursement
8/14/2024	225542	KEITH C PFEFFER	125.00	5055 CAL AVE 220 REMOVE WINDOW GRAPHICS 06/28/2024

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8/14/2024	225543	KERN COMMUNITY COLLEGE DISTRICT	17,357.76	P-2024-1516 MAY 2024
8/14/2024	225543	KERN COMMUNITY COLLEGE DISTRICT	16,634.52	PO-2024-1516 APRIL 2024
8/14/2024	225544	KERN COUNTY SUPERINTENDENT OF SCHOOLS	235.23	404353 WO90527 CKV74
8/14/2024	225544	KERN COUNTY SUPERINTENDENT OF SCHOOLS	392.73	404354 WO90610 CKV82
8/14/2024	225544	KERN COUNTY SUPERINTENDENT OF SCHOOLS	129.55	404785 WO91193 CKV79
8/14/2024	225544	KERN COUNTY SUPERINTENDENT OF SCHOOLS	115.56	500034 WO91247 WICMIS
8/14/2024	225545	KERN HEALTH SYSTEMS	85.00	KHS Refund Request MEM0666834
8/14/2024	225546	LAKESHORE EQUIPMENT COMPANY	575.80	PO-2024-2204
8/14/2024	225547	LAMONT PUBLIC UTILITY DISTRICT	1,002.45	10300 1/2 SAN DIEGO ST
8/14/2024	225547	LAMONT PUBLIC UTILITY DISTRICT	530.52	7998 ALICANTE ST
8/14/2024	225548	LAMONT SANITATION INC	530.26	10300 SAN DIEGO ST / 18000514
8/14/2024	225548	LAMONT SANITATION INC	246.03	1500 S FAIRFAX RD / 18000545
8/14/2024	225548	LAMONT SANITATION INC	388.14	7998 ALICANTE AVE / 18000260
8/14/2024	225549	LANGUAGE LINE SERVICES INC	113.08	ACC: 9020401513
8/14/2024	225549	LANGUAGE LINE SERVICES INC	114.23	ACC: 9022003529
8/14/2024	225550	LOIS HANNIBLE	15.99	Employee Reimbursement Cake for CalVIP Participant Recogniti
8/14/2024	225550	LOIS HANNIBLE	15.31	Employee Reimbursement Supplies for CalVIP Participants Reco
8/14/2024	225551	LOWES COMPANIES INC	1,576.55	Inv. 978993 - SUPPLIES
8/14/2024	225552	MARIA DUARTE	154.77	MILEAGE REIMBURSEMENT
8/14/2024	225553	MARISELA GONZALEZ	28.14	MILEAGE REIMBURSEMENT
8/14/2024	225554	MIRELLA RUBIO	302.17	Mileage Reimbursement July/2024
8/14/2024	225555	OASIS AIR CONDITIONING	15,150.00	L24-134E; JANE SAWYER, 608 BEECH ST; PO-2024-1628
8/14/2024	225556	ODP BUSINESS SOLUTIONS LLC	1,214.47	PO-2024-2271
8/14/2024	225557	OFFICE1 LEASING	197.77	450-7986161-036; 15662 K ST; PO-2023-2727
8/14/2024	225558	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	713.56	Hilton Hotel Lodging for Yolanda & Jerry to attend SJCOE- Ed
8/14/2024	225559	PG&E	2,973.31	1135 N HUNTER ST / 1145 N HUNTER ST
8/14/2024	225559	PG&E	1,881.56	1410 11TH ST
8/14/2024	225559	PG&E	1,710.08	221 W 5TH ST / 239 W 5TH ST
8/14/2024	225559	PG&E	691.92	2800 AGATE ST
8/14/2024	225559	PG&E	7,790.81	300 19TH ST
8/14/2024	225559	PG&E	11,415.81	315 STINE RD
8/14/2024	225559	PG&E	250.52	347 E POPLAR AVE #A & #B
8/14/2024	225559	PG&E	4,176.02	455 E EUCLID AVE / 459 E EUCLID AVE

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8/14/2024	225559	PG&E	805.81	650 JAMES ST
8/14/2024	225560	PRICE DISPOSAL	388.14	1900 E CALIFORNIA AVE / 60039768
8/14/2024	225561	PRIYAMVADA KHULLAR	23.45	MILEAGE REIMBURSEMENT
8/14/2024	225562	PRODUCERS DAIRY FOODS INC	2,269.28	PO-2024-1137
8/14/2024	225563	PROGRESS RESOURCES INCORPORATED	4,850.00	Intro to ROMA Training on July 16, 2024 and July 17, 2024
8/14/2024	225564	PROTECTION 1/ADT	1,058.68	AUGUST 2024 MONTHLY CHARGE AND EQUIPMENT INTALL/PO-2024-2371
8/14/2024	225565	RINGCENTRAL, INC	21,148.00	21331
8/14/2024	225566	ROSARIO MIRANDA	391.45	AIRFARE REIMBURSEMENT - R. MIRANDA - NCAP - SEATTLE WA
8/14/2024	225567	ROTARY CLUB OF BAKERSFIELD EAST	187.50	4TH QTRLY INST OF ANNUAL PLEDGE 24-25
8/14/2024	225568	SAFEWAY INC VONS DIVISION	22.59	REF # 864543815820 07/30/24 FOOD DEMO FOR CFHL
8/14/2024	225568	SAFEWAY INC VONS DIVISION	22.99	REF# 335725815820 08/06/2024 CHIPS/BOARD COMM MEETINGS
8/14/2024	225568	SAFEWAY INC VONS DIVISION	17.82	REF# 401935815820 08/07/2024 CFHL FOOD DEMO
8/14/2024	225569	SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT	143.00	FID# S7807 09/01/24 - 08/31/25 INV# S177092 07/05/24
8/14/2024	225570	SANDRA MEJIA ESPARZA	38.19	MILEAGE REIMBURSEMENT
8/14/2024	225571	SAVE MART SUPERMARKETS	260.76	REF# 058319 08/05/2024 SPEC DIET DAIRY
8/14/2024	225572	SCHOOL HEALTH CORPORATION	1,001.31	PO-2024-2240 ORD# SO000065854 CUST# 3506
8/14/2024	225573	SEQUOIA SANDWICH COMPANY	130.70	REF REPRINT# 930001 ACCT# 100 08/06/2024 CAPK
8/14/2024	225574	SOUTH TULARE RICHGROVE REFUSE INC	414.19	1835 CECIL AVE DELANO AUG 2024 ACT# 02-103698-5
8/14/2024	225575	SOUTHERN CALIFORNIA EDISON	504.73	1120 S CURRY ST TEHACHAPI 07/08/2024 - 08/05/2024
8/14/2024	225575	SOUTHERN CALIFORNIA EDISON	1,042.53	2739 DIAMOND ST B ROSAMOND 07/03/2024 - 08/04/2024
8/14/2024	225575	SOUTHERN CALIFORNIA EDISON	5,521.97	814 N NORMA ST RIDGECREST 07/10/024 - 08/07/2024
8/14/2024	225576	SUPERIOR SANITATION SERVICE INC	767.94	3000 STERLING ACT# 119046 08/01/2024 - 08/31/2024
8/14/2024	225577		0.00	
8/14/2024	225578	TREE ENTERPRISES, LLC	70.81	ALICANTE PO-2024-2048 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	360.81	ANGELA MARTINEZ PO-2024-2049 COT COVERS HS/EHS
8/14/2024	225578	TREE ENTERPRISES, LLC	140.86	BROADWAY CENTER PO-2024-2080 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	128.81	FAIRFAX CENTER PO-2024-2050 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	244.81	MJ MORGAN PO-2024-2051 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	596.86	PETE PARRA CENTER PO-2024-2082 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	320.81	PRIMEROS PASOS CENTER PO-2024-2077 COT COVERS

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8/14/2024	225578	TREE ENTERPRISES, LLC	206.81	ROSAMOND CENTER PO-2024-2079 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	206.81	SAN DIEGO CENTER PO-2024-2078 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	191.16	SHAFTER EHS PO-2024-2139 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	63.72	SHAFTER HS PO-2024-2137 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	719.81	STERLING CENTER PO-2024-2075 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	186.81	STOCKDALE CENTER PO-2024-2052 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	197.86	TAFT CENTER PO-2024-2081 COT COVERS
8/14/2024	225578	TREE ENTERPRISES, LLC	70.81	VINELAND PO-2024-2053 COT COVERS
8/14/2024	225579	ULINE	311.91	3101 MALL VIEW RD PO-2024-1320 CTR FS SUPPLIES
8/14/2024	225580	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	8,486.24	PO-2023-2828 JULY 2024 UWKC IRS-CAPK VITA HOURS
8/14/2024	225581	VALLEY PROPANE SERVICE	456.19	PO-2024-1649 FOOD BANK
8/14/2024	225582	VARNER & SON INC	956.61	305 STINE RD CUST# 18000777 AUG 2024 TRASH/GATE BIN FEE
8/14/2024	225583	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
8/14/2024	225584	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	276.03	1145 N HUNTER ST STOCKTON 08/01/2024 - 08/31/2024
8/14/2024	225584	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	279.97	1509 N GOLDEN GATE AVE STOCKTON 08/01/2024 - 08/31/2024
8/14/2024	225584	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 08/01/2024 - 08/31/2024
8/14/2024	225584	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 08/01/2024 - 08/31/2024
8/14/2024	225585	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	118.00	Certification Exam-Inform USA for Ofelina Basurto-Dias
8/14/2024	225585	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	130.00	Inform USA-Certification Exam SABRINA JONES-ROBERTS
8/14/2024	225586	AT&T	52.97	9391058583
8/14/2024	225586	AT&T	30.92	9391058626
8/14/2024	225586	AT&T	87.36	9391058702
8/14/2024	225586	AT&T	29.81	9391058731
8/14/2024	225586	AT&T	171.13	9391058743
8/14/2024	225586	AT&T	29.81	9391058783
8/14/2024	225586	AT&T	141.53	9391058788
8/14/2024	225586	AT&T	203.06	9391058839
8/14/2024	225586	AT&T	28.19	9391058846
8/14/2024	225586	AT&T	29.75	9391058876
8/14/2024	225586	AT&T	29.71	9391058940
8/14/2024	225586	AT&T	57.95	9391059009
8/14/2024	225586	AT&T	29.77	9391059042
8/14/2024	225586	AT&T	74.90	9391059161
8/14/2024	225587	CAPPA	2,745.00	CAPPA Annual conference registration 102824-103024 Group 185
8/14/2024	225588	CLEMMER AND COMPANY	1,850.00	CALAIM HOUSING DEPOSIT
8/14/2024	225589	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE

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8/14/2024	225590	JERRY ELKIND	1,100.00	CALAIM HOUSING DEPOSIT
8/14/2024	225591	Jonathan Ross-Tohill	183.58	May 2024 Mileage Reimbursement
8/14/2024	225592	RALPH SOLOREO JR	161.29	Phone Reimbursement for Ralph Soloreo 06/27/2024
8/14/2024	29858	ADA HARPSTER	148.03	MILEAGE REIMBURSEMENT
8/14/2024	29859	ADVANCED DATA STORAGE	475.20	1300 18TH ST
8/14/2024	29859	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW RD
8/14/2024	29859	ADVANCED DATA STORAGE	35.20	PO-2023-3528/4032 JEWETT AVE
8/14/2024	29859	ADVANCED DATA STORAGE	35.20	PO-2023-3579/1631 30TH ST
8/14/2024	29859	ADVANCED DATA STORAGE	88.00	PO-2024-1183/300 19TH ST
8/14/2024	29859	ADVANCED DATA STORAGE	246.40	PO-2024-1271/2424 S MARTIN LUTHER KING BLVD
8/14/2024	29859	ADVANCED DATA STORAGE	4,076.73	PO-2024-1841/1300 18TH ST/STORAGE PERIOD 05/01/24-06/30/24
8/14/2024	29860	ALEYA THOMPSON	22.78	July 2024 Mileage Reimbursement
8/14/2024	29861	ALICIA N TAMAYAC HERRERA	52.93	MILEAGE REIMBURSEMENT
8/14/2024	29862	ALMA SANCHEZ	7.37	EMPLOYEE MILEAGE REIMB LOCAL JULY 2024 ALMA SANCHEZ
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	389.40	PO-2024-2182
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	129.89	PO-2024-2184
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	111.90	PO-2024-2186
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	318.83	PO-2024-2200
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	84.76	PO-2024-2229
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	249.52	PO-2024-2243
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	231.47	PO-2024-2244
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	335.55	PO-2024-2274
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	410.66	PO-2024-2281
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	168.96	PO-2024-2283
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	432.15	PO-2024-2285
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	460.03	PO-2024-2310
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	628.22	PO-2024-2321
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	432.95	PO-2024-2328
8/14/2024	29864	AMAZON CAPITAL SERVICES, INC	31.81	PO-2024-2335
8/14/2024	29865	AMERICAN BUSINESS MACHINES	64.56	Contract Base Rate for August 2024/EAST CAL/HARVEY HALL
8/14/2024	29865	AMERICAN BUSINESS MACHINES	193.68	Contract Base Rate for July & August
8/14/2024	29866	ANGELICA PALMA	50.25	JULY MILEAGE REIMBURSEMENT
8/14/2024	29867	ANNETTE JOHNSON-ALLEN	172.86	MILEAGE REIMBURSEMENT

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8/14/2024	29868	ANTHONY CONRAD CHAVEZ	158.79	MILEAGE REIMBURSEMENT
8/14/2024	29869	BELVINDER BIRING	38.19	MILEAGE REIMBURSEMENT
8/14/2024	29870	BLUETRITON BRANDS INC	5.12	1600 POPLAR AVE WASCO ACT# 6702977123 07/05/24 - 08/04/24
8/14/2024	29871	BLUETRITON BRANDS INC	5.94	929 BROADWAY ST WASCO ACT# 6703192013 07/07/24 - 08/06/24
8/14/2024	29872	BS& E INC	1,711.88	2900 M ST
8/14/2024	29873	CAZADOR CONSULTING GROUP INC	1,553.89	ANA MOSQUEDA RAYA/ISABEL BARBA
8/14/2024	29873	CAZADOR CONSULTING GROUP INC	930.76	OPS - ANGEL MENDOZA
8/14/2024	29873	CAZADOR CONSULTING GROUP INC	1,497.45	OPS - ANGEL MENDOZA/GABRIEL NAHE
8/14/2024	29873	CAZADOR CONSULTING GROUP INC	3,654.00	OPS - GABRIEL NAHE
8/14/2024	29873	CAZADOR CONSULTING GROUP INC	4,273.92	OPS - GABRIEL NAHE/SAMUEL PADILLA
8/14/2024	29874	CDW GOVERNMENT LLC	44,544.08	PO-2024-2214
8/14/2024	29874	CDW GOVERNMENT LLC	526.38	PO-2024-2278
8/14/2024	29874	CDW GOVERNMENT LLC	403.24	PO-2024-2280
8/14/2024	29875	CHEVRON AND TEXACO BUSINESS CARD SERVICES	7,660.38	0496-00-519779-3
8/14/2024	29876	CHEVRON AND TEXACO BUSINESS CARD SERVICES	493.89	0496-00-516518-8
8/14/2024	29877	CONNIE RAMIREZ	116.58	July 2024 Mileage Reimbursement
8/14/2024	29878	CREATIVE FINANCIAL STAFFING LLC	1,231.96	CFS INV 124310235 IT Temp Tyanna Prince
8/14/2024	29878	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
8/14/2024	29879	CUSG PERFORMANCE SOLUTIONS LLC	61,718.95	Performance Pro, Compease and TLC Pro Bundle-Renewal
8/14/2024	29880	DELL FINANCIAL SERVICES LLC	247.55	PO-2023-3545/5351 OLIVE DRIVE STE 200
8/14/2024	29881	DELL TECHNOLOGIES, INC.	1,021.24	laptop cart purchase
8/14/2024	29881	DELL TECHNOLOGIES, INC.	30,804.52	PO-2024-2018
8/14/2024	29881	DELL TECHNOLOGIES, INC.	4,222.61	PO-2024-2205
8/14/2024	29881	DELL TECHNOLOGIES, INC.	206,177.41	PO-2024-2206
8/14/2024	29881	DELL TECHNOLOGIES, INC.	992.64	PO-2024-2209
8/14/2024	29882	DENA WALKER	22.78	July 2024 Mileage Reimbursement
8/14/2024	29883	DENISE COOPER	44.22	MILEAGE REIMBURSEMENT
8/14/2024	29884	DONAHUE TRUCK CENTERS	356.48	PO-2024-1555/04-16
8/14/2024	29884	DONAHUE TRUCK CENTERS	142.59	PO-2024-1555/04-50
8/14/2024	29885	ECOLAB FOOD SAFETY SPECIALTIES	240.36	Martha J. Morgan
8/14/2024	29886	ELIZABETH CISNEROS	41.54	MILEAGE REIMBURSEMENT
8/14/2024	29887	ERIE CUSTOM COMPUTER APPLICATIONS	2,544.80	PO-2024-1228
8/14/2024	29888	FIVE9 INC	4,013.81	Five9 Long Distance Invoice
8/14/2024	29889	FIVE9 INC	5,451.18	Five9 Recurring Invoice
8/14/2024	29890	FLOWERS BAKERIES SALES OF SOCAL, LLC	209.30	PO-2024-1431
8/14/2024	29891	FRESHPOINT CENTRAL CALIFORNIA, INC	1,573.88	PO-2024-1118

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8/14/2024	29892	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
8/14/2024	29893	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.86	661-763-9280-072009-5
8/14/2024	29894	GARDEN PATHWAYS INC	7,879.70	PO-2024-1515 APRIL 2024
8/14/2024	29895	GARDEN PATHWAYS INC	7,879.70	PO-2024-1515 MAY 2024
8/14/2024	29896	GLORIA GONZALEZ	38.86	MILEAGE REIMBURSEMENT
8/14/2024	29897	GREGORIA BENAVIDES	32.16	MILEAGE REIMBURSEMENT
8/14/2024	29898	HANSEN'S MOVING AND STORAGE, INC	21,793.87	2323 16th st INV# SM-1214 Cal Fresh
8/14/2024	29898	HANSEN'S MOVING AND STORAGE, INC	3,345.00	Hanen's Move CAPK 18th Street INV# SM-1085 211 & Cal Fresh
8/14/2024	29899	HODEL'S DEVELOPMENT CORPORATION	908.24	PO-2024-1635
8/14/2024	29900	HUFFMAN & DOWNS MAINTENANCE	859.95	JULY 2024
8/14/2024	29901	IDEAL SPECIALTIES INC	70,536.48	PO-2024-1238
8/14/2024	29902	INDOFF INCORPORATED	11,456.40	PO-2024-1778
8/14/2024	29903	INDOFF INCORPORATED	2,446.13	PO-2024-1705
8/14/2024	29904	INDOFF INCORPORATED	1,002.96	PO-2024-2237
8/14/2024	29905	JANELLE ANDRES	30.15	MILEAGE REIMBURSEMENT
8/14/2024	29906	JAQUELINE GUERRA	62.23	MILEAGE REIMBURSEMENT
8/14/2024	29907	JAUBRAE DIXON	38.97	Employee Reimbursement Supplies for CalVIP
8/14/2024	29908	LAURA SERNA	78.39	July 2024 Mileage Reimbursement
8/14/2024	29909	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
8/14/2024	29910	LUCERO GONZALEZ	124.62	MILEAGE REIMBURSEMENT
8/14/2024	29911	MARIA D FLORES TORRES	56.28	JULY 2024 MILEAGE REIMBURSEMENT
8/14/2024	29912	MARISELA GONZALEZ	215.74	MILEAGE REIMBURSEMENT
8/14/2024	29913	MISSION LINEN SUPPLY	1,008.27	ACC 301151 PO-2024-1699
8/14/2024	29913	MISSION LINEN SUPPLY	559.83	ACC 316102 PO-2024-1699
8/14/2024	29914	MOLLY & BRUCE BUSACCA INC	57.00	650 JAMES ST SHAFTER ACT# CAPSW 08/01/2024 - 10/31/2024
8/14/2024	29915	NARAMA INC	4,852.37	PO-2024-1982 OUTREACH BACK PACK
8/14/2024	29916	OFFICE IMAGING, INC	129.26	ANGELA MARTINEZ CENTER; CHECK REQUEST
8/14/2024	29916	OFFICE IMAGING, INC	99.48	TKC-2984; 1300 18TH ST 2ND FL CALFRESH; PO-2024-1415
8/14/2024	29916	OFFICE IMAGING, INC	20.50	TKC-2984; 1631 30TH ST; PO-2024-1246
8/14/2024	29916	OFFICE IMAGING, INC	21.17	TKC-2984; 2424 S DR MLK JR BLVD FHCC
8/14/2024	29916	OFFICE IMAGING, INC	15.85	TKC-2984; 2424 S DR MLK JR BLVD FHCC
8/14/2024	29916	OFFICE IMAGING, INC	21.26	TKC-2984; 2800 S D ST; PO-2024-1291
8/14/2024	29916	OFFICE IMAGING, INC	304.50	TKC-2984; 5 REAL RD; PO-2024-1423
8/14/2024	29916	OFFICE IMAGING, INC	42.60	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
8/14/2024	29917	PAPER CONNECTION INC	1,939.03	PO-2024-2178
8/14/2024	29918	PAPER CONNECTION INC	9,825.75	PO-2024-2286
8/14/2024	29919	PAPER CONNECTION INC	5,064.16	PO-2024-2317
8/14/2024	29920	PATRICIA ROBLES WESLEY	38.19	July 2024 Mileage Reimbursement

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8/14/2024	29921	PLC SYSTEM SERVICES	1,078.44	HARVEY HALL
8/14/2024	29921	PLC SYSTEM SERVICES	1,307.28	JEWETT
8/14/2024	29921	PLC SYSTEM SERVICES	1,690.00	LBNC
8/14/2024	29922	POWER MACHINERY CENTER	250.00	PO-2024-1020 SERIAL 9H0035
8/14/2024	29923	REBECCA MORENO	99.76	TRAVEL LIQUIDATION - NAEH CONFERENCE WASHINGTON DC JULY 7-11
8/14/2024	29924	RELIABLE ENERGY MANAGEMENT INC	22,865.77	L24-148 ROXANA VILLAGRANA 1221 EUBANKS AVE PO-2024-1453
8/14/2024	29925	ROSITA C CURRY	317.58	Travel Liquidation SJC Pre-Service 2024 7/8/2024
8/14/2024	29926	SANDATA TECHNOLOGIES LLC	124.18	PO-2024-1134 eTIMEphone SERVICE 07/01/2024 - 07/31/2024
8/14/2024	29927	SMART & FINAL	88.23	REF# 976099 ACT# 326821 07/25/2024
8/14/2024	29928	SMART & FINAL	62.22	REF# 281922 ACT# 326821 07/30/2024
8/14/2024	29929	SMART & FINAL	174.75	REF# 124244 ACT# 326821 07/24/2024
8/14/2024	29930	SMART & FINAL	160.46	REF# 167733 ACT# 326821 08/02/2024
8/14/2024	29931	SMART & FINAL	204.48	REF# 274900 ACT# 326821 08/02/2024
8/14/2024	29932	STAPLES ADVANTAGE	115.48	PO-2024-2160 HS ENROLLMENT ATTENDANCE & MOVING SUPP
8/14/2024	29933	STAPLES ADVANTAGE	381.14	PO-2024-2309 ORD# 7637588542-000-001 HVP OFFICE SUPPLIES
8/14/2024	29934	STAPLES ADVANTAGE	97.75	PO-2024-2309 ORD# 7637588542-000-001 HVP OFFICE SUPPLIES
8/14/2024	29935	STAPLES ADVANTAGE	245.08	PO-2024-2308 ORD# 7637193271-000-001 HR ADMIN SUPPLIES
8/14/2024	29936	STINSON STATIONERS	1,577.79	PO-2024-1918 ANGELA MTZ SPECIAL ORDER SUPPLIES
8/14/2024	29936	STINSON STATIONERS	702.57	PO-2024-2354 WILLOW OFFICE SUPPLIES
8/14/2024	29937	STOCKTON COMMUNITY KITCHEN	4,708.80	425 N CALIF ST STOCKTON JULY 2024 MEALS PO-2024-1054
8/14/2024	29938	STOCKTON COMMUNITY KITCHEN	4,708.80	850 J ST LATHROP JULY 2024 MEALS PO-2024-1054
8/14/2024	29939	STOCKTON COMMUNITY KITCHEN	1,569.60	1509 N GOLDEN GATE AVE STOCKTON JULY 2024 MEALS PO-2024-1054
8/14/2024	29940	STOCKTON COMMUNITY KITCHEN	4,708.80	701 S HUTCHINS ST LODI JULY 2024 MEALS PO-2024-1054
8/14/2024	29941	STOCKTON COMMUNITY KITCHEN	4,708.80	545 W SONORA ST STOCKTON JULY 2024 MEALS PO-2024-1054
8/14/2024	29942	STOCKTON COMMUNITY KITCHEN	3,139.20	215 W 5TH ST STOCKTON JULY 2024 MEALS PO-2024-1054
8/14/2024	29943	STOCKTON COMMUNITY KITCHEN	3,139.20	2800 D ST STOCKTON JULY 2024 MEALS PO-2024-1054
8/14/2024	29944	SYSCO FOOD SERVICES OF VENTURA INC	1,629.97	2900 M ST PO-2024-2141 ORD# 1612465
8/14/2024	29945	SYSCO FOOD SERVICES OF VENTURA INC	183.80	3101 MALL VIEW RD PO-2024-1255 ORD# 1613681
8/14/2024	29946	SYSCO FOOD SERVICES OF VENTURA INC	152.89	3101 MALL VIEW RD PO-2024-1266 ORD# 1613721
8/14/2024	29947	SYSCO FOOD SERVICES OF VENTURA INC	12,507.78	3101 MALL VIEW RD PO-2024-1255 ORD# 1613820

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8/14/2024	29948	THE MARCOM GROUP, INC.	60.00	Wordpress Security Monitoring Service
8/14/2024	29949	VERNON SORENSON MD INC	2,861.00	Pre-Employment Physical-VARIOUS REF INV# 00554862-00 7/31/24
8/14/2024	29950	VERNON SORENSON MD INC	25.00	DOT RAPID - SONIA Y. LUNA PEREZ 07/15/2024
8/14/2024	29951	VERNON SORENSON MD INC	25.00	DOT RAPID - GRACE M MEDRANO 07/17/2024
8/14/2024	29952	VERNON SORENSON MD INC	25.00	DOT RAPID - JACQUELINE MARTINEZ CORTEZ 07/30/2024
8/14/2024	29953	VERNON SORENSON MD INC	25.00	DOT RAPID - ALEXA A DIEGO 07/22/2024
8/14/2024	29954	VERNON SORENSON MD INC	60.00	DOT RAPID & DSP13 WILLIAM J WOOTON 07/13/2024
8/14/2024	29955	VERNON SORENSON MD INC	25.00	DOT RAPID SCHALONDA BELL LOWE 07/17/2024
8/14/2024	29956	W W GRAINGER INC	111.74	5055 CAL AVE 220
8/14/2024	29957	W W GRAINGER INC	5.33	Inv. 9203855243 - SUPPLY
8/14/2024	29958	WESLEY UNITED METHODIST CHURCH	1,483.25	1314 OSWELL ST PO-2024-1963 06/16/24-07/16/24 JUNE ELECTRIC
8/14/2024	29959	STAPLES ADVANTAGE	(41.15)	CREDIT ORD# 7635456443 ITEM DBL CHRG IN ERROR INV#6007880902
8/14/2024	29959	STAPLES ADVANTAGE	41.15	PO-2024-2095 ORD# 7635456443 HS LESSON PLANS
8/14/2024	29960	STAPLES ADVANTAGE	41.15	ORD# 7635456443 ITEM DBLD CHRG IN ERROR PO-2024-2095
8/14/2024	29961	PUBLIC AGENCY COALITION ENTERPRISE	767,033.05	August 2024 MEDICAL
8/14/2024	29962	AMAZON CAPITAL SERVICES, INC	129.87	PO-2024-1953
8/14/2024	29963	AMAZON CAPITAL SERVICES, INC	(1,765.31)	PO-2024-1968
8/14/2024	29963	AMAZON CAPITAL SERVICES, INC	919.55	PO-2024-2183
8/14/2024	29963	AMAZON CAPITAL SERVICES, INC	1,065.53	PO-2024-2185
8/14/2024	29964	AMAZON CAPITAL SERVICES, INC	1,805.57	PO-2024-2130
8/14/2024	29965	AMAZON CAPITAL SERVICES, INC	115.74	PO-2024-2187
8/14/2024	29965	AMAZON CAPITAL SERVICES, INC	399.90	PO-2024-2260
8/15/2024	225593	CHRISTINE OCHOA	1,892.10	HP VACATION PO 87.20 X \$27.02
8/20/2024	29872	BS& E INC	(1,711.88)	2900 M ST
8/21/2024	225594	ADILENE NAVA	71.02	JULY MILEAGE REIMBURSEMENT
8/21/2024	225595	AGEE VII LLC	3,296.86	UTILITIES - 5055 CALIFORNIA AVE, BAKERSFIELD #101
8/21/2024	225596	ALPHA WHOLESALE PRODUCE INC	110.85	PO-2024-1138
8/21/2024	225597	AMBER PUMPHREY	41.54	JULY MILEAGE REIMBURSEMENT
8/21/2024	225598	ANA MARTINEZ	46.90	JULY MILEAGE REIMBURSEMENT
8/21/2024	225599	AT&T	444.21	9391058732
8/21/2024	225599	AT&T	622.93	9391058776
8/21/2024	225599	AT&T	605.36	9391059173
8/21/2024	225599	AT&T	89.08	9391060519
8/21/2024	225600	AT&T	6,480.19	1300 18TH ST/831-001-3590 809

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8/21/2024	225601	AT&T	219.56	806004864/LONG DISTANCE
8/21/2024	225602	AT&T	2,757.77	Switched Ethernet July 2024 Acct 831-000-9464 127
8/21/2024	225603	AT&T	13,685.26	831-000-7563 312 Billing ADI Security & Internet Connection
8/21/2024	225604	BAYLEE MCDONALD	26.80	JULY MILEAGE REIMBURSEMENT
8/21/2024	225605	BS& E INC	1,711.88	2900 M ST
8/21/2024	225606	BURRTEC KERN, LLC	366.33	1111 BUSH ST / 60040448
8/21/2024	225607	CAL FOODS LOGISTICS	75,223.80	PO-2024-1234/LOW FAT SS PLAIN MILK & CHOCOLATE MILK 12/8OZ
8/21/2024	225607	CAL FOODS LOGISTICS	38,005.20	PO-2024-1234/TOMATO SAUCE/TOMATO DICED EZO, 24/15OZ
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	324.93	300 19TH ST/3966488888
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	61.41	3101 MALL VIEW RD/0541111888
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	1,257.83	3101 MALL VIEW RD/4313488888
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	469.68	347 E POPLAR ST/8918085984
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	1,094.66	4032 JEWETT AVE 7/2883851298
8/21/2024	225608	CALIFORNIA WATER SERVICE COMPANY	38.83	500 E CALIFORNIA AVE A/1174688888
8/21/2024	225609	CERTIFIX INC	96.00	Fingerprints for Stockton Location
8/21/2024	225610	CHARLIE'S DAY & NITE, INC.	457.59	Panic exit bar for Kennedy
8/21/2024	225611	CHARTER COMMUNICATIONS	126.23	90 FARRELL DR BLDG 5620/8448 20 007 0166094
8/21/2024	225612	CHARTER COMMUNICATIONS	201.23	6019 NILES ST STE 3/8301 10 001 1358352
8/21/2024	225613	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE/167673501
8/21/2024	225614	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
8/21/2024	225615	CHARTER COMMUNICATIONS	204.00	819 6TH ST/167694301
8/21/2024	225616	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE/167696701
8/21/2024	225617	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE/167696901
8/21/2024	225618	CHARTER COMMUNICATIONS	204.00	650 JAMES ST/167738701
8/21/2024	225619	CHARTER COMMUNICATIONS	194.98	15662 K ST/228401801
8/21/2024	225620	CHARTER COMMUNICATIONS	499.00	5 REAL RD/230086801
8/21/2024	225621	CHARTER COMMUNICATIONS	267.11	1300 18TH ST/231948701
8/21/2024	225622	CHARTER COMMUNICATIONS	194.98	1300 18TH ST/232326901
8/21/2024	225623	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	2739 DIAMOND ST/8413 13 104 0029578
8/21/2024	225624	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	24028 LAKE DR/8413 13 160 0058157
8/21/2024	225625	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	236.21	11336 BARTLETT AVE STE 13/8413 13 167 0059549
8/21/2024	225626	CHRISTOPHER PERCIVAL	100.00	19TH ST
8/21/2024	225626	CHRISTOPHER PERCIVAL	118.30	HARVEY HALL
8/21/2024	225626	CHRISTOPHER PERCIVAL	137.99	MJ MORGAN
8/21/2024	225626	CHRISTOPHER PERCIVAL	17.32	OPS
8/21/2024	225626	CHRISTOPHER PERCIVAL	230.06	PETE PARRA
8/21/2024	225626	CHRISTOPHER PERCIVAL	183.97	WESLEY

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8/21/2024	225627	CINDY RUIZ	45.56	July 2024 Mileage Reimbursement
8/21/2024	225628	CINTAS CORPORATION #668	144.45	300 19TH ST
8/21/2024	225629	CITY OF STOCKTON	62.82	1145 N HUNTER ST STOCKTON COMMERCIAL SEWER
8/21/2024	225629	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON OWNER STORM DRAIN
8/21/2024	225629	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
8/21/2024	225629	CITY OF STOCKTON	58.34	347 E POPLAR ST STOCKTON COMMERCIAL SEWER
8/21/2024	225629	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON OWNER STORM DRAIN
8/21/2024	225630	COUNTY OF KERN	35,337.04	18TH ST - JOA# 542-2023 4TH QTR FY 23-24 CUST# 413 SHARED C
8/21/2024	225630	COUNTY OF KERN	106,861.47	18TH ST 3rd Qtr FY23/24 Utility Charges Cust# 413
8/21/2024	225631	COUNTY OF KERN PUBLIC WORKS	45.61	19TH ST
8/21/2024	225632	DAC ENTERPRISES	8,125.00	WALK IN FREEZER REPAIR
8/21/2024	225633	DANIELLS PHILLIPS VAUGHAN & BOCK	6,000.00	ACCOUNTING & AUDIT SERVICES FY ENDED 12-31-23/PO-2024-2365
8/21/2024	225633	DANIELLS PHILLIPS VAUGHAN & BOCK	4,500.00	ACCOUNTING & AUDITING SERVICES FY ENDED 02-29-24
8/21/2024	225633	DANIELLS PHILLIPS VAUGHAN & BOCK	40,000.00	ACCOUNTING & AUDITING SERVICES FY ENDED 02-29-24 & 06-30-24
8/21/2024	225634	EAST NILES COMMUNITY SERVICES DIST	1,049.70	3000 STERLING RD
8/21/2024	225634	EAST NILES COMMUNITY SERVICES DIST	110.10	5704 PIONEER DR
8/21/2024	225635	FEDEX	9.20	CAPK/M.VERDUZCO/818235982031
8/21/2024	225635	FEDEX	32.00	D.JUAREZ/C.ACRISOBAL/818235982009
8/21/2024	225635	FEDEX	40.90	D.JUAREZ/C.MCDERITT/818235981951
8/21/2024	225635	FEDEX	40.97	D.JUAREZ/J.THOMAS/818235981973
8/21/2024	225635	FEDEX	38.25	D.JUAREZ/M.AMIJO/818235981962
8/21/2024	225635	FEDEX	31.87	D.JUAREZ/S.LAKE/818235982020
8/21/2024	225635	FEDEX	32.00	F.ARELLANO/M.RIVERA/818235981984
8/21/2024	225635	FEDEX	25.96	L.URREA/ N.NAVARRO/ 817091102795
8/21/2024	225635	FEDEX	97.00	PAYROL/K.HOPKINS/818235982010
8/21/2024	225635	FEDEX	40.40	T.WEBSTER/D.BROWNNFFPEBMYDEF...
8/21/2024	225635	FEDEX	32.00	Z.FINCH/T.NEWSOME/818235981995
8/21/2024	225636	GLORIA LLANES	2.68	JULY MILEAGE REIMBURSEMENT
8/21/2024	225637	GRIMMWAY ENTERPRISES, INC.	6,872.00	PO-2024-2179
8/21/2024	225638	GUADALUPE A VILLASANA	40.20	July 2024 Mileage Reimbursement
8/21/2024	225639	HOME DEPOT COMMERCIAL CREDIT	109.57	ANGELA MARTINEZ
8/21/2024	225639	HOME DEPOT COMMERCIAL CREDIT	7.56	CLEO FORAN
8/21/2024	225639	HOME DEPOT COMMERCIAL CREDIT	324.65	HARVEY HALL INVOICE 1974111
8/21/2024	225640	JULISSA ELIZONDO	20.77	JULY 2024 MILEAGE REIMBURSEMENT
8/21/2024	225641	KEITH C PFEFFER	162.89	18TH ST 2ND FL RECEPTION LOGO 08/02/2024
8/21/2024	225641	KEITH C PFEFFER	151.55	EAST KERN DONOR TREE ACKNOWLEDGEMENTS

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8/21/2024	225642	KENNETH BARRON	1,522.75	18th Street Ice Machine Repairs
8/21/2024	225643	KERN COUNTY SUPERINTENDENT OF SCHOOLS	16,291.02	PO-2024-1230
8/21/2024	225643	KERN COUNTY SUPERINTENDENT OF SCHOOLS	140.00	PO-2024-1875
8/21/2024	225643	KERN COUNTY SUPERINTENDENT OF SCHOOLS	10,132.36	PO-2024-2363 MARCH 2024
8/21/2024	225643	KERN COUNTY SUPERINTENDENT OF SCHOOLS	9,408.62	PO-2024-2363 MAY 2024
8/21/2024	225644	LAMONT ELEMENTARY SCHOOL DISTRICT	22,081.40	PO-2023-2644; LAMONT FAMILY RESOURCE & LEARNING CENTER
8/21/2024	225645	LARA POPKIN	28.14	JULY MILEAGE REIMBURSEMENT
8/21/2024	225646	LAURA PORTA	31.37	EMPLOYEE REIMBURSEMENT - AMAZON POWER INJECTOR FOR MADERA
8/21/2024	225646	LAURA PORTA	92.97	EMPLOYEE REIMBURSEMENT - COSTCO MEETINGS EXPENSES
8/21/2024	225646	LAURA PORTA	22.83	EMPLOYEE REIMBURSEMENT - GBS KEYS FOR MADERA OFFICE
8/21/2024	225647	LAVAR NEWSOME	30.82	JULY MILEAGE REIMBURSEMENT
8/21/2024	225648	LEARA LEANNE SPROTT	325.62	July 2024 Mileage Reimbursement
8/21/2024	225649	LIGIA JOHNSON	21.44	MILEAGE REIMBURSEMENT
8/21/2024	225650	LILLIAN URREA	63.65	July 2024 Mileage Reimbursement
8/21/2024	225651	LODI HEALTH WEST OCCUPATIONAL MEDICINE	1,809.64	Pre-Employment for Stockton Location
8/21/2024	225652	LOWES COMPANIES INC	35.88	5 REAL RD
8/21/2024	225652	LOWES COMPANIES INC	15.13	CALIFORNIA ST PO-2024-1136
8/21/2024	225652	LOWES COMPANIES INC	464.80	CLEO FORAN
8/21/2024	225652	LOWES COMPANIES INC	16,607.39	Inv. 995179 - INVENTORY
8/21/2024	225652	LOWES COMPANIES INC	29.58	MARCI
8/21/2024	225652	LOWES COMPANIES INC	183.21	MJ MORGAN
8/21/2024	225652	LOWES COMPANIES INC	96.02	OPS
8/21/2024	225652	LOWES COMPANIES INC	41.09	SHAFTER EHS
8/21/2024	225653	MARIA MORENO GOMEZ	53.60	MILEAGE REIMBURSEMENT
8/21/2024	225654	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 AUGUST 2024 JANITORIAL SVCS
8/21/2024	225655	MAYRA GARCIA	25.46	MILEAGE REIMBURSEMENT
8/21/2024	225656	MCWILLIAMS & WALDEN INC	2,167.86	LIC# 83648D2
8/21/2024	225656	MCWILLIAMS & WALDEN INC	772.20	LIC# 8W71304 PO-2024-2100
8/21/2024	225656	MCWILLIAMS & WALDEN INC	509.92	LIC# 8W71304 PO-2024-2180
8/21/2024	225657	MELISSA SHERRILL	68.00	Melissa Sherrill- SDA Reimbursement CPR Certificate 07/18/24
8/21/2024	225658	MICHAEL K BROWN LANDSCAPE INC	452.17	CAL CITY
8/21/2024	225658	MICHAEL K BROWN LANDSCAPE INC	397.70	ROSAMOND
8/21/2024	225658	MICHAEL K BROWN LANDSCAPE INC	406.95	TEHACHAPI

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8/21/2024	225658	MICHAEL K BROWN LANDSCAPE INC	372.87	VINELAND
8/21/2024	225659	NATIONAL HEAD START ASSOCIATION	4,645.00	NHSA Yearly Membership for HS Program July 2024 - June 2025
8/21/2024	225660	NEEDLES PUBLIC UTILITY AUTHORITY	168.20	244 G ST A UTILITY SVC 07/03/2024 - 08/02/2024
8/21/2024	225661	NICOLE CALLAHAN	52.93	MILEAGE REIMBURSEMENT
8/21/2024	225662	NORTH BAKERSFIELD TOYOTA	7.57	Inv # 61379
8/21/2024	225662	NORTH BAKERSFIELD TOYOTA	219.96	VIN 5TDKRKEC2MS061799 / MAINTENANCE
8/21/2024	225663	OASIS AIR CONDITIONING	4,650.00	L24-039E; GODELVA GARCIA, 1613 5TH AVE; PO-2024-1376
8/21/2024	225663	OASIS AIR CONDITIONING	2,522.51	L24-042; LILIANA MARTINEZ, 404 HAYSLETT AVE; PO-2024-1528
8/21/2024	225663	OASIS AIR CONDITIONING	9,500.00	L24-044E; MELISSA MANZO, 6820 JENNIFER ST; PO-2024-1717
8/21/2024	225663	OASIS AIR CONDITIONING	16,550.00	L24-052E; CHARLENE THOMAS, 605 DEANNA WAY; PO-2024-1507
8/21/2024	225663	OASIS AIR CONDITIONING	4,750.00	L24-177; GLORIA BENITEZ, 1312 EL RANCHO DR; PO-2024-1808
8/21/2024	225663	OASIS AIR CONDITIONING	12,177.72	L24-208E; PAUL DOBIS, 1618 3RD ST; PO-2024-2063
8/21/2024	225664	ODP BUSINESS SOLUTIONS LLC	325.28	PO-2024-2037
8/21/2024	225664	ODP BUSINESS SOLUTIONS LLC	244.98	PO-2024-2271
8/21/2024	225664	ODP BUSINESS SOLUTIONS LLC	802.32	PO-2024-2272
8/21/2024	225665	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
8/21/2024	225665	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
8/21/2024	225666	PG&E	2,691.05	10300 1/2 SAN DIEGO ST
8/21/2024	225666	PG&E	2,615.76	1111 BUSH ST
8/21/2024	225666	PG&E	3,693.96	2424 COTTONWOOD RD
8/21/2024	225666	PG&E	601.97	2800 S D ST
8/21/2024	225666	PG&E	2,087.70	3811 RIVER BLVD
8/21/2024	225666	PG&E	1,314.66	5704 PIONEER DR
8/21/2024	225666	PG&E	31.59	814 N NORMA ST
8/21/2024	225666	PG&E	940.80	E/S SAN DIEGO ST 400
8/21/2024	225667	PRODUCERS DAIRY FOODS INC	1,642.89	PO-2024-1137
8/21/2024	225668	PTS RENTALS INC	996.01	FOOD BANK
8/21/2024	225669	RAQUEL SILVA	14.74	July 2024 Mileage Reimbursement
8/21/2024	225670	ROSLYN CRUZ	10.72	MILEAGE REIMBURSEMENT
8/21/2024	225671	SAFeway INC VONS DIVISION	58.44	REF# 00720433 08/05/24 COFF SUPP EXEC DIV
8/21/2024	225671	SAFeway INC VONS DIVISION	11.84	REF# 412100815820 08/07/2024 - FOOD DEMO FOR CFHL
8/21/2024	225672	SAVE MART SUPERMARKETS	3.79	REF# 016309 08/15/2024 SPECIAL DIET DAIRY
8/21/2024	225672	SAVE MART SUPERMARKETS	32.55	REF# 032984 08/14/2024 BABY CEREAL CALIF/MARCI MESSEI/ST MAR

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8/21/2024	225672	SAVE MART SUPERMARKETS	187.76	REF# 039047 08/06/2024 - Food Purchased/Food Exp All Centers
8/21/2024	225672	SAVE MART SUPERMARKETS	160.62	REF# 040560 08/12/2024 SPECIAL DIET/BABY FOOD
8/21/2024	225672	SAVE MART SUPERMARKETS	77.56	REF# 045182 08/12/2024 BABY FOOD
8/21/2024	225672	SAVE MART SUPERMARKETS	302.20	REF# 051512 08/12/2024 DAIRY/FORMULA
8/21/2024	225672	SAVE MART SUPERMARKETS	362.92	REF# 062107 08/09/2024 SPEC DIET/BABY FOOD
8/21/2024	225673	SOCALGAS	15.78	15662 K ST APT A MOJAVE 07/12/2024 - 08/13/2024
8/21/2024	225673	SOCALGAS	26.73	15662 K ST APT B MOJAVE 07/12/2024 - 08/13/2024
8/21/2024	225673	SOCALGAS	15.78	2739 DIAMOND ST STE B ROSAMOND 07/12/2024 - 08/13/2024
8/21/2024	225673	SOCALGAS	26.05	452 W LOS ANGELES AVE SHAFTER 07/12/2024 - 08/13/2024
8/21/2024	225673	SOCALGAS	21.89	455 E EUCLID AVE SHAFTER 07/15/2024 - 08/14/2024
8/21/2024	225673	SOCALGAS	14.79	650 JAMES ST SHAFTER 07/15/2024 - 08/14/2024
8/21/2024	225674	SOUTHERN CALIFORNIA EDISON	1,742.81	15662 K ST MOJAVE 07/17/2024 - 08/14/2024
8/21/2024	225675	SUKHMANI SHERGILL	280.00	CPR and First aid Childcare provider for 4 employees from Lo
8/21/2024	225676	TRAFFIC MANAGEMENT, INC.	27.06	ANGELA MARTINEZ WO# 16473 REF# 06-1921601 07/25/2024
8/21/2024	225677	TRINO LOPEZ	87.10	JULY MILEAGE REIMBURSEMENT
8/21/2024	225678	ULINE	148.98	3101 MALL VIEW RD PO-2024-1312 ORD# 19616968
8/21/2024	225679	UNITED METHODIST CHURCH OF RIDGECREST	300.00	PO-2024-2085 STORAGE RENT ROOM# 1 JULY 2024 - DEC 2024
8/21/2024	225680	UNITED RENTALS INC	186.10	2900 M ST SN# 2401982A 08/07/2024 - 09/04/2024
8/21/2024	225681	VALLEY PROPANE SERVICE	196.11	PO-2024-1649 FOOD BANK
8/21/2024	225682	VANESSA ROCHA	34.17	July 2024 Mileage Reimbursement
8/21/2024	225683	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
8/21/2024	225684	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	363.72	450-7986161-002 PO-2024-1196 08/13/2024 - 09/12/2024 ERSEA
8/21/2024	225684	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	157.00	450-7986161-022 08/04/2024 - 09/03/2024 WIC
8/21/2024	225685	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
8/21/2024	225685	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
8/21/2024	225686	ALICIA GARCIA DE LEYVA	4,909.58	Child Care Reimbursement
8/21/2024	225686	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
8/21/2024	225687	ALICIA MUNOZ DE SANCHEZ	1,370.76	Child Care Reimbursement
8/21/2024	225687	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
8/21/2024	225688	ALL ABOARD PRESCHOOL	4,833.51	Child Care Reimbursement
8/21/2024	225688	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
8/21/2024	225689	ANA MARIA ACOSTA DE ARIZAGA	2,309.36	Child Care Reimbursement
8/21/2024	225689	ANA MARIA ACOSTA DE ARIZAGA	420.00	Cost of Care Plus Rate
8/21/2024	225690	BELEN IZAZAGA MERCADO	1,526.24	Child Care Reimbursement

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8/21/2024	225690	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
8/21/2024	225691	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
8/21/2024	225691	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
8/21/2024	225692	CARMELITA JACINTA MORALES MEJIA	572.60	Child Care Reimbursement
8/21/2024	225692	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
8/21/2024	225693	CECILIA GAYTAN DE ZARATE	4,574.39	Child Care Reimbursement
8/21/2024	225693	CECILIA GAYTAN DE ZARATE	700.00	Cost of Care Plus Rate
8/21/2024	225693	CECILIA GAYTAN DE ZARATE	(95.00)	Union Dues
8/21/2024	225694	CONSUELO RAMIREZ DE MAGDALENO	7,734.53	Child Care Reimbursement
8/21/2024	225694	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
8/21/2024	225694	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
8/21/2024	225695	DIEGO FERREIRA	2,256.27	Child Care Reimbursement
8/21/2024	225695	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
8/21/2024	225696	DOMINGO I BASURTO	276.87	Child Care Reimbursement
8/21/2024	225696	DOMINGO I BASURTO	98.00	Cost of Care Plus Rate
8/21/2024	225697	ERLINDA MARTHA MADUENO	590.32	Child Care Reimbursement
8/21/2024	225697	ERLINDA MARTHA MADUENO	98.00	Cost of Care Plus Rate
8/21/2024	225698	ESTHER MELENDREZ	1,683.58	Child Care Reimbursement
8/21/2024	225698	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
8/21/2024	225699	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
8/21/2024	225700	GLADYS ITZEL GALVAN	1,744.16	Child Care Reimbursement
8/21/2024	225701	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
8/21/2024	225701	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
8/21/2024	225701	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
8/21/2024	225702	IRMA JIMENEZ CASTANEDA	928.06	Child Care Reimbursement
8/21/2024	225702	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
8/21/2024	225703	LUZ A ESQUIVEL MORENO	1,101.29	Child Care Reimbursement
8/21/2024	225703	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
8/21/2024	225704	MA DEL CARMEN FLORES VALLECILLO	523.80	Child Care Reimbursement
8/21/2024	225704	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
8/21/2024	225704	MA DEL CARMEN FLORES VALLECILLO	(20.48)	Union Dues
8/21/2024	225705	MANUELA P MEDINA	6,026.34	Child Care Reimbursement
8/21/2024	225705	MANUELA P MEDINA	980.00	Cost of Care Plus Rate
8/21/2024	225706	MARCELA CHAVEZ OSEGUERA	1,608.16	Child Care Reimbursement
8/21/2024	225706	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
8/21/2024	225707	MARCELA G NUNEZ DE GUTIERREZ	9,308.66	Child Care Reimbursement
8/21/2024	225707	MARCELA G NUNEZ DE GUTIERREZ	1,680.00	Cost of Care Plus Rate
8/21/2024	225707	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues

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8/21/2024	225708	MARGARITA GARIBAY CORTES	5,221.16	Child Care Reimbursement
8/21/2024	225708	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
8/21/2024	225708	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
8/21/2024	225709	MARIA CRUZ MACIAS	1,101.29	Child Care Reimbursement
8/21/2024	225709	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
8/21/2024	225710	MARIA DEL SOCORRO CARMONA	1,704.60	Child Care Reimbursement
8/21/2024	225710	MARIA DEL SOCORRO CARMONA	280.00	Cost of Care Plus Rate
8/21/2024	225710	MARIA DEL SOCORRO CARMONA	(39.09)	Union Dues
8/21/2024	225711	MARIA EUGENIA GARCIA DE VEGA	920.25	Child Care Reimbursement
8/21/2024	225711	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
8/21/2024	225712	MARIA LOURDES MORENO ESQUIVEL	1,744.16	Child Care Reimbursement
8/21/2024	225712	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
8/21/2024	225713	MARIA PICOS DE GARCIA	2,694.68	Child Care Reimbursement
8/21/2024	225713	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
8/21/2024	225714	MARIA SALAZAR	1,782.08	Child Care Reimbursement
8/21/2024	225714	MARIA SALAZAR	280.00	Cost of Care Plus Rate
8/21/2024	225715	MARIA SOFIA MENDOZA DE ORTIZ	1,070.88	Child Care Reimbursement
8/21/2024	225715	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
8/21/2024	225716	MARIA V SOSA	572.60	Child Care Reimbursement
8/21/2024	225716	MARIA V SOSA	98.00	Cost of Care Plus Rate
8/21/2024	225717	MARISOL PEREZ	1,125.76	Child Care Reimbursement
8/21/2024	225717	MARISOL PEREZ	196.00	Cost of Care Plus Rate
8/21/2024	225718	MAYRA PONCE GARIBAY	1,782.08	Child Care Reimbursement
8/21/2024	225718	MAYRA PONCE GARIBAY	280.00	Cost of Care Plus Rate
8/21/2024	225719	MERIELA SANCHEZ	516.23	Child Care Reimbursement
8/21/2024	225719	MERIELA SANCHEZ	140.00	Cost of Care Plus Rate
8/21/2024	225720	MIRIAM GOMEZ MORALES	461.76	Child Care Reimbursement
8/21/2024	225720	MIRIAM GOMEZ MORALES	392.00	Cost of Care Plus Rate
8/21/2024	225721	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
8/21/2024	225721	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
8/21/2024	225722	PATRICIA H MARTINEZ	2,468.59	Child Care Reimbursement
8/21/2024	225722	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
8/21/2024	225723	RUFINITA PRISCILLA MARIE SAUCEDA	2,202.58	Child Care Reimbursement
8/21/2024	225723	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
8/21/2024	225724	SAIDY LORENA MAYEN	6,747.69	Child Care Reimbursement
8/21/2024	225724	SAIDY LORENA MAYEN	1,260.00	Cost of Care Plus Rate
8/21/2024	225725	SONIA C LOPEZ DE JUAREZ	1,678.78	Child Care Reimbursement
8/21/2024	225725	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
8/21/2024	225725	SONIA C LOPEZ DE JUAREZ	(33.58)	Union Dues

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8/21/2024	225726	VERONICA HERNANDEZ	764.89	Child Care Reimbursement
8/21/2024	225726	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
8/21/2024	225727	YOLANDA SALDANA MORENO	2,198.62	Child Care Reimbursement
8/21/2024	225727	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
8/21/2024	225728	Yoseling Carolina Mendez Lopez	1,048.76	Child Care Reimbursement
8/21/2024	225728	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
8/21/2024	225729	ANA HERMELINDA SANTOS PACHECO	6,962.30	Child Care Reimbursement
8/21/2024	225729	ANA HERMELINDA SANTOS PACHECO	1,260.00	Cost of Care Plus Rate
8/21/2024	225730	CARMEN SANTOS PACHECO	4,506.84	Child Care Reimbursement
8/21/2024	225730	CARMEN SANTOS PACHECO	840.00	Cost of Care Plus Rate
8/21/2024	225731	MARIA A VARGAS	1,730.66	Child Care Reimbursement
8/21/2024	225731	MARIA A VARGAS	280.00	Cost of Care Plus Rate
8/21/2024	225732	MARIA P COSIO	5,542.99	Child Care Reimbursement
8/21/2024	225732	MARIA P COSIO	840.00	Cost of Care Plus Rate
8/21/2024	225733	TEODORA GIRON MORALES	1,648.80	Child Care Reimbursement
8/21/2024	225733	TEODORA GIRON MORALES	420.00	Cost of Care Plus Rate
8/21/2024	225734	YECENIA GARCIA RAMIREZ	244.56	Child Care Reimbursement
8/21/2024	225734	YECENIA GARCIA RAMIREZ	280.00	Cost of Care Plus Rate
8/21/2024	225735	HORTENCIA HERNANDEZ	949.49	Child Care Reimbursement
8/21/2024	225736	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
8/21/2024	225736	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
8/21/2024	225737	AMPARO MAGANA	1,624.56	Child Care Reimbursement
8/21/2024	225737	AMPARO MAGANA	280.00	Cost of Care Plus Rate
8/21/2024	225738	ANA R LEMUS LOPEZ	801.78	Child Care Reimbursement
8/21/2024	225738	ANA R LEMUS LOPEZ	140.00	Cost of Care Plus Rate
8/21/2024	225739	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	1,832.58	Child Care Reimbursement
8/21/2024	225739	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
8/21/2024	225740	ANNA DELFINA REYES	7,038.20	Child Care Reimbursement
8/21/2024	225740	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
8/21/2024	225741	BRENDA SUJEY MARTINEZ	2,506.95	Child Care Reimbursement
8/21/2024	225741	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
8/21/2024	225742	CELIA IBARRA	1,057.50	Child Care Reimbursement
8/21/2024	225742	CELIA IBARRA	196.00	Cost of Care Plus Rate
8/21/2024	225743	CRISTINA SOTO DE MARTINEZ	2,506.95	Child Care Reimbursement
8/21/2024	225743	CRISTINA SOTO DE MARTINEZ	420.00	Cost of Care Plus Rate
8/21/2024	225744	ESMERALDA YOSELI SALCIDO CURIEL	1,516.20	Child Care Reimbursement
8/21/2024	225744	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate
8/21/2024	225745	GLORIA LEMUS DE LEMUS	1,631.91	Child Care Reimbursement
8/21/2024	225745	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
8/21/2024	225746	GUADALUPE CABRERA	3,519.10	Child Care Reimbursement
8/21/2024	225746	GUADALUPE CABRERA	560.00	Cost of Care Plus Rate
8/21/2024	225746	GUADALUPE CABRERA	(70.38)	Union Dues

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8/21/2024	225747	GUADALUPE ELIZABETH PENUELAS	2,506.95	Child Care Reimbursement
8/21/2024	225747	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
8/21/2024	225748	KASANDRA LOPEZ-CORDERO	78.11	Child Care Reimbursement
8/21/2024	225748	KASANDRA LOPEZ-CORDERO	196.00	Cost of Care Plus Rate
8/21/2024	225749	MAGANA IRIS FCC LLC	7,362.13	Child Care Reimbursement
8/21/2024	225749	MAGANA IRIS FCC LLC	1,120.00	Cost of Care Plus Rate
8/21/2024	225750	MARIA ELENA CORONA DE IBARRA	7,269.02	Child Care Reimbursement
8/21/2024	225750	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
8/21/2024	225751	MARIA J MARTINEZ DE GARCIA	4,030.23	Child Care Reimbursement
8/21/2024	225751	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
8/21/2024	225752	MARIA R LEMUS OROZCO	180.52	Child Care Reimbursement
8/21/2024	225752	MARIA R LEMUS OROZCO	280.00	Cost of Care Plus Rate
8/21/2024	225753	ROSAURA QUINTERO DE LOPEZ	2,023.02	Child Care Reimbursement
8/21/2024	225753	ROSAURA QUINTERO DE LOPEZ	700.00	Cost of Care Plus Rate
8/21/2024	225754	VERONICA L ESCOBAR	661.86	Child Care Reimbursement
8/21/2024	225754	VERONICA L ESCOBAR	140.00	Cost of Care Plus Rate
8/21/2024	225755	ESTELA LOPEZ	824.23	Child Care Reimbursement
8/21/2024	225755	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
8/21/2024	225756	GLORIA GARCIA DE MADERA	10,586.10	Child Care Reimbursement
8/21/2024	225756	GLORIA GARCIA DE MADERA	1,680.00	Cost of Care Plus Rate
8/21/2024	225757	LETICIA MARIA BOTELLO	4,132.04	Child Care Reimbursement
8/21/2024	225757	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
8/21/2024	225758	LUZ E VENEGAS	9,366.98	Child Care Reimbursement
8/21/2024	225758	LUZ E VENEGAS	1,540.00	Cost of Care Plus Rate
8/21/2024	225759	MARIA B CRUZ DE PULIDO	8,233.00	Child Care Reimbursement
8/21/2024	225759	MARIA B CRUZ DE PULIDO	1,400.00	Cost of Care Plus Rate
8/21/2024	225760	NANCY MADERA GARCIA	818.02	Child Care Reimbursement
8/21/2024	225760	NANCY MADERA GARCIA	140.00	Cost of Care Plus Rate
8/21/2024	225761	ROCIO JOSEFINA HERNANDEZ	12,042.85	Child Care Reimbursement
8/21/2024	225761	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
8/21/2024	225762	ROCIO VERONICA MUNIZ CERECEDA	2,427.54	Child Care Reimbursement
8/21/2024	225762	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
8/21/2024	225763	ERIKA L CENTENO	0.00	Cost of Care Plus Rate
8/21/2024	225764	ERIKA L CENTENO	0.00	Child Care Reimbursement
8/21/2024	225765	JUANA H PIMENTEL	9,051.12	Child Care Reimbursement
8/21/2024	225765	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
8/21/2024	225765	JUANA H PIMENTEL	(100.00)	Union Dues
8/21/2024	225766	LILIA ESQUIVEL MONROY	3,369.63	Child Care Reimbursement
8/21/2024	225766	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
8/21/2024	225767	LORI MACIAS CERNA	3,170.98	Child Care Reimbursement
8/21/2024	225767	LORI MACIAS CERNA	560.00	Cost of Care Plus Rate
8/21/2024	225768	MARIBEL SANTOS GALINDO	0.00	Cost of Care Plus Rate
8/21/2024	225768	MARIBEL SANTOS GALINDO	0.00	Union Dues

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8/21/2024	225769	MARIBEL SANTOS GALINDO	0.00	Child Care Reimbursement
8/21/2024	225770	LAURA FUENTES GUZMAN	1,291.32	Child Care Reimbursement
8/21/2024	225770	LAURA FUENTES GUZMAN	480.00	Cost of Care Plus Rate
8/21/2024	225771	MARIA M ANGULO	4,388.66	Child Care Reimbursement
8/21/2024	225771	MARIA M ANGULO	800.00	Cost of Care Plus Rate
8/21/2024	225772	MARTHA HERNANDEZ MEZA	1,553.04	Child Care Reimbursement
8/21/2024	225772	MARTHA HERNANDEZ MEZA	320.00	Cost of Care Plus Rate
8/21/2024	225773	AT&T	29.87	9391058620
8/21/2024	225773	AT&T	56.69	9391058627
8/21/2024	225773	AT&T	29.89	9391058734
8/21/2024	225773	AT&T	33.97	9391058738
8/21/2024	225773	AT&T	29.93	9391058787
8/21/2024	225773	AT&T	29.89	9391059041
8/21/2024	225773	AT&T	58.35	9391059073
8/21/2024	225773	AT&T	73.95	9391059174
8/21/2024	225773	AT&T	55.13	9391059419
8/21/2024	225773	AT&T	214.86	9391059567
8/21/2024	225773	AT&T	58.19	9391059573
8/21/2024	225773	AT&T	430.44	9391059574
8/21/2024	225774	AT&T	70.01	9391058624
8/21/2024	225774	AT&T	220.91	9391058732
8/21/2024	225774	AT&T	29.12	9391058734
8/21/2024	225774	AT&T	33.16	9391058738
8/21/2024	225774	AT&T	239.06	9391058776
8/21/2024	225774	AT&T	29.12	9391058787
8/21/2024	225774	AT&T	111.81	9391058795
8/21/2024	225774	AT&T	84.25	9391058914
8/21/2024	225774	AT&T	111.81	9391059050
8/21/2024	225774	AT&T	56.73	9391059073
8/21/2024	225774	AT&T	27.56	9391059093
8/21/2024	225774	AT&T	165.62	9391059214
8/21/2024	225774	AT&T	214.11	9391059567
8/21/2024	225774	AT&T	89.04	9391060519
8/21/2024	225775	CATHERINE ANSPACH	191.00	Travel Advance NCAP Conference in Seattle, WA- 082724-083024
8/21/2024	225776	JONATHAN MULLINGS	171.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 27-30
8/21/2024	225777	JOSEPH AGUILAR	326.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 27-30,
8/21/2024	225778	KAREN VASQUEZ	204.50	TRAVEL ADVANCE - NCAP SEATTLE, WA AUGUST 28-30, 2024
8/21/2024	225779	KEITH JACKSON	290.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 26-30
8/21/2024	225780	LARA POPKIN	191.00	Travel Advance NCAP Conference in Seattle, WA- 082724-083024
8/21/2024	225781	LAURIE HUGHEY	290.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 27-30
8/21/2024	225782	LILLIAN URREA	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS, HEAD START P

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8/21/2024	225783	MARITZA JIMENEZ	191.00	TRAVEL ADVANCE - NCAP CONFERENCE -SEATTLE, WA AUGUST 27-30,
8/21/2024	225784	ROSARIO MIRANDA	326.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA AUGUST 27-30,
8/21/2024	225785	ERIKA L CENTENO	4,427.53	Child Care Reimbursement
8/21/2024	225785	ERIKA L CENTENO	840.00	Cost of Care Plus Rate
8/21/2024	225786	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
8/21/2024	225786	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
8/21/2024	225786	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
8/21/2024	29966	A-1 BATTERY COMPANY	150.28	PO-2024-2142
8/21/2024	29967	ADP, LLC.	19,270.51	PO-2024-1158
8/21/2024	29968	ADVANCED DATA STORAGE	202.40	SHRED BINS - 1300 18TH ST
8/21/2024	29969	ALFONSO MORALES	43.55	JULY MILEAGE REIMBURSEMENT
8/21/2024	29970	ALLIED UNIVERSAL SECURITY SERVICES	77,214.10	PO-2024-1425/2900 M ST
8/21/2024	29971	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	390.00	5 REAL RD & LBNC
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	460.80	PO-2024-2230
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	863.50	PO-2024-2248
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	37.88	PO-2024-2269
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	98.49	PO-2024-2275
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	310.70	PO-2024-2296
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	249.85	PO-2024-2297
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	532.33	PO-2024-2330
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	263.36	PO-2024-2334
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	354.74	PO-2024-2342
8/21/2024	29972	AMAZON CAPITAL SERVICES, INC	205.64	PO-2024-2369
8/21/2024	29973	AN ICON COMPANY, LLC	30.37	PO-2024-2300
8/21/2024	29974	ANDREA MARQUEZ	113.90	JULY MILEAGE REIMBURSEMENT
8/21/2024	29975	ANGELICA NELSON	144.72	JULY MILEAGE REIMBURSEMENT
8/21/2024	29976	ANGELICA NELSON	42.00	EMPLOYEE REIMBURSEMENT - EVENT PARKING
8/21/2024	29977	ANNELISA PEREZ	255.94	JULY MILEAGE REIMBURSEMENT
8/21/2024	29978	ASHLEY MCALLISTER	26.80	JULY MILEAGE REIMBURSEMENT
8/21/2024	29979	BLUETRITON BRANDS INC	1,747.52	CAPK LATHROP MASTER ACT# 0034407445 07/11/24 - 08/10/24
8/21/2024	29980	BLUETRITON BRANDS INC	3.13	2900 M ST LBNC ACT# 6701364039 07/11/2024 - 08/10/2024
8/21/2024	29981	BRADY INDUSTRIES	2,059.20	PO-2023-1366/2900 M ST
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	225.00	PO-2024-1235/LEMONS
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	4,113.28	PO-2024-1235/PEARS

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Check Date	Check Number	Payee	Check Amount	Transaction Description
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	771.08	PO-2024-1235/ROMAINE
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	3,691.88	PO-2024-1235/STONE FRUIT
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	1,090.00	PO-2024-1235/STRAWBERRIES
8/21/2024	29982	CA ASSOCIATION OF FOOD BANKS	3,380.00	PO-2024-1235/ZUCCHINI
8/21/2024	29983	CARITINA PEREZ	16.08	JULY MILEAGE REIMBURSEMENT
8/21/2024	29984	CAZADOR CONSULTING GROUP INC	971.75	ANA MOSQUEDA RAYA
8/21/2024	29985	CDW GOVERNMENT LLC	596.36	PO-2024-2014
8/21/2024	29986	CHRISTOPHER SANCHEZ	24.12	JULY 2024 MILEAGE REIMBURSEMENT
8/21/2024	29987	CLARK PEST CONTROL	124.00	1807 FELIZ DR ROL/PO-2024-2181
8/21/2024	29987	CLARK PEST CONTROL	702.00	1807 FELIZ DR/PO-2024-2181
8/21/2024	29987	CLARK PEST CONTROL	61.00	2550 E BELLE TER STE 200/PO-2024-2181
8/21/2024	29988	CMA FIRE PROTECTION	289.00	WESLEY FA TROUBLE PROJECT# R2451804 08/10/2024
8/21/2024	29989	CMA FIRE PROTECTION	205.00	19TH ST INSP JOB# 35045212 07/22/2024 ANNUAL BACKFLOW TEST
8/21/2024	29990	CMA FIRE PROTECTION	265.00	HARVEY HALL INSP JOB# 35045460 08/01/2024 ANNUAL BACKFLOW TE
8/21/2024	29991	COMMUNITY PRODUCTS LLC	1,422.41	PO-2024-2154
8/21/2024	29992	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124320233 IT Temp Tyanna Prince
8/21/2024	29992	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
8/21/2024	29993	CROWN EQUIPMENT CORPORATION	1,837.00	RENTAL
8/21/2024	29994	CWP CALIFORNIA CORP	8.50	PO-2024-1679
8/21/2024	29995	DELL FINANCIAL SERVICES LLC	846.81	PO-2023-1411
8/21/2024	29996	DELL TECHNOLOGIES, INC.	3,898.52	PO-2024-2212
8/21/2024	29997	DISCOUNT SCHOOL SUPPLY	3,970.59	PO-2024-2076
8/21/2024	29998	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PRIMEROS PASOS
8/21/2024	29999	ECOLAB FOOD SAFETY SPECIALTIES	169.50	HLH
8/21/2024	30000	FLOWERS BAKERIES SALES OF SOCAL, LLC	128.80	PO-2024-1431
8/21/2024	30001	FRESHPOINT CENTRAL CALIFORNIA, INC	960.00	PO-2024-1118
8/21/2024	30002	FRONTIER COMMUNICATIONS HOLDINGS LLC	49.51	661-797-1062-112195-5
8/21/2024	30003	FRONTIER COMMUNICATIONS HOLDINGS LLC	658.86	760-246-4182-011911-5
8/21/2024	30004	FRONTIER COMMUNICATIONS HOLDINGS LLC	74.52	760-375-1435-080295-5
8/21/2024	30005	GABRIELA PADILLA	19.43	JULY MILEAGE REIMBURSEMENT
8/21/2024	30006	GARCIA INDUSTRIES INC	16,077.00	L24-156E/KATHLEEN D BASSHAM-AGUILAR/2223 HARNAGE ST

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8/21/2024	30007	GARCIA INDUSTRIES INC	14,033.00	L24-010/SALVADOR G PEDROZA/210 BURCHFIELD AVE/PO-2024-1885
8/21/2024	30008	GLORIANA TEIXEIRA	238.52	July 2024 Mileage Reimbursement
8/21/2024	30009	GRACE COMMUNITY CHURCH	2,940.91	UTILITIES PO-2024-1330 - 850 J ST LATHROP
8/21/2024	30010	HALONDA NAFF	173.53	JULY MILEAGE REIMBURSEMENT
8/21/2024	30011	IDEAL SPECIALTIES INC	66,978.92	PO-2024-2012
8/21/2024	30012	JASON ROJAS	82.41	July 2024 Mileage Reimbursement
8/21/2024	30013	JERRY MEADE	94.09	EMPLOYEE REIMBURSEMENT - HOME DEPOT
8/21/2024	30014	JESSICA REYES GONZALEZ	181.57	MILEAGE REIMBURSEMENT
8/21/2024	30015	KAPLAN EARLY LEARNING CO	82.77	PO-2024-2084
8/21/2024	30016	KAPLAN EARLY LEARNING CO	16,740.67	PO-2024-2084
8/21/2024	30017	KAPLAN EARLY LEARNING CO	549.71	PO-2024-2138
8/21/2024	30018	KATHYA CORRALES VARGAS	48.24	July 2024 Mileage Reimbursement
8/21/2024	30019	KERNVILLE UNION SCHOOL DISTRICT	19,371.37	PO-2024-1347
8/21/2024	30020	KLEIN DE NATALE GOLDNER COOPER ROSENLIB & KIMBALL	5,250.00	KDG JULY 20254 INVOICE - 062 EMPLOYMENT LAW COMPLIANCE & COU
8/21/2024	30021	KLEIN DE NATALE GOLDNER COOPER ROSENLIB & KIMBALL	621.90	KDG JULY 2024 INVOICE - 063 EMPLOYMENT LAW COMPLIANCE & COUN
8/21/2024	30022	KLEIN DE NATALE GOLDNER COOPER ROSENLIB & KIMBALL	2,058.75	KDG JULY 2024 INVOICE - 076 REGINA BLACKWELL
8/21/2024	30023	KLEIN DE NATALE GOLDNER COOPER ROSENLIB & KIMBALL	5,019.75	KDG JULY 2024 INVOICE - 090 PIONEER DRIVE APARTMENTS PROJECT
8/21/2024	30024	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	330.00	PO-2024-1207
8/21/2024	30025	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
8/21/2024	30026	LETISHA BROOKS	40.87	MILEAGE REIMBURSEMENT
8/21/2024	30027	LIZETTE BRAVO	142.71	MILEAGE REIMBURSEMENT
8/21/2024	30028	LOANA PATRICIA LUGO	217.75	JULY MILEAGE REIMBURSEMENT
8/21/2024	30029	Magaly Witz	34.84	Mileage Reimbursement July 2024
8/21/2024	30030	MARIA DIAZ CORNEJO	32.16	MILEAGE REIMBURSEMENT
8/21/2024	30031	MARIANA RIOS	168.17	Mariana Rios Mileage Reimbursement July 2024
8/21/2024	30032	MARY ANN MOONEY	32.16	JULY MILEAGE REIMBURSEMENT
8/21/2024	30033	MELISSA DELA GARZA	52.26	MILEAGE REIMBURSEMENT
8/21/2024	30034	MICHELLE RUIZ	11.39	Mileage Reimbursement July 2024
8/21/2024	30035	MISSION LINEN SUPPLY	964.51	ACC 301151 PO-2024-1699
8/21/2024	30035	MISSION LINEN SUPPLY	550.22	ACC 316102 PO-2024-1699
8/21/2024	30036	NATALIE RODRIGUEZ	36.18	July 2024 Mileage Reimbursement
8/21/2024	30037	OFFICE IMAGING, INC	725.18	TKC-2984; 15662 K ST
8/21/2024	30037	OFFICE IMAGING, INC	852.92	TKC-2984; VARIOUS SITES
8/21/2024	30038	PAULIN INDUSTRIES, INC.	299.50	18TH ST 08/04/2024 ORDER INV# 28720
8/21/2024	30038	PAULIN INDUSTRIES, INC.	5,950.88	18TH ST JULY 2024 JANITORIAL SERVICES
8/21/2024	30038	PAULIN INDUSTRIES, INC.	995.24	18TH ST SUPPLIES ORD 07/29/2024
8/21/2024	30038	PAULIN INDUSTRIES, INC.	7,734.11	VARIOUS SITES - JULY 2024 JANITORIAL SERVICES

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8/21/2024	30039	PLC SYSTEM SERVICES	505.00	CLEO FORAN
8/21/2024	30039	PLC SYSTEM SERVICES	1,417.50	HARVEY HALL
8/21/2024	30039	PLC SYSTEM SERVICES	12,604.50	L24-020; ANA BARRIGA, 2409 CALIFORNIA AVE; PO-2024-1752
8/21/2024	30039	PLC SYSTEM SERVICES	142.50	PETE PARRA
8/21/2024	30039	PLC SYSTEM SERVICES	190.00	SAN DIEGO
8/21/2024	30039	PLC SYSTEM SERVICES	725.00	SHAFTER EHS
8/21/2024	30039	PLC SYSTEM SERVICES	1,175.00	STERLING
8/21/2024	30040	RELIABLE ENERGY MANAGEMENT INC	12,555.56	L24-059 ECIP LEANN COBB 3145 MILTON DR PO-2024-1915
8/21/2024	30041	RHETA NEGRETE NEAL	132.66	JULY MILEAGE REIMBURSEMENT
8/21/2024	30042	SANCHEZ QUALITY PERFORMANCE HVAC	130.00	Fixed Wires to prevent unit from blowing fuses for Lathrop 0
8/21/2024	30042	SANCHEZ QUALITY PERFORMANCE HVAC	165.00	System Diagnostic, thermostat replacement for St.Marys 07/31
8/21/2024	30042	SANCHEZ QUALITY PERFORMANCE HVAC	85.00	System Maintenance for Lathrop 07/25/2024
8/21/2024	30043	SAVANNAH MALDONADO	34.84	JULY MILEAGE REIMBURSEMENT
8/21/2024	30044	SEQUOIA PAINT ENTERPRISE	74.18	ALBERTA DILLARD REF# 00023596 WO# 16755 07/25/2024
8/21/2024	30045	STAPLES ADVANTAGE	570.73	FCC SUPPLIES PO-2024-2391 ORD# 7638421479-000-001
8/21/2024	30046	STINSON STATIONERS	1,381.70	DELANO HS PO-2024-2392 OFFICE SUPPLIES
8/21/2024	30046	STINSON STATIONERS	395.24	HARVEY L HALL PO-2024-2380 OFFICE SUPPLIES
8/21/2024	30046	STINSON STATIONERS	177.31	SHAFTER EHS PO-2024-2381 OFFICE SUPPLIES
8/21/2024	30047	SYSCO FOOD SERVICES OF VENTURA INC	149.71	3101 MALL VIEW RD PO-2024-1268 ORD# 1607744
8/21/2024	30048	SYSCO FOOD SERVICES OF VENTURA INC	165.27	3101 MALL VIEW RD PO-2024-1268 ORD# 1607737
8/21/2024	30049	SYSCO FOOD SERVICES OF VENTURA INC	18.39	3101 MALL VIEW RD PO-2024-1255 ORD# 1620478
8/21/2024	30050	SYSCO FOOD SERVICES OF VENTURA INC	773.44	3101 MALL VIEW RD PO-2024-1268 ORD# 1620558
8/21/2024	30051	SYSCO FOOD SERVICES OF VENTURA INC	416.79	3101 MALL VIEW RD PO-2024-1266 ORD# 1620647
8/21/2024	30052	SYSCO FOOD SERVICES OF VENTURA INC	11,531.84	3101 MALL VIEW RD PO-2024-1255 ORD# 1620992
8/21/2024	30053	TEL TEC SECURITY SYSTEMS INC	262.50	PRIMEROS PASOS JOB# 240700134 CUST# 1071
8/21/2024	30054	TEL TEC SECURITY SYSTEMS INC	6,991.66	VARIOUS SITES - AUGUST 2024 MONITORING
8/21/2024	30055	THE HARTFORD PRIORITY ACCOUNTS	6,048.36	LEAVE MANAGEMENT
8/21/2024	30056	VERLINDA DENWITTY	29.48	MILEAGE REIMBURSEMENT
8/21/2024	30057	W W GRAINGER INC	71.90	PO-2024-1318
8/21/2024	30058	ADELA JAIMES	9,139.82	Child Care Reimbursement
8/21/2024	30058	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
8/21/2024	30059	ADRIANA AGUIRRE GAONA	4,199.46	Child Care Reimbursement
8/21/2024	30059	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
8/21/2024	30060	ADRIANA CEJA GONZALEZ	7,657.58	Child Care Reimbursement
8/21/2024	30060	ADRIANA CEJA GONZALEZ	1,260.00	Cost of Care Plus Rate
8/21/2024	30061	ADRIANA GOMEZ	10,950.13	Child Care Reimbursement

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8/21/2024	30061	ADRIANA GOMEZ	1,820.00	Cost of Care Plus Rate
8/21/2024	30061	ADRIANA GOMEZ	(100.00)	Union Dues
8/21/2024	30062	ALEXIS SAVEDRA	3,144.92	Child Care Reimbursement
8/21/2024	30062	ALEXIS SAVEDRA	560.00	Cost of Care Plus Rate
8/21/2024	30063	ALICIA MONTEJANO PENA	1,056.16	Child Care Reimbursement
8/21/2024	30063	ALICIA MONTEJANO PENA	140.00	Cost of Care Plus Rate
8/21/2024	30064	ALICIA SANCHEZ	2,795.47	Child Care Reimbursement
8/21/2024	30064	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
8/21/2024	30064	ALICIA SANCHEZ	(55.91)	Union Dues
8/21/2024	30065	ANA MARTINEZ	842.75	Child Care Reimbursement
8/21/2024	30065	ANA MARTINEZ	140.00	Cost of Care Plus Rate
8/21/2024	30065	ANA MARTINEZ	(21.86)	Union Dues
8/21/2024	30066	ANA PATRICIA CAMARGO	7,608.64	Child Care Reimbursement
8/21/2024	30066	ANA PATRICIA CAMARGO	1,400.00	Cost of Care Plus Rate
8/21/2024	30067	ANA ROSA M SANCHEZ	8,967.83	Child Care Reimbursement
8/21/2024	30067	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
8/21/2024	30067	ANA ROSA M SANCHEZ	(95.00)	Union Dues
8/21/2024	30068	ANDREA PIMENTEL DE DOMINGUEZ	7,816.00	Child Care Reimbursement
8/21/2024	30068	ANDREA PIMENTEL DE DOMINGUEZ	1,260.00	Cost of Care Plus Rate
8/21/2024	30069	ANGELICA M MARES	3,439.82	Child Care Reimbursement
8/21/2024	30069	ANGELICA M MARES	980.00	Cost of Care Plus Rate
8/21/2024	30070	ANTONIA PANIAGUA ROSALES	11,518.87	Child Care Reimbursement
8/21/2024	30070	ANTONIA PANIAGUA ROSALES	1,820.00	Cost of Care Plus Rate
8/21/2024	30071	ANTONIO PERALTA DUQUE	524.38	Child Care Reimbursement
8/21/2024	30071	ANTONIO PERALTA DUQUE	98.00	Cost of Care Plus Rate
8/21/2024	30072	ARACELI JIMENEZ AVILA	2,511.45	Child Care Reimbursement
8/21/2024	30072	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate
8/21/2024	30073	ARACELI MORALES DE MARTINEZ	4,486.64	Child Care Reimbursement
8/21/2024	30073	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
8/21/2024	30073	ARACELI MORALES DE MARTINEZ	(89.73)	Union Dues
8/21/2024	30074	ARACELY CRUZ DE MONTERROSA	11,020.82	Child Care Reimbursement
8/21/2024	30074	ARACELY CRUZ DE MONTERROSA	1,680.00	Cost of Care Plus Rate
8/21/2024	30075	ARELI JOSEFINA RIVERA MIRELES	1,686.54	Child Care Reimbursement
8/21/2024	30075	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
8/21/2024	30076	AYDE JAIME	12,658.38	Child Care Reimbursement
8/21/2024	30076	AYDE JAIME	1,960.00	Cost of Care Plus Rate
8/21/2024	30077	BEATRIZ BUENO	1,538.94	Child Care Reimbursement
8/21/2024	30077	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
8/21/2024	30078	BEATRIZ GONZALEZ DUENAS	1,366.72	Child Care Reimbursement
8/21/2024	30078	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
8/21/2024	30079	BERTHA ALICIA QUIROA	523.80	Child Care Reimbursement
8/21/2024	30079	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
8/21/2024	30080	BERTHA GOMEZ NUNEZ	12,728.42	Child Care Reimbursement
8/21/2024	30080	BERTHA GOMEZ NUNEZ	2,100.00	Cost of Care Plus Rate

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8/21/2024	30080	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
8/21/2024	30081	BLANCA EVELIA RUIZ DE SOLORIO	3,510.20	Child Care Reimbursement
8/21/2024	30081	BLANCA EVELIA RUIZ DE SOLORIO	1,260.00	Cost of Care Plus Rate
8/21/2024	30081	BLANCA EVELIA RUIZ DE SOLORIO	(75.20)	Union Dues
8/21/2024	30082	BRENDA BENAVIDEZ	938.81	Child Care Reimbursement
8/21/2024	30082	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
8/21/2024	30083	CARLOS YOVANI HERNANDEZ BONILLA	423.98	Child Care Reimbursement
8/21/2024	30083	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
8/21/2024	30084	CAROLINA GIL	6,814.06	Child Care Reimbursement
8/21/2024	30084	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
8/21/2024	30085	CELENY SANCHEZ	2,546.97	Child Care Reimbursement
8/21/2024	30085	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
8/21/2024	30086	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
8/21/2024	30086	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
8/21/2024	30087	CLARA ACOSTA FERREL	1,627.86	Child Care Reimbursement
8/21/2024	30087	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
8/21/2024	30088	CLAUDIA BARAJAS ROGEL	1,056.35	Child Care Reimbursement
8/21/2024	30088	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
8/21/2024	30089	CLAUDIA GARCIA	3,303.87	Child Care Reimbursement
8/21/2024	30089	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
8/21/2024	30090	CLAUDIA ZAVALA CISNEROS	2,318.36	Child Care Reimbursement
8/21/2024	30090	CLAUDIA ZAVALA CISNEROS	392.00	Cost of Care Plus Rate
8/21/2024	30091	CONSUELO PUGA	3,371.00	Child Care Reimbursement
8/21/2024	30091	CONSUELO PUGA	560.00	Cost of Care Plus Rate
8/21/2024	30092	DAISY ALMIDA GONZALEZ	6,433.20	Child Care Reimbursement
8/21/2024	30092	DAISY ALMIDA GONZALEZ	1,260.00	Cost of Care Plus Rate
8/21/2024	30093	DANIELA GUADALUPE ESPINOZA	4,934.87	Child Care Reimbursement
8/21/2024	30093	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
8/21/2024	30094	DAVID PANTOJA	6,940.69	Child Care Reimbursement
8/21/2024	30094	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
8/21/2024	30095	DELIA CHAVEZ	455.98	Child Care Reimbursement
8/21/2024	30095	DELIA CHAVEZ	98.00	Cost of Care Plus Rate
8/21/2024	30096	DEYSI ISEL ESQUIVEL	10,754.36	Child Care Reimbursement
8/21/2024	30096	DEYSI ISEL ESQUIVEL	1,820.00	Cost of Care Plus Rate
8/21/2024	30097	DOLORES M PLATERO	3,794.69	Child Care Reimbursement
8/21/2024	30097	DOLORES M PLATERO	840.00	Cost of Care Plus Rate
8/21/2024	30098	DORA LUZ RIVERA	8,517.53	Child Care Reimbursement
8/21/2024	30098	DORA LUZ RIVERA	1,260.00	Cost of Care Plus Rate
8/21/2024	30099	DULCE IRASEMA MUNOZ LOPEZ	2,373.05	Child Care Reimbursement
8/21/2024	30099	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
8/21/2024	30100	EDELMIRA L VIVEROS	2,373.05	Child Care Reimbursement
8/21/2024	30100	EDELMIRA L VIVEROS	420.00	Cost of Care Plus Rate
8/21/2024	30101	ELENA OCHOA CONTRERAS	1,101.29	Child Care Reimbursement
8/21/2024	30101	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
8/21/2024	30102	ELIDA CRUZ	6,291.98	Child Care Reimbursement
8/21/2024	30102	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate

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8/21/2024	30103	ELIM RODRIGUEZ	3,417.34	Child Care Reimbursement
8/21/2024	30103	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
8/21/2024	30104	ELIZABETH CHAVEZ	1,769.85	Child Care Reimbursement
8/21/2024	30104	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
8/21/2024	30105	ELIZABETH DIAZ	5,320.30	Child Care Reimbursement
8/21/2024	30105	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
8/21/2024	30106	ELIZABETH GONZALEZ	4,572.91	Child Care Reimbursement
8/21/2024	30106	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
8/21/2024	30106	ELIZABETH GONZALEZ	(100.00)	Union Dues
8/21/2024	30107	ELOISA QUINTINO DE MARTINEZ	577.49	Child Care Reimbursement
8/21/2024	30107	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
8/21/2024	30108	ELSA NOHEMI FLORES GONZALEZ	1,661.20	Child Care Reimbursement
8/21/2024	30108	ELSA NOHEMI FLORES GONZALEZ	294.00	Cost of Care Plus Rate
8/21/2024	30109	ELSA YANETH QUEVEDO ORTIZ	9,618.60	Child Care Reimbursement
8/21/2024	30109	ELSA YANETH QUEVEDO ORTIZ	1,960.00	Cost of Care Plus Rate
8/21/2024	30110	ERICKA DELGADILLO RODRIGUEZ	2,625.35	Child Care Reimbursement
8/21/2024	30110	ERICKA DELGADILLO RODRIGUEZ	420.00	Cost of Care Plus Rate
8/21/2024	30111	ESPERANZA B TOBAR	329.97	Child Care Reimbursement
8/21/2024	30111	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
8/21/2024	30112	EVANY MURILLO	2,648.98	Child Care Reimbursement
8/21/2024	30112	EVANY MURILLO	420.00	Cost of Care Plus Rate
8/21/2024	30113	FABIOLA GARCIA AVILES	1,070.88	Child Care Reimbursement
8/21/2024	30113	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
8/21/2024	30114	FELISITA GOMEZ DE GOMEZ	4,121.06	Child Care Reimbursement
8/21/2024	30114	FELISITA GOMEZ DE GOMEZ	980.00	Cost of Care Plus Rate
8/21/2024	30115	FLOR JAZMIN ZACARIAS	3,644.85	Child Care Reimbursement
8/21/2024	30115	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
8/21/2024	30116	GABRIELA ARREGUIN	3,981.21	Child Care Reimbursement
8/21/2024	30116	GABRIELA ARREGUIN	700.00	Cost of Care Plus Rate
8/21/2024	30117	GEORGINA CONCEPCION WARREN COSTALES	3,981.21	Child Care Reimbursement
8/21/2024	30117	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
8/21/2024	30118	GLORIA ISITA MEJIA	1,661.20	Child Care Reimbursement
8/21/2024	30118	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
8/21/2024	30118	GLORIA ISITA MEJIA	(53.22)	Union Dues
8/21/2024	30119	GLORIA PARRA	590.32	Child Care Reimbursement
8/21/2024	30119	GLORIA PARRA	98.00	Cost of Care Plus Rate
8/21/2024	30120	GREGORIA GALLEGOS	8,630.81	Child Care Reimbursement
8/21/2024	30120	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
8/21/2024	30121	GUADALUPE CECILIA JAIME	843.27	Child Care Reimbursement
8/21/2024	30121	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
8/21/2024	30121	GUADALUPE CECILIA JAIME	(16.87)	Union Dues
8/21/2024	30122	GUADALUPE DURAN	1,529.78	Child Care Reimbursement
8/21/2024	30122	GUADALUPE DURAN	280.00	Cost of Care Plus Rate
8/21/2024	30123	GUADALUPE OLAZABAL	954.96	Child Care Reimbursement
8/21/2024	30123	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate

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8/21/2024	30123	GUADALUPE OLAZABAL	(19.10)	Union Dues
8/21/2024	30124	GUILLERMINA HERNANDEZ GOMEZ	5,305.98	Child Care Reimbursement
8/21/2024	30124	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
8/21/2024	30124	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
8/21/2024	30125	HILDA ARACELI ARAMBULA MORENO	549.96	Child Care Reimbursement
8/21/2024	30125	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
8/21/2024	30125	HILDA ARACELI ARAMBULA MORENO	(21.00)	Union Dues
8/21/2024	30126	IMELDA MARIN DE JUAREZ	4,109.91	Child Care Reimbursement
8/21/2024	30126	IMELDA MARIN DE JUAREZ	1,260.00	Cost of Care Plus Rate
8/21/2024	30126	IMELDA MARIN DE JUAREZ	(87.20)	Union Dues
8/21/2024	30127	INES MARISCAL MACIAS	619.87	Child Care Reimbursement
8/21/2024	30127	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
8/21/2024	30128	IRENE R SIXTOS	5,766.30	Child Care Reimbursement
8/21/2024	30128	IRENE R SIXTOS	1,540.00	Cost of Care Plus Rate
8/21/2024	30129	IRMA AYALA CONTRERAS	3,468.62	Child Care Reimbursement
8/21/2024	30129	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
8/21/2024	30130	IRMA FLORES	2,853.80	Child Care Reimbursement
8/21/2024	30130	IRMA FLORES	490.00	Cost of Care Plus Rate
8/21/2024	30131	IRMA SANDOVAL ROBLES	8,589.19	Child Care Reimbursement
8/21/2024	30131	IRMA SANDOVAL ROBLES	1,540.00	Cost of Care Plus Rate
8/21/2024	30131	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
8/21/2024	30132	IRMA VERONICA OSEGUERA	4,667.72	Child Care Reimbursement
8/21/2024	30132	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
8/21/2024	30133	ISABEL GARCIA	5,838.71	Child Care Reimbursement
8/21/2024	30133	ISABEL GARCIA	980.00	Cost of Care Plus Rate
8/21/2024	30133	ISABEL GARCIA	(100.00)	Union Dues
8/21/2024	30134	JACLYN PRADO	11,023.01	Child Care Reimbursement
8/21/2024	30134	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
8/21/2024	30135	JASMIN ALEJANDRA ARANDA	3,076.48	Child Care Reimbursement
8/21/2024	30135	JASMIN ALEJANDRA ARANDA	560.00	Cost of Care Plus Rate
8/21/2024	30136	JASMINE CANCHOLA	857.18	Child Care Reimbursement
8/21/2024	30136	JASMINE CANCHOLA	140.00	Cost of Care Plus Rate
8/21/2024	30136	JASMINE CANCHOLA	(27.14)	Union Dues
8/21/2024	30137	JESSICA ALEJANDRA BANOS	523.80	Child Care Reimbursement
8/21/2024	30137	JESSICA ALEJANDRA BANOS	98.00	Cost of Care Plus Rate
8/21/2024	30138	JESSISAY HERNANDEZ PARRAL	2,147.06	Child Care Reimbursement
8/21/2024	30138	JESSISAY HERNANDEZ PARRAL	392.00	Cost of Care Plus Rate
8/21/2024	30139	JOANNA GONZALEZ	5,244.10	Child Care Reimbursement
8/21/2024	30139	JOANNA GONZALEZ	840.00	Cost of Care Plus Rate
8/21/2024	30140	JOANNA ROBLES	843.27	Child Care Reimbursement
8/21/2024	30140	JOANNA ROBLES	140.00	Cost of Care Plus Rate
8/21/2024	30141	JOSELINE ARREDONDO	1,909.92	Child Care Reimbursement
8/21/2024	30141	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
8/21/2024	30142	JUANA INEZ SALGADO RENTERIA	3,137.94	Child Care Reimbursement
8/21/2024	30142	JUANA INEZ SALGADO RENTERIA	560.00	Cost of Care Plus Rate

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8/21/2024	30143	JUANITA FAY GALVAN	1,459.88	Child Care Reimbursement
8/21/2024	30143	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
8/21/2024	30144	JULISSA MARIE ARAGON	4,841.64	Child Care Reimbursement
8/21/2024	30144	JULISSA MARIE ARAGON	840.00	Cost of Care Plus Rate
8/21/2024	30145	JULISSIA LIZBETH RODRIGUEZ	1,814.88	Child Care Reimbursement
8/21/2024	30145	JULISSIA LIZBETH RODRIGUEZ	280.00	Cost of Care Plus Rate
8/21/2024	30146	KASANDRA FIGUEROA BASURTO	1,498.22	Child Care Reimbursement
8/21/2024	30146	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
8/21/2024	30147	LAURA A RODRIGUEZ	5,600.21	Child Care Reimbursement
8/21/2024	30147	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
8/21/2024	30148	LAURA E NUNEZ	1,566.86	Child Care Reimbursement
8/21/2024	30148	LAURA E NUNEZ	294.00	Cost of Care Plus Rate
8/21/2024	30148	LAURA E NUNEZ	(41.34)	Union Dues
8/21/2024	30149	LESLIE KARINA TOSCANO CRUZ	893.69	Child Care Reimbursement
8/21/2024	30149	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
8/21/2024	30149	LESLIE KARINA TOSCANO CRUZ	(27.87)	Union Dues
8/21/2024	30150	LETICIA G HERNANDEZ	8,304.03	Child Care Reimbursement
8/21/2024	30150	LETICIA G HERNANDEZ	1,260.00	Cost of Care Plus Rate
8/21/2024	30151	LETICIA GARIBAY CEJA	2,103.52	Child Care Reimbursement
8/21/2024	30151	LETICIA GARIBAY CEJA	420.00	Cost of Care Plus Rate
8/21/2024	30152	LETICIA HERNANDEZ PEREZ	1,431.23	Child Care Reimbursement
8/21/2024	30152	LETICIA HERNANDEZ PEREZ	280.00	Cost of Care Plus Rate
8/21/2024	30153	LETICIA MORALES	8,727.31	Child Care Reimbursement
8/21/2024	30153	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
8/21/2024	30154	LILIA HORTENCIA OSEGUERA	7,729.62	Child Care Reimbursement
8/21/2024	30154	LILIA HORTENCIA OSEGUERA	1,540.00	Cost of Care Plus Rate
8/21/2024	30154	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
8/21/2024	30155	LILIA YAZMIN JUAREZ	5,790.25	Child Care Reimbursement
8/21/2024	30155	LILIA YAZMIN JUAREZ	980.00	Cost of Care Plus Rate
8/21/2024	30156	LILIANA REYES GONZALEZ	843.27	Child Care Reimbursement
8/21/2024	30156	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
8/21/2024	30157	LILIANA SOLORIO	4,746.10	Child Care Reimbursement
8/21/2024	30157	LILIANA SOLORIO	840.00	Cost of Care Plus Rate
8/21/2024	30158	LORENA SILVA DE MALDONADO	5,059.96	Child Care Reimbursement
8/21/2024	30158	LORENA SILVA DE MALDONADO	840.00	Cost of Care Plus Rate
8/21/2024	30158	LORENA SILVA DE MALDONADO	(95.00)	Union Dues
8/21/2024	30159	LORENA TRUJILLO ESCOBEDO	2,528.10	Child Care Reimbursement
8/21/2024	30159	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
8/21/2024	30160	LOURDES PEREZ DE GARCIA	5,234.14	Child Care Reimbursement
8/21/2024	30160	LOURDES PEREZ DE GARCIA	1,120.00	Cost of Care Plus Rate
8/21/2024	30161	MA BELEN RODRIGUEZ BRAVO	1,625.09	Child Care Reimbursement

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8/21/2024	30161	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
8/21/2024	30162	MA DE LOURDES GONZALEZ MENDEZ	1,339.95	Child Care Reimbursement
8/21/2024	30162	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30163	MACARMEN LUCATERO	814.70	Child Care Reimbursement
8/21/2024	30163	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
8/21/2024	30164	MARGARITA BUSTAMANTE DE FELIX	4,478.67	Child Care Reimbursement
8/21/2024	30164	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
8/21/2024	30165	MARGARITA CORTES DE BARAJAS	11,356.79	Child Care Reimbursement
8/21/2024	30165	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
8/21/2024	30166	MARGARITA PADILLA BARAJAS	4,275.58	Child Care Reimbursement
8/21/2024	30166	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
8/21/2024	30167	MARIA A LOPEZ	6,582.36	Child Care Reimbursement
8/21/2024	30167	MARIA A LOPEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30168	MARIA ARACELI CRUZ	843.27	Child Care Reimbursement
8/21/2024	30168	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate
8/21/2024	30169	MARIA ASUSENA GONZALEZ-GUTIERREZ	2,854.29	Child Care Reimbursement
8/21/2024	30169	MARIA ASUSENA GONZALEZ-GUTIERREZ	700.00	Cost of Care Plus Rate
8/21/2024	30170	MARIA C CUEVAS DE GARCIA	2,251.52	Child Care Reimbursement
8/21/2024	30170	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
8/21/2024	30171	MARIA CONCEPCION CEJA	5,447.09	Child Care Reimbursement
8/21/2024	30171	MARIA CONCEPCION CEJA	980.00	Cost of Care Plus Rate
8/21/2024	30171	MARIA CONCEPCION CEJA	(93.00)	Union Dues
8/21/2024	30172	MARIA E CORONA HEREDIA	2,451.43	Child Care Reimbursement
8/21/2024	30172	MARIA E CORONA HEREDIA	420.00	Cost of Care Plus Rate
8/21/2024	30172	MARIA E CORONA HEREDIA	(59.03)	Union Dues
8/21/2024	30173	MARIA E CUARA	1,101.29	Child Care Reimbursement
8/21/2024	30173	MARIA E CUARA	196.00	Cost of Care Plus Rate
8/21/2024	30174	MARIA ELENA CEJA	2,547.04	Child Care Reimbursement
8/21/2024	30174	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
8/21/2024	30175	MARIA ELENA RODRIGUEZ	1,431.23	Child Care Reimbursement
8/21/2024	30175	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
8/21/2024	30176	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
8/21/2024	30176	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
8/21/2024	30177	MARIA ESTHER GONZALEZ AVALOS	4,472.67	Child Care Reimbursement
8/21/2024	30177	MARIA ESTHER GONZALEZ AVALOS	700.00	Cost of Care Plus Rate
8/21/2024	30178	MARIA G RAMIREZ DE MARTINEZ	8,058.84	Child Care Reimbursement
8/21/2024	30178	MARIA G RAMIREZ DE MARTINEZ	1,400.00	Cost of Care Plus Rate
8/21/2024	30178	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
8/21/2024	30179	MARIA GUADALUPE ALVAREZ	4,821.52	Child Care Reimbursement

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8/21/2024	30179	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
8/21/2024	30180	MARIA GUADALUPE CONTRERAS VARGAS	4,326.43	Child Care Reimbursement
8/21/2024	30180	MARIA GUADALUPE CONTRERAS VARGAS	700.00	Cost of Care Plus Rate
8/21/2024	30180	MARIA GUADALUPE CONTRERAS VARGAS	(91.53)	Union Dues
8/21/2024	30181	MARIA GUADALUPE DIAZ DE RUIZ	2,377.53	Child Care Reimbursement
8/21/2024	30181	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
8/21/2024	30182	MARIA GUADALUPE GONZALEZ	6,589.40	Child Care Reimbursement
8/21/2024	30182	MARIA GUADALUPE GONZALEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30182	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
8/21/2024	30183	MARIA GUADALUPE LEYVA	1,718.66	Child Care Reimbursement
8/21/2024	30183	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
8/21/2024	30183	MARIA GUADALUPE LEYVA	(39.37)	Union Dues
8/21/2024	30184	MARIA GUADALUPE LOPEZ CORZA	10,998.80	Child Care Reimbursement
8/21/2024	30184	MARIA GUADALUPE LOPEZ CORZA	1,820.00	Cost of Care Plus Rate
8/21/2024	30185	MARIA LOURDES NIEVAS DE SALAZAR	4,824.48	Child Care Reimbursement
8/21/2024	30185	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
8/21/2024	30186	MARIA NANCY CRUZ	4,557.34	Child Care Reimbursement
8/21/2024	30186	MARIA NANCY CRUZ	980.00	Cost of Care Plus Rate
8/21/2024	30187	MARIA PAZ	6,834.41	Child Care Reimbursement
8/21/2024	30187	MARIA PAZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30188	MARIA R GARCIA DE ARAMBULA	8,808.23	Child Care Reimbursement
8/21/2024	30188	MARIA R GARCIA DE ARAMBULA	1,400.00	Cost of Care Plus Rate
8/21/2024	30189	MARIA SANDRA L DE ESTRADA	6,836.68	Child Care Reimbursement
8/21/2024	30189	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
8/21/2024	30190	MARIA T HERNANDEZ	1,782.08	Child Care Reimbursement
8/21/2024	30190	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30191	MARIANA NAVA	980.65	Child Care Reimbursement
8/21/2024	30191	MARIANA NAVA	280.00	Cost of Care Plus Rate
8/21/2024	30192	MARIANELA G ORTIZ	5,773.16	Child Care Reimbursement
8/21/2024	30192	MARIANELA G ORTIZ	980.00	Cost of Care Plus Rate
8/21/2024	30193	MARILU GARZA	7,029.72	Child Care Reimbursement
8/21/2024	30193	MARILU GARZA	1,540.00	Cost of Care Plus Rate
8/21/2024	30193	MARILU GARZA	(90.00)	Union Dues
8/21/2024	30194	MARISSA LOPEZ LOPEZ	2,134.27	Child Care Reimbursement
8/21/2024	30194	MARISSA LOPEZ LOPEZ	560.00	Cost of Care Plus Rate
8/21/2024	30195	MARTHA ANGELICA SOLORIO DE ARCEO	420.00	Cost of Care Plus Rate
8/21/2024	30196	MARTHA ANGELICA SOLORIO DE ARCEO	557.46	Child Care Reimbursement

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8/21/2024	30197	MARTHA SALGADO	10,555.83	Child Care Reimbursement
8/21/2024	30197	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
8/21/2024	30198	MAYLEN CHAVOLLA AYALA	1,661.20	Child Care Reimbursement
8/21/2024	30198	MAYLEN CHAVOLLA AYALA	294.00	Cost of Care Plus Rate
8/21/2024	30199	MAYRA HERNANDEZ	3,468.62	Child Care Reimbursement
8/21/2024	30199	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
8/21/2024	30200	MIGUEL ANGEL GARCIA JIMENEZ	3,317.82	Child Care Reimbursement
8/21/2024	30200	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
8/21/2024	30201	MIRIAM LOPEZ GUTIERREZ	10,408.76	Child Care Reimbursement
8/21/2024	30201	MIRIAM LOPEZ GUTIERREZ	1,680.00	Cost of Care Plus Rate
8/21/2024	30201	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
8/21/2024	30202	NANCY GARIBAY HERNANDEZ	1,684.66	Child Care Reimbursement
8/21/2024	30202	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30203	Natalie Sevilla	1,529.78	Child Care Reimbursement
8/21/2024	30203	Natalie Sevilla	280.00	Cost of Care Plus Rate
8/21/2024	30203	Natalie Sevilla	(30.60)	Union Dues
8/21/2024	30204	NORMA LISA GUZMAN	4,478.86	Child Care Reimbursement
8/21/2024	30204	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
8/21/2024	30205	NORMA M ZARAZUA	4,191.14	Child Care Reimbursement
8/21/2024	30205	NORMA M ZARAZUA	700.00	Cost of Care Plus Rate
8/21/2024	30206	OLGA LIDIA ALVAREZ	1,101.29	Child Care Reimbursement
8/21/2024	30206	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
8/21/2024	30207	OLGA ZAMAGO	1,498.22	Child Care Reimbursement
8/21/2024	30207	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
8/21/2024	30208	ORGARIDT ALCANZAR MAGANA	5,949.38	Child Care Reimbursement
8/21/2024	30208	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
8/21/2024	30208	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
8/21/2024	30209	PATRICIA SANCHEZ	6,622.58	Child Care Reimbursement
8/21/2024	30209	PATRICIA SANCHEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30210	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
8/21/2024	30210	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
8/21/2024	30211	RAQUEL G DE IZARRARAS	3,110.26	Child Care Reimbursement
8/21/2024	30211	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
8/21/2024	30212	Rebecca Mendoza Vazquez Family Child Care	2,451.43	Child Care Reimbursement
8/21/2024	30212	Rebecca Mendoza Vazquez Family Child Care	420.00	Cost of Care Plus Rate
8/21/2024	30213	REMEDIOS MORENO ZAVALA	1,567.11	Child Care Reimbursement
8/21/2024	30213	REMEDIOS MORENO ZAVALA	280.00	Cost of Care Plus Rate
8/21/2024	30213	REMEDIOS MORENO ZAVALA	(41.34)	Union Dues
8/21/2024	30214	REYNALDA C MALDONADO	1,443.84	Child Care Reimbursement
8/21/2024	30214	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
8/21/2024	30215	RITA GARCIA	11,195.34	Child Care Reimbursement
8/21/2024	30215	RITA GARCIA	1,820.00	Cost of Care Plus Rate
8/21/2024	30216	ROCIO OROZCO IBARRA	9,856.52	Child Care Reimbursement
8/21/2024	30216	ROCIO OROZCO IBARRA	1,680.00	Cost of Care Plus Rate
8/21/2024	30217	Rosa Elena Arellano	1,023.26	Child Care Reimbursement
8/21/2024	30217	Rosa Elena Arellano	280.00	Cost of Care Plus Rate

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8/21/2024	30217	Rosa Elena Arellano	(20.47)	Union Dues
8/21/2024	30218	ROSA M SALAZAR	657.16	Child Care Reimbursement
8/21/2024	30218	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
8/21/2024	30219	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
8/21/2024	30219	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
8/21/2024	30219	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
8/21/2024	30220	RUBICEL RUIZ SOLORIO	5,349.82	Child Care Reimbursement
8/21/2024	30220	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
8/21/2024	30220	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
8/21/2024	30221	RUTH CARINA PAREDES	7,486.88	Child Care Reimbursement
8/21/2024	30221	RUTH CARINA PAREDES	1,260.00	Cost of Care Plus Rate
8/21/2024	30222	SANDRA RODRIGUEZ	1,608.16	Child Care Reimbursement
8/21/2024	30222	SANDRA RODRIGUEZ	280.00	Cost of Care Plus Rate
8/21/2024	30223	SENDY N HERNANDEZ SOSA	590.32	Child Care Reimbursement
8/21/2024	30223	SENDY N HERNANDEZ SOSA	98.00	Cost of Care Plus Rate
8/21/2024	30223	SENDY N HERNANDEZ SOSA	(21.81)	Union Dues
8/21/2024	30224	SILVIA DAVALOS DE ANGUIANO	3,102.02	Child Care Reimbursement
8/21/2024	30224	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
8/21/2024	30225	SILVIA E ZUNIGA	11,093.20	Child Care Reimbursement
8/21/2024	30225	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
8/21/2024	30226	SONIA PANTOJA	7,187.72	Child Care Reimbursement
8/21/2024	30226	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
8/21/2024	30227	STEPHANIE VERDUGO	4,744.72	Child Care Reimbursement
8/21/2024	30227	STEPHANIE VERDUGO	1,120.00	Cost of Care Plus Rate
8/21/2024	30227	STEPHANIE VERDUGO	(90.00)	Union Dues
8/21/2024	30228	SUNSHINE CENTER	1,745.82	Child Care Reimbursement
8/21/2024	30228	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
8/21/2024	30229	SUSY I SANTACRUZ DE SAHAGUN	4,409.57	Child Care Reimbursement
8/21/2024	30229	SUSY I SANTACRUZ DE SAHAGUN	840.00	Cost of Care Plus Rate
8/21/2024	30229	SUSY I SANTACRUZ DE SAHAGUN	(98.19)	Union Dues
8/21/2024	30230	SYDNEY GONZALEZ	2,003.72	Child Care Reimbursement
8/21/2024	30230	SYDNEY GONZALEZ	392.00	Cost of Care Plus Rate
8/21/2024	30231	SYLVIA MORA	1,001.86	Child Care Reimbursement
8/21/2024	30231	SYLVIA MORA	196.00	Cost of Care Plus Rate
8/21/2024	30232	TERESA CAROLINA OROPEZA	7,333.53	Child Care Reimbursement
8/21/2024	30232	TERESA CAROLINA OROPEZA	1,260.00	Cost of Care Plus Rate
8/21/2024	30233	TINA MARIE ANTE	9,767.36	Child Care Reimbursement
8/21/2024	30233	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
8/21/2024	30234	TRINIDAD TINOCO	7,252.29	Child Care Reimbursement
8/21/2024	30234	TRINIDAD TINOCO	1,680.00	Cost of Care Plus Rate
8/21/2024	30234	TRINIDAD TINOCO	(100.00)	Union Dues
8/21/2024	30235	VIRGINIA RUELAS DE LEYVA	2,803.06	Child Care Reimbursement
8/21/2024	30235	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
8/21/2024	30236	Yanely Garcia	1,526.24	Child Care Reimbursement
8/21/2024	30236	Yanely Garcia	294.00	Cost of Care Plus Rate
8/21/2024	30237	YAZMIN ORNELAS PINEDA	1,220.36	Child Care Reimbursement
8/21/2024	30237	YAZMIN ORNELAS PINEDA	196.00	Cost of Care Plus Rate

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8/21/2024	30238	YESENIA GUADALUPE QUINTERO TAPIA	744.13	Child Care Reimbursement
8/21/2024	30238	YESENIA GUADALUPE QUINTERO TAPIA	140.00	Cost of Care Plus Rate
8/21/2024	30239	YESENIA SALAZAR-PENA	3,475.03	Child Care Reimbursement
8/21/2024	30239	YESENIA SALAZAR-PENA	560.00	Cost of Care Plus Rate
8/21/2024	30240	YOLANDA JUAREZ	5,589.37	Child Care Reimbursement
8/21/2024	30240	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
8/21/2024	30241	ZEFERINO GONZALEZ	1,070.88	Child Care Reimbursement
8/21/2024	30241	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
8/21/2024	30242	ANDREA FRANCISCA SANTOS MENDOZA	11,067.24	Child Care Reimbursement
8/21/2024	30242	ANDREA FRANCISCA SANTOS MENDOZA	1,960.00	Cost of Care Plus Rate
8/21/2024	30242	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
8/21/2024	30243	ARACELI EMMA GUERRERO DE MENDEZ	1,359.75	Child Care Reimbursement
8/21/2024	30243	ARACELI EMMA GUERRERO DE MENDEZ	420.00	Cost of Care Plus Rate
8/21/2024	30243	ARACELI EMMA GUERRERO DE MENDEZ	(37.20)	Union Dues
8/21/2024	30244	BAUDELINA SANTOS PACHECO	2,270.74	Child Care Reimbursement
8/21/2024	30244	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
8/21/2024	30245	BIVIANA MANRIQUEZ	7,832.89	Child Care Reimbursement
8/21/2024	30245	BIVIANA MANRIQUEZ	1,820.00	Cost of Care Plus Rate
8/21/2024	30246	EDILIA GUTIERREZ DE GARCIA	2,713.05	Child Care Reimbursement
8/21/2024	30246	EDILIA GUTIERREZ DE GARCIA	420.00	Cost of Care Plus Rate
8/21/2024	30247	ELDA KARINA IBARRA	9,734.13	Child Care Reimbursement
8/21/2024	30247	ELDA KARINA IBARRA	1,820.00	Cost of Care Plus Rate
8/21/2024	30247	ELDA KARINA IBARRA	(90.00)	Union Dues
8/21/2024	30248	GABRIELA GARCIA DE RODRIGUEZ	5,267.51	Child Care Reimbursement
8/21/2024	30248	GABRIELA GARCIA DE RODRIGUEZ	840.00	Cost of Care Plus Rate
8/21/2024	30249	INOCENCIA SALAS ROJAS	5,582.75	Child Care Reimbursement
8/21/2024	30249	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
8/21/2024	30250	LAURA A GUTIERREZ	5,795.27	Child Care Reimbursement
8/21/2024	30250	LAURA A GUTIERREZ	1,400.00	Cost of Care Plus Rate
8/21/2024	30251	LIDIA ALONDRA BRAVO DE MENDOZA	3,974.69	Child Care Reimbursement
8/21/2024	30251	LIDIA ALONDRA BRAVO DE MENDOZA	700.00	Cost of Care Plus Rate
8/21/2024	30252	LORENA PEREZ MELGOZA	2,804.89	Child Care Reimbursement
8/21/2024	30252	LORENA PEREZ MELGOZA	560.00	Cost of Care Plus Rate
8/21/2024	30253	LUCINA RAMIREZ	724.36	Child Care Reimbursement
8/21/2024	30253	LUCINA RAMIREZ	140.00	Cost of Care Plus Rate
8/21/2024	30254	LUZ MARIA VILLAGOMEZ	9,037.82	Child Care Reimbursement
8/21/2024	30254	LUZ MARIA VILLAGOMEZ	1,960.00	Cost of Care Plus Rate
8/21/2024	30255	MARIA CARRILLO DE GUTIERREZ	7,251.49	Child Care Reimbursement

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8/21/2024	30255	MARIA CARRILLO DE GUTIERREZ	1,540.00	Cost of Care Plus Rate
8/21/2024	30256	MARIA DEL CARMEN GUTIERREZ BRITO	2,508.06	Child Care Reimbursement
8/21/2024	30256	MARIA DEL CARMEN GUTIERREZ BRITO	420.00	Cost of Care Plus Rate
8/21/2024	30257	MARIA DOLORES ARIAS	3,223.95	Child Care Reimbursement
8/21/2024	30257	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
8/21/2024	30258	MARIA MORENO	5,894.10	Child Care Reimbursement
8/21/2024	30258	MARIA MORENO	980.00	Cost of Care Plus Rate
8/21/2024	30259	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	3,434.58	Child Care Reimbursement
8/21/2024	30259	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,540.00	Cost of Care Plus Rate
8/21/2024	30259	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(78.69)	Union Dues
8/21/2024	30260	MATILDE VILLAFAN DE MARAVILLA	1,056.60	Child Care Reimbursement
8/21/2024	30260	MATILDE VILLAFAN DE MARAVILLA	420.00	Cost of Care Plus Rate
8/21/2024	30261	MELANEA FLERROS HIDALGO	2,587.91	Child Care Reimbursement
8/21/2024	30261	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
8/21/2024	30262	MERCEDES BOLANOS	332.08	Child Care Reimbursement
8/21/2024	30262	MERCEDES BOLANOS	140.00	Cost of Care Plus Rate
8/21/2024	30263	MIREYA GUZMAN CRISTOBAL	814.91	Child Care Reimbursement
8/21/2024	30263	MIREYA GUZMAN CRISTOBAL	140.00	Cost of Care Plus Rate
8/21/2024	30263	MIREYA GUZMAN CRISTOBAL	(26.30)	Union Dues
8/21/2024	30264	MITZI G CHAVEZ MAGALLON	3,271.84	Child Care Reimbursement
8/21/2024	30264	MITZI G CHAVEZ MAGALLON	560.00	Cost of Care Plus Rate
8/21/2024	30264	MITZI G CHAVEZ MAGALLON	(75.44)	Union Dues
8/21/2024	30265	NINFA E. RODRIGUEZ	3,832.68	Child Care Reimbursement
8/21/2024	30265	NINFA E. RODRIGUEZ	840.00	Cost of Care Plus Rate
8/21/2024	30266	ODAIVA GUADALUPE CENTENO	5,477.61	Child Care Reimbursement
8/21/2024	30266	ODAIVA GUADALUPE CENTENO	1,120.00	Cost of Care Plus Rate
8/21/2024	30266	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
8/21/2024	30267	OLGA NOVELA DE HUERTA	6,487.61	Child Care Reimbursement
8/21/2024	30267	OLGA NOVELA DE HUERTA	980.00	Cost of Care Plus Rate
8/21/2024	30267	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
8/21/2024	30268	PATRICIA MUNOZ VASQUEZ	11,106.41	Child Care Reimbursement
8/21/2024	30268	PATRICIA MUNOZ VASQUEZ	1,960.00	Cost of Care Plus Rate
8/21/2024	30269	RAQUEL POSADAS DE GIRON	2,461.67	Child Care Reimbursement
8/21/2024	30269	RAQUEL POSADAS DE GIRON	980.00	Cost of Care Plus Rate
8/21/2024	30270	ROSA ANGELA ORTIZ	5,383.52	Child Care Reimbursement
8/21/2024	30270	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
8/21/2024	30270	ROSA ANGELA ORTIZ	(90.00)	Union Dues
8/21/2024	30271	SUNSHINE BILINGUAL DAYCARE	4,664.33	Child Care Reimbursement
8/21/2024	30271	SUNSHINE BILINGUAL DAYCARE	840.00	Cost of Care Plus Rate
8/21/2024	30272	TERESA LUZ RUIZ	1,142.82	Child Care Reimbursement
8/21/2024	30272	TERESA LUZ RUIZ	560.00	Cost of Care Plus Rate
8/21/2024	30272	TERESA LUZ RUIZ	(27.86)	Union Dues

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8/21/2024	30273	YADIRA CARDONA FAMILY CHILD CARE	788.09	Child Care Reimbursement
8/21/2024	30273	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
8/21/2024	30274	YOLANDA MUNOZ	11,529.05	Child Care Reimbursement
8/21/2024	30274	YOLANDA MUNOZ	1,960.00	Cost of Care Plus Rate
8/21/2024	30275	DINA BEATRIZ GONZALEZ	4,173.87	Child Care Reimbursement
8/21/2024	30276	ADELA GARCIA DE SOSA	2,368.06	Child Care Reimbursement
8/21/2024	30276	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
8/21/2024	30276	ADELA GARCIA DE SOSA	(57.36)	Union Dues
8/21/2024	30277	ALICIA DE LA GARZA	299.85	Child Care Reimbursement
8/21/2024	30277	ALICIA DE LA GARZA	420.00	Cost of Care Plus Rate
8/21/2024	30278	ALMA AYDE GOMEZ ALVAREZ	3,672.51	Child Care Reimbursement
8/21/2024	30278	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
8/21/2024	30279	ANA MARIA DAVILA	2,414.11	Child Care Reimbursement
8/21/2024	30279	ANA MARIA DAVILA	420.00	Cost of Care Plus Rate
8/21/2024	30280	ANABEL A MARTINEZ	1,091.06	Child Care Reimbursement
8/21/2024	30280	ANABEL A MARTINEZ	280.00	Cost of Care Plus Rate
8/21/2024	30281	BEATRIZ ADRIANA CARRILLO HERNANDEZ	6,606.96	Child Care Reimbursement
8/21/2024	30281	BEATRIZ ADRIANA CARRILLO HERNANDEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30282	BEATRIZ TELLEZ DE TORRES	6,446.68	Child Care Reimbursement
8/21/2024	30282	BEATRIZ TELLEZ DE TORRES	1,260.00	Cost of Care Plus Rate
8/21/2024	30283	BERENICE IBARRA	669.28	Child Care Reimbursement
8/21/2024	30283	BERENICE IBARRA	140.00	Cost of Care Plus Rate
8/21/2024	30284	BERNARDINA GOMEZ ARAUJO	740.78	Child Care Reimbursement
8/21/2024	30284	BERNARDINA GOMEZ ARAUJO	280.00	Cost of Care Plus Rate
8/21/2024	30285	BERTHA ALICIA GOMEZ	8,673.22	Child Care Reimbursement
8/21/2024	30285	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
8/21/2024	30286	CARMEN MORALES DIAZ	1,764.78	Child Care Reimbursement
8/21/2024	30286	CARMEN MORALES DIAZ	280.00	Cost of Care Plus Rate
8/21/2024	30286	CARMEN MORALES DIAZ	(45.30)	Union Dues
8/21/2024	30287	CELESTINA ANDREA CONTRERAS	505.40	Child Care Reimbursement
8/21/2024	30287	CELESTINA ANDREA CONTRERAS	98.00	Cost of Care Plus Rate
8/21/2024	30288	CONSUELO MEJIA	882.39	Child Care Reimbursement
8/21/2024	30288	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
8/21/2024	30289	DEANNA RAMIREZ	1,694.67	Child Care Reimbursement
8/21/2024	30289	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
8/21/2024	30290	Delia Irene Araujo Dominguez	3,195.48	Child Care Reimbursement
8/21/2024	30290	Delia Irene Araujo Dominguez	560.00	Cost of Care Plus Rate
8/21/2024	30291	DIANA LIZBETH AMBRIZ MADRIZ	2,436.84	Child Care Reimbursement
8/21/2024	30291	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate
8/21/2024	30292	DOLORES SANCHEZ LOPEZ	1,539.85	Child Care Reimbursement
8/21/2024	30292	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
8/21/2024	30293	ELISA GONZALES	3,196.31	Child Care Reimbursement
8/21/2024	30293	ELISA GONZALES	560.00	Cost of Care Plus Rate
8/21/2024	30294	ELOISA LEMUS	5,084.01	Child Care Reimbursement
8/21/2024	30294	ELOISA LEMUS	840.00	Cost of Care Plus Rate
8/21/2024	30295	ELVA BORUNDA FLORES	8,216.93	Child Care Reimbursement
8/21/2024	30295	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate

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8/21/2024	30296	ELVIRA GAMBOA	882.39	Child Care Reimbursement
8/21/2024	30296	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
8/21/2024	30297	Gladys Isela Rodriguez	1,694.67	Child Care Reimbursement
8/21/2024	30297	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
8/21/2024	30298	GLORIA MORENO DE HERNANDEZ	1,684.17	Child Care Reimbursement
8/21/2024	30298	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30299	GLORIA PADILLA MONTES DE OCA	2,412.68	Child Care Reimbursement
8/21/2024	30299	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
8/21/2024	30300	GUADALUPE LEMUS LEMUS	2,706.82	Child Care Reimbursement
8/21/2024	30300	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
8/21/2024	30301	IRMA GUTIERREZ	4,932.84	Child Care Reimbursement
8/21/2024	30301	IRMA GUTIERREZ	840.00	Cost of Care Plus Rate
8/21/2024	30302	IRMA YOLANDA MAGALLON	3,319.23	Child Care Reimbursement
8/21/2024	30302	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
8/21/2024	30303	ISABEL MARTINEZ-LOMELI	882.39	Child Care Reimbursement
8/21/2024	30303	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
8/21/2024	30304	ISABEL TORRES	5,658.19	Child Care Reimbursement
8/21/2024	30304	ISABEL TORRES	980.00	Cost of Care Plus Rate
8/21/2024	30305	JANET IBARRA	1,539.85	Child Care Reimbursement
8/21/2024	30305	JANET IBARRA	280.00	Cost of Care Plus Rate
8/21/2024	30306	JANET RODRIGUEZ	2,506.95	Child Care Reimbursement
8/21/2024	30306	JANET RODRIGUEZ	420.00	Cost of Care Plus Rate
8/21/2024	30307	JESSICA MICHELLE ANDRADE	2,472.13	Child Care Reimbursement
8/21/2024	30307	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
8/21/2024	30307	JESSICA MICHELLE ANDRADE	(49.44)	Union Dues
8/21/2024	30308	JUANA CORTEZ DE PEREZ	5,495.26	Child Care Reimbursement
8/21/2024	30308	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30309	KENDAHL ROSE ROWE	4,330.66	Child Care Reimbursement
8/21/2024	30309	KENDAHL ROSE ROWE	1,260.00	Cost of Care Plus Rate
8/21/2024	30310	LAURA MAGALLON OROZCO	738.07	Child Care Reimbursement
8/21/2024	30310	LAURA MAGALLON OROZCO	140.00	Cost of Care Plus Rate
8/21/2024	30311	LORENA IBARRA	882.39	Child Care Reimbursement
8/21/2024	30311	LORENA IBARRA	140.00	Cost of Care Plus Rate
8/21/2024	30312	LUCIA MENDOZA OCHOA	3,304.63	Child Care Reimbursement
8/21/2024	30312	LUCIA MENDOZA OCHOA	560.00	Cost of Care Plus Rate
8/21/2024	30313	MAGDALENA GUERRERO DE PARRA	1,054.45	Child Care Reimbursement
8/21/2024	30313	MAGDALENA GUERRERO DE PARRA	196.00	Cost of Care Plus Rate
8/21/2024	30314	MARIA A MAGALLON OROZCO	288.81	Child Care Reimbursement
8/21/2024	30314	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
8/21/2024	30315	MARIA DOLORES GOMEZ	4,117.28	Child Care Reimbursement
8/21/2024	30315	MARIA DOLORES GOMEZ	700.00	Cost of Care Plus Rate
8/21/2024	30315	MARIA DOLORES GOMEZ	(82.35)	Union Dues
8/21/2024	30316	MARIA E SANCHEZ DE GOMEZ	5,469.21	Child Care Reimbursement
8/21/2024	30316	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
8/21/2024	30317	MARIA G AYALA	2,506.95	Child Care Reimbursement
8/21/2024	30317	MARIA G AYALA	420.00	Cost of Care Plus Rate
8/21/2024	30318	MARIA G SANCHEZ ESCALERA	3,143.41	Child Care Reimbursement

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8/21/2024	30318	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
8/21/2024	30319	MARIA GUADALUPE CHAVEZ	4,171.71	Child Care Reimbursement
8/21/2024	30319	MARIA GUADALUPE CHAVEZ	700.00	Cost of Care Plus Rate
8/21/2024	30320	MARIA LAURA RAYA GOMEZ	3,519.10	Child Care Reimbursement
8/21/2024	30320	MARIA LAURA RAYA GOMEZ	560.00	Cost of Care Plus Rate
8/21/2024	30320	MARIA LAURA RAYA GOMEZ	(90.38)	Union Dues
8/21/2024	30321	MARIA PAZ RUIZ	4,331.38	Child Care Reimbursement
8/21/2024	30321	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
8/21/2024	30322	MARIA PERLA GARCIA DE ARCIGA	2,549.13	Child Care Reimbursement
8/21/2024	30322	MARIA PERLA GARCIA DE ARCIGA	420.00	Cost of Care Plus Rate
8/21/2024	30323	MARIA REINA OROZCO MORA	4,271.73	Child Care Reimbursement
8/21/2024	30323	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
8/21/2024	30324	Maricela Munoz Sanchez	2,000.05	Child Care Reimbursement
8/21/2024	30324	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
8/21/2024	30325	MARISOL MEDINA	4,830.84	Child Care Reimbursement
8/21/2024	30325	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
8/21/2024	30326	MARTHA A ANGUIANO REYES	1,603.56	Child Care Reimbursement
8/21/2024	30326	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
8/21/2024	30327	MARTHA ISELA GALINDO	1,444.06	Child Care Reimbursement
8/21/2024	30327	MARTHA ISELA GALINDO	280.00	Cost of Care Plus Rate
8/21/2024	30328	NEREYDA LIRA LOPEZ	1,965.43	Child Care Reimbursement
8/21/2024	30328	NEREYDA LIRA LOPEZ	420.00	Cost of Care Plus Rate
8/21/2024	30329	NORA E LEMUS	1,824.43	Child Care Reimbursement
8/21/2024	30329	NORA E LEMUS	280.00	Cost of Care Plus Rate
8/21/2024	30330	NORMA PATRICIA AVILA MOLINA	1,585.67	Child Care Reimbursement
8/21/2024	30330	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
8/21/2024	30331	OLGA LIRA DE GALLARDO	2,539.07	Child Care Reimbursement
8/21/2024	30331	OLGA LIRA DE GALLARDO	420.00	Cost of Care Plus Rate
8/21/2024	30332	Oralia Quiroz	4,878.99	Child Care Reimbursement
8/21/2024	30332	Oralia Quiroz	840.00	Cost of Care Plus Rate
8/21/2024	30333	PATRICIA HERNANDEZ	8,533.00	Child Care Reimbursement
8/21/2024	30333	PATRICIA HERNANDEZ	1,400.00	Cost of Care Plus Rate
8/21/2024	30333	PATRICIA HERNANDEZ	(100.00)	Union Dues
8/21/2024	30334	PAULA GARCIA	7,420.76	Child Care Reimbursement
8/21/2024	30334	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
8/21/2024	30335	RAQUEL SANCHEZ	10,106.98	Child Care Reimbursement
8/21/2024	30335	RAQUEL SANCHEZ	1,680.00	Cost of Care Plus Rate
8/21/2024	30335	RAQUEL SANCHEZ	(100.00)	Union Dues
8/21/2024	30336	ROCELIA OROZCO LEMUS	4,714.74	Child Care Reimbursement
8/21/2024	30336	ROCELIA OROZCO LEMUS	1,120.00	Cost of Care Plus Rate
8/21/2024	30337	ROMELIA MORENO DE ESPINOZA	649.97	Child Care Reimbursement
8/21/2024	30337	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
8/21/2024	30338	ROSA ELENA SANCHEZ	3,008.64	Child Care Reimbursement
8/21/2024	30338	ROSA ELENA SANCHEZ	700.00	Cost of Care Plus Rate
8/21/2024	30338	ROSA ELENA SANCHEZ	(70.17)	Union Dues
8/21/2024	30339	ROSA HILDA NAVARRO	3,840.15	Child Care Reimbursement
8/21/2024	30339	ROSA HILDA NAVARRO	700.00	Cost of Care Plus Rate
8/21/2024	30340	ROSALBA GONZALEZ	8,057.99	Child Care Reimbursement
8/21/2024	30340	ROSALBA GONZALEZ	1,400.00	Cost of Care Plus Rate

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8/21/2024	30341	ROSALINDA G OCHOA	5,354.31	Child Care Reimbursement
8/21/2024	30341	ROSALINDA G OCHOA	1,400.00	Cost of Care Plus Rate
8/21/2024	30341	ROSALINDA G OCHOA	(90.00)	Union Dues
8/21/2024	30342	ROSAURA IBARRA OROZCO	2,706.82	Child Care Reimbursement
8/21/2024	30342	ROSAURA IBARRA OROZCO	420.00	Cost of Care Plus Rate
8/21/2024	30342	ROSAURA IBARRA OROZCO	(64.14)	Union Dues
8/21/2024	30343	SARAEIA POMPA	1,867.42	Child Care Reimbursement
8/21/2024	30343	SARAEIA POMPA	700.00	Cost of Care Plus Rate
8/21/2024	30344	SILVIA LETICIA SANCHEZ DE GARCIA	1,391.40	Child Care Reimbursement
8/21/2024	30344	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
8/21/2024	30345	SILVIA MAGALLON DE REYES	882.39	Child Care Reimbursement
8/21/2024	30345	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate
8/21/2024	30346	SILVIA PRECIADO	1,539.85	Child Care Reimbursement
8/21/2024	30346	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
8/21/2024	30347	TERESA MENDOZA	882.39	Child Care Reimbursement
8/21/2024	30347	TERESA MENDOZA	140.00	Cost of Care Plus Rate
8/21/2024	30348	VERONICA ALVAREZ	4,602.42	Child Care Reimbursement
8/21/2024	30348	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
8/21/2024	30349	VIRGINIA RANGEL	5,826.18	Child Care Reimbursement
8/21/2024	30349	VIRGINIA RANGEL	980.00	Cost of Care Plus Rate
8/21/2024	30350	YOLANDA CORTES DE MENDOZA	1,072.89	Child Care Reimbursement
8/21/2024	30350	YOLANDA CORTES DE MENDOZA	280.00	Cost of Care Plus Rate
8/21/2024	30351	YOLANDA LIRA LEMUS	4,902.97	Child Care Reimbursement
8/21/2024	30351	YOLANDA LIRA LEMUS	980.00	Cost of Care Plus Rate
8/21/2024	30352	ANDREA GUADALUPE DIAZ	1,668.30	Child Care Reimbursement
8/21/2024	30352	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
8/21/2024	30353	CAROLINA HERNANDEZ DE SOLORIO	2,406.40	Child Care Reimbursement
8/21/2024	30353	CAROLINA HERNANDEZ DE SOLORIO	420.00	Cost of Care Plus Rate
8/21/2024	30354	EDUVIJES SUAREZ	4,330.91	Child Care Reimbursement
8/21/2024	30354	EDUVIJES SUAREZ	700.00	Cost of Care Plus Rate
8/21/2024	30354	EDUVIJES SUAREZ	(86.62)	Union Dues
8/21/2024	30355	ESMERALDA Y GONZALES	1,582.17	Child Care Reimbursement
8/21/2024	30355	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
8/21/2024	30356	ESPERANZA RESENDEZ	1,886.72	Child Care Reimbursement
8/21/2024	30356	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30357	HILDA BARAJAS JUAREZ	2,520.87	Child Care Reimbursement
8/21/2024	30357	HILDA BARAJAS JUAREZ	420.00	Cost of Care Plus Rate
8/21/2024	30358	ISABEL C MEDINA DE GARCIA	197.72	Child Care Reimbursement
8/21/2024	30358	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
8/21/2024	30359	JAQUELINE MATURINO MONARREZ	2,340.11	Child Care Reimbursement
8/21/2024	30359	JAQUELINE MATURINO MONARREZ	420.00	Cost of Care Plus Rate
8/21/2024	30360	JUANA MORILLON GUILLEN	3,817.77	Child Care Reimbursement
8/21/2024	30360	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
8/21/2024	30360	JUANA MORILLON GUILLEN	(76.36)	Union Dues
8/21/2024	30361	Karla Elizabeth Huling	3,713.76	Child Care Reimbursement
8/21/2024	30361	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
8/21/2024	30362	MARIA F MARTINEZ	1,831.39	Child Care Reimbursement

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8/21/2024	30362	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
8/21/2024	30363	MARIA GUADALUPE BARAJAS DE GARCIA	2,301.77	Child Care Reimbursement
8/21/2024	30363	MARIA GUADALUPE BARAJAS DE GARCIA	420.00	Cost of Care Plus Rate
8/21/2024	30364	Maria Ledesma De Garcia	6,786.43	Child Care Reimbursement
8/21/2024	30364	Maria Ledesma De Garcia	1,680.00	Cost of Care Plus Rate
8/21/2024	30365	MARIA TERESA ALANIS	4,821.66	Child Care Reimbursement
8/21/2024	30365	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
8/21/2024	30366	MARIA TERESA HEREDIA	3,336.60	Child Care Reimbursement
8/21/2024	30366	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
8/21/2024	30367	MONICA VEGA	4,917.68	Child Care Reimbursement
8/21/2024	30367	MONICA VEGA	840.00	Cost of Care Plus Rate
8/21/2024	30368	NORMA PULIDO CRUZ	2,340.11	Child Care Reimbursement
8/21/2024	30368	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
8/21/2024	30369	TERESA DE LA LUZ SALAZAR MARTINEZ	6,576.01	Child Care Reimbursement
8/21/2024	30369	TERESA DE LA LUZ SALAZAR MARTINEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30370	YADIRA REBOLLEDO	1,444.59	Child Care Reimbursement
8/21/2024	30370	YADIRA REBOLLEDO	280.00	Cost of Care Plus Rate
8/21/2024	30371	YAZMIN ARACELI NAVARRO HERRERA	3,349.61	Child Care Reimbursement
8/21/2024	30371	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
8/21/2024	30372	YNEZ ATHENA CHAVEZ-ANDRADE	5,381.64	Child Care Reimbursement
8/21/2024	30372	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
8/21/2024	30373	ALIDA MERCADO DE GARNICA	1,605.10	Child Care Reimbursement
8/21/2024	30373	ALIDA MERCADO DE GARNICA	280.00	Cost of Care Plus Rate
8/21/2024	30374	ANA C LUCERO	883.66	Child Care Reimbursement
8/21/2024	30374	ANA C LUCERO	140.00	Cost of Care Plus Rate
8/21/2024	30375	ANA M HERNANDEZ DE RIOS	3,979.26	Child Care Reimbursement
8/21/2024	30375	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
8/21/2024	30376	ANA MARIA RAMIREZ MEJIA	4,515.74	Child Care Reimbursement
8/21/2024	30376	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
8/21/2024	30376	ANA MARIA RAMIREZ MEJIA	(100.00)	Union Dues
8/21/2024	30377	ANGELINA VASQUEZ	3,159.74	Child Care Reimbursement
8/21/2024	30377	ANGELINA VASQUEZ	560.00	Cost of Care Plus Rate
8/21/2024	30377	ANGELINA VASQUEZ	(63.19)	Union Dues
8/21/2024	30378	ARACELI CASTRO BARRAZA	576.54	Child Care Reimbursement
8/21/2024	30378	ARACELI CASTRO BARRAZA	280.00	Cost of Care Plus Rate
8/21/2024	30379	AZUCENA C ESCAMILLA-MARTINEZ	2,862.34	Child Care Reimbursement
8/21/2024	30379	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate
8/21/2024	30380	CECILIA ATAI PEREZ	8,740.12	Child Care Reimbursement
8/21/2024	30380	CECILIA ATAI PEREZ	1,540.00	Cost of Care Plus Rate
8/21/2024	30381	CYNTHIA E CASTILLO	2,431.46	Child Care Reimbursement
8/21/2024	30381	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
8/21/2024	30382	DALILA J CAVAZOS	8,147.65	Child Care Reimbursement
8/21/2024	30382	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate

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8/21/2024	30383	DIANE LOMELI	2,426.04	Child Care Reimbursement
8/21/2024	30383	DIANE LOMELI	420.00	Cost of Care Plus Rate
8/21/2024	30383	DIANE LOMELI	(48.52)	Union Dues
8/21/2024	30384	EDITH ALEJANDRA GALLEGOS	876.95	Child Care Reimbursement
8/21/2024	30384	EDITH ALEJANDRA GALLEGOS	280.00	Cost of Care Plus Rate
8/21/2024	30384	EDITH ALEJANDRA GALLEGOS	(22.54)	Union Dues
8/21/2024	30385	ELVIRA OCHOA GOMEZ	3,648.46	Child Care Reimbursement
8/21/2024	30385	ELVIRA OCHOA GOMEZ	560.00	Cost of Care Plus Rate
8/21/2024	30386	ESTHER NAVARRO	4,804.32	Child Care Reimbursement
8/21/2024	30386	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
8/21/2024	30387	EVA DILMA VARGAS	6,713.96	Child Care Reimbursement
8/21/2024	30387	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
8/21/2024	30387	EVA DILMA VARGAS	(100.00)	Union Dues
8/21/2024	30388	GLAFIRA E CAMACHO DE TRUJILLO	7,147.30	Child Care Reimbursement
8/21/2024	30388	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
8/21/2024	30389	HERMELINDA VILLEDA	3,105.89	Child Care Reimbursement
8/21/2024	30389	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
8/21/2024	30390	IRMA L IBARRA	6,261.95	Child Care Reimbursement
8/21/2024	30390	IRMA L IBARRA	980.00	Cost of Care Plus Rate
8/21/2024	30391	JACINTA GLORIA CRUZ	2,148.20	Child Care Reimbursement
8/21/2024	30391	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
8/21/2024	30391	JACINTA GLORIA CRUZ	(42.96)	Union Dues
8/21/2024	30392	JACOBA C DE ANDRACA	7,303.67	Child Care Reimbursement
8/21/2024	30392	JACOBA C DE ANDRACA	1,540.00	Cost of Care Plus Rate
8/21/2024	30392	JACOBA C DE ANDRACA	(100.00)	Union Dues
8/21/2024	30393	JANETH G SARABIA	6,132.60	Child Care Reimbursement
8/21/2024	30393	JANETH G SARABIA	980.00	Cost of Care Plus Rate
8/21/2024	30394	JANETH REYNOSA CASILLAS	1,680.36	Child Care Reimbursement
8/21/2024	30394	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
8/21/2024	30395	JUDITH ADRIANA PAREDES DE QUEZADA	1,525.48	Child Care Reimbursement
8/21/2024	30395	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
8/21/2024	30396	LETICIA HERNANDEZ	1,484.97	Child Care Reimbursement
8/21/2024	30396	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
8/21/2024	30397	LIZET M PRECIADO MILLAN	3,881.68	Child Care Reimbursement
8/21/2024	30397	LIZET M PRECIADO MILLAN	700.00	Cost of Care Plus Rate
8/21/2024	30398	LUCERO L IBARRA	3,171.48	Child Care Reimbursement
8/21/2024	30398	LUCERO L IBARRA	420.00	Cost of Care Plus Rate
8/21/2024	30399	LUCERO MILLAN GARCIA	773.90	Child Care Reimbursement
8/21/2024	30399	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
8/21/2024	30400	Luz Maria Ramirez	4,133.28	Child Care Reimbursement
8/21/2024	30400	Luz Maria Ramirez	700.00	Cost of Care Plus Rate
8/21/2024	30400	Luz Maria Ramirez	(82.67)	Union Dues
8/21/2024	30401	MA DEL CARMEN GOMEZ GRANADOS	6,701.40	Child Care Reimbursement
8/21/2024	30401	MA DEL CARMEN GOMEZ GRANADOS	1,400.00	Cost of Care Plus Rate
8/21/2024	30402	MA L MONROY DE SEVILLA	1,657.56	Child Care Reimbursement
8/21/2024	30402	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate

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8/21/2024	30403	MA TERESA NAVA DE FRANCO	2,203.20	Child Care Reimbursement
8/21/2024	30403	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
8/21/2024	30404	MARGARITA VALENCIA AVILA	2,199.03	Child Care Reimbursement
8/21/2024	30404	MARGARITA VALENCIA AVILA	420.00	Cost of Care Plus Rate
8/21/2024	30405	MARIA ANGELA DIAZ	2,640.40	Child Care Reimbursement
8/21/2024	30405	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
8/21/2024	30405	MARIA ANGELA DIAZ	(52.81)	Union Dues
8/21/2024	30406	MARIA F AGUILAR DE SANDOVAL	3,878.39	Child Care Reimbursement
8/21/2024	30406	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
8/21/2024	30407	MARIA GARCIA	12,077.03	Child Care Reimbursement
8/21/2024	30407	MARIA GARCIA	1,960.00	Cost of Care Plus Rate
8/21/2024	30408	MARIA GUADALUPE BELTRAN SALCIDO	2,431.46	Child Care Reimbursement
8/21/2024	30408	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
8/21/2024	30409	MARIA HAYDEE CRUZ DE SEGOVIA	3,424.88	Child Care Reimbursement
8/21/2024	30409	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
8/21/2024	30410	MARIA SANCHEZ IBARRA	1,805.74	Child Care Reimbursement
8/21/2024	30410	MARIA SANCHEZ IBARRA	280.00	Cost of Care Plus Rate
8/21/2024	30411	MARIA Z RODRIGUEZ DE OCHOA	6,940.09	Child Care Reimbursement
8/21/2024	30411	MARIA Z RODRIGUEZ DE OCHOA	980.00	Cost of Care Plus Rate
8/21/2024	30412	MARICELA CORTEZ	6,906.06	Child Care Reimbursement
8/21/2024	30412	MARICELA CORTEZ	980.00	Cost of Care Plus Rate
8/21/2024	30413	MARICELA SANDOVAL RODRIGUEZ	2,054.16	Child Care Reimbursement
8/21/2024	30413	MARICELA SANDOVAL RODRIGUEZ	280.00	Cost of Care Plus Rate
8/21/2024	30414	MARISOL GONZALEZ	4,829.69	Child Care Reimbursement
8/21/2024	30414	MARISOL GONZALEZ	1,120.00	Cost of Care Plus Rate
8/21/2024	30415	MARISOL PEREZ	2,167.43	Child Care Reimbursement
8/21/2024	30415	MARISOL PEREZ	420.00	Cost of Care Plus Rate
8/21/2024	30416	MARTHA ESTHELA SANCHEZ	6,952.55	Child Care Reimbursement
8/21/2024	30416	MARTHA ESTHELA SANCHEZ	1,540.00	Cost of Care Plus Rate
8/21/2024	30416	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
8/21/2024	30417	MARTINA RANGEL	4,407.72	Child Care Reimbursement
8/21/2024	30417	MARTINA RANGEL	700.00	Cost of Care Plus Rate
8/21/2024	30418	MAYRA ELENA GONZALEZ MORALES	6,211.78	Child Care Reimbursement
8/21/2024	30418	MAYRA ELENA GONZALEZ MORALES	1,120.00	Cost of Care Plus Rate
8/21/2024	30419	MILCA REBEKAH PEREZ	5,955.52	Child Care Reimbursement
8/21/2024	30419	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
8/21/2024	30420	PAULA LARA VALDOVINOS	8,056.90	Child Care Reimbursement
8/21/2024	30420	PAULA LARA VALDOVINOS	1,540.00	Cost of Care Plus Rate
8/21/2024	30420	PAULA LARA VALDOVINOS	(90.00)	Union Dues
8/21/2024	30421	REYNA TORRES DE CASTRO	2,748.42	Child Care Reimbursement
8/21/2024	30421	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate

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8/21/2024	30421	REYNA TORRES DE CASTRO	(64.97)	Union Dues
8/21/2024	30422	ROSALINDA VARGAS MATA	3,403.97	Child Care Reimbursement
8/21/2024	30422	ROSALINDA VARGAS MATA	560.00	Cost of Care Plus Rate
8/21/2024	30423	ROSEMARY ZAVALA	8,604.76	Child Care Reimbursement
8/21/2024	30423	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
8/21/2024	30424	SANDRA MARTINEZ VARELA	10,024.48	Child Care Reimbursement
8/21/2024	30424	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
8/21/2024	30425	SANDRA PEREZ	6,934.18	Child Care Reimbursement
8/21/2024	30425	SANDRA PEREZ	980.00	Cost of Care Plus Rate
8/21/2024	30426	SARA ESTELA POSADA	7,625.87	Child Care Reimbursement
8/21/2024	30426	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
8/21/2024	30427	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
8/21/2024	30427	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
8/21/2024	30428	SIDRONIA G VALDEZ	0.00	Cost of Care Plus Rate
8/21/2024	30429	SIDRONIA G VALDEZ	0.00	Child Care Reimbursement
8/21/2024	30430	SILVIA MEJIA	9,825.02	Child Care Reimbursement
8/21/2024	30430	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
8/21/2024	30431	SOFIA ALVAREZ DE GONZALEZ	9,494.36	Child Care Reimbursement
8/21/2024	30431	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
8/21/2024	30432	SUSIE MARIA REYNA	2,184.50	Child Care Reimbursement
8/21/2024	30432	SUSIE MARIA REYNA	700.00	Cost of Care Plus Rate
8/21/2024	30433	VANESSA NICOLE MEJIA	5,082.44	Child Care Reimbursement
8/21/2024	30433	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
8/21/2024	30433	VANESSA NICOLE MEJIA	(90.00)	Union Dues
8/21/2024	30434	VIDALIA MARTINEZ GONZALEZ	4,972.68	Child Care Reimbursement
8/21/2024	30434	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
8/21/2024	30434	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
8/21/2024	30435	VIRGINIA PEREZ	883.66	Child Care Reimbursement
8/21/2024	30435	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
8/21/2024	30436	XOCHITL QUIROZ DE ALCALA	5,808.21	Child Care Reimbursement
8/21/2024	30436	XOCHITL QUIROZ DE ALCALA	1,260.00	Cost of Care Plus Rate
8/21/2024	30437	YAJAIRA GUZMAN	778.67	Child Care Reimbursement
8/21/2024	30437	YAJAIRA GUZMAN	280.00	Cost of Care Plus Rate
8/21/2024	30438	YOANA PEREZ	2,535.72	Child Care Reimbursement
8/21/2024	30438	YOANA PEREZ	420.00	Cost of Care Plus Rate
8/21/2024	30439	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	5,126.92	Child Care Reimbursement
8/21/2024	30439	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	1,120.00	Cost of Care Plus Rate
8/21/2024	30440	AMALIA BUENROSTRO	6,491.00	Child Care Reimbursement
8/21/2024	30440	AMALIA BUENROSTRO	1,120.00	Cost of Care Plus Rate
8/21/2024	30441	ANDREA BUENROSTRO	12,903.41	Child Care Reimbursement
8/21/2024	30441	ANDREA BUENROSTRO	2,080.00	Cost of Care Plus Rate
8/21/2024	30442	CECILIA ZAMORA	3,274.71	Child Care Reimbursement
8/21/2024	30442	CECILIA ZAMORA	960.00	Cost of Care Plus Rate
8/21/2024	30443	DOLORES VERDUZCO GALINDO	4,805.26	Child Care Reimbursement

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Check Date	Check Number	Payee	Check Amount	Transaction Description
8/21/2024	30443	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
8/21/2024	30444	LUZ SELENE RUANO ORTEGA	1,839.78	Child Care Reimbursement
8/21/2024	30444	LUZ SELENE RUANO ORTEGA	420.00	Cost of Care Plus Rate
8/21/2024	30444	LUZ SELENE RUANO ORTEGA	(36.80)	Union Dues
8/21/2024	30445	MARGARITA CASTILLO	3,273.54	Child Care Reimbursement
8/21/2024	30445	MARGARITA CASTILLO	633.00	Cost of Care Plus Rate
8/21/2024	30446	MARIA ELENA CASTILLO	1,520.30	Child Care Reimbursement
8/21/2024	30446	MARIA ELENA CASTILLO	640.00	Cost of Care Plus Rate
8/21/2024	30447	MARIA G TAMAYO DE ZAMORA	2,893.31	Child Care Reimbursement
8/21/2024	30447	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
8/21/2024	30447	MARIA G TAMAYO DE ZAMORA	(57.87)	Union Dues
8/21/2024	30448	MARIA GUADALUPE ZAMORA RODRIGUEZ	5,919.67	Child Care Reimbursement
8/21/2024	30448	MARIA GUADALUPE ZAMORA RODRIGUEZ	1,280.00	Cost of Care Plus Rate
8/21/2024	30449	MAYRA ALEJANDRA RIOS	3,869.42	Child Care Reimbursement
8/21/2024	30449	MAYRA ALEJANDRA RIOS	960.00	Cost of Care Plus Rate
8/21/2024	30450	AMAZON CAPITAL SERVICES, INC	(42.42)	PO-2024-2060
8/21/2024	30450	AMAZON CAPITAL SERVICES, INC	(27.05)	PO-2024-2149
8/21/2024	30450	AMAZON CAPITAL SERVICES, INC	54.11	PO-2024-2165
8/21/2024	30450	AMAZON CAPITAL SERVICES, INC	1,258.72	PO-2024-2247
8/21/2024	30451	AMERITAS LIFE INSURANCE CORP.	31,028.97	August 2024 DENTAL
8/21/2024	30452	AMERITAS LIFE INSURANCE CORP.	4,329.87	August 2024 VISION
8/21/2024	30453	AMAZON CAPITAL SERVICES, INC	162.36	PO-2024-2148
8/21/2024	30454	AMAZON CAPITAL SERVICES, INC	1,710.23	PO-2024-2189
8/21/2024	30455	AMAZON CAPITAL SERVICES, INC	595.77	PO-2024-2276
8/21/2024	30456	AMAZON CAPITAL SERVICES, INC	865.47	PO-2024-2245
8/21/2024	30457	BRADLEY RYAN FERGON	164.00	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 27-30
8/21/2024	30458	DENISE COOPER	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS/HEAD START PER
8/21/2024	30459	ELSA NAVARRETE	177.50	Travel Advance-2024 NCAP Annual Convention in Seattle, WA 8/
8/21/2024	30460	GLORIA BARBERO	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS, HEAD START PE
8/21/2024	30461	JEREMY T TOBIAS	306.00	TRAVEL ADVANCE FOR NCAP CONVENTION & REGION IX CAUCUS MEETIN

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8/21/2024	30462	KERRI DAVIS	168.50	Travel Advance NCAP CONVENTION SEATTLE, WAS 8.27.24 - 08.30
8/21/2024	30463	MARIA PINANO	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS, HEAD START P
8/21/2024	30464	NICOLE NINO	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS/HEAD START PER
8/21/2024	30465	PATRICIA MEXICANO	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS/HEAD START PER
8/21/2024	30466	PAULA DAOUTIS	191.00	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA AUGUST 28-30,
8/21/2024	30467	RASHI STROTHER	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS/HEAD START PER
8/21/2024	30468	REBECCA MORENO	290.50	TRAVEL ADVANCE - NCAP CONFERENCE SEATTLE, WA - AUGUST 27-30
8/21/2024	30469	SABRINA JONES	191.00	TRAVEL ADVANCE NCAP CONVENTION SEATTLE, WA 082724-083024
8/21/2024	30470	SAVANNAH MALDONADO	196.00	TRAVEL ADVANCE - NCAP CONFERENCE-NCAP BOARD MTG SEATTLE, W
8/21/2024	30471	VALERIE CAFFESE	111.75	Travel Advance SUPERVISOR MEETING/SITE VISITS/HEAD START PER
8/21/2024	30472	YOLANDA GONZALES	152.50	Travel Advance- 2024 NCAP Annual Convention in Seattle, WA o
8/21/2024	30473	SIDRONIA G VALDEZ	473.18	Child Care Reimbursement
8/21/2024	30473	SIDRONIA G VALDEZ	140.00	Cost of Care Plus Rate
8/22/2024	225107	OFELIA QUINTERO DE GUZMAN	(477.48)	Child Care Reimbursement
8/22/2024	225107	OFELIA QUINTERO DE GUZMAN	(98.00)	Cost of Care Plus Rate
8/22/2024	225787	EVITA GUERRA	2,833.29	HP- VACATION PO HRS 135.42 X 32.05
8/22/2024	225788	EVITA GUERRA	959.13	REGULAR HOURS 39.00 X 32.05
8/22/2024	225789	JULISSA ELIZONDO	1,607.32	REG/HP-VACATION PO HRS 81.73 X 24.32
8/22/2024	225790	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
8/22/2024	225790	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
8/23/2024	225791	VERTHA GOMEZ	1,470.97	REGULAR/HP-VACATION PO HRS 77.17 X 20.62
8/26/2024	225792	KRISTA NADINE YBANEZ	546.23	REG/V-VACATION/HP-=VACATION PO/S-SICK HRS 24.46 X 21.81
8/28/2024	225793	Accrue Solutions Holding Co, LLC	175.00	COBRA Administration Services for July 2024
8/28/2024	225794	AIDE AVELAR	184.92	MILEAGE REIMBURSEMENT
8/28/2024	225795	ALAMO ALARM CO INC	203.50	Commercial Monitoring for Barnett, California, Kennedy 9/1/2
8/28/2024	225796	ALPHA MEDIA LLC	503.00	RECRUITMENT PROGRAM - HEADSTART
8/28/2024	225797	ALPHA WHOLESALE PRODUCE INC	1,147.80	PO-2024-1138/MISC PRODUCE

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8/28/2024	225798	AN PHAM HOANG	102.65	Employee Reimbursement- SDA reimbursement Program Director P
8/28/2024	225799	ANASTASIA LESTER	760.00	SMARTIE TrainingCAPK 2024-1
8/28/2024	225800	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	284.00	CDSS Overpayment/Contract#CMAP2000/Se... Period July 2022
8/28/2024	225800	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	34,336.00	CDSS Overpayment/Contract#CMIG2004/Se... Period July 2022
8/28/2024	225801	CALIFORNIA WATER SERVICE COMPANY	418.59	1900 E CALIFORNIA AVE/1750588888
8/28/2024	225801	CALIFORNIA WATER SERVICE COMPANY	165.78	300 19TH ST/3966488888
8/28/2024	225801	CALIFORNIA WATER SERVICE COMPANY	368.91	3811 RIVER BLVD/8884488888
8/28/2024	225802	CHARTER COMMUNICATIONS	210.25	2101 7TH ST/8301 10 013 0109405
8/28/2024	225803	CHARTER COMMUNICATIONS	210.25	2101 7TH ST/8301 10 013 0109405
8/28/2024	225804	CHARTER COMMUNICATIONS	219.20	2101 7TH ST/8301 10 013 0109405
8/28/2024	225805	CHARTER COMMUNICATIONS	346.22	4032 JEWETT AVE BLDG OFC/8301 10 015 0963087
8/28/2024	225806	CHARTER COMMUNICATIONS	201.23	1631 30TH ST/8301 10 015 1128573
8/28/2024	225807	CHARTER COMMUNICATIONS	201.23	5351 OLIVE DR STE 200/8301 10 001 1376586
8/28/2024	225808	CHARTER COMMUNICATIONS	169.98	1109 9TH ST/168815301
8/28/2024	225809	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST/167674901
8/28/2024	225810	CHARTER COMMUNICATIONS	1,399.00	5055 CALIFORNIA AVE STE 101
8/28/2024	225811	CHARTER COMMUNICATIONS	1,399.00	5055 CALIFORNIA AVE STE 101
8/28/2024	225812	CHARTER COMMUNICATIONS	945.00	2731 O ST/169105201
8/28/2024	225813	CINTAS CORPORATION #668	207.07	300 19TH ST
8/28/2024	225814	CITY OF BAKERSFIELD	3,507.06	1807 FELIZ DR/1825 FELIZ DR
8/28/2024	225815	CITY OF STOCKTON	28.00	LIC#69884 - ACCT# 118313 - OUT OF AREA - BUS LIC TAX RENEWAL
8/28/2024	225816	CITY OF STOCKTON - REVENUE SERVICES DIVISION	28.00	LIC#69879 - ACCT# 118305 - 425 N CALIFORNIA ST, STOCKTON - B
8/28/2024	225816	CITY OF STOCKTON - REVENUE SERVICES DIVISION	28.00	LIC#69882 - ACCT# 118312 - 2800 S D ST SAN JOAQUIN COUNTY -
8/28/2024	225816	CITY OF STOCKTON - REVENUE SERVICES DIVISION	28.00	LIC#69889 - ACCT# 118316 - 347 E POPLAR ST STOCKTON - BUS LI
8/28/2024	225817	CITY OF WASCO	76.60	523 BORADWAY ST ACT# 0130005231 08/01/2024 - 08/31/2024
8/28/2024	225817	CITY OF WASCO	447.80	523 BROADWAY ST ACT# 0130005230 06/15/2024 - 07/15/2024
8/28/2024	225818	COMCAST CORPORATION	235.78	850 J ST/8155 60 069 0400240
8/28/2024	225819	COUNTRY CLUB SERVICE	920.00	Remove and place 4 Shocks and Recharge AC System for Lic.8Z4
8/28/2024	225820	COUNTY OF KERN PUBLIC WORKS	33.23	OPS
8/28/2024	225821	DEPARTMENT OF JUSTICE	1,104.00	New Hire Background Check
8/28/2024	225822	DEPARTMENT OF MOTOR VEHICLES	1,137.00	VIN# 5PVNJ8AV3M5T50808 - VEHICLE# 04-35 - FOOD BANK
8/28/2024	225823	DEPARTMENT OF MOTOR VEHICLES	1,137.00	VIN# 5PVNJ8AV6M5T50169 - VEHICLE# 04-37 - FOOD BANK

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8/28/2024	225824	DEPARTMENT OF MOTOR VEHICLES	1,137.00	VIN# 5PVNJ8AV3M5T50629 - VEHICL# 04-38 - FOOD BANK
8/28/2024	225825	DEPARTMENT OF MOTOR VEHICLES	1,137.00	VIN# 5PVNJ8AV8M5T50643 - VEHICLE# 04-39 - FOOD BANK
8/28/2024	225826	DEPARTMENT OF MOTOR VEHICLES	322.00	VIN# 1FTSS34L78DA12465 - VEHICLE# 12-77 - CENTRAL KITCHEN
8/28/2024	225827	DEPARTMENT OF MOTOR VEHICLES	190.00	VIN#1FMCU4K31BKC52018 - VEHICLE# 15-18 WIC
8/28/2024	225828	DEPARTMENT OF MOTOR VEHICLES	178.00	VIN#1G1BC5SM7G7313697 - VEHICLE# 15-21 WIC
8/28/2024	225829	DEPARTMENT OF MOTOR VEHICLES	178.00	VIN#1G1BC5SM5G7311124 - VEHICLE# 15-22 WIC
8/28/2024	225830	DEPARTMENT OF SOCIAL SERVICES	25.00	Licensing Fee - Facility #153801904 Martha J. Morgan CDC
8/28/2024	225831	ELIZABETH GARCIA	26.26	MILEAGE REIMBURSEMENT
8/28/2024	225832	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,495.36	PO-2024-1514 JULY 2024
8/28/2024	225832	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,495.36	PO-2024-1514 JUNE 2024
8/28/2024	225833	F.W. WASSERMAN AND ASSOCIATES	191.00	SEPT 2024 RENT FOR WIC - UNIT B023
8/28/2024	225834	FATIMA ECHEVERRIA	323.06	TRAVEL LIQUIDATION - WIPFLI CONFERENCE LAS VEGAS, NV 070924
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	254.22	18TH ST > OPS
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	5.39	CLEO FORAN
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	635.37	HARVEY HALL
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	428.67	HARVEY HALL > CLASS 102 & 103
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	40.49	HERITAGE
8/28/2024	225835	HOME DEPOT COMMERCIAL CREDIT	165.79	OPS
8/28/2024	225836	INDIAN WELLS VALLEY WATER DISTRICT	857.58	814 N NORMA
8/28/2024	225837	IRIS LOPEZ	194.30	JULY MILEAGE REIMBURSEMENT
8/28/2024	225838	JIM BURKE FORD	96.30	256320 - 1FMSK7DH4PGA37125
8/28/2024	225838	JIM BURKE FORD	96.30	256321 - 1FMSK7DH3PGA40355
8/28/2024	225839	JOSEPH AGUILAR	91.86	TRAVEL LIQUIDATION- NAEH CONFERENCE -WASHINGTON DC- JULY 07,
8/28/2024	225840	JUDY DELYNN ARTELLAN	90.00	Emplyee SDA Reimbursement - CPR 08/13/24
8/28/2024	225841	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	316.00	UNIT: L004 PO-2024-1109
8/28/2024	225842	KEITH JACKSON	46.67	TRAVEL LIQUIDATION - NAEH CONFERENCE WASHINGTON DC - JULY 7-
8/28/2024	225843	KERN COMMUNITY COLLEGE DISTRICT	17,357.76	PO-2024-1516 JUNE 2024

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8/28/2024	225844	KERN COUNTY SUPERINTENDENT OF SCHOOLS	10,132.36	PO-2024-2363 APRIL 2024
8/28/2024	225844	KERN COUNTY SUPERINTENDENT OF SCHOOLS	8,684.88	PO-2024-2363 JUNE 2024
8/28/2024	225845	LAURA PORTA	10.00	EMPLOYEE REIMBURSEMENT - MISTER CARWASH
8/28/2024	225846	LOWES COMPANIES INC	32.59	GIANONE PO-2024-1136
8/28/2024	225846	LOWES COMPANIES INC	21.68	HUNTER PO-2024-1136
8/28/2024	225846	LOWES COMPANIES INC	82.83	SJ FACILITIES PO-2024-1063
8/28/2024	225847	MADERA SECURE STORAGE, LLC	75.00	UNIT PK03 FOR MADERA MCAP VEHICLE 09/01-09/30 PO-2024-2447
8/28/2024	225848	MAGDALENA MORALES CARDENAS	8.71	MILEAGE REIMBURSEMENT
8/28/2024	225849	MAGNOLIA ESQUIVEL MORA	90.00	SDA Reimbursement CPR Certificate
8/28/2024	225850	MATTHEW JACOBS	384.58	TRAVEL LIQUIDATION - CSFP CONFERENCE SACRAMENTO, CA - 0731
8/28/2024	225851	MCWILLIAMS & WALDEN INC	2,672.67	LIC# 04810F2 PO-2024-2293
8/28/2024	225852	MONIQUE MOLINA	225.00	SDA reimbursement Tuition
8/28/2024	225853	MORE THAN ONE DIMENSION, INC.	1,800.00	PO-2024-2302 2550 E BELLE TERRACE STE 200 SEP 2024 RENT
8/28/2024	225854	OASIS AIR CONDITIONING	19,247.26	L24-016E; MARGARET BENEUNETE, 3712 PURDUE DR; PO-2024-1844
8/28/2024	225855	OFFICE1 LEASING	219.67	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
8/28/2024	225855	OFFICE1 LEASING	510.84	450-0120460-000; 1300 18TH ST FINANCE; PO-2024-1548
8/28/2024	225855	OFFICE1 LEASING	171.00	450-0135444-000; 347 E POPLAR ST; PO-2024-2004
8/28/2024	225855	OFFICE1 LEASING	171.00	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
8/28/2024	225855	OFFICE1 LEASING	170.61	450-0135464-000; 850 J ST; PO-2024-2007
8/28/2024	225855	OFFICE1 LEASING	125.39	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006
8/28/2024	225855	OFFICE1 LEASING	171.00	450-0135546-000; 215 W 5TH ST; PO-2024-2009
8/28/2024	225855	OFFICE1 LEASING	570.35	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
8/28/2024	225855	OFFICE1 LEASING	126.84	450-0135667-000; 545 W SONORA ST; PO-2024-2008
8/28/2024	225855	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
8/28/2024	225855	OFFICE1 LEASING	296.27	450-0137749-000; 1300 18TH ST HR
8/28/2024	225855	OFFICE1 LEASING	394.80	450-7986161-024; 1825 FELIZ DR WAREHOUSE; PO-2024-1322
8/28/2024	225855	OFFICE1 LEASING	176.22	450-7986161-025; 2900 M ST; PO-2024-1247
8/28/2024	225855	OFFICE1 LEASING	278.08	450-7986161-038; 2424 S DR MLK JR BLVD MCAP; PO-2024-1023
8/28/2024	225856	OSCAR W MARTINEZ	321.60	JULY MILEAGE REIMBURSEMENT
8/28/2024	225857	PG&E	73,244.73	1825 FELIZ DR / 317 MOUNT VERNON AVE / 1807 FELIZ DR
8/28/2024	225857	PG&E	3,088.04	1825 FELIZ DR BLDG 500

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8/28/2024	225857	PG&E	2,257.72	1900 E CALIFORNIA AVE
8/28/2024	225857	PG&E	1,195.68	2320 MOUNT VERNON AVE
8/28/2024	225857	PG&E	53.05	2424 COTTONWOOD RD
8/28/2024	225857	PG&E	195.28	3000 STERLING RD
8/28/2024	225857	PG&E	6,676.39	3101 MALL VIEW RD
8/28/2024	225857	PG&E	3,028.47	500 E CALIFORNIA AVE
8/28/2024	225857	PG&E	9.07	5704 PIONEER DR
8/28/2024	225857	PG&E	722.93	6019 NILES ST #B4
8/28/2024	225858	PRODUCERS DAIRY FOODS INC	1,986.39	PO-2024-1137
8/28/2024	225859	ROSA CALLEJAS	202.34	MILEAGE REIMBURSEMENT
8/28/2024	225860	ROUTE 66 BROADBAND LLC	218.13	CAPK WIC, 244 G ST # A NEEDLES SEP 2024 ACT# 3754
8/28/2024	225861	SAFEWAY INC VONS DIVISION	6.84	REF# 142213815820 08/21/2024 CFHL FOOD DEMO PURCHASE
8/28/2024	225862	SOCALGAS	67.29	315 STINE RD BAKERSFIELD 07/22/2024 - 08/21/2024
8/28/2024	225863	SONIA MARTINEZ	18.76	JULY MILEAGE REIMBURSEMENT
8/28/2024	225864	SOUTHERN CALIFORNIA EDISON	263.44	108 S ROBINSON ST TEHACHAPI 07/23/2024 - 08/20/2024
8/28/2024	225864	SOUTHERN CALIFORNIA EDISON	3,352.94	1835 CECIL AVE DELANO 07/24/2024 - 08/21/2024
8/28/2024	225865	STANDARD RETIREMENT SERVICES, INC	1,000.00	The Standard Final Payment c# 811956 7/01/24 - 08/15/24
8/28/2024	225865	STANDARD RETIREMENT SERVICES, INC	2,425.00	The Standard Plan #814421 07/01/2024 - 08/30/2024
8/28/2024	225866	ULINE	(86.60)	3101 MALL VIEW RD CREDIT ORD# 22760260 PO-2024-1312
8/28/2024	225866	ULINE	1,228.63	3101 MALL VIEW RD PO-2024-1312 ORD# 22760260
8/28/2024	225867	UNITED RENTALS INC	375.30	2900 M ST SN# 2490440 08/20/2024 - 09/17/2024 CUST# 6144312
8/28/2024	225868	VALLEY PROPANE SERVICE	256.91	PO-2024-1649 FOOD BANK
8/28/2024	225869	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
8/28/2024	225870	VICTORIA FLORES	34.17	MILEAGE REIMBURSEMENT
8/28/2024	225871	WEST KERN COMMUNITY COLLEGE DISTRICT	7,871.52	APRIL 2024 ENROLLMENT (4/1/24 - 4/30/24) PO-2023-3094
8/28/2024	225871	WEST KERN COMMUNITY COLLEGE DISTRICT	8,527.48	JUNE 2024 ENROLLMENT (6/1/24 - 6/30/24) PO-2023-3094
8/28/2024	225871	WEST KERN COMMUNITY COLLEGE DISTRICT	9,183.44	MAY 2024 ENROLLMENT (5/1/24 - 5/31/24) PO-2023-3094
8/28/2024	225872	WIPFLI LLP	37,100.00	PO-2024-2434 CDP PHASE 2 - 50% PROJECT FEE C# 403782
8/28/2024	225872	WIPFLI LLP	19,500.00	PO-2024-2436 TECH CONSULT & CYBER SEC SVCS C# 403782
8/28/2024	225872	WIPFLI LLP	17,007.03	Technology Ongoing Services Agreement August 2024
8/28/2024	225873	BERTHA CONTRERAS	8,511.35	Child Care Reimbursement
8/28/2024	225873	BERTHA CONTRERAS	1,400.00	Cost of Care Plus Rate
8/28/2024	225874	JESSICA CERVANTES	1,728.04	Child Care Reimbursement
8/28/2024	225874	JESSICA CERVANTES	294.00	Cost of Care Plus Rate
8/28/2024	225875	JOLDRIN JOSUE ZUNIGA HONDOY	1,001.86	Child Care Reimbursement

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8/28/2024	225875	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
8/28/2024	225876	JUANA B PAREDES LOPEZ	1,608.16	Child Care Reimbursement
8/28/2024	225876	JUANA B PAREDES LOPEZ	280.00	Cost of Care Plus Rate
8/28/2024	225877	MARCELINA ZARATE ZARATE	869.23	Child Care Reimbursement
8/28/2024	225877	MARCELINA ZARATE ZARATE	294.00	Cost of Care Plus Rate
8/28/2024	225878	ROSELIA MADERA CALDERA	740.25	Child Care Reimbursement
8/28/2024	225878	ROSELIA MADERA CALDERA	140.00	Cost of Care Plus Rate
8/28/2024	225878	ROSELIA MADERA CALDERA	(24.81)	Union Dues
8/28/2024	225879	BLANCA ESTELA JIMENEZ	984.66	Child Care Reimbursement
8/28/2024	225879	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
8/28/2024	225880	JOSEFA HERNANDEZ DE RODRIGUEZ	2,340.11	Child Care Reimbursement
8/28/2024	225880	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
8/28/2024	225881	ELOISA MONTES DE ROMERO	677.54	Child Care Reimbursement
8/28/2024	225881	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
8/28/2024	225882	ESPERANZA CORREA TELLO	4,847.84	Child Care Reimbursement
8/28/2024	225882	ESPERANZA CORREA TELLO	800.00	Cost of Care Plus Rate
8/28/2024	225883	HERLINDA NOLASCO DE GONZALEZ	1,747.18	Child Care Reimbursement
8/28/2024	225883	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
8/28/2024	225884	BERTHA NERTO	5,018.65	Child Care Reimbursement
8/28/2024	225884	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	203.79	Inv. 2191316 - SUPPLIES
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	462.83	Inv. 2514615 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	155.56	Inv. 3475593 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	11.06	Inv. 541929 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	1,888.62	Inv. 9305293 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	198.62	Inv. 9445675 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	194.59	Inv. 9500669 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	205.66	Inv. 9745645 - INVENTORY
8/28/2024	225885	HOME DEPOT COMMERCIAL CREDIT	129.73	Inv. 9779185 - INVENTORY
8/28/2024	225886	HOME DEPOT COMMERCIAL CREDIT	1,217.52	PO-2024-1135
8/28/2024	225886	HOME DEPOT COMMERCIAL CREDIT	336.61	PO-2024-1135 PO-2024-1062
8/28/2024	225887	HOME DEPOT COMMERCIAL CREDIT	1,402.44	PO-2024-1062
8/28/2024	225888	1020 CECIL LLC	915.00	PO-2023-1405 650 JAMES ST - WIC SEPT 2024 RENT
8/28/2024	225889	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DIEGO ST LAMONT SEP 2024 RENT

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8/28/2024	225890	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN SEP 2024 RENT
8/28/2024	225891	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE SEP 2024 RENT
8/28/2024	225892	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE SEP 2024 OP/TRASH FEE
8/28/2024	225893	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE SEP 2024 RENT/UTILITIES
8/28/2024	225893	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD SEP 2024 RENT/UTILITIES
8/28/2024	225894	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE SEP 2024 RENT
8/28/2024	225895	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD SEP 2024 RENT
8/28/2024	225896	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G ST NEEDLES SEP 2024 RENT
8/28/2024	225897	HEARTS & LIVES	550.00	PO-2023-2621 24028 LAKE DR CRESTLINE SEP 2024 RENT
8/28/2024	225898	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO SEP 2024 RENT
8/28/2024	225899	KERN ISLAND INVESTORS, GP	6,780.20	PO-2023-2752 1631 30TH ST SEP 2024 RENT
8/28/2024	225900	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS AVE MCFARLAND SEP 2024 RENT
8/28/2024	225901	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED SEP 2024 RENT
8/28/2024	225902	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA TEHA SEP 2024 UTILITY SVCS AGRMNT
8/28/2024	225903	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR SEP 2024 RENT
8/28/2024	225904	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B SEP 2024 RENT
8/28/2024	225904	OMNI FAMILY HEALTH	1,297.00	PO-2023-1521 741 PALM AVE BLDG E WASCO SEP 2024 RENT
8/28/2024	225904	OMNI FAMILY HEALTH	1,622.00	PO-2023-1522 4600 PANAMA LN SEP 2024 RENT
8/28/2024	225904	OMNI FAMILY HEALTH	2,275.00	PO-2023-2158 1001 MAIN ST DELANO SEP 2024 RENT
8/28/2024	225905	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHA SEP 2024 RENT
8/28/2024	225906	RONALD SHELAN	3,750.00	PO-2024-1383 236 W 4TH ST STOCKTON SEP 2024 RENT
8/28/2024	225907	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE 13&14 ADELANTO SEP 24 RENT
8/28/2024	225908	SUNRISE VILLA PARTNERS	700.00	PO-2023-3426 1600 POPLAR AVE WASCO SEP 2024 RENT
8/28/2024	225909	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT SEP 2024 RENT
8/28/2024	225910	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE SEP 2024 RENT
8/28/2024	225911	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD SEP 2024 RENT
8/28/2024	225912	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND SEP 24 RENT

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8/28/2024	225913	YABITO CORPORATION	1,500.00	PO-2023-2725 2739 DIAMOND ST B ROSAMOND SEP 2024 RENT
8/28/2024	225914	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES SEP 2024 RENT
8/28/2024	225915	ANDREA PATRICIA CHAVEZ	322.00	TRAVEL ADVANCE - PROSPERITY SUMMIT - NATIONAL HARBOR, MD - S
8/28/2024	225916	FREDDY HERNANDEZ	243.00	TRAVEL ADVANCE- PROSPERITY SUMMIT NATIONAL HARBOR, MED - SEP
8/28/2024	225917	HOUSING AUTHORITY OF THE COUNTY OF KERN	600.00	CALAIM HOUSING DEPOSIT
8/28/2024	225918	LOUIS RODRIGUEZ	146.75	Travel Advance to visit the San Joaquin office - Stockton,
8/28/2024	225919	ADILENE HERNANDEZ JARAMILLO	343.25	REG/S-SICK HOURS 24.42 X 16.75
8/28/2024	225920	CAITLIN QUIROZ	937.58	REG/V-VACATION/HP-VACATION PO S-SICK HRS 67.26 X 16.75
8/28/2024	225921	JASMIN A PLASCENCIA	221.36	HP-VACATION PO HOURS 11.77 X 20.61
8/28/2024	225922	FLORENTINA PANTOJA	1,035.93	REG/OVERTIME/HP-VACATION PO HRS 69.76 X 16.75
8/28/2024	30474	4IMPRINT INC AKA NELSON MARKETING	2,488.65	PO-2024-2262
8/28/2024	30475	ABILA INC	3,950.28	Abila Monthly Service Fee Dates 9/1/24 through 9/30/24
8/28/2024	30476	ADVANCED DATA STORAGE	35.20	PO-2024-1197/5055 CALIFORNIA AVE STE 101
8/28/2024	30477	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	197.94	2900 M ST/FIRE ALARM INSP & TESTING 09/01/24-02/28/25
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	365.59	PO-2024-2253
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	340.21	PO-2024-2265
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	306.78	PO-2024-2266
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	140.71	PO-2024-2307
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	7,312.00	PO-2024-2320
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	161.26	PO-2024-2333
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	598.55	PO-2024-2343
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	926.65	PO-2024-2359
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	260.71	PO-2024-2372
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	1,266.53	PO-2024-2373
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	343.04	PO-2024-2377
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	81.26	PO-2024-2378
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	53.46	PO-2024-2402

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8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	261.50	PO-2024-2415
8/28/2024	30479	AMAZON CAPITAL SERVICES, INC	31.60	PO-2024-2416
8/28/2024	30480	AN ICON COMPANY, LLC	5,741.82	PO-2024-1960
8/28/2024	30480	AN ICON COMPANY, LLC	1,530.21	PO-2024-2172
8/28/2024	30480	AN ICON COMPANY, LLC	231.73	PO-2024-2323
8/28/2024	30481	ASANA, INC	1,508.19	PO-2024-1883
8/28/2024	30482	ASANA, INC	6,927.87	PO-2024-1728
8/28/2024	30483	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	237.63	Security Alarm Monitoring Fee 09/01/24-11/30/2024 Gianone
8/28/2024	30483	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	372.06	Security alarm Monitoring fee 6/01/2024-08/31/2024 for Marci
8/28/2024	30483	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	291.39	Security alarm Monitoring fee 9/01/24-11/30/2024 For Kennedy
8/28/2024	30483	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	372.06	SECURITY ALARM MONITORING SERVICE 03/01/24-05/31/24 for Marc
8/28/2024	30483	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	372.06	SECURITY ALARM MONITORING SERVICE 09/01/24 - 11/30/24 for Ma
8/28/2024	30484	BRADY INDUSTRIES	1,160.73	PO-2023-1366
8/28/2024	30485	BS& E INC	38.23	OPS
8/28/2024	30486	BS& E INC	753.09	2900 M ST
8/28/2024	30487	CDW GOVERNMENT LLC	1,610.81	PO-2024-2426
8/28/2024	30487	CDW GOVERNMENT LLC	210.25	PO-2024-2432
8/28/2024	30488	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,596.18	0496-00-566694-6
8/28/2024	30489	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
8/28/2024	30489	CREATIVE FINANCIAL STAFFING LLC	1,518.10	TYANNA PRINCE
8/28/2024	30490	CUSTOM L & A CONSTRUCTION INC	30,000.00	PO-2024-2123/15662 K ST/PARTIAL PAYMENT
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/1145 N HUNTER ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/215 W 5TH ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/2800 S D ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/347 E POPLAR ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/425 N CALIFORNIA ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/545 W SONORA ST
8/28/2024	30491	DELK PEST CONTROL	90.00	PO-2023-3427/850 J ST
8/28/2024	30492	DELL FINANCIAL SERVICES LLC	562.21	LEASE RENTAL
8/28/2024	30493	DELL TECHNOLOGIES, INC.	1,596.97	PO-2024-2282
8/28/2024	30493	DELL TECHNOLOGIES, INC.	150.19	PO-2024-2433
8/28/2024	30494	DELORES PATRICIO	85.76	JULY MILEAGE REIMBURSEMENT
8/28/2024	30495	DISCOUNT SCHOOL SUPPLY	803.18	PO-2024-1297
8/28/2024	30495	DISCOUNT SCHOOL SUPPLY	3,711.47	PO-2024-1384
8/28/2024	30495	DISCOUNT SCHOOL SUPPLY	86.55	PO-2024-1565
8/28/2024	30496	ELENA GARCIA	64.99	MILEAGE REIMBURSEMENT
8/28/2024	30497	FRONTIER COMMUNICATIONS HOLDINGS LLC	685.60	760-371-1084-081104-5
8/28/2024	30498	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.44	760-373-7605-102494-5

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8/28/2024	30499	FRONTIER COMMUNICATIONS HOLDINGS LLC	518.37	909-589-0810-071612-5
8/28/2024	30500	FRONTIER COMMUNICATIONS HOLDINGS LLC	75.76	909-878-2605-120513-5
8/28/2024	30501	GARDEN PATHWAYS INC	9,979.75	PO-2024-1515 JUNE 2024
8/28/2024	30502	JAQUELINE GUERRA	355.29	TRAVEL LIQUIDATION - WIPFLI CONFERENCE LAS VEGAS, NV - JULY
8/28/2024	30503	JEREMY T TOBIAS	75.00	EMPLOYEE REIMBURSEMENT J. TOBIAS AT&T AUG 2024
8/28/2024	30504	JERRY MEADE	16.19	EMPLOYEE REIMBURSEMENT - HOME GOODS
8/28/2024	30505	JERRY MEADE	276.43	EMPLOYEE REIMBURSEMENT - LOWES
8/28/2024	30506	JERRY MEADE	48.66	EMPLOYEE REIMBURSEMENT - VONS
8/28/2024	30507	JOSE CABALLERO	10.06	MILEAGE REIMBURSEMENT
8/28/2024	30508	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
8/28/2024	30509	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
8/28/2024	30510	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
8/28/2024	30511	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Pricing)
8/28/2024	30512	MICROSOFT CORPORATION	273.60	Power Automate Per User Plan (Nonprofit Staff Pricing)
8/28/2024	30513	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
8/28/2024	30514	MICROSOFT CORPORATION	132.00	Visio Plan 2 (Nonprofit Staff Pricing)
8/28/2024	30515	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
8/28/2024	30516	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
8/28/2024	30517	MICROSOFT CORPORATION	96.00	Project Plan 3 (Nonprofit Staff Pricing)
8/28/2024	30518	MISSION LINEN SUPPLY	964.51	ACC 301151 PO-2024-1699
8/28/2024	30518	MISSION LINEN SUPPLY	550.22	ACC 316102 PO-2024-1699
8/28/2024	30519	MONIQUE MORENO	105.19	JULY MILEAGE REIMBURSEMENT
8/28/2024	30520	NARAMA INC	283.62	PO-2024-2367 SANDWICH BOARD SIGNS
8/28/2024	30521	NARAMA INC	28.15	CFHL PO-2024-2382 APPAREL
8/28/2024	30522	NARAMA INC	2,771.20	HR PO-2024-2339 NEW HIRE POLO SHIRTS
8/28/2024	30523	NICOLE NINO	225.00	SDA Reimbursement Tuition 07/17/24
8/28/2024	30524	ORKIN PEST CONTROL	4,705.61	VARIOUS SITES - JULY MONTHLY SERVICE
8/28/2024	30525	PATRICIA MEXICANO	102.51	JULY MILEAGE REIMBURSEMENT
8/28/2024	30526	PIUSER STONE AND TILE, INC.	4,950.00	ADDITIONAL WORK - UPGRADES AT 5 REAL RD PO-2024-2213
8/28/2024	30527	SMART & FINAL	678.17	REF# 459122 08/15/2024 ACT# 326821 OFFICE SUPPLIES
8/28/2024	30528	SMART & FINAL	105.42	REF# 474888 08/19/2024 ACT# 326821 SUPPLIES FOR BOARD LUNCHE
8/28/2024	30529	SMART & FINAL	46.68	REF# 966011 08/19/2024 ACT# 326821 BREAKROOM SUPPLIES (2)
8/28/2024	30530	SSD ALARM, INC	8,246.06	18TH ST PO-2023-3382 WO# 235467 ACCESS CONTROL ISNTAL

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8/28/2024	30531	STINSON STATIONERS	551.53	DELANO HS PO-2024-2392 OFFICE SUPPLIES
8/28/2024	30531	STINSON STATIONERS	850.12	HS PO-2024-2294 SUPPLIES - CHAIRS
8/28/2024	30531	STINSON STATIONERS	(637.94)	PETE PARRA CREDIT REF INV# 286732-0 ITEM# 2343U0001
8/28/2024	30531	STINSON STATIONERS	1,140.87	ROSAMOND PO-2024-2355 OFFICE SUPPLIES
8/28/2024	30532	SYSCO FOOD SERVICES OF VENTURA INC	1,092.72	2900 M ST PO-2024-2141 ORD# 1611698
8/28/2024	30533	SYSCO FOOD SERVICES OF VENTURA INC	3,679.65	2900 M ST PO-2024-2141 ORD# 1618696
8/28/2024	30534	SYSCO FOOD SERVICES OF VENTURA INC	1,348.43	2900 M ST PO-2024-2141 ORD# 1622332
8/28/2024	30535	SYSCO FOOD SERVICES OF VENTURA INC	1,620.09	2900 M ST PO-2024-2141 ORD# 1624983
8/28/2024	30536	SYSCO FOOD SERVICES OF VENTURA INC	1,633.77	2900 M ST PO-2024-2141 ORD# 1627396
8/28/2024	30537	SYSCO FOOD SERVICES OF VENTURA INC	545.40	3101 MALL VIEW RD PO-2024-1266 ORD# 1627786
8/28/2024	30538	SYSCO FOOD SERVICES OF VENTURA INC	415.25	3101 MALL VIEW RD PO-2024-1255 ORD# 1628174
8/28/2024	30539	SYSCO FOOD SERVICES OF VENTURA INC	11,749.78	3101 MALL VIEW RD PO-2024-1255 ORD# 1628381
8/28/2024	30540	SYSCO FOOD SERVICES OF VENTURA INC	1,507.33	2900 M ST PO-2024-2141 ORD# 1629876
8/28/2024	30541	VERIZON WIRELESS	8,125.40	ACT# 342043520-00001 07/09/2024 - 08/08/2024
8/28/2024	30542	WILFREDO CRUZ JR	4.48	EMPLOYEE REIMBURSEMENT - SUPPLIES
8/28/2024	30543	WILFREDO CRUZ JR	15.58	EMPLOYEE REIMBURSEMENT - SUPPLY
8/28/2024	30544	YOLANDA LOPEZ	29.48	JULY MILEAGE REIMBURSEMENT
8/28/2024	30545	CATALINA RIVERA DE ESPINOZA	2,294.67	Child Care Reimbursement
8/28/2024	30545	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
8/28/2024	30546	HERMELINDA BRICENO NOH	1,661.20	Child Care Reimbursement
8/28/2024	30546	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
8/28/2024	30547	JUANA RAMOS MUNOZ	1,529.78	Child Care Reimbursement
8/28/2024	30547	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
8/28/2024	30548	MARIA C ARELLANO DE CONTRERAS	3,294.70	Child Care Reimbursement
8/28/2024	30548	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
8/28/2024	30548	MARIA C ARELLANO DE CONTRERAS	(75.89)	Union Dues
8/28/2024	30549	MARIA FRANCISCA MENA	8,170.80	Child Care Reimbursement
8/28/2024	30549	MARIA FRANCISCA MENA	1,400.00	Cost of Care Plus Rate
8/28/2024	30549	MARIA FRANCISCA MENA	(95.00)	Union Dues
8/28/2024	30550	MARIA RAFAELA JAIMES HERNANDEZ	843.27	Child Care Reimbursement
8/28/2024	30550	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
8/28/2024	30551	NORMA LISA GUZMAN	93.64	Child Care Reimbursement
8/28/2024	30552	RUTH CARINA PAREDES	140.00	Cost of Care Plus Rate

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8/28/2024	30553	SUSY I SANTACRUZ DE SAHAGUN	280.00	Cost of Care Plus Rate
8/28/2024	30554	YESENIA SALAZAR-PENA	99.91	Child Care Reimbursement
8/28/2024	30555	ANGELICA VALIENTE DE BARRAGAN	3,447.16	Child Care Reimbursement
8/28/2024	30555	ANGELICA VALIENTE DE BARRAGAN	560.00	Cost of Care Plus Rate
8/28/2024	30556	BERTHA MORENO	6,272.00	Child Care Reimbursement
8/28/2024	30556	BERTHA MORENO	980.00	Cost of Care Plus Rate
8/28/2024	30557	CARMEN BELTRAN	1,997.10	Child Care Reimbursement
8/28/2024	30557	CARMEN BELTRAN	980.00	Cost of Care Plus Rate
8/28/2024	30558	CELFIDA SANTOS DE RUIZ	8,882.82	Child Care Reimbursement
8/28/2024	30558	CELFIDA SANTOS DE RUIZ	1,540.00	Cost of Care Plus Rate
8/28/2024	30558	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
8/28/2024	30559	MARIA ELENA ESCOBAR	2,866.40	Child Care Reimbursement
8/28/2024	30559	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
8/28/2024	30559	MARIA ELENA ESCOBAR	(77.33)	Union Dues
8/28/2024	30560	MARIA GUADALUPE JAYME	966.80	Child Care Reimbursement
8/28/2024	30560	MARIA GUADALUPE JAYME	420.00	Cost of Care Plus Rate
8/28/2024	30561	NORMA MENDOZA	1,681.16	Child Care Reimbursement
8/28/2024	30561	NORMA MENDOZA	280.00	Cost of Care Plus Rate
8/28/2024	30562	AGUSTINA MORENO	1,605.10	Child Care Reimbursement
8/28/2024	30562	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
8/28/2024	30563	AIDEE SANDOVAL	4,255.69	Child Care Reimbursement
8/28/2024	30563	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
8/28/2024	30564	ANDREA ESTRADA	802.55	Child Care Reimbursement
8/28/2024	30564	ANDREA ESTRADA	140.00	Cost of Care Plus Rate
8/28/2024	30564	ANDREA ESTRADA	(26.05)	Union Dues
8/28/2024	30565	AUDELIA RIOS	3,551.00	Child Care Reimbursement
8/28/2024	30565	AUDELIA RIOS	560.00	Cost of Care Plus Rate
8/28/2024	30566	CATALINA CASTRO AYALA	5,070.12	Child Care Reimbursement
8/28/2024	30566	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
8/28/2024	30566	CATALINA CASTRO AYALA	(90.00)	Union Dues
8/28/2024	30567	CECILIA ALONSO DE RODRIGUEZ	4,419.00	Child Care Reimbursement
8/28/2024	30567	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
8/28/2024	30567	CECILIA ALONSO DE RODRIGUEZ	(98.38)	Union Dues
8/28/2024	30568	EMILY RAMIREZ - KIDS N US DAYCARE	883.66	Child Care Reimbursement
8/28/2024	30568	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
8/28/2024	30568	EMILY RAMIREZ - KIDS N US DAYCARE	(20.67)	Union Dues
8/28/2024	30569	Guadalupe Carrizoza De Castillo	5,186.75	Child Care Reimbursement
8/28/2024	30569	Guadalupe Carrizoza De Castillo	1,400.00	Cost of Care Plus Rate
8/28/2024	30569	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
8/28/2024	30570	MARIA C ZEPEDA DE NUNEZ	2,802.47	Child Care Reimbursement
8/28/2024	30570	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
8/28/2024	30571	MARIA GUADALUPE NAVARRO DE ORTIZ	2,859.85	Child Care Reimbursement

Community Action Partnership of Kern

Check/Voucher Register

From 8/1/2024 Through 8/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
8/28/2024	30571	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
8/28/2024	30572	MARIA SANTOS DE LOPEZ	1,963.58	Child Care Reimbursement
8/28/2024	30572	MARIA SANTOS DE LOPEZ	700.00	Cost of Care Plus Rate
8/28/2024	30573	MARYPAZ MAGANA	3,962.29	Child Care Reimbursement
8/28/2024	30573	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
8/28/2024	30574	ALMA DELIA WENCES	1,582.17	Child Care Reimbursement
8/28/2024	30574	ALMA DELIA WENCES	280.00	Cost of Care Plus Rate
8/28/2024	30575	CLAUDIA ZARAGOZA DE RODRIGUEZ	11,324.12	Child Care Reimbursement
8/28/2024	30575	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
8/28/2024	30576	ADELA RUIZ	3,958.21	Child Care Reimbursement
8/28/2024	30576	ADELA RUIZ	800.00	Cost of Care Plus Rate
8/28/2024	30577	ANA MARIA NAVARRO DE GUTIERREZ	6,089.34	Child Care Reimbursement
8/28/2024	30577	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
8/28/2024	30578	BEATRIZ JACQUEZ NUNEZ	1,330.57	Child Care Reimbursement
8/28/2024	30578	BEATRIZ JACQUEZ NUNEZ	320.00	Cost of Care Plus Rate
8/28/2024	30579	HERLINDA CHAVEZ	7,886.11	Child Care Reimbursement
8/28/2024	30579	HERLINDA CHAVEZ	1,280.00	Cost of Care Plus Rate
8/28/2024	30580	JANET GARCIA-ALAPIZCO	4,365.20	Child Care Reimbursement
8/28/2024	30580	JANET GARCIA-ALAPIZCO	1,120.00	Cost of Care Plus Rate
8/28/2024	30581	JOSE FRANCISCO ALVARADO MENDEZ	1,168.79	Child Care Reimbursement
8/28/2024	30581	JOSE FRANCISCO ALVARADO MENDEZ	640.00	Cost of Care Plus Rate
8/28/2024	30581	JOSE FRANCISCO ALVARADO MENDEZ	(23.38)	Union Dues
8/28/2024	30582	MARIBEL MEZA ANAYA	1,155.00	Child Care Reimbursement
8/28/2024	30582	MARIBEL MEZA ANAYA	480.00	Cost of Care Plus Rate
8/28/2024	30583	MARYPAZ ALVARADO PEREZ	3,365.43	Child Care Reimbursement
8/28/2024	30583	MARYPAZ ALVARADO PEREZ	480.00	Cost of Care Plus Rate
8/28/2024	30584	ONOFRE ZAMORA	11,227.56	Child Care Reimbursement
8/28/2024	30584	ONOFRE ZAMORA	1,920.00	Cost of Care Plus Rate
8/28/2024	30585	SILVIA ARREDONDO VARGAS	914.70	Child Care Reimbursement
8/28/2024	30585	SILVIA ARREDONDO VARGAS	160.00	Cost of Care Plus Rate
8/28/2024	30586	VIRGINIA FERREIRA	11,017.77	Child Care Reimbursement
8/28/2024	30586	VIRGINIA FERREIRA	1,760.00	Cost of Care Plus Rate
8/28/2024	30587	CASA DE ADORACION TULARE	13,889.68	Child Care Reimbursement
8/28/2024	30587	CASA DE ADORACION TULARE	2,380.00	Cost of Care Plus Rate
8/28/2024	30588	LOURDES DE MOYA DE CAMILO	4,123.04	Child Care Reimbursement
8/28/2024	30588	LOURDES DE MOYA DE CAMILO	1,120.00	Cost of Care Plus Rate
8/28/2024	30589	MAGDA SALDIVAR	1,631.91	Child Care Reimbursement
8/28/2024	30589	MAGDA SALDIVAR	280.00	Cost of Care Plus Rate
8/28/2024	30590	MARIA LUISA CASAS	1,694.67	Child Care Reimbursement
8/28/2024	30590	MARIA LUISA CASAS	280.00	Cost of Care Plus Rate
8/28/2024	30591	MARIA SALOME IBARRA	601.70	Child Care Reimbursement
8/28/2024	30591	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
8/28/2024	30591	MARIA SALOME IBARRA	(12.03)	Union Dues

Community Action Partnership of Kern

Check/Voucher Register

From 8/1/2024 Through 8/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
8/28/2024	30592	MIRIAM GOMEZ ZARATE	2,506.95	Child Care Reimbursement
8/28/2024	30592	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
8/28/2024	30593	YESICA SANCHEZ ARRIAGA	9,380.19	Child Care Reimbursement
8/28/2024	30593	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
8/28/2024	30594	AMAZON CAPITAL SERVICES, INC	6,019.24	PO-2024-2222
8/28/2024	30595	AMAZON CAPITAL SERVICES, INC	2,813.28	PO-2024-2190
8/28/2024	30596	AMAZON CAPITAL SERVICES, INC	103.88	PO-2024-2252
8/28/2024	30597	AMAZON CAPITAL SERVICES, INC	213.91	PO-2024-2370
8/28/2024	30598	AMAZON CAPITAL SERVICES, INC	887.45	PO-2024-2263
8/28/2024	30599	5905 NILES ST LLC	4,602.00	PO-2023-2454 6019 NILES ST 3 & 4 SEPT 2024 INV# 100825
8/28/2024	30600	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON SEP 2024 RENT
8/28/2024	30601	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST SEP 2024 MORTGAGE PAYMENT
8/28/2024	30602	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BROADWAY WASCO SEP 2024 RENT+UTILITIES
8/28/2024	30603	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR SEP 2024 INV# 9572414
8/28/2024	30604	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD SEP 2024 CAM PARCEL 130-161-68
8/28/2024	30605	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP SEP 2024 RENT
8/28/2024	30606	JANET Y YU	700.00	PO-2023-2561 8401 CAL CITY BLVD STE 8 SEP 2024 RENT
8/28/2024	30607	JOHN REY	1,000.00	PO-2024-1729 15662 K ST MOJAVE SEP 2024 RENT
8/28/2024	30608	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST SEP 2024 RENT
8/28/2024	30609	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2023-2869 3101 MALL VIEW RD SEP 2024 RENT
8/28/2024	30610	OLLIE SHANKLE TRUSTEE (LESSOR)	10,225.00	PO-2024-2290 300 19TH ST SEP 2024 RENT
8/28/2024	30611	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANFORD SEP 2024 RENT
8/28/2024	30612	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00	PO-2023-1182 701 S HUTCHINS ST LODI SEP 2024 RENT
8/28/2024	30613	ZREP LLC	3,926.98	PO-2023-2831 500 E CALIF AVE SEP 2024 RENT
8/28/2024	30614	THE HARTFORD PRIORITY ACCOUNTS	2,342.93	ACCIDENT INSURANCE
8/28/2024	30615	THE HARTFORD PRIORITY ACCOUNTS	5,670.90	BASIC LIFE
8/28/2024	30616	THE HARTFORD PRIORITY ACCOUNTS	4,254.70	CRITICAL ILLNESS
8/28/2024	30617	THE HARTFORD PRIORITY ACCOUNTS	1,030.40	EAP
8/28/2024	30618	THE HARTFORD PRIORITY ACCOUNTS	2,873.66	HOSPITAL INSURANCE

Community Action Partnership of Kern

Check/Voucher Register

From 8/1/2024 Through 8/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
8/28/2024	30619	THE HARTFORD PRIORITY ACCOUNTS	5,984.76	LEAVE MANAGEMENT
8/28/2024	30620	THE HARTFORD PRIORITY ACCOUNTS	7,413.19	SUPPLEMENTAL LIFE
8/28/2024	30621	THE HARTFORD PRIORITY ACCOUNTS	2,690.46	OGL698417
8/28/2024	30622	THE HARTFORD PRIORITY ACCOUNTS	2,350.93	ACCIDENT INSURANCE
8/28/2024	30623	THE HARTFORD PRIORITY ACCOUNTS	5,934.25	BASIC LIFE
8/28/2024	30624	THE HARTFORD PRIORITY ACCOUNTS	4,284.00	CRITICAL ILLNESS
8/28/2024	30625	THE HARTFORD PRIORITY ACCOUNTS	1,040.48	EAP
8/28/2024	30626	THE HARTFORD PRIORITY ACCOUNTS	2,839.86	HOSPITAL INSURANCE
8/28/2024	30627	THE HARTFORD PRIORITY ACCOUNTS	7,287.52	SUPPLEMENTAL LIFE
8/28/2024	30628	THE HARTFORD PRIORITY ACCOUNTS	2,570.23	OGL698417
8/28/2024	30629	JAQUELINE GUERRA	322.00	TRAVEL ADVANCE - PROSPERITY SUMMIT NATIONAL HARBOR, MD - SEP
8/28/2024	30630	JAYSHREE MADEKA	322.00	TRAVEL ADVANCE - PROSPERITY SUMMIT NATIONAL HARBOR, MD - SEP
8/28/2024	30631	JULIA ROMERO	322.00	TRAVEL ADVANCE - PROSPERITY SUMMIT NATIONAL HARBOR, MD - SE
8/28/2024	30632	SULEMA GARCIA	322.00	TRAVEL ADVANCE - PROSPERITY SUMMIT NATIONAL HARBOR, MD - SEP
8/30/2024	225923	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT STICKER - VEH# 09-109 - HS
8/30/2024	225924	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD AND STICKER VEH# 09-92 - HS
8/30/2024	225925	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD AND STICKER VEH# 09-93 - HS
8/30/2024	225926	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD AND STICKER VEH# 09-81 - HS
8/30/2024	225927	FLORENTINA PANTOJA	918.34	REG/OVERTIME/HP-VACATION PO HRS 61.44 X 16.75
Report Total			6,727,420.37	



MEMORANDUM

To: Board of Directors

From:  Gloria Barbero, Assistant Director SJC

Date: October 30, 2024

Subject: *Agenda Item V(j):* San Joaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement Expansion – **Info Item**

The Head Start and State Child Development Division has initiated a discussion to expand our cooperative agreement with the San Joaquin County Office of Education (SJCOE) for Head Start Child Care Partnership (CCP) funds. This expansion opportunity mirrors the existing contracts with the San Joaquin County Office of Education and Community Action Partnership of Kern. These efforts enhance early childhood activities through CCP funding from Head Start and State with both California State Preschool Program (CSPP) and General Child Care funding (CCTR).

The program team, in partnership with Finance and Operations, has reviewed the availability of funding and facilities in SJC to develop a proposal for expansion. The initial request proposed was to increase Head Start Preschool services by 136 slots for a total of 153 Pre-K slots in SJC. Additionally, we requested 24 slots for Infants and Toddlers utilizing SJCOE Early Head Start funding with CCTR. If granted this expansion, the total funding will be \$4,743,203 in our SJCOE contracts.

This funding supports CAPK's efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The program will utilize both the Head Start and State funding to provide center-based services for children in San Joaquin County.

At this time, we do not have confirmation that SJCOE has agreed to our proposal, but we anticipate rapid implementation once the terms of the expansion are agreed upon. The action steps from the Board may require approval through a special Executive Committee meeting in November prior to our next regularly scheduled Board meeting.



MEMORANDUM

To: Board of Directors
Catherine Anspach
From: Catherine Anspach; Director of Development
Date: October 30, 2024
Subject: *Agenda Item VI(a)*: CAPK Foundation Report – **Action Item**

The CAPK Foundation Board met in person on Tuesday, September 24, 2024 and approved the minutes from the May 28, 2024 Foundation Board meeting.

Tracy Webster reviewed the financial reports categorized by purpose for the period from January 1, 2024 through August 31, 2024. The report detailed the amount of funds received for each program, highlighting the contributions for each program and the Foundation's 2024 fundraiser, Gourmet for Good.

Catherine gave a fundraising overview and reported on the following upcoming events and fundraisers:

- For the 2nd year, Valley Strong held their Huggy Heart Campaign where 10 branches participated in selling the CAPK Huggy Hearts. Nearly \$8,000 was raised and will go to support the Youth & Family Resource Centers.
- Oasis Family Resource Center hosted their annual baby shower to support new moms and their families. Twenty families received baby gifts and supplies including Strollers, Car Seats, Clothing, Diapers and more. Kern Family Health Care, Baby2Baby & First Five Kern sponsored the event.
- An online fundraising campaign for the M Street Navigation Center targeted on all of CAPK's Social Media channels and also emailed to all of our constituents is running from October 14-November 27. Monies raised will go towards funding the Thanksgiving Meal for the Shelter.
- The Food Bank's annual Holiday Food Drive with KGET is set for Wednesday, November 13, 2024 and will offer for the first time, a "Drive-Thru" sandwich lunch. \$15 will get you a Deep Pit Sandwich, chips and a drink. With the help of our Central Kitchen, our vendor, Sysco, has signed on to sponsor the event by donating all the meat for the meal. We are expected to sell 1000 sandwiches.
- Plans are underway for the 2nd Annual GOURMET FOR GOOD which is set for Saturday, June 7, 2025 and will be held at the Nirvana Estate (formerly the Hathaway Estate). Sponsor packages are now available for those companies wanting to jump on board early.

Recommendation:

Staff recommend the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:

Minutes from the May 28, 2024 Board of Directors Meeting.
CAPK Foundation Financial Reports



DATE	May 28, 2024
TIME	12:02 pm
LOCATION	KCSOS City Centre Bldg., Room 1A 1300 17 th Street Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:02 pm at the KCSOS City Centre Building, at 1300 17th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair), Janea Benton, Denise Boshers, Lillian Brust, Don Bynum, Nila Hogan, Traco Matthews (arrived at 12:03pm), Chase Nunneley, Fred Plane, Chei Whitmore.

Absent: Michael Bowers.

Others Present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Catherine Anspach, Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Matthews).

V. New Business

a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – **Action Item**

Tracy Webster began by directing attention to page eight, which featured the contribution by purpose report covering January 2024 to April 2024. She explained that the report details the amount raised and numbers of contributions by program. Tracy highlighted the Gourmet for Good line, noting a balance of \$117,885.63. She then presented the balance and income statements to the board. Additionally, Tracy introduced a new report called the fund activity summary statement. This report details the remaining funds from 2023, incoming funds, expenses, and remaining balances.

Using East Kern Family Resource Center as an example, Tracy illustrated how the program started with \$10,000, received \$507.77 in income/donations, and had \$10,000 expensed back to the program. She

provided another example with the Food Bank, which began with a balance of \$10,829.68, received \$52,416.22 in income/donations, and had \$56,335.91 expensed back to the program.

Tracy then reviewed the budget to actual report for the period of January 2024 to April 2024. She mentioned the final report on in-kind donations is generated by the Foundation team to keep a record of these contributions. These donations are not recorded by the Foundation for tax purposes, but simply for tracking purposes. Catherine Anspach added that the in-kind donors have been acknowledged and thanked.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Whitmore/Joven).

b. CAPK Fundraising Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach started by saying that Gourmet for Good is on Saturday, June 1st. She added that the event is sold out with 314 guests in attendance. She mentioned that the event might be a little hot but will be a good time. She thanked the board for all their help with the event.

Catherine mentioned that Valley Strong will be doing the Huggy Heart Campaign again for the month of June. The proceeds will go towards the Youth Centers and Family Resource Centers. Valley Strong raised \$10,000.00 the previous year.

Catherine reported that the Friendship House Advisory board will be hosting its annual fundraiser again in October. The theme is Casino Night. Catherine reviewed the sponsorship packet with the board. She said the Advisory board will start to solicit sponsorships.

Kevin Burton asked if he could get a copy of the sponsorship packet. Catherine said that she will send out the sponsorship packet to each board member.

c. New CAPK Agency Video– Catherine Anspach, Director of Development – ***Verbal Item***

Catherine Anspach showed the new CAPK agency video to the board. She added that this video does a great job in showing what CAPK does as an organization.

After the video, the board gave their applause. Catherine added that the video was created by Chris Sanchez in the Marketing and Outreach team. Chei Whitmore asked if she could get a copy of the video, she said she wants to show her staff that are selling the Foundation Huggy Hearts. Catherine said she would send her the link.

Traco Matthews added that he liked Louis Gill as the voiceover for the video. Kevin Burton said he also liked the voiceover for the video.

Catherine said that this board meeting will be short and sweet, and that the Foundation board will not meet again until September. Catherine added she will have a special surprise at that meeting. Catherine ended by saying that she is looking forward to seeing everyone at Gourmet for Good.

Kevin Burton asked who would be going this weekend, adding that a lot of graduations are happening on the same day.

Jeremy Tobias said that he is looking forward to the event. He thanked Catherine and the board for all their hard work getting sponsorships for the event. Pritika Ram also added to Jeremy's comment saying that she is looking forward to the event.

Jeremy Tobias said that since this is the first fundraising event that the foundation is putting on, there will be a debriefing meeting to discuss the pros and cons of the event. Catherine said that she will work towards creating that committee.

Kevin Burton added that unfortunately, the weather will be unpleasant at the event. Catherine added that it is hard to pick a date for a fundraising event without competing with other non-profits that are having fundraising events. Catherine added that once the sun goes down, the weather will be manageable. Catherine also added that due to the weather, the catering company will only be doing passed appetizers, so no food will sit out in the sun. She added Moo Creamery is the caterer.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, September 24th, 2024
1300 18th Street (Tentative)
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 12:23 pm.



BOARD MEETING

SEPTEMBER 24, 2024

FINANCIAL REPORT

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D. Budget to Actual as of August 31, 2024	5



Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2024 to 08/31/2024

Purpose	Amount	# Contributions
General	\$11,477.23	40
In-Kind Donations	\$0.00	27
M Street Navigation Center - Homeless Center	\$1,703.29	4
Oasis Family Resource Center - Ridgecrest	\$5,947.70	8
East Kern Family Resource Center	\$671.52	5
Shafter Youth Center	\$500.00	1
Volunteer Income Tax Assistance - VITA	\$335.00	9
Food Bank	\$109,145.93	112
Friendship House	\$100.00	1
Head Start	\$8,500.00	2
CAPK Foundation	\$5,819.09	1
Gourmet for Good	\$152,585.63	46
Friendship House Casino Night 2024	\$11,500.00	5
Total	\$308,285.39	261



Community Action Partnership of Kern Foundation

Balance Sheet
as of 08/31/2024

Account Number	Account Name	Amount
Assets		
1000	Checking	\$252,740.53
1010	Money Market	\$62,565.53
1101	Stripe Payments	\$250.00
1130	Petty Cash	\$100.00
Total Assets		\$315,656.06
Liabilities		
Total Liabilities		\$0.00
Equity		
3000	General Fund - Fund Balance	\$298,336.13
3101	Food Bank - Fund Balance	\$5,919.93
3104	Friendship House Community Center - Fund Balance	\$11,400.00
Total Equity		\$315,656.06
Total Liabilities + Total Equity		\$315,656.06



Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2024 to 08/31/2024

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$91,313.40
4230	Fundraising	\$243,504.23
4310	Interest Earned	\$65.53
4450	Misc Revenue	\$85.52
4900	CAPK Agency Contribution	\$412,500.00
Total Income		\$747,468.68
Expense		
5105	Salaries	\$140,422.05
5205	Benefits	\$38,811.16
6105	Local Travel - Staff	\$704.68
6120	Out of Town Travel - Staff	\$6,281.91
6135	Per Diem - Staff	\$548.50
6150	Vehicle Gasoline	\$84.52
6205	Rent/Lease	\$11,199.00
6210	Repair/Maintenance/Incidental Alterations	\$468.54
6235	Utilities	\$532.77
6305	Office Supplies	\$21,283.27
6505	Legal Fees	\$3,165.75
6510	Audit Fees	\$1,400.00
6520	Consultant Services	\$32,156.69
6525	Software Support/Maintenance	\$121.55
6605	Communications	\$360.07
6610	Postage	\$923.41
6615	Printing	\$2,855.39
6620	Risk Insurance	\$497.23
6635	Board Costs	\$3,019.26
6645	Tuition/Registration Fees - Staff	\$2,980.00
6675	Outreach	\$28,351.17
6685	Meeting Expenses	\$876.55
6695	Bank Fees	\$1,008.49
6715	Licensing/Misc Fees	\$267.50
6790	Misc Expense	\$2,219.45
6990	Contribution - CAPK	\$227,128.70
7910	Facility Use	\$1,351.63
9999	Indirect Expense	\$24,130.97
Total Expense		\$553,150.21
Net Income (Loss)		\$194,318.47



Community Action Partnership of Kern Foundation
Fund Activity Summary
for the period of 01/01/2024 to 08/31/2024

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	\$98,111.81	\$438,393.88	\$238,169.56	\$200,224.32	\$0.00	\$200,224.32	\$298,336.13	\$98,111.81
Food Bank	\$10,829.68	\$80,754.30	\$85,664.05	\$-4,909.75	\$0.00	\$-4,909.75	\$5,919.93	\$10,829.68
Volunteer Income Tax Assistance - VITA	\$0.00	\$335.00	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Friendship House Community Center	\$0.00	\$18,894.77	\$7,494.77	\$11,400.00	\$0.00	\$11,400.00	\$11,400.00	\$0.00
Shafter Youth Center	\$0.00	\$10,944.77	\$10,944.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
East Kern Family Resource Center	\$10,000.00	\$7,966.30	\$17,966.30	\$-10,000.00	\$0.00	\$-10,000.00	\$0.00	\$10,000.00
Oasis Family Resource Center - Ridgecrest	\$1,247.85	\$12,742.47	\$13,990.32	\$-1,247.85	\$0.00	\$-1,247.85	\$0.00	\$1,247.85
M Street Navigation Center - Homeless Center	\$1,148.25	\$7,343.29	\$8,491.54	\$-1,148.25	\$0.00	\$-1,148.25	\$0.00	\$1,148.25
Head Start	\$0.00	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WIC Program	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gourmet for Good	\$0.00	\$161,093.90	\$161,093.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$121,337.59	\$747,468.68	\$553,150.21	\$194,318.47	\$0.00	\$194,318.47	\$315,656.06	\$121,337.59



Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2024 to 08/31/2024

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	\$91,313.40	\$183,220.08	\$-91,906.68
4230	Fundraising	\$243,504.23	\$57,376.64	\$186,127.59
4310	Interest Earned	\$65.53	\$0.00	\$65.53
4450	Misc Revenue	\$85.52	\$0.00	\$85.52
4900	CAPK Agency Contribution	\$412,500.00	\$233,333.36	\$179,166.64
Total Income		\$747,468.68	\$473,930.08	\$273,538.60
Expense				
5105	Salaries	\$140,422.05	\$133,043.36	\$7,378.69
5205	Benefits	\$38,811.16	\$43,243.36	\$-4,432.20
6105	Local Travel - Staff	\$704.68	\$666.64	\$38.04
6120	Out of Town Travel - Staff	\$6,281.91	\$4,333.36	\$1,948.55
6135	Per Diem - Staff	\$548.50	\$1,166.64	\$-618.14
6150	Vehicle Gasoline	\$84.52	\$500.00	\$-415.48
6205	Rent/Lease	\$11,199.00	\$1,987.36	\$9,211.64
6210	Repair/Maintenance/ Incidental Alterations	\$468.54	\$0.00	\$468.54
6235	Utilities	\$532.77	\$0.00	\$532.77
6305	Office Supplies	\$21,283.27	\$12,566.64	\$8,716.63
6505	Legal Fees	\$3,165.75	\$0.00	\$3,165.75
6510	Audit Fees	\$1,400.00	\$0.00	\$1,400.00
6520	Consultant Services	\$32,156.69	\$4,000.00	\$28,156.69
6525	Software Support/ Maintenance	\$121.55	\$0.00	\$121.55
6605	Communications	\$360.07	\$0.00	\$360.07
6610	Postage	\$923.41	\$3,333.36	\$-2,409.95
6615	Printing	\$2,855.39	\$10,000.00	\$-7,144.61
6620	Risk Insurance	\$497.23	\$0.00	\$497.23
6625	Hiring Costs	\$0.00	\$300.00	\$-300.00
6630	Employee Costs	\$0.00	\$800.00	\$-800.00
6635	Board Costs	\$3,019.26	\$3,333.36	\$-314.10
6645	Tuition/Registration Fees - Staff	\$2,980.00	\$2,666.64	\$313.36
6675	Outreach	\$28,351.17	\$41,710.00	\$-13,358.83
6680	Training Expenses	\$0.00	\$4,333.36	\$-4,333.36
6685	Meeting Expenses	\$876.55	\$1,666.64	\$-790.09
6690	Membership Fees	\$0.00	\$1,000.00	\$-1,000.00
6695	Bank Fees	\$1,008.49	\$0.00	\$1,008.49
6715	Licensing/Misc Fees	\$267.50	\$0.00	\$267.50
6790	Misc Expense	\$2,219.45	\$0.00	\$2,219.45
6990	Contribution - CAPK	\$227,128.70	\$175,886.72	\$51,241.98
7910	Facility Use	\$1,351.63	\$0.00	\$1,351.63
9999	Indirect Expense	\$24,130.97	\$27,065.36	\$-2,934.39
Total Expense		\$553,150.21	\$473,602.80	\$79,547.41

Account Number	Account Name	Actual	YTD Budget	Difference
Total		\$194,318.47	\$327.28	\$193,991.19



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: October 30, 2024

Subject: *Agenda Item VII(a)*: October Policy Council Report – **Action Item**

The Policy Council met on September 25, 2024; at which time a quorum was established.

There were several new business items presented to the Council for approval. This included the 2025-2026 Head Start Program Goals and Objectives as well as the 2025-2026 Head Start Training and Technical Assistance Plan. Each of the two items incorporated recommendations as made from members of the Policy Council Planning Committee. Subsequently both action items were unanimously approved, independent from one another.

Additionally, an overview of the 2024-2025 Head Start/Early Head Start School Readiness Goals were presented to the Council for approval. Upon conclusion of the presentation and review of the document as well as brief discussion, the school readiness goals were approved by a majority vote with one abstention.

The final new business item was the 2023-2024 Head Start Self-Assessment. The assessment, which unveiled four areas of opportunities for growth within the program was thoroughly reviewed and robust discussion ensued. Subsequently the Council unanimously approved, the 2023-2024 Head Start Self-Assessment, with amendments.

The next Policy Council meeting will take place on October 29, 2024, at which time the September 25, 2024 meeting minutes will be presented for Policy Council approval. Upon receipt of such, they will then be brought to the Board for approval as well. This will be the final meeting of the 2023-2024 Policy Council term.

Recommendation:

The Policy Council requests Board approval of the October Report and the Policy Council meeting minutes from August 27, 2024.

Attachment:

August 27, 2024 Policy Council Meeting Minutes

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES**

August 27, 2024

Meeting ID: 275 628 791 611

1. Call to Order

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Alejandra Verduzco, Ashley Trent, Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, Ruby Cruz, Wendy Ayala

2. Public Comments

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. Standing Committee Reports

a. School Readiness Committee

The School Readiness Committee has concluded all of the committee's scheduled meetings for this program term. However, school readiness is always taking place within the program. It was shared that staff recently attended a preservice training which covered a variety of topics. This training included a school readiness component which was provided to teaching staff, content area specialists, as well as staff from other facets of the program. This training reviewed and discussed the school readiness binder which contains lesson plans, any findings as well as other pertinent information related to school readiness. Other areas in which staff was trained included Wellness, Enrollment and Attendance, Family Engagement, the Child and Adult Care Food Program, Program Governance and more. All these areas help contribute to a child's overall school readiness.

b. Planning Committee

The Planning Committee met on August 6, 2024. The May Division Program Activity Report was shared with members. Enrollment information was provided with Head Start reporting 68% enrollment and Early Head Start reporting 64% enrollment. The Child Adult Care Food Program Report for May indicated 28,404 meals were prepared by the Central Kitchen, with a total of 35,316 meals delivered during this reporting period. It was shared that the Family Engagement Team supported family events taking place at various sites, a member of the Health Team supported a family whose child was receiving hospital care while a wellness staff presented services at a center. Enrollment and Attendance staff participated in several events including the Kern County Veterans Collaborative, MediCal event, Dia de la Familia at Kern County Fair and more.

c. Budget & Finance Committee

The Budget & Finance Committee met on August 20, 2024. The financial reports through June 2024 were presented to the committee for review and discussion. Budget detail was provided for Head Start as well as Early Head Start grants. The Parent Activities report, and Parent Local Travel and Childcare Reimbursement were presented to the committee as was the non-federal share reports for Head Start, Early Head Start and the EHS Partnership. Additional information shared with the committee were the No-Cost Extension grants for Head Start and Early Head Start as well as the Head Start Building Proceeds report including budget detail. The next Budget & Finance Committee meeting will be held on September 17, 2024.

d. Bylaws Committee

The Bylaws Committee met on August 13, 2024, and reviewed the final articles of the Council's Bylaws. This included disciplinary action for actions deemed inappropriate. It also included proper channels to navigate for any concerns, problems, or complaints. Additional information reviewed and discussed from

the bylaws included impasse procedures as well as parliamentary authority adopted by the Council. The committee was also made aware that the proposed changes to the Head Start Program Performance Standards are expected to be published in the coming weeks. It was stated that changes to the program governance component of the standards were minimal and primarily related to language. This was the final bylaws committee meeting for this term.

4. Presentations

a. Family Child Care Partnership – Maritza Lara Martinez, Family Child Care Partnership Coordinator

Maritza presented information to the Council on the new Family Child Care (FCC) Partnership. This program partners directly with licensed family child care home providers. These providers offer a unique family-like setting with daily activities, smaller group, mixed ages and more. Maritza shared the child care homes will look very different from a center setting. Some providers have a garage that has been set up as their family child care others may have something completely different. Maritza shared some of the benefits of having a Family Child Care include a flexible schedule, cultural sensitivity and exclusivity, as well as a nurturing home-like environment. The FCC will support in incorporating Head Start practices in the home classroom, parents will be connected with community resources to help meet their needs and providers will receive ongoing training to support the needs of the children and have the opportunity to build a network of support with colleagues. Some long term outcomes for the program include an increase in educated and qualified workforce providing care and education for infants and toddlers, regardless if they leave our program. Head Start comprehensive services, program performance standards and resources will be integrated into a variety of traditional family child care settings. Maritza shared that currently the providers primary focus is on the child, and this move to providing comprehensive services will bring in that whole family focus component. Maritza also talked about the requirements in place for providers if they wish to potentially partner with the program. They must already be licensed family child care provider with either a small license, one provider with six children or a large license, two providers with up to twelve children. The provider must also serve children 0-5 years of age with a subsidy. The education requirements are either a Family Child Care CDA, California Teacher Credentialing Associate Teacher Permit, A.A. or B.A. degree in Child Development or Early Childhood Education. Providers must also meet Community Care Licensing requirements Title 22, and they will also be asked to implement the Head Start Program Performance Standards. Martiza shared that the program is still in the recruitment stages and is getting the word out to the community and has had a lot of interest. The plan is to start partnering and have contracts with licensed family child care partners by mid-October 2024 and begin enrolling children by November 2024. It was noted that the program will not be bringing children into the family child care homes, it will be working with the children that are already in the care of these providers. Martiza shared a flyer with information about the next orientation and encouraged members to share with anyone they may know who might be interested and who has a licensed family child care. Discussion continued with a wide range of questions. Martiza shared that currently the program has eighteen providers who are interested in partnering. It was clarified that the upcoming orientation is an informational orientation with ten providers signed up to hear more about the program. The eighteen who are interested and who would like to move forward are the result of three previous informational orientations held. Maritza added that during the orientation what has been presented are the requirements for the provider, the requirements for children. The application process will include a site visit before contracts begin; this will provide the program a better understanding of where the providers are at and how the program can best support them. All of this information will be taken into consideration when considering establishing a contract with the provider. Inquiries were also made about providers bringing their facility up to Head Start regulations/standards with such a tight timeline. Martiza shared that a health and safety checklist is already in the works, and this will be the first thing the program will look at to ensure there aren't any health or safety hazards for the home. She added that this will be another one of the many things that will be taken into consideration before partnering with a provider. With regard to comprehensive services, and an inquiry if providers will have a Family Service Worker to complete this component, such as heights, weights, dentals, family partnership agreements, etc. it was shared that as

the Family Child Care Coordinator, Martiza will be completing the applications for families which include those components. She will also be working with Content Area Specialists to ensure the providers are receiving the support they need. Thorough discussion along with corresponding responses ensued regarding the enrollment process, how the provider would obtain another child (with a subsidy) should they have a vacancy, along with other various potential scenarios. Esperanza Contreras, Program Services Administrator shared with the Council that the FCC program will be following the same model as the partnership. She added that the provider will receive a contracted amount per child that is enrolled in their program; the child must be enrolled in Head Start or Early Head Start to receive the additional support the program will be providing. It was also asked how the program would receive information about a family's eligibility prior to contracting with the provider. Esperanza stated that information is a part of the application process, specifically what type of subsidy the children in their care are receiving. She added that we cannot ask the provider for the actual documentation, we must receive that from the parent. Additionally, it was asked how often the program will visit the homes with "random surprise visits" with so many potential providers, or are those visits planned ahead of time to meet the standards. Maritza stated that per the standards she will be doing two home visits monthly, some of which will be announced and some unannounced. She also shared that this information has been shared at the orientations so that those who are interested are aware there will be two monthly visits with the expectation that some will be unannounced.

5. Consent Agenda

***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

- a. Policy Council Meeting Minutes – June 25, 2024
- b. Policy Council Executive Committee Special Call Meeting Minutes – July 22, 2024
- c. Policy Council Planning Committee Meeting Minutes – June 4, 2024
- d. Policy Council Budget & Finance Committee Meeting Minutes – June 20, 2024
- e. Policy Council Bylaws Committee Meeting Minutes – August 13, 2024
- f. Head Start Budget to Actual Report – March 1, 2024, through June 30, 2024
- g. Early Head Start Budget to Actual Report – March 1, 2024, through June 30, 2024
- h. Kern Head Start and Early Head Start Non-Federal Report – March 1, 2024, through June 30, 2024
- i. Early Head Start Childcare Partnership Non-Federal Report – March 1, 2024 through June 30, 2024
- j. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023 through June 30, 2024
- k. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023 through June 30, 2024
- l. Head Start Building Proceeds for Central Kitchen – June 30, 2024
- m. Parent Travel & Child Care through June 30, 2024
- n. Parent Activity Funds through June 30, 2024
- o. Program Review & Evaluation Report – June 2024
- p. ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients; Date of Issuance: 06-27-2024
- q. ACF-OHS-IM-24-02 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming; Date of Issuance: 08-21-2024
- r. Kern County Cancer Foundation
- s. No-Cost Services and Resources for Farmworkers & Dependents – Kern County Employers' Training Resource
- t. (Virtual) Parenting Classes – September 24, 2024
- u. Backpack Connection Series: How to Help Your Child Have a Successful Bedtime (English/Spanish)
- v. Head Start/Early Head Start Kern Flyer (English/Spanish)
- w. Early Head Start San Joaquin Flyer (English/Spanish)

- x. Home Visiting Program Flyer (English/Spanish)
- y. Policy Council Meeting Dates

Michelle Jara-Rangel requested to remove item “q” from the consent agenda. Michelle Jara-Rangel motioned to approve the amended consent agenda; Ashley Trent seconded the motion. Motion carried unanimously.

Discussion ensued regarding item “q”. Michelle inquired about the final rule on supporting Head Start workforce, specifically regarding the requirement that teaching staff receive, at minimum the same amount of pay as preschool teachers in a public-school setting; she asked how this will affect the agency or are we already meeting this requirement. Michelle noted that she is aware the agency fairly recently completed a salary study and increased staff wages, however she asked if this was enough to meet the new mandate by the required timeline? Jerry Meade stated three different school districts were used to make the wage comparison. He added that the districts used were Bakersfield City Schools, Panama Buena Vista and Stockton Unified, so that component has already been met even though the timeline is 2031. Jerry went on to share that the only other component that is new in the standards is to ensure that wages are being monitored annually, and that salaries are continuing to be reviewed on an ongoing basis. Additionally, it was noted that language which supports paying staff a wage that is *at least sufficient* to meeting the basic cost of living is also a part of this final rule; it was asked if this was taken into consideration as well when developing the pay scale. Jerry confirmed that it was and noted that the software used for this process evaluates at the national, state, local and community level. He added when the job descriptions were evaluated for all positions in the Head Start division, local data was being utilized to determine where on the pay scale individuals would land.

In speaking to other quality improvements as found in item “q” discussion was had about caseloads for Family Service Workers (FSW) and if they are currently at forty or below. Jerry shared this requirement has already been met; the program began limiting caseloads to forty for FSWs about 5-6 years ago. Jerry added though we already have limited caseloads the program will continue to evaluate to determine if an additional decrease (from forty) might be warranted.

Michelle also commented on the change to eligibility and the adjustment that can be made to a family’s gross income to offset excessive housing costs. Jerry shared that the Office of Head Start has provided very detailed information as to what constitutes household income or cost of living income as well as a formula to assist with family’s who meet this criterion. Jerry noted because of the cost of living in California this is a significant opportunity for families to qualify for our Head Start program. He added with the first Recruitment and Selection Plan Meeting taking place next month this is a perfect time to address how we’d like to make those changes in our selection criteria process, policies and procedures, and more. Michelle thanked Jerry for the information and asked if Policy Council members were invited to participate on the Recruitment & Selection Plan committee. Lisa replied that she planned to extend an invitation to Policy Council members to participate on the Recruitment & Selection Plan Committee meeting during the Governance Report. She also shared that parent input is valuable and stated that over the years there have been several members (from Policy Council) who have participated on the committee. Lisa added that scheduling can sometimes create a conflict but even if members can only attend one of the meetings, staff are appreciative of their attendance and input.

Motion for approval of item “q” on the consent agenda was subsequently made by Michelle Jara-Rangel; seconded by Fatima Echeverria. Motion carried unanimously.

6. New Business

***ACTION**

a. 2023- 2024 Head Start No-Cost Extension Budget Revision – Rosa Guerrero, Administrative Analyst

Rosa shared that the no cost extension budget revision is to ensure that expenditures align with appropriate categories as indicated in the budget detail for the remainder of the extended period, which is through February 28, 2025. Budget details were provided to members. Rosa shared that the budget detail reflects savings in the fringe and personnel categories which will be added to the expenditures in the categories listed as equipment supply and construction. These will be for one-time capital expenditures

and will be applied to renovations for the new Central Kitchen and modifications to Head Start Child Development Centers. Motion was made by Michelle Jara-Rangel; seconded by Candy Diaz. Motion approved unanimously.

- b. 2024-2025 Head Start/Early Head Start Budget Revision – Rosa Guerrero, Administrative Analyst**
Rosa shared that the revised 2024-2025 Head Start/Early Head Start Budget includes increases in the personnel and fringe categories, as well as in travel, building maintenance/repairs, nutrition as well as in the “other” category. Rosa shared some of the factors behind the savings which included but was not limited to the wage comparison study. Budget details for the revision were provided to members. Alejandra Verduzco motioned to approve the 2024-2205 Head Start/Early Head Start Budget Revision; seconded by Ashley Trent. Motion carried unanimously.

7. Standing Reports

- a. Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa referenced the Recruitment and Selection Plan which Carol Hendricks, Enrollment & Attendance Manager, brought to the Council for approval earlier in the year. Lisa shared that Carol is once again facilitating this annual review and extended an invitation to members. The Recruitment and Selection Plan Meeting will take place on September 26, 2024, beginning with lunch at 11:30 a.m. followed by the meeting at 12:00 p.m. concluding at 1:30 p.m. She shared a bit about what documents are reviewed as well as the purpose of the meeting and encouraged members to check their schedules to see if they can participate as their input and collaboration is important and matters. Lisa also spoke about parent meetings for the new school year adding that everyone should have received a parent meeting survey from their center or their Early Childhood Educator which once completed will support staff in scheduling the first meeting (in September) on a day at time convenient to most parents. Once meetings have been scheduled, she encouraged members to attend their respective parent meetings and to share their experience in the leadership role they have as a Policy Council member. Lisa also reminded members if they are interested in potentially serving on Policy Council for the 24-25 term they must be elected as a Regional Parent Committee member. She also reminded members that Policy Council meetings for the upcoming term will be held in person. Fatima Echeverria noted that there could be parents who would like to participate but are Spanish speakers and may feel intimidated or like they cannot participate and because of this it is important that they know they can participate. Lisa shared that staff does a great job of ensuring that all parents are aware that they can participate, and that language is not an issue. She went on to share that what parents don't see is that Lisa when obtaining confirmation of attendance for Regional Parent Committee (RPC) meetings there is a space to indicate as if the parent has a need for a translator or other any extenuating circumstances. This is done to ensure that there are not any barriers on our end that would prohibit them from participating. In reference to meeting in person it was asked when those Policy Council meetings would be. Lisa shared that the 24-25 term begins in November and that is when the first in-person Policy Council meeting will take place. Discussion continued about in past years meeting at the Rosamond Child Development Center, clarification was provided stating that Eastern Kern and San Joaquin members have had the opportunity to join virtually, due to proximity. During this time the meeting location was at the Rosamond Child Development Center and at the Hunter Street Administrative Office respectively. However, it is no longer that way, members in these areas can log on from wherever they may be. Lisa shared an example of a Regional Parent Committee flyer to show members what they should expect to receive at their parent committee if they are elected to as an RPC representative, she also confirmed that Eastern Kern and San Joaquin County Policy Council members will still join Policy Council meetings virtually. Lisa also shared with members, the Save the Date flyer for the October final Policy Council meeting. She stated this is always a wonderful time to come together in person and recognize the Council for all their work and the commitment they've shown. This final meeting has historically been held at a restaurant and is attending by Executive Administrative staff however this year it will take place in the Board Room at our new office. Lisa added that the event will be catered, and members are also permitted to bring one guest with them to this meeting/recognition event. In closing Lisa showed a brief video about ABC News reporter, Steve Osunsami who shared his Head Start story. She

encouraged members to share their Head Start story as well! Michelle asked if Policy Council Committee meetings were going to be in-person as well. Lisa shared this is still an area of discussion and at this time the thought would be to leave that decision up to each of the respective committees as to how they would prefer to meet.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative

Michelle shared there was not a Board of Directors meeting held in July however the Executive Committee did meet on July 17, 2024. During this meeting there were eight action items presented and approved. There was also an information item on a Workplace Violence Prevention Program. Per California Senate Bill 553 all organizations are required to implement a Workplace Violence Prevention Plan by July 1, 2024. CAPK submitted their plan and management staff stated that staff will receive training which will include: no retaliation, no bullying or harassment, (including contractors) de-escalation and Alert, Lockdown, Inform, Counter and Evacuate (ALICE) training also known as active shooter training which includes a childcare active shooter plan. In closing, Board Members had an opportunity to make comments. Curtis Floyd stated in reading the Project 2025 document cuts to the Head Start program were identified; he encouraged other to read the document to be well informed. Michelle Jara-Rangel shared that she received a lot of good information from the Wipfli Conference held in Las Vegas earlier in the month. Jeremy Tobias announced that the August Board Meeting will likely be held in the new Board Room as the audio-visual equipment is scheduled for installation in early August. This meeting was adjourned at 1:20 p.m.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Jerry Meade, Assistant Director of Program stated that he is very pleased to provide this report on Yolanda's behalf as she is attending a CAP conference and is unavailable. Jerry shared that the new Head Start Program Performance Standards were officially released last week with grant recipients being provided a redlined version of the document to note changes from the previous version to the current version. In anticipation of the release of that document program staff had already scheduled a meeting which included nearly seventy administrative staff including some from San Joaquin County who gathered to dive into the new program performance standards, evaluate the changes and see how we can create a program improvement plan to integrate these new requirements. There were four separate groups each focusing on a different area. The areas addressed were workforce, mental health, quality improvement, and enrollment and attendance. Jerry shared that after the teams met to discuss their specific topic, notate steps we were taking, questions/clarification, any potential challenges, and more everyone reconvened and shared a summary of their respective group discussion. Jerry noted there were a lot of things in the revised standards that we as a program were already doing. He added that the program is looking forward to evaluating and reviewing the document in greater detail and bringing those changes forward in our program. Jerry also reported that another program focus is under enrollment. He stated a lot of children have left to attend transitional kindergarten, and those are empty slots that we must fill. He also shared that part year staff returned earlier in the month and are working to fill those facilities. There are seven sites that are fully enrolled with six additional sites that have identified all their children to be fully enrolled, we are just waiting for them to walk through the door so that they can be counted as enrolled. Jerry added that we must reach full enrollment within the under-enrollment plan of action timeline which would be before the end of November. We have three locations that are pending licensing in areas that are out of our control. They are waiting on a fire marshal inspection or licensing to come in before we can be given the "okay" by the state after which we can start enrolling at those three locations. Jerry shared that on an exciting note staffing has greatly improved! We are one hundred percent fully staffed in San Joaquin County, all Head Start teacher positions in Kern have been filled. He added that some are still in the onboarding process or getting background checks, but they have all been identified. Additionally, the program only needs six more Early Head Start teachers to be fully staffed in our Early Head Start classrooms! Jerry added that there are vacancies in other areas such as custodians, early childhood educators, and other areas but our core teaching staff, early childhood educators have all been identified. He also encouraged members, if they know anyone who wants to be an Early Head Start teacher and has a B.A. degree in early childhood education with infant toddler units, to send them our

way! Jerry also shared that the program is seeing a significant decline in staff turnover which is great. Jerry shared as we move forward into fall, we are going to start seeing new relationships being built with families as we begin collecting data, creating family partnership agreements and work on goal setting processes. Jerry shared it has been really exciting to see all the construction completed and to see facilities operating with ten or eleven classrooms which feels like walking into an elementary school. It has been a long time coming and it is great to see the beautiful, finished product. Jerry also shared that in encouraging enrollment of children in the program as well as to support recruitment of staff he and Yolanda along with one of the enrollment specialists were recently on the local news. He added that we will be working on enrollment even long after reaching full enrollment and that is because we will have to replenish our waitlist as required to ensure that we have 50% of our funded enrollment on our waitlist for any of those children who may be exiting the program or moving out of the area. In closing Jerry thanked members for their commitment to the Council. Michelle stated she recalls (years ago) that Board members were invited to attend pre-service to show their support for staff. She noticed via social media posts that pre-service had taken place and asked if Board attendance had stopped due to COVID and if it would be something that would be reinstated in the future. Jerry stated that it has been so long that staff have all come together in person that it could have very well been lost through that COVID transition. He added that it has been years since we have been able to gather in that large of a capacity and it was truly an unbelievable experience. Jerry shared that he can certainly ask the Professional Development Manager to incorporate this component and to include the Board at future training events. Jerry thanked Michelle for bringing this topic to his attention. Additional discussion ensued with regards to the employment application process and a specific submission of such and the outcome that was received. There was continued discussion on the topic with a subsequent request made for further discussion to take place offline.

8. Policy Council Chairperson Report

Ruby thanked everyone for their attendance. She added that she hopes everyone is adjusting well with children returning to school and hoped that everyone is doing well.

9. Policy Council Member Comments

Members were given an opportunity to make a statement or comment. Gabriela Rangel thanked members for attending adding the year is coming to a close, but she really appreciated meeting everyone and getting to know them. Gabriela expressed appreciation at the opportunity to better understand the program that her son is enrolled in.

10. Next Scheduled Meeting

The next meeting will be held on Tuesday, September 24, 2024, at 5:30 p.m.

11. Adjournment

The meeting was adjourned at 6:53 p.m.



MEMORANDUM

To: Board of Directors

Lois Hannible
From: Lois Hannible, Program Administrator

Date: October 30, 2024

Subject: *Agenda Item VII(b)*: Friendship House Advisory Board- **Info Item**

Friendship House Advisory Board Chair, Keith Edwards, connected the Friendship House to local sorority, Alpha Kappa Alpha Sorority Inc. Omega Omega Chapter of Bakersfield, CA. In collaboration with the sorority's Western Region, which consists of over 600 members, a donation drive was organized to benefit CAPK Friendship House youth participants. This initiative not only provided essential items but also demonstrated the power of community engagement and solidarity. The donations of hygiene products, clothes, shoes, and toys are greatly appreciated and will truly benefit our community youth in need.

The Friendship House Advisory Board is still seeking applications to fill two vacant Advisory Board positions. Those interested in applying for the Friendship House Advisory Board are encouraged to apply by using the link provided below:

<https://www.capk.org/programs/friendship-house/advisory-board/member-application/>

A verbal report will be made on the impact of the Friendship House Casino Night Fundraiser, which was organized by the Friendship House Advisory Board, and held at The Collective on October 24th.

A verbal report will be made on the impact of the Friendship House Fall Carnival, which the Friendship House Advisory Board helped to facilitate on October 29th.